

Running Encore Attending School Reports

VERSION 1.0 • UPDATED AUGUST 29, 2007

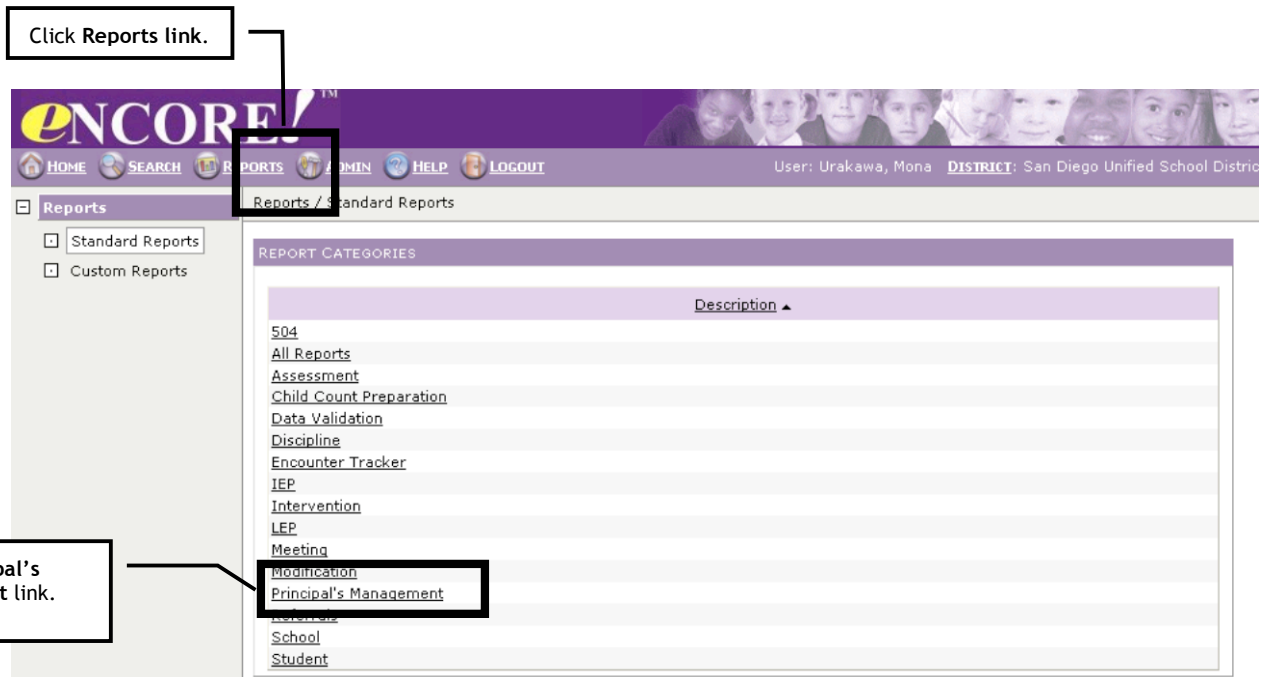
This job aid will assist principals in running and reviewing the Encore report titled “Attending School Roster by Case Manager”. This report is to be reviewed monthly as a part of the Special Education Compliance Report.

Information in this report includes Student Name, ID, Grade, Date of Birth, Ethnicity, Zone School (School of Residence) Last IEP Date, Next IEP Date, Last Evaluation Date, Next Evaluation Planning Date, and LRE (student’s primary service).

The report may be filtered on Attending School, School Group, LRE Code, or Case Manager.

Follow the steps below to run the Attending School Roster by Case Manager for your school.

- Open Encore. Log in and navigate to the **Reports** link. Click **Reports** and then click the **Principal’s Management** link. Click the link for **Attending School Roster by Case Manager**.



Click Reports link.

Click Principal's Management link.

ENCORE!™
HOME SEARCH REPORTS ADMIN HELP LOGOUT User: Duff, Wanda DISTRICT: San Diego Unified School District

Reports / Standard Reports / List
Report Category: **Principal's Management**

LIST REPORTS
Records 1 - 10 of 12

Report Name	Description
Accuracy Audit Report	This report shows each Special Education student at a school. This report is viewed as a full-page for each student. It outlines the Last and Next ; Post Initial Review, Reevaluation, and Assessments. This report verifies information documented in the confidential file.
Assessment Tests Completed Late or Not At All	This report shows all Assessment Tests that were not completed and submitted by the 30-day due date. It gives the Order date; to be completed by date; to be reviewed by date; the actual completed date; the actual review date; and the IEP Manager's Delay Reason code, if any.
Attending School Roster By Case Manager	Principals run this report to see a listing of special ed and in-transit students grouped by Attending school and Case Manager.
Attending School Roster By LRE	Principals run this report to see a listing of special ed and in-transit students grouped by Attending school LRE
Case Manager Report	This report will show each student and their Case Manager(s) based on the Case Manager checkbox on the caseload search screen. This report could be run by a principal to see who the case manager is for a student or group of students.
Forms Not Compliant After 4 Days	This report will search for all students that have an IEP that is 4 days past the meeting date, but has not been released because it is not compliant
Overdue Events	This report identifies for a specific date range events that are beyond the due date. Principals and/or Case Managers will run this report to track which events are late.
Overdue Meetings with Rescheduled Date	This report shows for a date range all meetings, either held or overdue, that were beyond the due date. It shows the scheduled due date; actual date the meeting was held, if they exist; and meeting type. This report will show a rescheduled meeting date and reason for rescheduling.
Review Meetings Held Late or Not At All	This report shows all assessments where the Actual Review date is later than the Due Date, or the Actual Review is blank and the Due Date is past..

Click Attending School Roster by Case Manager link.

- Select your School from the drop down list. You may also specify an LRE code or Case Manager to further filter your report. To prepare the list for the entire school, choose ONLY the School criteria.

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HOME SEARCH REPORTS ADMIN HELP LOGOUT User: Urakawa, Mona DISTRICT: San Diego Unified School District

Reports / Standard Reports / List / Criteria
Report: **Attending School Roster By Case Manager**

REPORT CRITERIA

School:

School Group:

LRE Code:

Case Manager:

[PREVIEW](#)

Click Preview link.



- Select a format for export or click the print icon for output.

Report Category: **Principal's Management** Report Name: **Attending School Roster By Case Manager** [RETURN TO REPORT CRITERIA](#)

1 of 2 100% Find | Next Select a format Export

Names of students and case managers have been omitted from this example.	10/04/1997	Hispanic	Carson Elementary	05/09/2007	05/07/2008	05/15/2006	02/13/2009	Integrated Lif Skills SDC
	05/21/1997	Chinese	Carson Elementary	02/14/2007	02/13/2008	02/22/2006	11/23/2008	Integrated Lif Skills SDC
	12/31/1996	Samoan	Cubberley Elementary	11/14/2006	11/13/2007	11/14/2006	08/15/2009	Integrated Lif Skills SDC
	12/25/2001	African American	Angier Elementary	05/24/2007	05/22/2008	10/25/2006	07/26/2009	Non Severe
	05/29/2002	White	Angier Elementary	03/28/2007	03/26/2008	10/06/2006	07/07/2009	Non Severe
	06/07/2002	White	Angier Elementary	03/14/2007	03/12/2008	03/28/2006	12/27/2008	SEEC - Pres SDC
	06/20/2002	White	Angier Elementary	03/28/2007	03/26/2008	03/28/2007	12/27/2009	SEEC - Pres SDC

- Click link **Return to Report Criteria** when finished.