



# 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**

**Data Selections** (edit)

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Institution(s): All Regions.Middle.Benjamin Harrison Middle

Benchmark Administration: All

Trend Profile: 2010-2011

Subject: All Subjects

Test Focus: All Test Focuses

Test Level: All Benchmark Test Levels

Test Category: District Benchmark

Grade: All Grade Levels

Enrollment: Current

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

**Student Set: 521 Students** (edit)

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**Filter 1: Enrollment**

School Type: Middle

School: Benjamin Harrison Middle

School Enrollment: At 5/23/2013

## Enrollment Options in Pre-formatted Reports

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

3. Which enrollment dates do you want to use?

Current Enrollment

Total Enrollment

All students enrolled in

Range

Start date

End date

Want to search on one day? Set the start and end date as the same day.

- 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.

**School Enrollment:**

**Current Enrollment**

**Total Enrollment**  
All students enrolled in:  
-- Any School Year --

**Enrollment Range:**  
Start date:   
End date:   
*Students who were enrolled at any point during this range.*

**Enrollment and/or Withdrawal Dates:**  
**Students who started:**  
Between:  And:   
AND/OR  
**Students who withdrew:**  
Between:  And:

**Number of Days Enrolled:**  
At Least  At Most

**Most Recent Enrollment (for the selected year):**  
 Yes

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 mid-year 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

<p>Student Set: 873 Students</p> <p><a href="#">Student Set Details</a> <a href="#">Edit Student Set</a></p> <p>Filter 1: Enrollment                  Region: North Region                  School Type: Middle                  School: Abraham Lincoln Middle                  School Enrollment: At 5/25/2011</p>	<p>Report Type &amp; Data: Standardized Test Analysis</p> <p><a href="#">Selection Details</a> <a href="#">Edit Selections</a></p> <p>School Year: 2009-2010                  Test Name: State Achievement Assessment                  Subject/Section: Any                  Sub-Section: Overall</p>
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Who	All students who currently attend Lincoln Selected <b>Current Enrollment</b> ; 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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## Sample 2

<p>Student Set: 873 Students</p> <p><a href="#">Student Set Details</a> <a href="#">Edit Student Set</a></p> <p>Filter 1: Enrollment                  Region: North Region                  School Type: Middle                  School: Abraham Lincoln Middle                  School Enrollment: At 5/25/2011</p>	<p>Report Type &amp; Data: Standardized Test Analysis</p> <p><a href="#">Selection Details</a> <a href="#">Edit Selections</a></p> <p>School Year: 2009-2010                  Region: North Region                  School Type: Middle                  School: Abraham Lincoln Middle                  Test Name: State Achievement Assessment                  Subject/Section: Any                  Sub-Section: Overall</p>
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## Sample 3

<p>Student Set: 61,201 Students</p> <p><a href="#">Student Set Details</a> <a href="#">Edit Student Set</a></p> <p>You have selected all students in all years.                  No filters have been defined.</p>	<p>Report Type &amp; Data: Standardized Test Analysis</p> <p><a href="#">Selection Details</a> <a href="#">Edit Selections</a></p> <p>School Year: 2009-2010                  Region: North Region                  School Type: Middle                  School: Abraham Lincoln Middle                  Test Name: State Achievement Assessment                  Subject/Section: Any                  Sub-Section: Overall</p>
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Who	All students who currently attend Lincoln Selected <b>Current Enrollment</b> , 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.

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.