ADE Quick Reference Guides AzEDS Reports





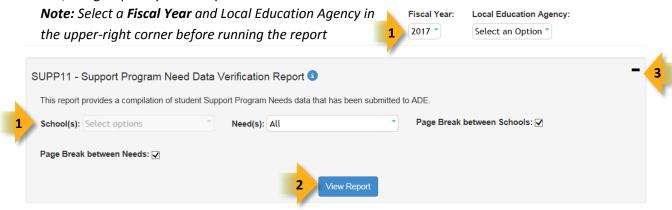






SUPP11 Support Program Need Data Report

The SUPP11 Data Verification report displays all students with support needs that were submitted by a school/LEA grouped by their respective Needs.



- (1) Reporting Parameters: Users must choose a School from the drop-down menu.
- The **Page Break between Schools** checkbox displays each school on a separate page. This is only applicable for LEAs with permissions to view submissions from multiple schools.
- The Page Break between Needs checkbox displays each Need on a separate page.
- The Need(s) drop-down menu allows the report to filter by specific needs. By default, all Needs are selected.
 To select specific Needs, click Uncheck All, followed by the individual Needs.
- (2) View Report: Queries results (shown on Page 2).
- (3) Collapse: To provide more room for viewing the report, the button collapses the interface:



- (4) Expand: Click the + icon of a collapsed report to expand the search interface.
- **(5) PDF/CSV/Print:** Selecting **PDF** prompts to save or open the report as a PDF file. Selecting **CSV** prompts to save or open the report as an Excel document. Selecting **Print** displays the report in a print preview window. Click the printer icon to print the report as it appears on the screen.
- (6) Search: Type the name of entity, or part of a name, to quickly scan the report. Matches are highlighted blue.
- (7) Navigation: The and buttons move forward and backward, one page at a time. The and buttons move to the first and last page, respectively. A specific page number can be entered in the textbox, followed by hitting Enter on the keyboard.

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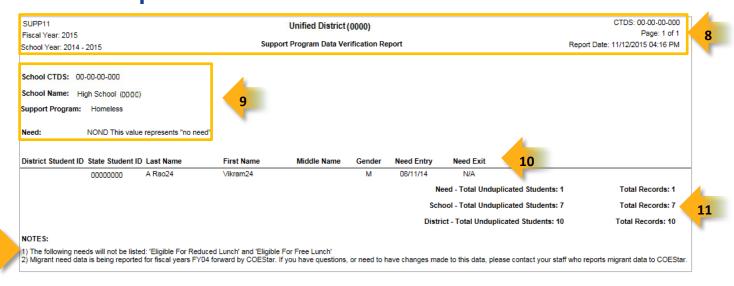












- (8) Header: The report name, fiscal year, and school year display on the top-left corner each results page. The LEA name, Entity ID, and long report name display on the center of each results page. The CTDS number, page number, and date of the report display on the top-right corner of each results page.
- **(9) Sub-Header:** The School CTDS, School Name, School Entity ID, Support Program, and Need display above the information for each section, followed by the Need. If the **Page Break between Schools** and/or **Page Break between Needs** boxes is checked on the search interface, each section displays on a separate page.
- (10) Report Information: The following information will be listed per student:
- **District Student ID:** The identification number supplied by the LEA.
- State Student ID: The unique identification number supplied by ADE.
- Last name, First Name, and Middle Initial (if available).
- Gender
- Need Entry: The date the student began receiving the support service.
- Need Exit: The date the student stopped receiving the support service.
- (11) Totals: Displays the total number of unduplicated students and total records submitted at the end of each section. A discrepancy in these numbers indicates a student was submitted multiple times. At the end of the report, additional totals for all unduplicated students and total records for that school and the district are available.
- (12) Notes: Any additional information is displayed under Note on the last page of the report.

Updated: 22-Nov-16