

# HOW TO INTERPRET

## STUDENT LIST REPORTS



# Student List Reports

The LEA Data Drilldown Center allows you to create student list reports with your LEA data to dig deeper into your status on the California State Performance Plan indicators. This guide will help you read and interpret your reports.

**1** | Access the Data Tools through the Improvement Data Center (IDC) at <https://systemimprovement.org/data-improvement>.

**2** | Choose your Reporting level and Organization.

**3** | If you see the lock icon, click the “Request Access” button and follow the prompts to activate. For more information on this process, please see our handout on **How to Access The Drilldown Center**.

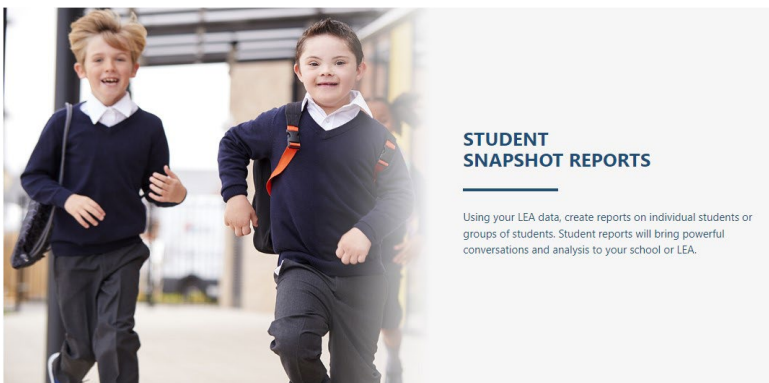
If you see an unlock icon, click the “View Reports” button to enter into the LEA Data Drilldown Center.



**4** | You will be directed to the LEA Data Drilldown Center landing page. Choose to run Student List Reports.



**5** | You will be navigated to the bottom of this page then select **Get Report** to begin your drilldown.



### STUDENT DRILLDOWN

Dive into your student data using powerful yet simple filtering options.



**6** Use the drop-down menus to select data files you've already uploaded. If you've already created a custom report, you can choose that specific report from the first dropdown menu.

As you select your data files, remember to align your selected data files by **date** and/or **school year**.

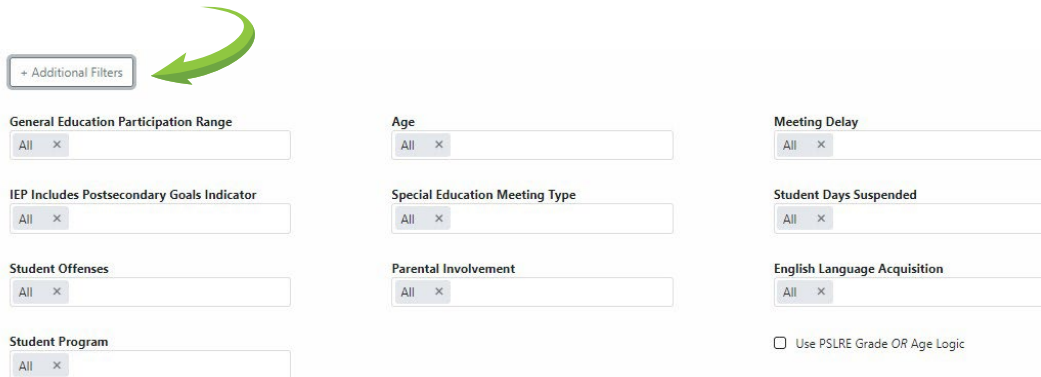
For more information on how to choose and upload you CALPADS data files, visit the Resources and Support Section or head to **Manage Data** in the upper right hand corner of this screen.

**7** After you select your data, use the **Student Filters** and **Additional Filters** to customize your Student List Report.

**Student filters** all you to choose specific variables such as disability, race/ethnicity, school etc. to narrow your search.



**Additional Filters** such as age, special education meeting type, etc. allow you drilldown even deeper to customize your student list.



+ Additional Filters

General Education Participation Range: All x

Age: All x

Meeting Delay: All x

IEP Includes Postsecondary Goals Indicator: All x

Special Education Meeting Type: All x

Student Days Suspended: All x

Student Offenses: All x

Parental Involvement: All x

English Language Acquisition: All x

Student Program: All x

Use PSLRE Grade OR Age Logic

**8** | With data files selected and filters applied, click **Generate Report**.



**9** | Your student list will appear.

[Reset Report](#)

### Student List - System Improvement Unified - All Student List

Export to Excel Save this report

SSID	Local ID	First Name	Last Name	Birth Date	Grade	Gender	Race/Ethnicity	Disability 1	Prog
00111111	00111111	Elicio	...	10/29/2006	10	Male	White	Specific learning disability	Regu Class Scho
00111111	00111111	Ilya	...	09/25/2015	KN	Male	Hispanic	Speech or language impairment	Regu Class Scho
00111111	00111111	Reshawn	...	10/28/2010	05	Male	Hispanic	Specific learning disability	Regu Class Scho
00111111	00111111	Raquel	...	01/10/2007	09	Male	Hispanic	Specific learning disability	Regu Class Scho
00111111	00111111	Gene Andy II	...	07/22/2014	02	Male	Hispanic	Other health impairment	Regu Class Scho
00111111	00111111	Ja'Mir	...	12/13/2013	02	Male	Hispanic	Hard of hearing	Regu Class Scho
00111111	00111111	Marcus Elberto	...	08/18/2012	04	Male	Hispanic	Specific learning disability	Regu Class Scho
00111111	00111111	Tin	...	06/15/2017	PS	Male	Asian	Autism	Sepa
00111111	00111111	Suryateja	...	07/12/2007	09	Male	Hispanic	Specific learning disability	Regu Class Scho
									Regu

# 10

You will notice the column headings have been created based on the filters you selected.

Use the three dots in the upper right corner of each column to **sort** your list and add or delete **columns**.

Student List - System Improvement Unified - All  
**Student List**

Export to Excel Save this report

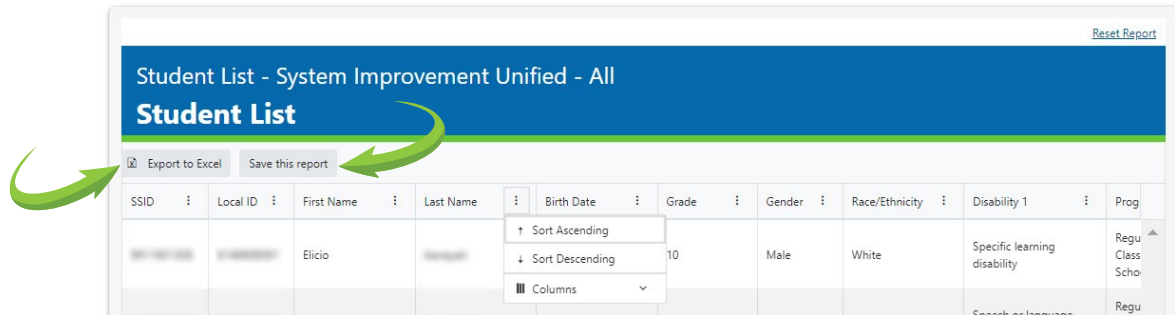
SSID	Local ID	First Name	Last Name	Birth Date	Grade	Gender	Race/Ethnicity	Disability 1	Prog
		Elicio			10	Male	White	Specific learning disability	Regu Class Scho

Student List - System Improvement Unified - All  
**Student List**

Export to Excel Save this report

SSID	Local ID	First Name	Last Name	Birth Date	Grade	Gender	Race/Ethnicity	Disability 1	Prog
		Elicio			10	Male	White	Specific learning disability	Regu Class Scho
		Ilya			KN	Male	Hispanic	Speech or language impairment	Regu Class Scho
		Reshawn			05	Male	Hispanic	Specific learning disability	Regu Class Scho
		Raquel			09	Male	Hispanic	Specific learning disability	Regu Class Scho

**11** You can **Export to Excel** and **save this report** by clicking on the following options.



**12** For more information on this tool and other data tools in the Improvement Data Center, click the **Resources and Support** button.

**Data Tools Dashboard**

On this page, you can access data and reports used to track California State Performance Plan Indicators for special education for your organization. *To get started, choose a reporting level and organization.*

Reporting Level: District Organization: System Improvement Unified