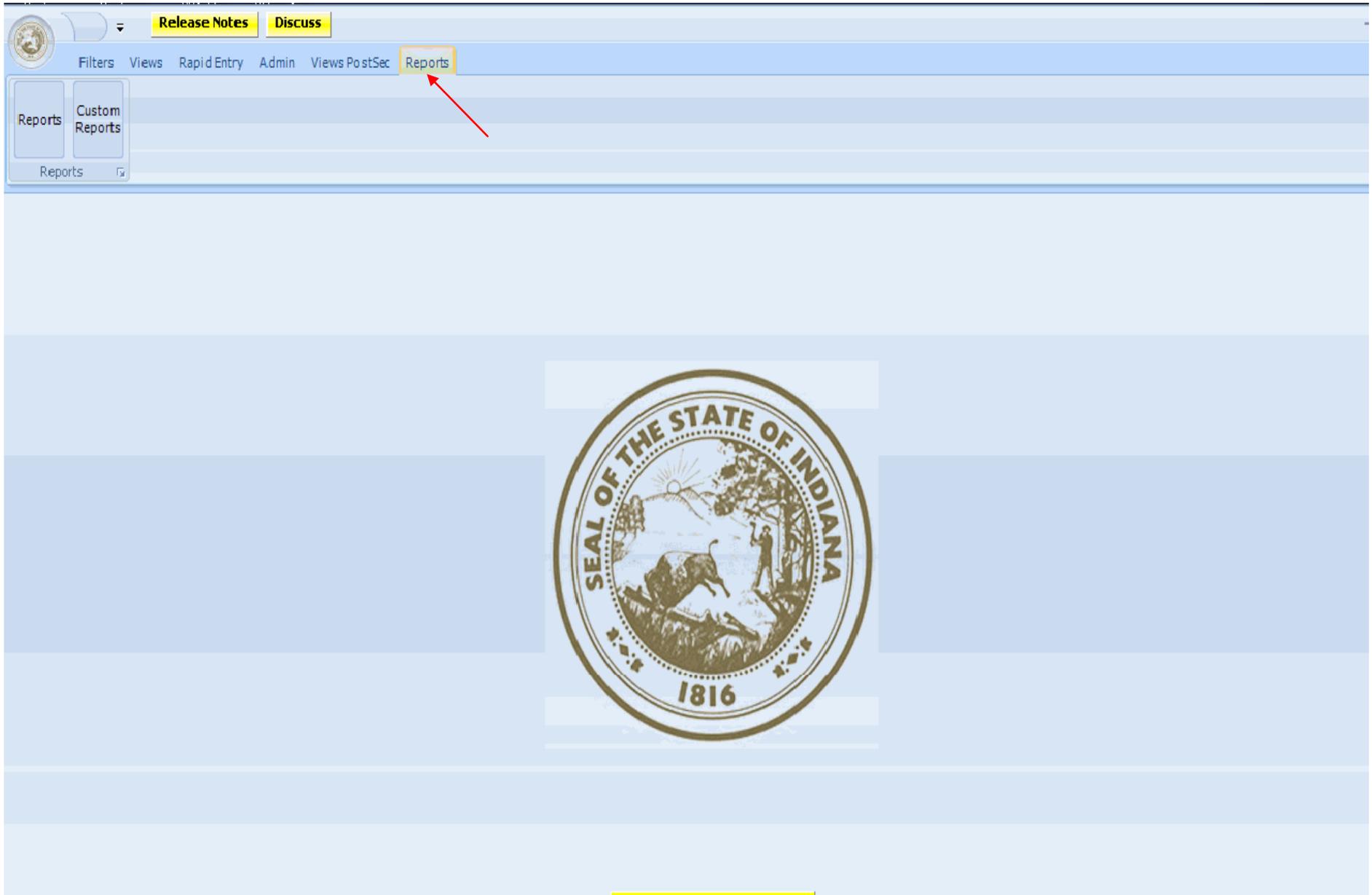
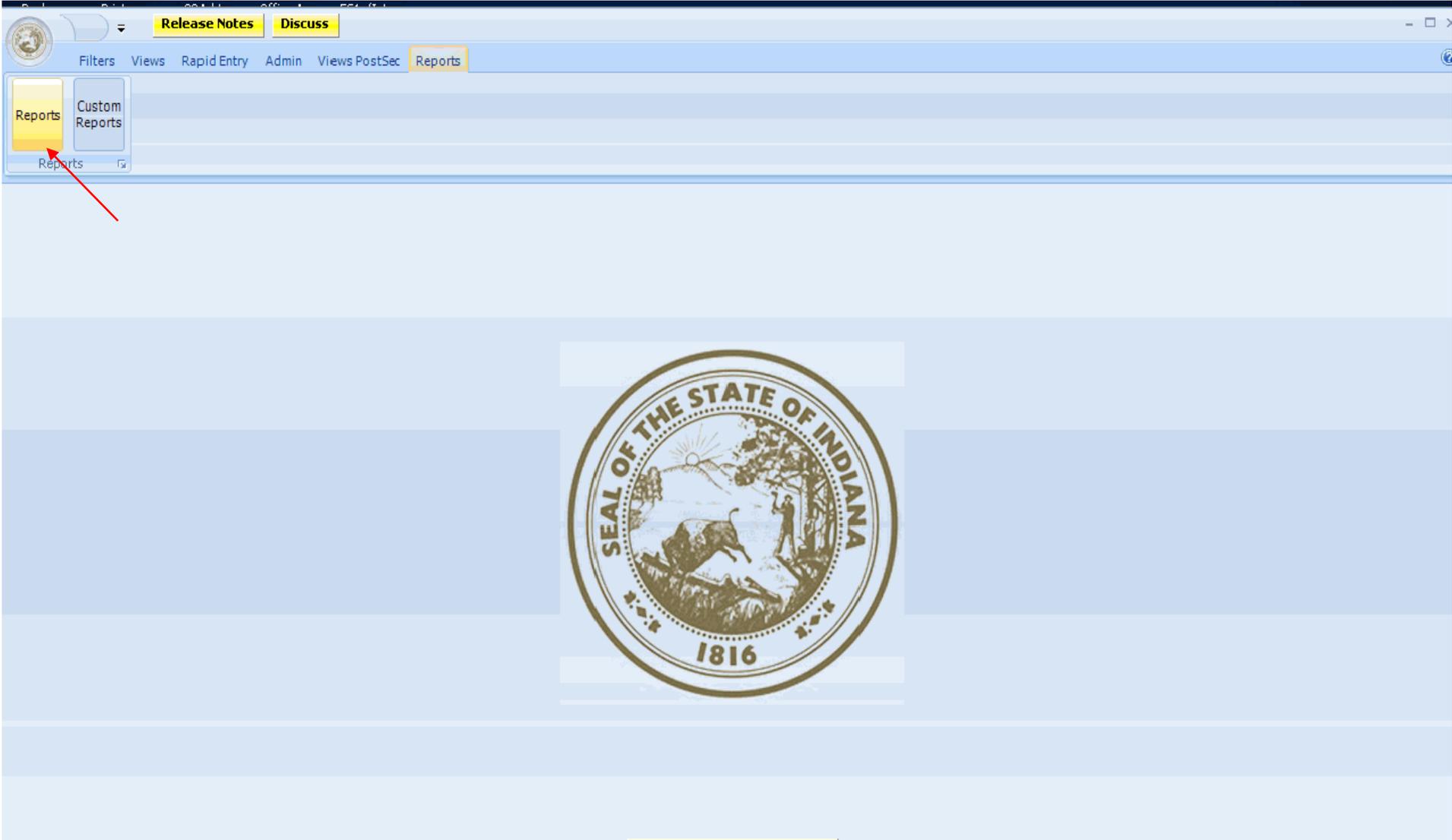


# INSTRUCTIONS FOR RUNNING THE 5S1 FOLLOW UP REPORT

## 1. Click on Reports



2. Click on Reports



### 3. Click on Federal

The screenshot shows the 'Report Module' software interface. At the top, there is a 'Report Types' section with a row of icons for 'Federal', 'Absences', 'Students', 'Enroll', 'Transact', 'Grades', 'Admin', and 'Close'. The 'Federal' icon is highlighted in yellow, and a red arrow points to it. Below this is a list of 'Federal Reports' with 'Enrollment Validation' selected. The interface includes a 'Cancel' button and a 'Next' button at the bottom. The version number '1.0.6.1290' is visible in the bottom left corner.

**Step 1:** Select the desired report, then click Next.

Federal Reports

- Enrollment Validation
- Form 30A
- Secondary 1: Enrollment
- Secondary 1: Enrollment: CIP
- Secondary 151: ISTEP Exam-Lang. Arts
- Secondary 151: ISTEP Exam-Lang. Arts: CIP
- Secondary 152: ISTEP Exam-Math
- Secondary 152: ISTEP Exam-Math: CIP
- Secondary 2: Enrolled in Higher Ed
- Secondary 2: Enrolled in Higher Ed: CIP
- Secondary 251: Assessment Breakdown
- Secondary 251: Assessment Breakdown: CIP
- Secondary 251: Assessment Listing (ALL)
- Secondary 251: Assessment Listing (Limited)
- Secondary 251: Assessment Listing: CIP
- Secondary 251: Occupational Skills
- Secondary 251: Occupational Skills: CIP
- Secondary 3: Cluster Match
- Secondary 3: Cluster Match: CIP
- Secondary 351: High School Graduate
- Secondary 351: High School Graduate: CIP

Version: 1.0.6.1290

Cancel Next

Technical Education

4. Click on Secondary 5S1: Follow Up – Low Pct

The screenshot shows the 'Report Module' software interface. At the top, there is a 'Report Types' tab and a row of icons for 'Federal', 'Absences', 'Students', 'Enroll', 'Transact', 'Grades', 'Labels', 'Letter Writer', 'Admin', and 'Close'. Below this is a 'CTE Reports' section with three steps: 'Step 1: Select the desired report, then click Next.', 'Step 2: Set selection settings.', and 'Step 3: CTE Report Filters'. A list of report types is displayed on the left, with 'Secondary 5S1: Follow Up - Low Pct' highlighted in yellow. A red arrow points to this highlighted item. At the bottom, there are 'Cancel' and 'Next' buttons.

**Report Module**

Report Types

Federal Absences Students Enroll Transact Grades Labels Letter Writer Admin Close

CTE Reports

**Step 1:** Select the desired report, then click Next.

**Step 2:** Set selection settings.

**Step 3:** CTE Report Filters

Federal Reports

- Form 30A
- Secondary 1: Enrollment
- Secondary 1S1: ISTEP Exam-Lang. Arts
- Secondary 1S2: ISTEP Exam-Math
- Secondary 2: Enrolled in Higher Ed
- Secondary 2S1: Assesment Breakdown
- Secondary 2S1: Assesment Listing (ALL)
- Secondary 2S1: Assesment Listing (Limited)
- Secondary 2S1: Occupational Skills
- Secondary 3: Cluster Match
- Secondary 3S1: High School Graduate
- Secondary 4: Industry Cert/Lic Listing (ALL)
- Secondary 4: Industry Cert/Lic Listing (Limited)
- Secondary 4: Industry Certificate/Licensing
- Secondary 4S1: Graduation (NCLB)
- Secondary 5: Dual Credit
- Secondary 5S1: Follow Up - High Pct
- Secondary 5S1: Follow Up - Low Pct**
- Secondary 6: Remediation
- Secondary 6S1: Nontraditional Enrollees
- Secondary 6S2: Nontraditional Completers

Cancel Next

5. Click on Next

The screenshot shows a software window titled "Report Module". At the top, there is a "Report Types" section with icons for Federal, Absences, Students, Enroll, Transact, Grades, Labels, Letter Writer, Admin, and a Close button. Below this is a three-step process bar: "Step 1: Select the desired report, then click Next.", "Step 2: Set selection settings.", and "Step 3: CTE Report Filters". The main area contains a list of "Federal Reports" with "Secondary 551: Follow Up - Low Pct" selected. At the bottom, there are "Cancel" and "Next" buttons, with a red arrow pointing to the "Next" button.

**Report Module**

Report Types

Federal Absences Students Enroll Transact Grades Labels Letter Writer Admin Close

CTE Reports

**Step 1:** Select the desired report, then click Next.

**Step 2:** Set selection settings.

**Step 3:** CTE Report Filters

Federal Reports

- Form 30A
- Secondary 1: Enrollment
- Secondary 151: ISTEP Exam-Lang. Arts
- Secondary 152: ISTEP Exam-Math
- Secondary 2: Enrolled in Higher Ed
- Secondary 251: Assesment Breakdown
- Secondary 251: Assesment Listing (ALL)
- Secondary 251: Assesment Listing (Limited)
- Secondary 251: Occupational Skills
- Secondary 3: Cluster Match
- Secondary 351: High School Graduate
- Secondary 4: Industry Cert/Lic Listing (ALL)
- Secondary 4: Industry Cert/Lic Listing (Limited)
- Secondary 4: Industry Certificate/Licensing
- Secondary 451: Graduation (NCLB)
- Secondary 5: Dual Credit
- Secondary 551: Follow Up - High Pct
- Secondary 551: Follow Up - Low Pct**
- Secondary 6: Remediation
- Secondary 651: Nontraditional Enrollees
- Secondary 652: Nontraditional Completers

Cancel Next

6. Fill in information for the following:

- Report Year (This is the year for the Federal Reports being submitted – pulls previous years seniors)
- Template
- Report Type
- Audit Type
- Data Source

The screenshot shows the 'Report Module' window with a 'Report Types' toolbar at the top containing icons for Federal, Absences, Students, Enroll, Transact, Grades, Labels, Letter Writer, Admin, and a Close button. Below the toolbar, the interface is divided into three steps:

- Step 1: Select the desired report, then click Next.** A list of 'Federal Reports' is shown on the left, including Form 30A, Secondary 1: Enrollment, Secondary 151: ISTEP Exam-Lang. Arts, Secondary 152: ISTEP Exam-Math, Secondary 2: Enrolled in Higher Ed, Secondary 251: Assesment Breakdown, Secondary 251: Assesment Listing (ALL), Secondary 251: Assesment Listing (Limited), Secondary 251: Occupational Skills, Secondary 3: Cluster Match, Secondary 351: High School Graduate, Secondary 4: Industry Cert/Lic Listing (ALL), Secondary 4: Industry Cert/Lic Listing (Limited), Secondary 4: Industry Certificate/Licensing, Secondary 451: Graduation (NCLB), Secondary 5: Dual Credit, Secondary 551: Follow Up - High Pct, Secondary 551: Follow Up - Low Pct, Secondary 6: Remediation, Secondary 651: Nontraditional Enrollees, and Secondary 652: Nontraditional Completers.
- Step 2: Set selection settings.** This panel contains several dropdown menus and radio button options:
  - Report Year: 20132014
  - District: All Statewide [Combined]
  - School: All
  - DOE Code: All DOE Codes [Combined]
  - After Grad: All After Graduation Codes
  - Template:  Standard,  Local Follow Up
  - Report Type:  Print Out,  Audit,  DOE Format
  - Audit Type:  All,  Numerators,  Denominators Only
  - Data Source:  Live,  Snapshot
- Step 3: CTE Report Filters** (This panel is currently empty).

At the bottom of the window, there is a 'Cancel' button on the left and a 'Save' button on the right. A note at the bottom center reads: 'Click on the "Step 3:" panel in order to select additional filters for the report.'

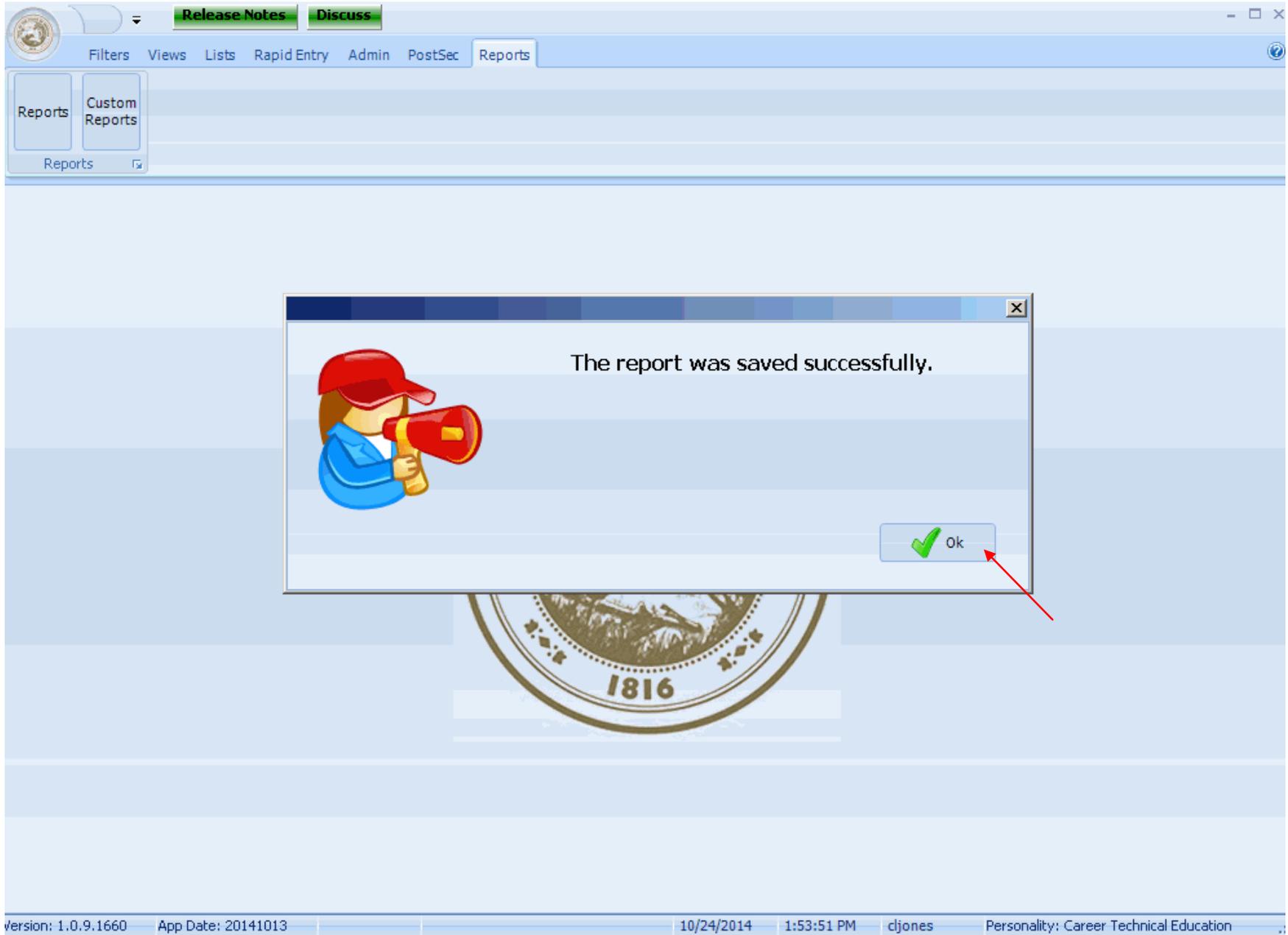
7. Click on Save and save the report on your computer.

The screenshot shows the 'Report Module' window with a 'Report Types' toolbar at the top containing icons for Federal, Absences, Students, Enroll, Transact, Grades, Labels, Letter Writer, Admin, and a Close button. The main area is divided into three steps:

- Step 1: Select the desired report, then click Next.** A list of reports is shown on the left, with 'Secondary 551: Follow Up - Low Pct' selected.
- Step 2: Set selection settings.** Configuration options include:
  - Report Year: 20132014
  - District: All Statewide [Combined]
  - School: All
  - DOE Code: All DOE Codes [Combined]
  - After Grad: All After Graduation Codes
  - Template:  Standard,  Local Follow Up
  - Report Type:  Print Out,  Audit,  DOE Format
  - Audit Type:  All,  Numerators,  Denominators Only
  - Data Source:  Live,  Snapshot
- Step 3: CTE Report Filters** (This panel is currently empty).

At the bottom, there is a 'Cancel' button on the left, a 'Save' button on the right with a red arrow pointing to it, and a central instruction: 'Click on the "Step 3:" panel in order to select additional filters for the report.'

8. Click on OK.



The screenshot shows a software application window with a light blue background. At the top, there are tabs for "Release Notes" and "Discuss". Below the tabs is a navigation bar with "Filters", "Views", "Lists", "Rapid Entry", "Admin", "PostSec", and "Reports". On the left side, there are buttons for "Reports" and "Custom Reports". The main area of the window is mostly empty, but a large, semi-transparent watermark of a circular seal is visible in the background. The seal features a landscape scene and the year "1816".

In the center of the window, a modal dialog box is displayed. The dialog box has a title bar with a close button (X). Inside the dialog, on the left, is an illustration of a person wearing a red cap and a blue jacket, holding a red megaphone. To the right of the illustration, the text reads "The report was saved successfully." At the bottom right of the dialog box, there is a button with a green checkmark icon and the text "Ok". A red arrow points to this "Ok" button.

At the bottom of the application window, a status bar contains the following information: "Version: 1.0.9.1660", "App Date: 20141013", "10/24/2014", "1:53:51 PM", "cljones", and "Personality: Career Technical Education".