

Special Services Reports

Path: **Special Education > SpEd Reports**

Overview

The Special Services module includes several reports for internal district reporting.

User Permissions

In the **New Special Education** area, **SpEd Reports** allows the user to run special services reports.

Generate Special Services Reports

1. In the **Report Type** section, select the type of report to be generated.

Report Type:

- ☐ Services ☐ Export to file
- ☒ IEPs Due
- ☐ Evaluations Due
- ☐ Case Manager Rosters
- ☐ IEP Student Listing ☐ Export to file
- ☐ Transportation ☐ Export to file
- ☐ Referrals: Export to File
- ☐ Evaluation Eligibility ☐ Export to file
- ☐ ESY:Export to File
- ☐ District Assess Accom:Export to File
- ☐ Supports for School Personnel:Export to File
- ☐ IEP Goals:Export to File

- Select Services to generate a listing of students receiving each service. You may sort by site or case manager. Check the box to Export to file if you'd like to work with the data in a spreadsheet or text file. You may specify a site, case manager, service, or service provider to generate the listing. You may sort by site or case manager if All is selected. You may also sort by all services or current services.
- Select IEPs Due and enter the date range to generate a list of IEPs that are due within the date range. You may specify a site or case manager to generate the listing. You may sort by site or case manager if All is selected.

NOTE: If no date range is entered, the report is run with today's date.

- Select Evaluations Due and enter the date range to generate a list of evaluations that are due within the date range. You may specify a site or case manager to generate the listing. You may sort by site or case manager if All is selected.
 - Select Case Manager Rosters to generate a listing of IEP students assigned to each case manager. You may specify a site or case manager to generate the listing. You may sort by site or case manager if All is selected. You can also select Show All or IEP Eligible only.
 - Select IEP Student Listing to generate an alphabetical listing of all students with IEP Status = Y. Check the box to Export to file if you would like to work with the data in a spreadsheet or text file. You may specify a site or case manager to generate the listing. You may sort by site or case manager if All is selected.
 - Select Transportation to generate a listing of all students who require transportation and any associated accommodations. Check the box to Export to file if you would like to work with the data in a spreadsheet or text file. You may specify a site or case manager to generate the listing. You may sort by site or case manager if All is selected.
 - Select Referrals: Export to File and enter the date range to generate a spreadsheet or text file of all students with a referral created within the date range. You may specify a site or case manager to generate the listing. You may sort by site or case manager if All is selected. You may also select the document status. This report includes all referral fields.
 - Select Evaluation Eligibility and enter the date range to generate a list of students with an evaluation. This report includes all evaluation fields. Check the box to Export to file if you would like to work with the data in a spreadsheet or text file. You may specify a site or case manager to generate the listing. You may sort by site or case manager if All is selected.
 - Select ESY: Export to File to generate a spreadsheet or text file of all students who are eligible for Extended School Year. The spreadsheet or text file displays service goals, service descriptions, service frequency, and transportation needs for each eligible student. You may specify a site or case manager to generate the listing. You may sort by site or case manager if All is selected.
 - Select District Assess Accom: Export to File to generate a spreadsheet or text file of all students who will take district assessments listed on Form E and the required accommodations for each student. You may specify a site or case manager to generate the listing. You may sort by site or case manager if All is selected.
 - Select Supports for School Personnel: Export to File to generate a spreadsheet or text file of all students who require supports for school personnel listed on the bottom of Form F. You may specify a site or case manager to generate the listing. You may sort by site or case manager if All is selected.
 - Select IEP Goals: Export to File to generate a spreadsheet or text file of goals and if available, Progress ratings dates and comments from student's IEP. You may specify a site or case manager to generate the listing. You may sort by site or case manager if All is selected.
2. In the Student Selection section, select the students for which the report or export file is to be generated.

Student Selection:

- ☐ All Active & Withdrawn
☒ Only Active Students
☐ All Withdrawn Students
☐ Specify Custom Selection

3. The **Other Report Parameters** are enabled or disabled depending on the report type selected. To limit the parameters of the report or export, select the **Site**, **Case Manager**, **Service**, and/or **Service Provider** for which the report is to be generated.

Other Report Parameters:

Site: (All)	<input type="text" value="All"/>
Case Manager: (All)	<input type="text" value="All"/>
Service: (Services Rpt Only)	<input type="text" value="All"/>
Service Provider: (Services Rpt Only)	<input type="text" value="All"/>

4. Click **Start Report**. If running a report, the **Display Reports** screen displays. From here, you may save, print, or search within the report.
- a. If running an export, the **Export to File** screen displays. Select **ASCII File** and select the **Delimiter** to generate a text file. Select **XLS File** to generate a spreadsheet.

Export File Type:	<input type="radio"/> ASCII File <input type="radio"/> XLS File
Delimiter:	<input type="radio"/> Tab <input type="radio"/> Comma <input type="radio"/> Other <input type="text" value=""/>
Include Column Heading:	<input type="checkbox"/>
<input type="button" value="Export"/> <input type="button" value="Cancel"/>	

- b. Check the box to **Include Column Headings** if desired.
- c. Click **Export**. A **File Download** prompt displays.
- d. Select whether to **Open** or **Save** the file or **Cancel** the export.
- e. Click **Cancel** to exit.

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