Assigning Collections to Schools

The "Exclude From State Reporting" flag on the Schools/School Info > School Setup page no longer satisfies all of the conditions needed to determine what collections need to be displayed and which collections need to be hidden for individual schools. Additionally, based on state and federal requirements, the selection of collections may be different from school to school as not all North Carolina State Compliance Collections/Reports are required by all school levels. The following steps must be completed at the start of each new school year.

LEA Level Setup

These settings are done at the submission level, requiring this functionality to be part of the start of the school year process. It will only affect the school year that the user is currently logged into, ensuring the collections for each school are identified correctly for the new school year.

Navigation: Start > State Reports

1. For each collection, click on the blue arrow to the left of the Report name.

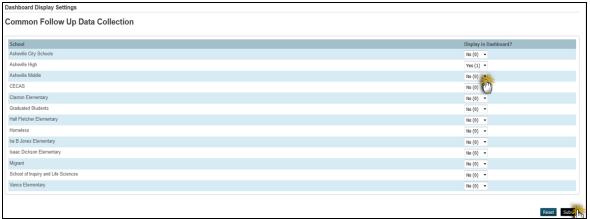
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ts		CRDC Report - Part 2					10/01/2015	04/17/2016		Run Review	
n Reports		CRDC Report - Part 1					10/01/2015	04/17/2016		Run Review	
Norks leports										tion the test	
Ione Reports		School-Level Collections									
e	Details	Report					Submission Starts	Submission Ends	Schools/Collected/Approved	Workflow Options	
t Search		Final Graduation Data Verification					08/02/2015	08/12/2015	3/3/0 Å	Run Review Approv	
earch Search	Ň	Common Follow Up Data Collection					09/01/2015	09/30/2015	7/7/3 📤	Run Review Approv	
lew Student	0	SAR Data Collection					09/02/2015	11/13/2015	13 / 13 / 0 🖬	Run Review Approv	
aff Entry arent Entry	-	Principal's Monthly Report (PMR 9)					06/02/2016	06/12/2016	13 / 13 / 0 🔛	Run Review Approve	
	•	Discipline Report					06/01/2016	06/30/2016	13 / 13 / 0 🚨	Run Review Approve	
ral	*	Alternative Learning Program Report					06/01/2016	06/30/2016	13 / 13 / 0 🖬	Run Review Approve	
ntrator Survey		Preliminary Graduation Data Verification					04/17/2016	06/30/2016	2/2/0 Å	Run Review Approve	
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t Participation	Details						Submission Starts	Submission Ends	Schools/Collected/Approved	Workflow Options	
	Details	Report Principal's Monthly Report (PMR 1)					09/22/2015	10/01/2015		Review	
	=								13/13/13		
ant D		Dropout Data Collection					10/01/2015	10/23/2015		Review Unapprove	
	-	Retention/Promotion/Graduation Data Co	liection				09/23/2015	10/27/2015		Review Unapprove	
		Principal's Monthly Report (PMR 2)					10/20/2015	10/29/2015	13 / 13 / 13 🥝	Review	

2. Click on the link Show/Hide Collection From Schools that displays.

Common Follow Up Data Collection		09/01/2015	09/30/2015	7/7/3 📤 Run Review Ap
Information				
There are no reports currently running.	Report Version: 1.1			
Approval Status:	Cannot approve at LEA level when not all schools have been approved.			
Show/Hide Collection From Schools				

- 3. The **Dashboard Display Settings** with the particular report name displays. The list of all schools in the LEA excluding the Graduate School displays.
- 4. **Display in Dashboard?** Must be set to Yes if the school needs to run this collection.

Important: If a school does not need to run a collection, set **Display in Dashboard** to No.



5. Click Submit.

Note: Clicking **Reset** will set the fields back to the defaults.

Warning: At the LEA level there is a requirement stating the LEA cannot approve a state collection report if the school has not run the report. If the school is set to No for a collection, that school will not be part of the collection and will not be needed for the LEA's ability to approve.

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