

Report Status

To access the report status click on the "Report Status" link on the left side of the page. (Figure 1b)

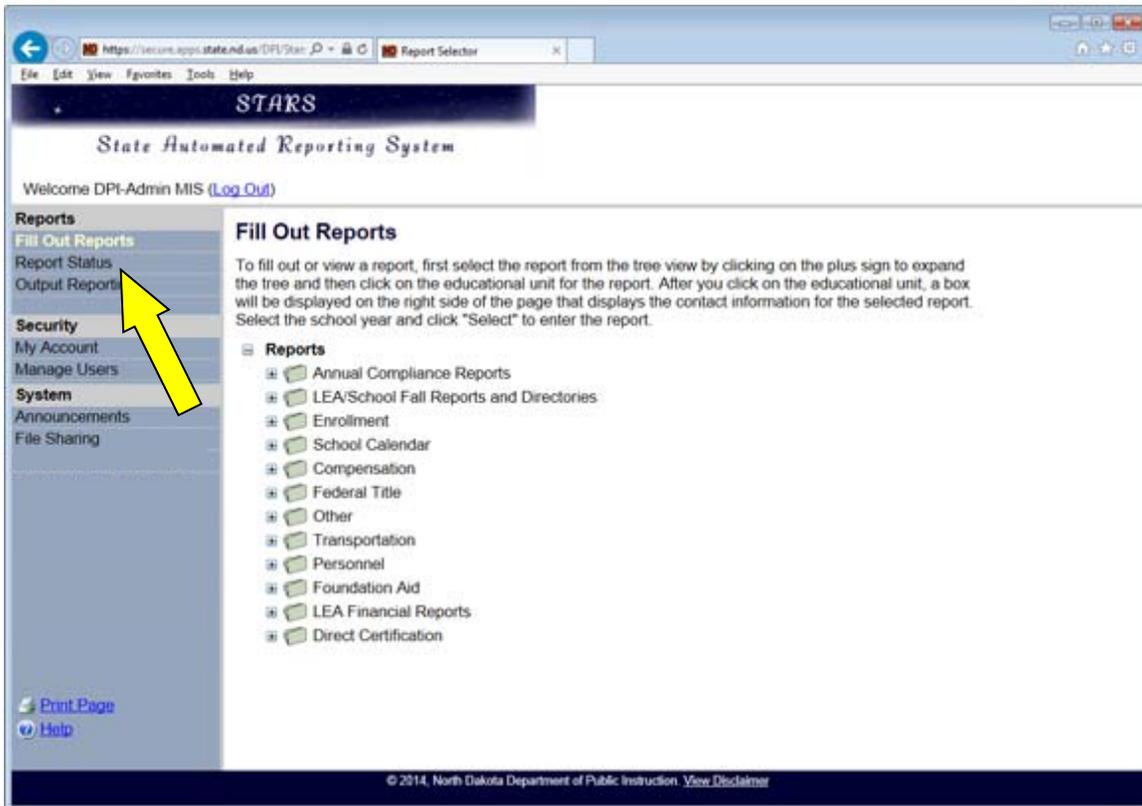


Figure 1b: Report Status Option In The Left Navigation.

To view the status of LEA level reports, select the LEA as your educational entity (to view the status of school level reports, select the school as your educational entity). Next select the school year from the drop down box and lastly click the "Select" button. (Figure 2b)

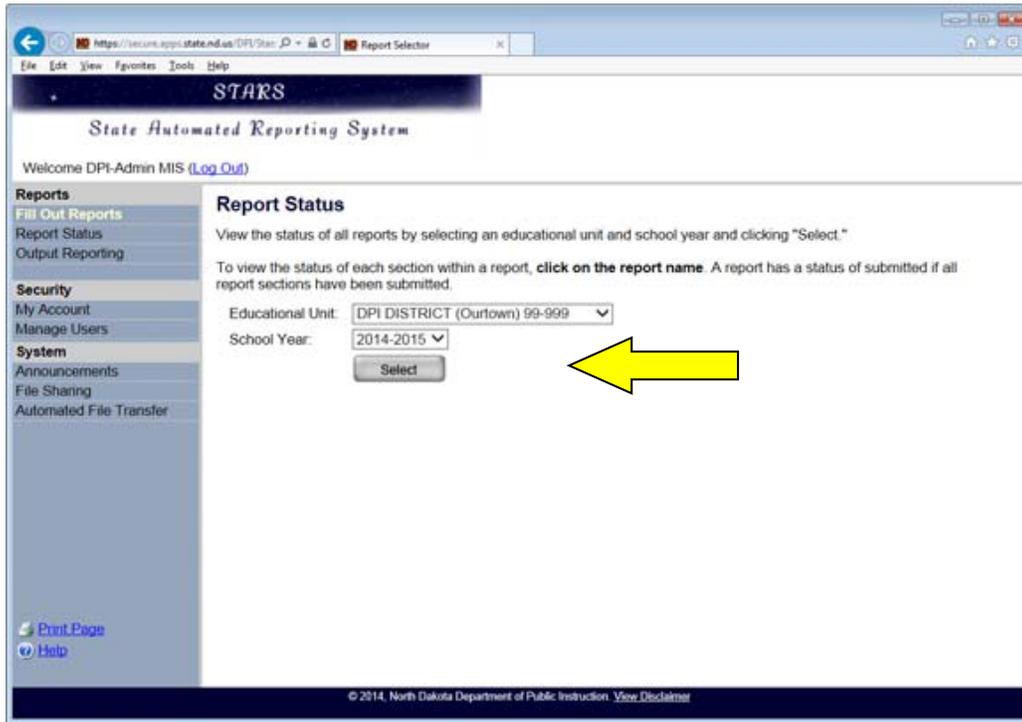


Figure 2b: Report Status Screen

Once an educational unit has been selected the report status and various contact information is listed in a table appearing below the “select” button on the page. Report Status can be either open or closed meaning the report can currently be completed or the report cannot be completed at this time. The information shown in the table below can be sorted by due date, report name, status or contact person. To sort the information in the table click on the appropriate underlined, blue heading in the table. Clicking on the title once will sort in ascending order clicking twice will sort in descending order.

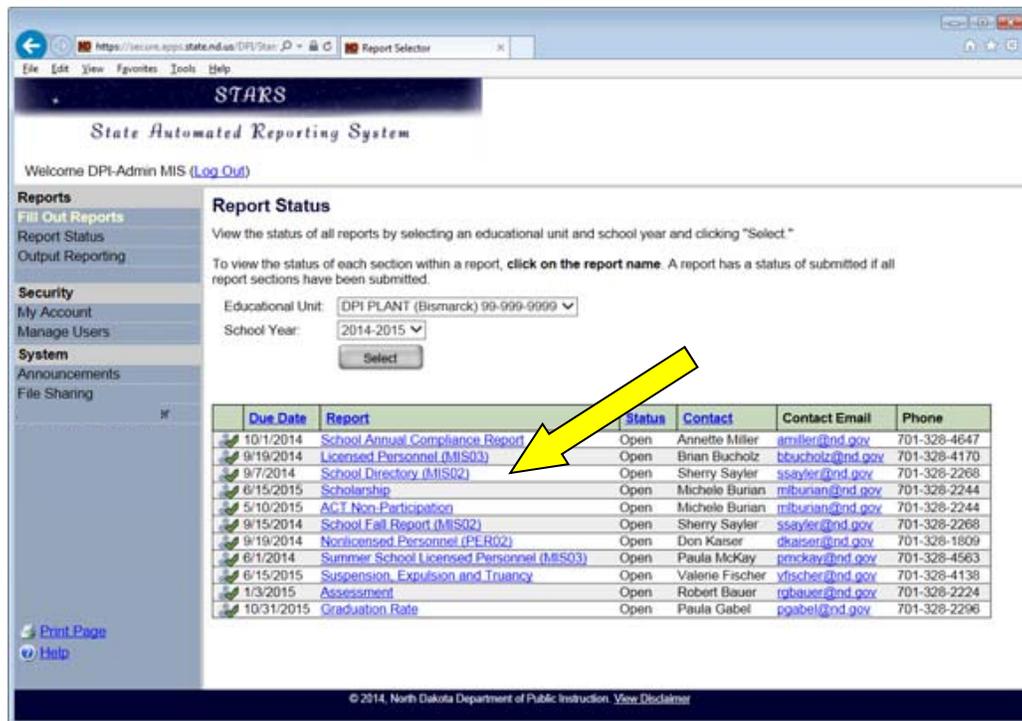


Figure 3b: Report Status Screen showing reports and the associated information.

To view the status of each section within a report, click on the report name (the underlined, blue links). A report has a status of submitted if all report sections have been submitted.

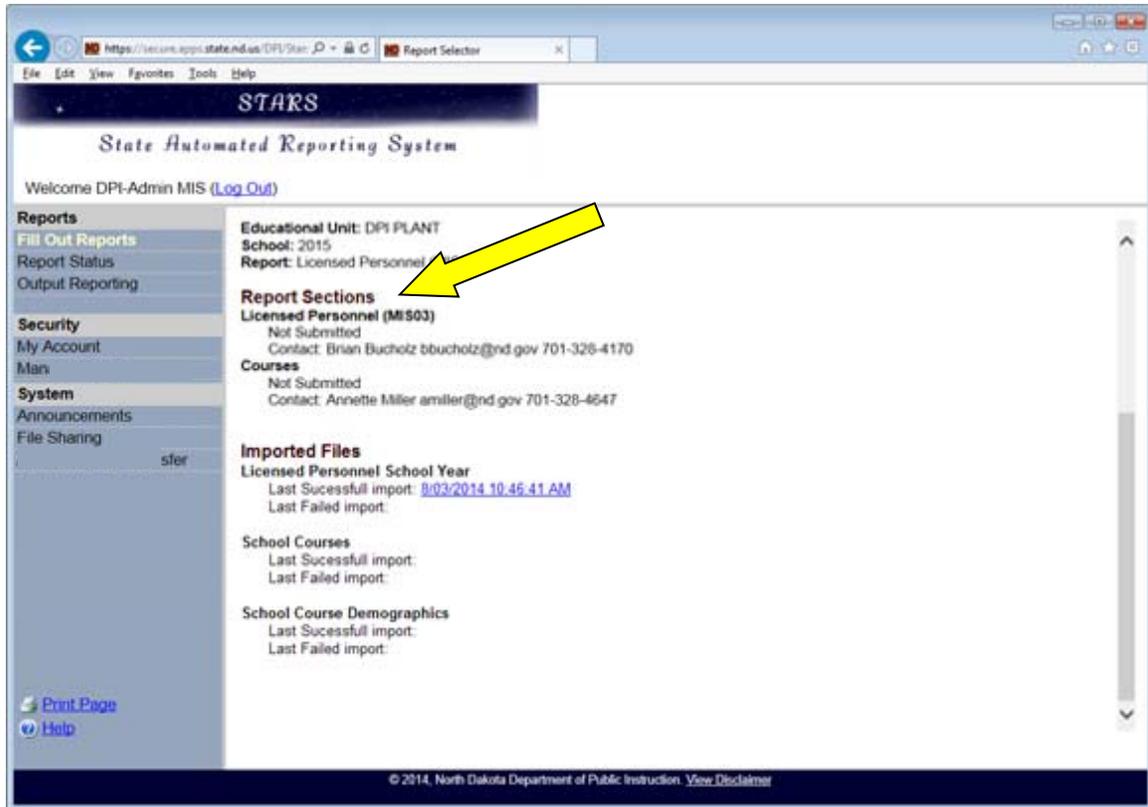


Figure 4b: Viewing report status for Licensed Personnel (MIS03) Report.

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