

State Standalone Reports Tab**Navigation:** Start Page > Reports > Standalone Reports**AIG Students from Another LEA or School**

Presently, when a student transfers from one school to another within the LEA, a new AIG record is automatically created on the Current Status page for the new school. However, when a student with an AIG record transfers from one LEA to another this process is not automatic at this time.

This report will help identify students within the LEA whose latest AIG record from a school is different than the current school of enrollment. LEAs can also use this report to identify any new AIG students that have enrolled in their LEA. Students transferring from another LEA will need to have a new record created for their current LEA.

The screenshot shows the PowerSchool Reports interface. The breadcrumb trail at the top reads 'Start Page > Reports > Reports (State Reports)'. On the left sidebar, under the 'Reports' section, 'Standalone Reports' is highlighted with a red box. The main content area shows the 'Reports' tab selected, with a sub-tab 'State Standalone Reports' also highlighted with a red box. Below the tabs, there is a table titled 'North Carolina State Reports' with columns 'Version' and 'Description'. The table contains one entry: 'AIG Students from Another LEA' with version '1.0' and description 'This report identifies any student whose enrollment school is different from their school id on their latest AIG record.' Below the table, the text 'State/Provincial Content: USA-NC 15.7.3.2.0' is displayed.

North Carolina State Reports	Version	Description
AIG Students from Another LEA	1.0	This report identifies any student whose enrollment school is different from their school id on their latest AIG record.

State/Provincial Content: USA-NC 15.7.3.2.0

To run this report:

1. From the State Standalone Reports tab, click on AIG Student from Another LEA.
2. If the report is generated at the school level, the user can select to run the report for the current school only or all schools. If the report is generated at the LEA level, the user can select to run the report for All Schools or use the option to Select Multiple Schools to run the report only for specific schools. Use the Control or Option key to select the schools.
3. If the user selects a group of students from the Start Page (i.e. Grade 9 or Females), the user can select to run the report for the Selected Students Only or All Students.

State Standalone Reports Tab

4. If the **Include Active Students Only** option is set to **No**, the report includes students that have active AIG records (no Withdrawal Date) as well as those whose latest AIG record **does** have a Withdrawal Date.

If the **Include Active Students Only** is set to **Yes**, the report **does not** include any student whose latest AIG record has a Withdrawal Date.

NOTE: The report by design includes students that are transferred out in case the LEA needs to edit their AIG record for any reason.

AIG Students from Another LEA

Report Information	
Description	This report can be used to identify any students that may need a manually entered AIG Current Status record added so the most current record reflects the school the student is currently enrolled.
Version	1.0
Output File Name	AIGLatestRecOtherLEA_[SchoolSelection]_[StudentSelection]_[Date]
Category	North Carolina State Reports
Published Date	07/26/2015 08:14 AM
Comments	
Report Parameters	(Check checkbox on the right to save as default value) Clear All
Select Schools*	<input type="radio"/> Current School Only <input checked="" type="radio"/> All Schools <input type="checkbox"/>
Current Selection Students*	<input type="radio"/> The Selected 0 Students Only <input checked="" type="radio"/> All Students <input type="checkbox"/>
Include Active Students Only	<input type="text" value="No"/> <input type="checkbox"/>

Scheduling

Please select when to run

☒ Run Now ☐ Schedule

Submit

State Standalone Reports Tab



AIG Students from Another LEA

Report Information	
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Version	1.0
Output File Name	AIGLatestRecOtherLEA_[SchoolSelection]_[StudentSelection]_[Date]
Category	North Carolina State Reports
Published Date	07/26/2015 08:14 AM
Comments	
Report Parameters	(Check checkbox on the right to save as default value) Clear All
Select Schools*	<div><input type="radio"/> Select Multiple Schools <div>Graduated Students Mangum Elementary Merrick-Moore Elementary Middle College HS @ DTCC Morehead Montessori</div><input checked="" type="radio"/> All Schools</div>
Current Selection Students*	<div><input type="radio"/> The Selected 2,484 Students Only <input checked="" type="radio"/> All Students</div>
Include Active Students Only	<div>No</div>

Scheduling

Please select when to run	
<input checked="" type="radio"/> Run Now <input type="radio"/> Schedule	Submit

5. Click Submit to run the report immediately.

6. To schedule the report to run regularly or at a certain date and time, the user can select the option Schedule in the Scheduling section. The following window displays:

Scheduling

Please select when to run	
<input type="radio"/> Run Now <input checked="" type="radio"/> Schedule	
Please select schedule settings	
Start Date <input type="text"/> (MM/DD/YYYY)	Start Time <input type="text"/>
<input checked="" type="radio"/> Run Once	
<input type="radio"/> Repeat <input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Yearly	
Submit	

- Select the Start Date to start the scheduling of the report.
- Select the time that you would like the report to run.
- Select Run Once if you only want the report to run one time at this date and time. Select Repeat and the following window displays:

State Standalone Reports Tab

Please select when to run

☐ Run Now ☒ Schedule

Please select schedule settings

Start Date (MM/DD/YYYY) Start Time

☐ Run Once

☒ Repeat ☒ Daily ☐ Weekly ☐ Monthly ☐ Yearly

Please select daily repeat cycle options

☐ Weekdays only

Please select end date range option

☒ No end date

☐ Ends on (MM/DD/YYYY)

[Submit](#)

- i. Select whether to repeat this process Daily, Weekly, Monthly or Yearly. Depending on the selection, the options change in the next section.
 - ii. Either set an end date or leave the option set to No end date for it to run as scheduled continually.
 - iii. Click Submit.
7. The Report Queue (ReportWorks) – My Jobs displays. The report will display as Pending until the Refresh button is clicked.

[System](#) [ReportWorks](#)

[Refresh](#)

Queued Reports

Pending: 1

Created On	Report Name	Started	Created By	Status	Options
07/29/2015	AIG Students from Another LEA	N/A		Pending	

Completed Reports

[Delete All](#)

Created On	Report Name	Started	Ended	Created By	Status	Options
07/29/2015	AIG Students from Another LEA	07/29/2015 05:43 PM	07/29/2015 05:43 PM		Completed	

8. After refreshing the page, the status will change to Running. When it is completed, after refreshing the page, the report will be in the Completed Reports section with a status of Completed.
9. You can download the report by clicking on the word Completed beside the report or click on the icon to the right of the Created By name.
10. The file is created as a comma-delimited file and can be opened using Excel once it is saved to a location.
 - a. The report identifies the Student Number, State Student Number, Student Name, Currently Enrollment School, Date of Transfer, AIG Status, AIG District/School (school that created the AIG record), AIG Placement Date, AIG Withdrawal Date and AIG Withdrawal Code.
11. The blue circle with circulating arrows will re-run the report. The report may be deleted by clicking on the trash can icon.