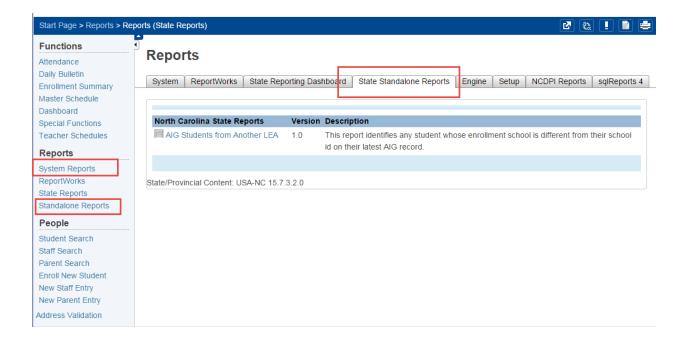


Navigation: Start Page > Reports > Standalone Reports

AIG Students from Another LEA or School

Presently, when a student transfers from one school to another <u>within</u> 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 <u>not</u> automatic at this time.

This report will help identify students <u>within</u> 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.



To run this report:

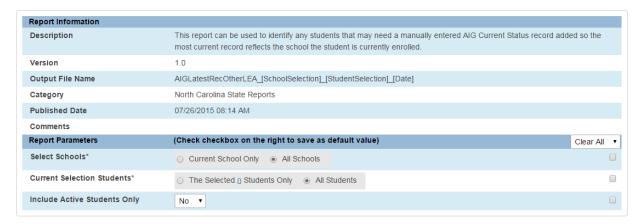
- 1. From the State Standalone Reports tab, click on AIG Student from Another LEA.
- 2. If the report is generated at the school level, the user can select to run the report for the current school only or all schools. If the report is generated at the LEA level, the user can select to run the report 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.

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.

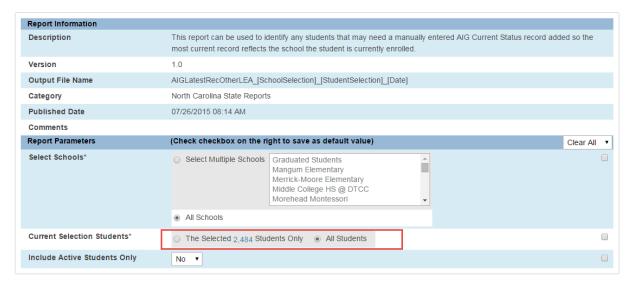
AIG Students from Another LEA



Scheduling



AIG Students from Another LEA

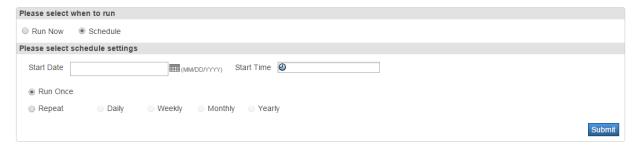


Scheduling

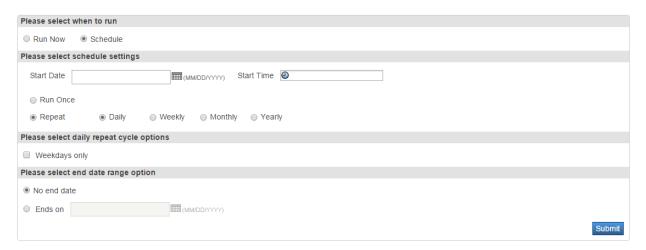


- **5.** Click Submit to run the report immediately.
- **6.** To schedule the report to run regularly or at a certain date and time, the user can select the option Schedule in the Scheduling section. The following window displays:

Scheduling



- a. Select the Start Date to start the scheduling of the report.
- b. Select the time that you would like the report to run.
- c. 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:



- 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.



- **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.