



# 2019 Red Clay Guide to Printing Unit Count Reports

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eSchoolPlus, Cognos Reporting, DOE Unit Count Plus

August 2019

***eSchoolPlus Reports:***

Full Student Register Report  
Office Report  
Attendance Missing Submission

# Full Student Attendance Register Report

**Full Student Register** report will serve as your Monthly Verification Report. A screen shot example of the possible criteria set-up for this report is shown below.

**Report Location:** eSchoolPLUS>Menu>Attendance > Reports > Full Student Register Report

**Building principals are REQUIRED to sign and date each page of this report after verifying.**

Full Student Attendance Register Report

Click to run

**Prompts**

Buildings\* 320292 - A.I. duPont High School Attendance Group Attendance Codes

Primary Sort Grade Absence Codes\*

First NCLB Subtotal Print All Codes

Second NCLB Subtotal Header Text

Third NCLB Subtotal

Print Grade Registration Grade Calculate Day Totals

View Type\* DOEab - 292 DOE Absences Log Statistics

Attendance Date\* Interval 1 - 1

Date Range 09/14/2018 10 09/28/2018

**Filter**

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1				

**Sort**

Actions	#	Area	Field Name	Sort Order
	1			

**Run**

Now Once Daily

Weeklv Monthlv

This report should be run at the following dates:

- September 16<sup>th</sup> (Dry Run) *Note: The Calculate Day Totals must be unchecked when running this report*
  - Building: school's building code
  - Primary Sort: Grade
  - Print Grade: Registration Grade
  - View Type: DOEab
  - Attendance Date Range: 8/26/2019-9/13/2019
  - Attendance Group: Attendance Codes
  - Calculate Day Totals: Unchecked
  - Do not filter on active students
- October 1<sup>st</sup> (Unit Count) *Note: The Calculate Day Totals must be unchecked when running this report*
  - Building: school's building code
  - Primary Sort: Grade
  - Print Grade: Registration Grade
  - View Type: DOEab
  - Attendance Date Range: 9/16/2019-9/27/2019
  - Attendance Group: Attendance Codes
  - Calculate Day Totals: Unchecked
  - Do not filter on active students

# Office Attendance Listing

For each period selected, this report lists the students who have an absence in one or more of the selected periods. The phone numbers for the selected guardians are listed.

**Report Location:** eSchoolPLUS>Menu>Attendance > Reports > Office Attendance Listing

Office Attendance Listing

Click to run

**Prompts**

Building: 320292 - A.I. duPont High School

Attendance Date: Today

Guardian Relationships: G - Guardian

Period List: 1-1, 2-2, 3-3, 4-4, 5-5, 6-6, 7-7, 8-8, 9-9, 10-10, 11-11, HR - HR

**Filter**

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	Demographic	Current Status	=	Active
	AND	2				

Filter on active students.

**Sort**

Actions	#	Area	Field Name	Sort Order
	1			

**Run**

Now Once Daily

This report should be run **daily** using the following criteria:

- Building: school's building code
- Attendance Date: Today
- Guardian Relationship: G
- Period List:
  - Elementary Schools- select HR
  - Secondary Schools- select Attendance Periods (1, 2, 3, 4 etc.) use the \* to select all periods
- Report-break type: None
- Print Unlisted Phone Numbers: Checked to include unlisted phone numbers on report
- Print Arrival/Dismissal Times: Checked to include Arrival/Dismissal Times on report

Filter on active students:

- Demographic-Current Status= Active (see example)

You can use the sort options to best fit your school's needs.

# Missing Submission Report

For each period selected, this report lists staff who have not taken attendance for the selected Attendance Date by course and section.

**Report Location:** eSchoolPLUS>Menu>Attendance > Reports > Missing Submission

Missing Submission Report

Click to run

**Prompts**

Building: 320292 - A.I. duPont High School

Attendance Date: Today

Period List: HR

Send Notifications:

Log Statistics:

**Filter**

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1				

**Run**

Now Once Daily

This report should be run daily using the following criteria:

Attendance Date: Today

Elementary- Period: HR

Secondary- Period: Select All using the \*

This report has been automatically setup to run for your school at the following times:

Elementary – 9:45am and 1:45pm

Secondary – 3:00pm

# **Cognos Reporting Reports:**

## ***Standard DOE Public Report-Unit Count Reports***

Student Low Show/No Show Report

School Summary

Entering Students

Withdrawn Student Listing

CTE CIP Verification Report

## ***Standard DOE Public Report-Unit Count Reports-Special Education Unit Count Reports***

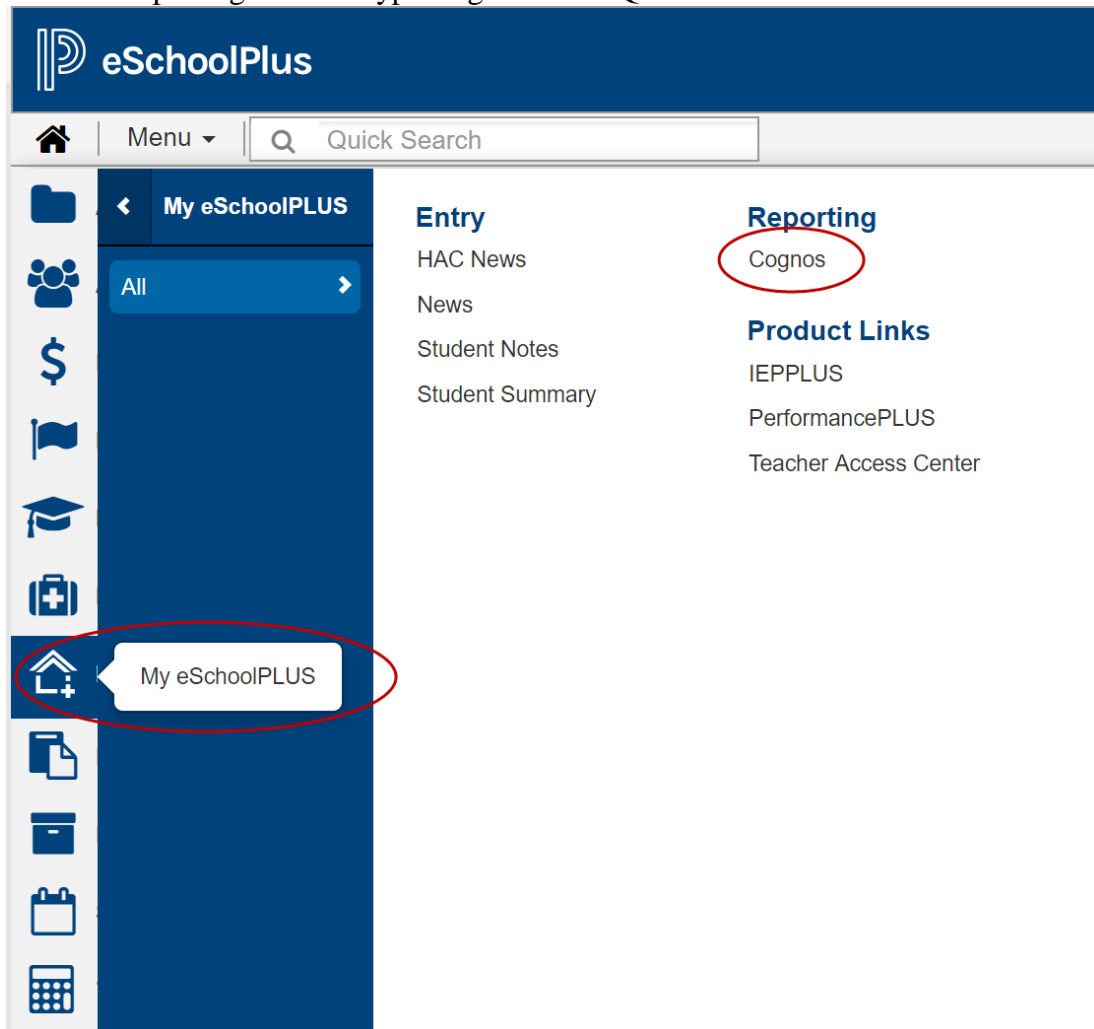
IEP Verification Report

## ***Red Clay Reports-Scheduling***

Students with No Schedules

# Accessing Cognos Reporting:

- From eSchoolPlus select Menu, My eSchoolPlus from the left hand menu, then select Cognos under the Reporting menu or type Cognos in the Quick Search bar.



# Student Low Show/No Show Report

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This report replaces the Summary of Absences Prompted by # of Absences and it also referred to as a Threshold Report.

**Report Location:** Cognos >Standard DOE Public Reports>Unit Count Reports > Low Show/No Show Report

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**A copy of this report needs to be given to your visiting teacher.**

This report should be run on the following dates (screen shots provided below):

- September 16<sup>th</sup> (Dry Run)
  - School Year: 2020
  - Building: Select your building
  - Grade: Click grades in your building or the Select All link
  - Select the Attendance View to Utilize: DAILY
  - Select the Absence Type:
    - Unexcused Absences=AU
    - Excused Absences=AE
    - Unexcused Tardies=TU
    - Excused Tardies=TE
  - Maximum Number of Absences=No Maximum
  - Minimum Number of Absences=5 Absences
    - Click Next
  - **Start Date: 8/29/2019**
  - **End Date: 9/13/2019**
    - Click Finish

Repeat this report with the above setups daily using the start and end dates below:

Run Date	Start Date	End Date
9/17/19	9/3/19	9/16/19
9/18/19	9/4/19	9/17/19
9/19/19	9/5/19	9/18/19
9/20/19	9/6/19	9/19/19
9/23/19	9/9/19	9/20/19
9/24/19	9/10/19	9/23/19
9/25/19	9/11/19	9/24/19
9/26/19	9/12/19	9/25/19
9/27/19	9/13/19	9/26/19
9/30/19	9/16/19	9/27/19



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**Student Low Show/No Show Prompt Page 1**

School Year:

Bldg:

Grade:

Select Attendance View To Utilize:

**Note: The Fields are required. However, if they do not pertain, simply select "Not Applicable for this district/school."**

What Absence Types Count as Unexcused Absences?  
 Not Applicable for this District/Building  
 AE-Absent Excused  
 AU-Absent Unexcused  
 TU-Tardy Unexcused

What Absence Types Count as Excused Absences?  
 Not Applicable for this District/Building  
 AE-Absent Excused  
 AU-Absent Unexcused  
 TE-Tardy Excused  
 TU-Tardy Unexcused

What Absence Types Count as Unexcused Tardies?  
 Not Applicable for this District/Building  
 AE-Absent Excused  
 AU-Absent Unexcused  
 TU-Tardy Unexcused

What Absence Types Count as Excused Tardies?  
 Not Applicable for this District/Building  
 AE-Absent Excused  
 TE-Tardy Excused  
 TU-Tardy Unexcused

These Prompts Are Optional and enable you to enter maximum number of attendance days to consider and/or minimum number of absences to consider.

Optional: Select Maximum Number of Attendance Days  
 1 Attendance Day  
 2 Attendance Days  
 3 Attendance Days  
 4 Attendance Days  
 5 Attendance Days  
 6-10 Attendance Days  
 No Maximum

Optional: Select Minimum Number of Absences  
 No Minimum  
 1 Absence  
 2 Absences  
 3 Absences  
 4 Absences  
 5 Absences  
 11-15 Absences

Optional Filter for Specific Students:  
 Keywords:

Results:

Choices:

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**Select Attendance Dates for Report. Beneath are key dates for the building/school year you selected as a key.**

Select Start Date:

Select End Date:

Marking Period	Start Date	End Date
M1	08/25/2008	10/29/2008
M2	10/30/2008	01/20/2009
M3	01/21/2009	03/26/2009
M4	03/27/2009	06/10/2009

# School Summary(bldg Prompt)

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**Report Location:** Cognos >Standard DOE Public Reports>Unit Count Reports > School Summary(bldg prompt)

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This report should be run on the following dates:

- September 16<sup>th</sup> (Dry Run)
- September 30<sup>th</sup> (Unit Count)

# Entering Students Listing

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This report lists student who have registered in your school.

**Report Location:** Cognos >Standard DOE Public Reports>Unit Count Reports>Entering Students Listing

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This report should be run on the following dates:

- September 16<sup>th</sup> (Dry Run)
  - Building: Select your building
  - Select Grade(s): Select All
  - School Year: 2019-2020
  - **Begin Date: 8/26/2019**
  - **End Date: 9/13/2019**
    - Click Finish
- September 16<sup>th</sup>-September 30<sup>th</sup> Daily
  - Building: Select your building
  - School Year: 2019-2020
  - **Begin Date: 8/26/2019**
  - **End Date: <Today's Date>**
    - Click Finish

# Withdrawn Students

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This report lists student who have withdrawn from your school.

**Report Location:** Cognos >Standard DOE Public Reports>Unit Count Reports>Withdrawn Students Listing

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This report should be run on the following dates:

- September 16<sup>th</sup> (Dry Run)
  - Building: Select your building
  - School Year: 2019
    - Click Finish
- September 30<sup>th</sup> (Unit Count)
  - Building: Select your building
  - School Year: 2019
    - Click Finish

# CTE CIP Verification Report Master Schedule

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This report is used to verify the schools approved CIP codes and that the correct courses are tagged with the information. Also verify the Minutes per week, CIP code and fraction of the year the course is offered.

**Report Location:** Cognos >Standard DOE Public Reports>Unit Count Reports > CTE CIP Verification Report Master Schedule

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- September 16<sup>th</sup> (Dry Run)
  - School Year: 2020
  - Building: Select your building
    - Click Finish
- September 30<sup>th</sup> (Unit Count)
  - School Year: 2020
  - Building: Select your building
    - Click Finish

# IEP Verification Report by End Date, Last Evaluation Date and Grade

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This report lists students with IEP information. Use the prompt to sort the report to bring expired or soon to be expired IEP's or evaluation dates to the top of the report.

**Report Location:** Cognos >Standard DOE Public Reports>Unit Count Reports > Special Education Unit Count Reports>IEP Verification Report

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This report should be run on the following dates using the options below:

- September 7<sup>th</sup>
  - Building: Select your building
  - Funding Building: Leave blank
    - Click Next
  - Run with each sort option
    - Sort Option #1: IEP End Date/Student Name
    - Sort Option #2: Last Eval Date/Student Name
    - Sort Option #3: Grade/Student Name
  - Would you like to exclude students who have exited Special Ed? Yes
  - Speech? Include
    - Click Finish

Repeat this report with the above setups on the following dates:

- September 16<sup>th</sup> (Dry Run)
- September 20<sup>th</sup>
- September 27<sup>th</sup>
- September 30<sup>th</sup>
- October 1<sup>st</sup>

# Students with No Schedules

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This report lists students who enrolled in your building but have no active courses on their class schedule. (Grades 6-12)

**Report Location:** Cognos >Red Clay Reports>Scheduling> Students with No Schedules

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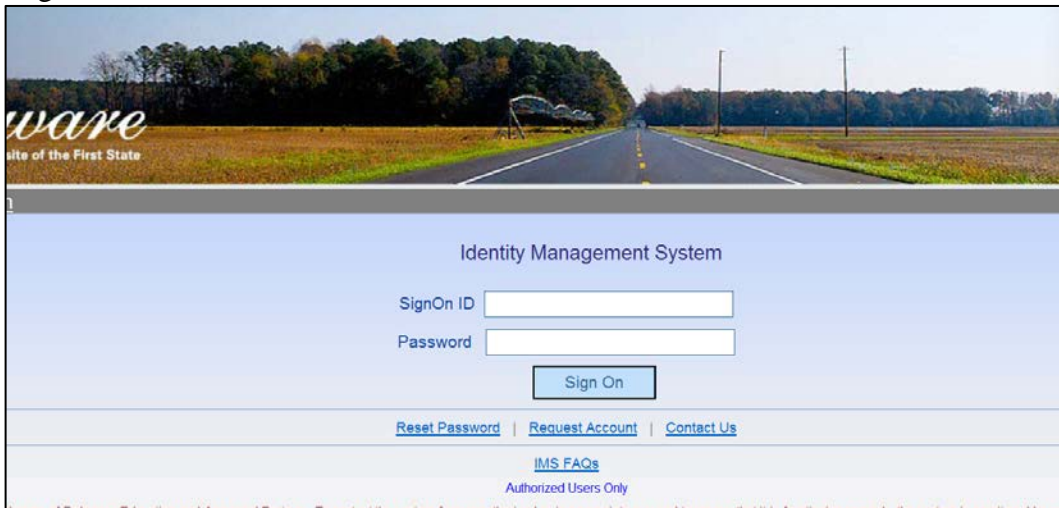
- Run daily
  - Building: Select your building
  - Grade: Select grade levels in your building or click Select All
  - Sort Option: Grade, Student Name
  - Page Break Option: Standard Page Break

# DOE Unit Count *Plus* Reports:

- Needs Based Detail by School
- Kick Lists: Double Counted Kids
- Kick Lists: Needs Based Program
- Kick Lists: CTE Courses (grades 7-12)
- School Forms 6 (grades 7-12)
- School Form 7A (grades 7-12)
- School Form 7B (grades 7-12)

## Accessing Unit Count Plus:

- o Log into IMS



- o Select Unit Count Plus





## Needs Based Detail by School

- Click on School Reports
- Click on Needs Based Detail by School
- Click Print/PDF

District Reports > School Reports > CTE Forms > Help & Documentation Utilities

**Needs Based Program Detail by School for September 30**

Select School Year: 2013  
 Select View: Current Data  
 Select District: Red Clay Consolidated School District  
 Select School: \_\_\_\_\_

**Print / PDF**

Grade	Pre-K Ratio 12.8		K-3 Ratio 16.2		4-12 Ratio 20.0		Basic Ratio 8.4		Intensive Ratio 6.0		Complex Ratio
	Pupils	Units	Pupils	Units	Pupils	Units	Pupils	Units	Pupils	Units	
KN	1	0.08	60	3.70	0	0.00	0	0.00	0	0.00	0
01	0	0.00	90	5.56	0	0.00	0	0.00	0	0.00	0

- Click the Select a format dropdown and select PDF
- Click Export

1 of 1 | 100% | Find | Next

**Unit Count Needs Based Program f** **2013**

Select a format: **Export**

- Select a format
- XML file with report data
- CSV (comma delimited)
- PDF**
- MHTML (web archive)
- Excel
- TIFF file
- Word

	PreK		K-3		4-12		Basic		Intensive		Complex		Total	
	Ratio: 12.8	Ratio: 16.2	Ratio: 20.0	Ratio: 8.4	Ratio: 6.0	Ratio: 2.6								
Grade	Pupils	Units	Pupils	Units	Pupils	Units	Pupils	Units	Pupils	Units	Pupils	Units	Pupils	Units

- **Principal must initial all 3 boxes (not check), sign and date**

Initial each statement of assurance and sign and date below.

I certify that all students reported on this form were enrolled on September 30, 2013 and in attendance during the last 10 days of school in September.

I certify that students with disabilities reported on this form are receiving special education services in accordance with a valid IEP in place on September 30, 2013.

I certify that students with disabilities reported on this form counted in PreK, 4 – 12 Basic Special Education (Basic), PreK – 12 Intensive Special Education (Intensive) and PreK – 12 Complex Special Education (Complex) are in accordance with 14 Del.C. §1703 and 14 DE Admin.Code 928. Unit count verification of this signed assurance will be conducted by the Department of Education, Exceptional Children Resources Group. Districts and charter schools shall make available upon request documentation of earned staff units to be reviewed by the Department of Education or State Auditor of Accounts.

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

# Kick Lists- Double Counted Kids, Needs Based Program and CTE Courses

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- From the School Reports menu select Kick Lists
- Select Double Counted Students
  - Click the Select a format dropdown and select PDF
  - Click Export
- From the School Reports menu select Kick Lists
- Select Needs Based Program
  - Click the Select a format dropdown and select PDF
  - Click Export
- From the School Reports menu select Kick Lists
- Select CTE Courses (grades 7-12)
  - Click Generate Report
  - Click the Select a format dropdown and select PDF
  - Click Export

## School Forms 6, 7A, 7B (grades 7-12)

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- From the School Reports menu select School Forms
- Select School Form 6
  - Click Generate Report
  - Click the Select a format dropdown and select PDF
  - Click Export
- From the School Reports menu select School Forms
- Select School for 7A
  - Click Generate Report
  - Click the Select a format dropdown and select PDF
  - Click Export
- From the School Reports menu select School Forms
- Select School for 7B
  - Click Generate Report
  - Click the Select a format dropdown and select PDF
  - Click Export