



# 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:

School:

Grade:

2. Enter the enrollment timeframe.

School Enrollment:

- Current Enrollment
- Total Enrollment

All students enrolled in:

Enrollment Range:

Number of Days Enrolled:  
 At Least  At Most

Most Recent Enrollment (for the selected year):  
 Yes

Lunch Status:

Homeroom Teacher:

Withdrawal Reason:

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

Finished Defining?



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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!

### Define Rows and Columns:

	Columns: Grade Level
	Sub-Columns: -- None --
	Rows: -- None --
	Sub-Rows: -- None --

### Paging:

Divide this report into multiple pages, one for each:  
School

Finished Defining?

Run Report

### 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.

School Enrollment Analysis Report (School by Grade Level)			
School:	Previous View • Next View		
Glenn O Swing Elementary	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			
Latoria 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.