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

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

**STUDENT SNAPSHOT REPORTS**
Using your LEA data, create reports on individual students or groups of students. Student reports will bring powerful conversations and analysis to your school or LEA.

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

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 to drill down even deeper to customize your student list.

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

Your student list will appear.
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**.
You can Export to Excel and save this report by clicking on the following options.

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