



# COVINGTON CIITS ~ 100 Day Enrollment Reports

1. From the home screen, hover over **School & District Data** and select **Custom Reports**.
2. Select **Build a Custom Report with All Students**.
3. Select **School Enrollment**.
4. For the filter, **leave any type, any school, and any grade** if you want run a report for the district. Otherwise, select the appropriate info for the report you want.
5. Select **Total Enrollment** and the correct year range, **2012-2013**.
6. Next to *Number of Days Enrolled*, for *At Least* enter **100**. Leave *At Most* blank.
7. Check **YES** under *Most Recent Enrollment*.
8. Click Go to View Options in the top right corner of the screen.



## Custom Reports: Select Report Type and Data

Student Set: 5,854 Students  
[Student Set Details](#) [Edit Student Set](#)

You have selected all students in all years.  
No filters have been defined.

Report Type & Data: now defining...

No report data selections have been defined.

➔ Select the Type of Analysis Report

Standardized Assessment  
 School Enrollment  
 Program Enrollment  
 Course/Section Enrollment

[Reset Selections](#)

1. Select where and in which grade students are enrolled.

School Type: -- Any School Type --  
School: -- Any School --  
Grade: -- Any Grade Level --

2. Enter the enrollment timeframe.

School Enrollment:  
 Current Enrollment  
 Total Enrollment  
All students enrolled in: 2012-2013  
 Enrollment Range:

Number of Days Enrolled:  
At Least 100 At Most

Most Recent Enrollment (for the selected year):  
 Yes

Lunch Status:  
Homeroom Teacher: -- Any Homeroom Teacher --  
Withdrawal Reason: -- Any Withdrawal Reason --

Want to search for a specific number? Set your At Least and At Most as the same number.

➔ Finished Defining?  
[Go to Viewing Options](#)



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9. On the *Viewing Options* page, set the columns to **Grade-Level** and check the box next to *Divide this report into multiple pages, one for each: School*
10. Run Report!

The image shows two configuration panels. The 'Define Rows and Columns' panel has four sections: 'Columns' set to 'Grade Level', 'Sub-Columns' set to '-- None --', 'Rows' set to '-- None --', and 'Sub-Rows' set to '-- None --'. The 'Paging' panel has a checked box for 'Divide this report into multiple pages, one for each:' and a dropdown menu set to 'School'. Below these panels is a 'Finished Defining?' message with a green arrow and a 'Run Report' button.

## Interactive Report:

The report is nice. You can click the **drop-down** window to switch between schools. You can also click on the **number of students** under each grade to see a list of students.

The screenshot shows a report titled 'School Enrollment Analysis Report (School by Grade Level)'. At the top, there is a 'School:' dropdown menu currently set to 'Glenn O Swing Elementary'. Below the dropdown is a table with columns for years 03, 04, and 05. The row for 'Glenn O Swing Elementary' shows 72 students in 03, 50 in 04, and 65 in 05. A red circle highlights the number 72. A red arrow points from this circle to a text box on the right.

	03	04	05
Biggs Early Childhood Education Ctr			
Covington Adult High School			
Glenn O Swing Elementary	72	50	65
Holmes High School			
Holmes Middle School			
John G Carlisle Elementary			
Latonia Elementary School			
Ninth District Elementary			
Sixth District Elementary School			
Transformational Learning Center			

Gives you a list of students. Each student can be clicked to see their academic and demographic information.