

Understanding Enrollment Filtering Quick Reference Card

Understanding Enrollment Filtering

Audience: School and District Report Managers

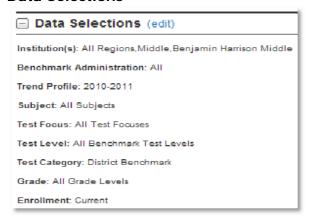
In most reports, you can choose to filter the student set by currently enrolled students or students who were enrolled at a specific point in time. Choose the data criteria that meets your reporting needs. For example, if your question is "Who are the students in my school right now," you will select **Current Enrollment**. If the question is "How well did the students at my school last spring do on the state assessment?" you will filter the students to include only those who were enrolled in your school on the test date.

Enrollment Selections in Published Reports

When running a published report, determine the enrollment filter to better understand the data.

Enrollment selection filter options:

 To view the filters for pre-formatted reports, look under Data Selections

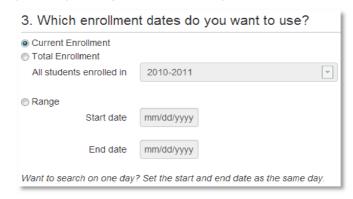


 To view the filters for custom reports, look under Student Set



Enrollment Options in Pre-formatted Reports

All pre-formatted reports default to an enrollment selection, but you may change it, if necessary.



 Select Total Enrollment and use the default selection All School Years in the menu to report on students enrolled during any listed school year

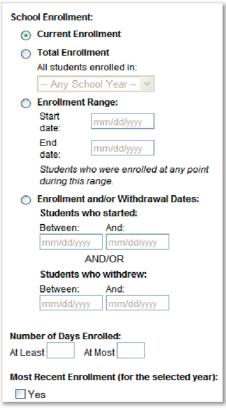
Or select **Total Enrollment** and specify a year in the menu to report on all students who were enrolled at any point during the specified year.

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- Select Current Enrollment to report on students enrolled in the selected institution as of the last data upload (nightly in most districts)
- Select Range and choose a start and end date to report on students enrolled at least one day during the specified range

Enrollment Options in Custom Reports

For custom reports, as in pre-formatted reports, the Current Enrollment option acts as a "today" filter. The student set always reflects the date on which you run the report.



Enrollment options:

- Select Current Enrollment (this is the default selection) to report on students enrolled in the selected institution as of the last data upload
- Select Total Enrollment and use the default selection in the menu, Any School Year, to report on students enrolled during any listed school year
 - Or select **Total Enrollment** and specify a year in the menu to report on all students who were enrolled at any point during the specified year.
- Select Range and choose a start and end date to report on students enrolled at least one day during the specified range

Additionally:

- Specify a range for the Number of Days Enrolled, if needed
 - Use the At Least and At Most fields in conjunction with one school year only.
- For Most Recent Enrollment, check Yes to include students for whom this was the most recent school they attended

This option includes in the report students who left midyear for another district, but excludes those who transferred within the district.

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Enrollment Selections and Report Results

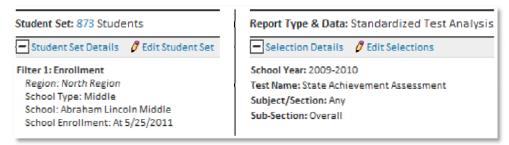
Think of every report as containing two sections:

- 1. Who are the students?
 - Select **Current Enrollment** and a school to limit the report to current students at the specified school
 - To include only students who were enrolled at the school at test time, regardless of where they are now, select Total Enrollment, the test date, and the institution
- 2. What do you want to know about the students?
 - In the context of a standardized test report, one aspect of the report is knowing the students' test school
 - In a custom report, specify a test school or leave it blank
 - In a pre-formatted report, you can't specify a test school, but by making the total enrollment date match the date range of the test administration, you can approximate a filter for the test school

Sample Report Comparisons

Compare these three sample custom report selections.

Sample 1

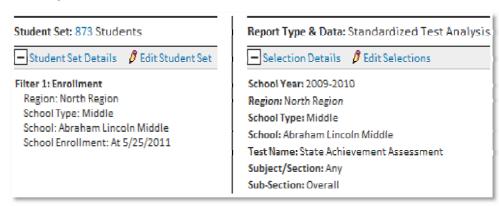


Who	All students who currently attend Lincoln
	Selected Current Enrollment; today is 5/25/11
What	Prior year results regardless of test school
Answers What Question	For the current students at your school, how did they perform on their latest state assessment, regardless of where they took the test?

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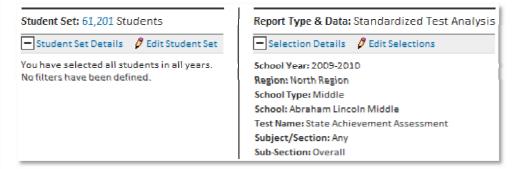
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Sample 2



Who	All students who currently attend Lincoln
	Selected Current Enrollment , which will display a date
What	Only students who tested at Lincoln
Answers What Question	Of your current students who also tested at this school last year, how did they do?
	Note that current 6th graders who were at an elementary school last year will not appear on this report. It will include only retained students who took the 6th-grade test at Lincoln last year.

Sample 3



Who	Any student
What	Only results for students who tested at Lincoln
Answers What Question	How well did your school perform on the state assessment?
	This report includes students who may no longer attend Lincoln.