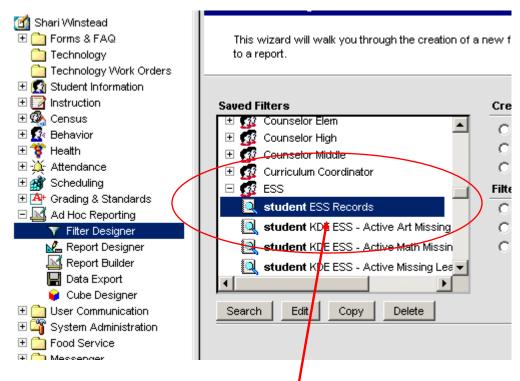
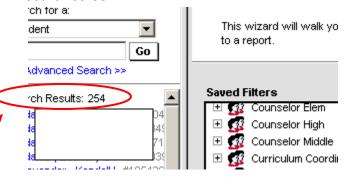
## End of Year Check for ESS Records

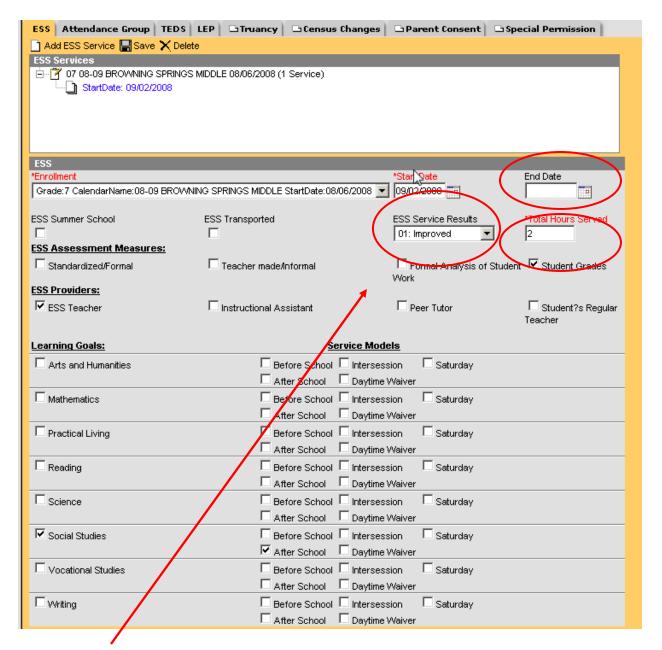
- Log on to Infinite Campus.
- Expand Ad Hoc Reporting > Filter Designer.
- Expand the ESS group.



- Click on the filter named "ESS Records".
- Click the Search button, and the names of students with ESS records will pull up in the search screen.



- Make sure the that number that is returned is in fact the number who have been serviced this schools year.
- To view their ESS records, click on the student name.



- At the end of the school year program, the following items need to be entered in the student's ESS record:
  - End date
  - o ESS Service Result
  - o Total Hours Served