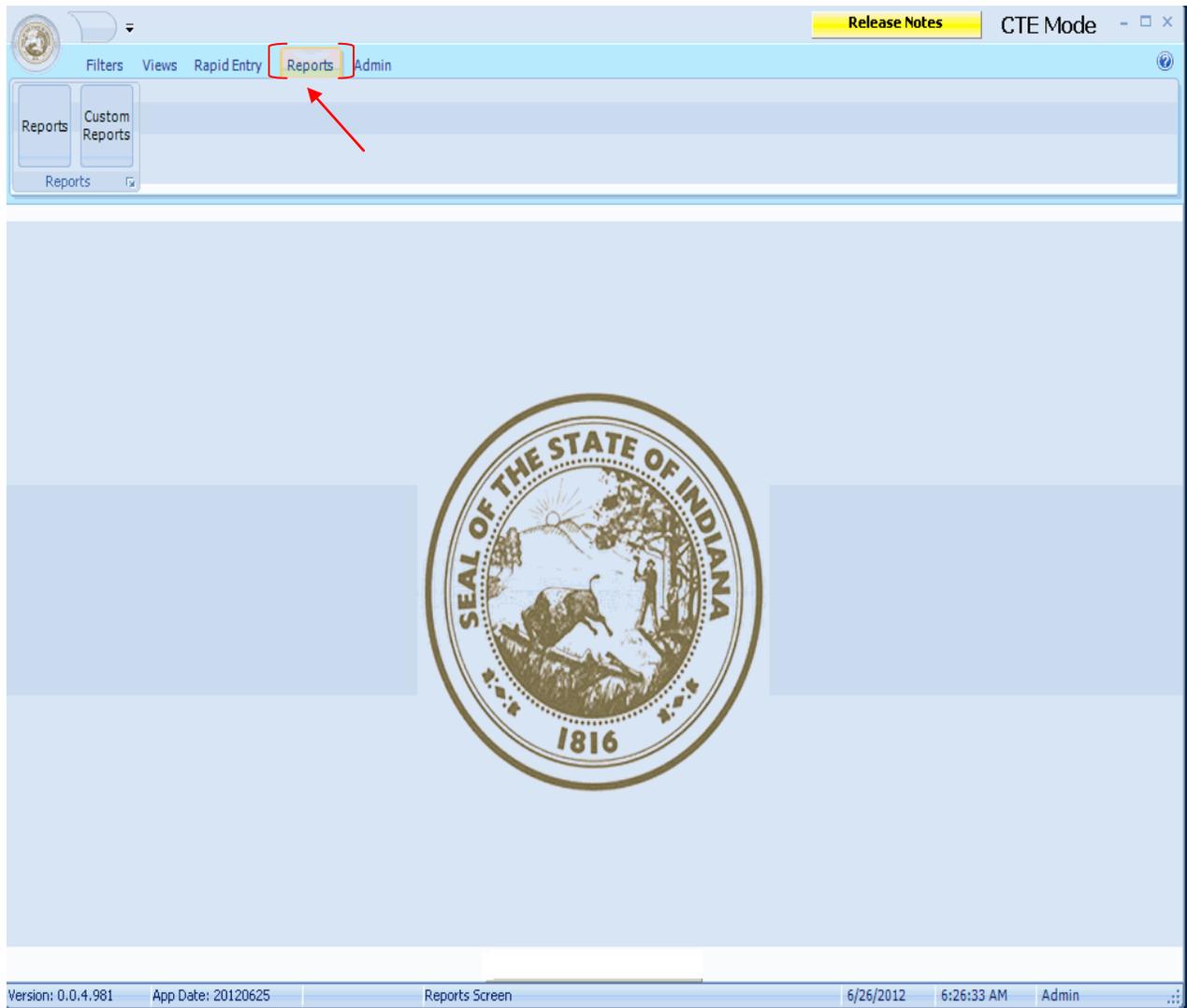


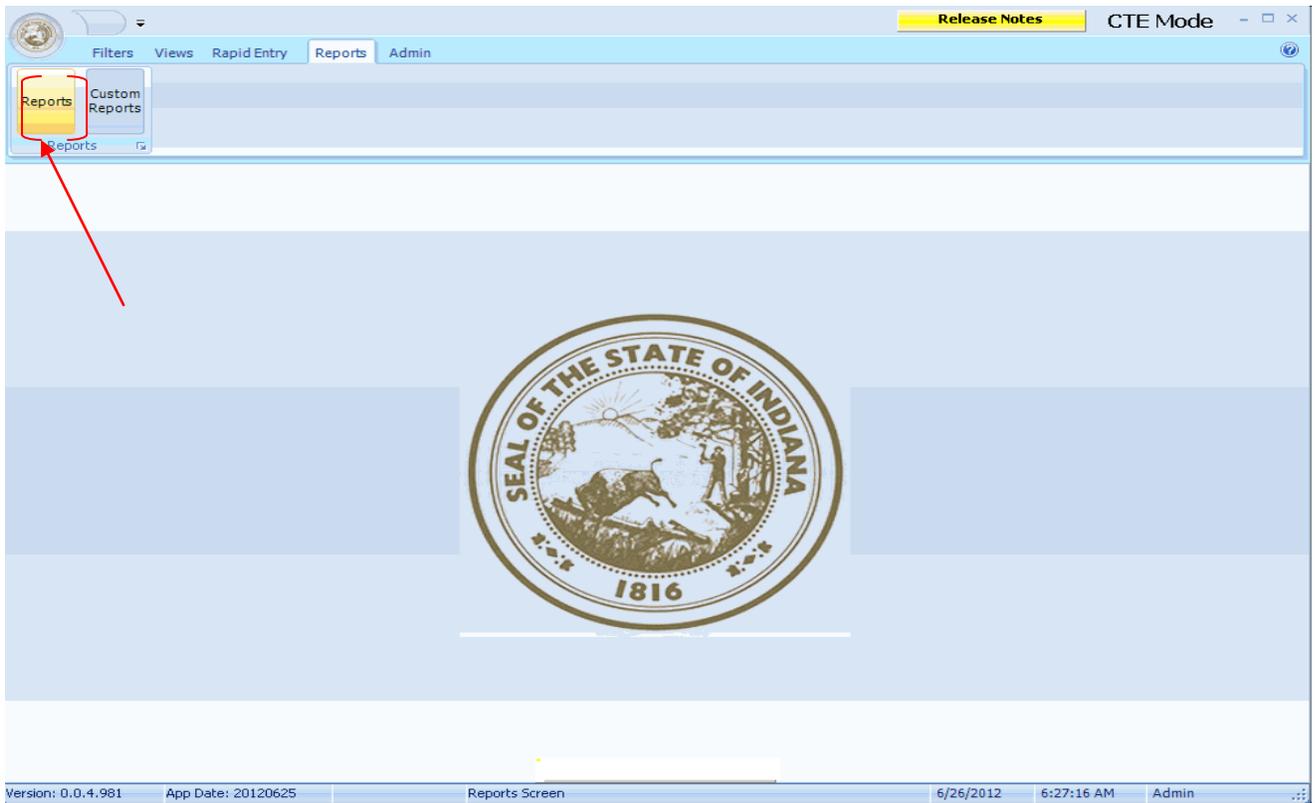
INSTRUCTIONS FOR 30 A FALL PROCESS

The following steps will enable you to successfully submit your fall 30A Report.

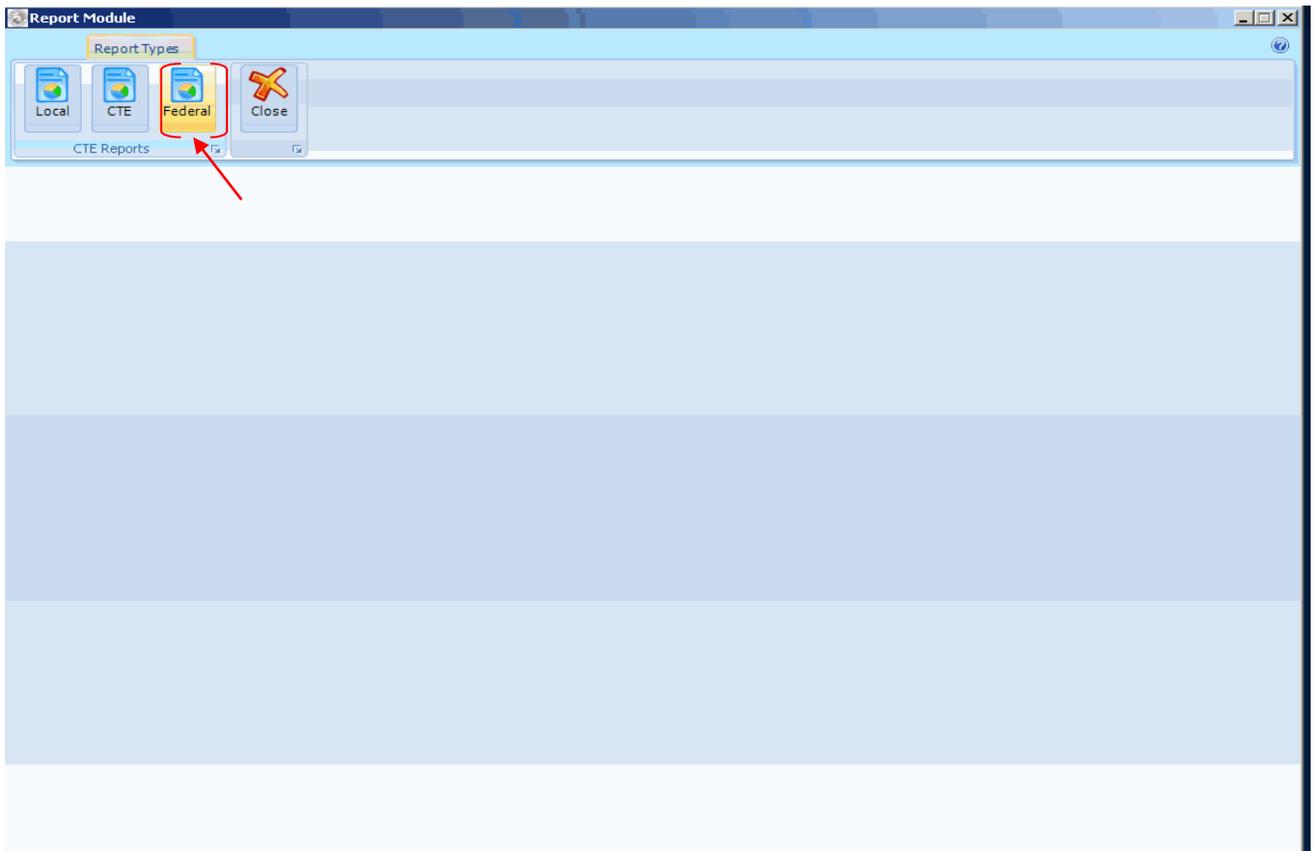
Click on Reports Tab:



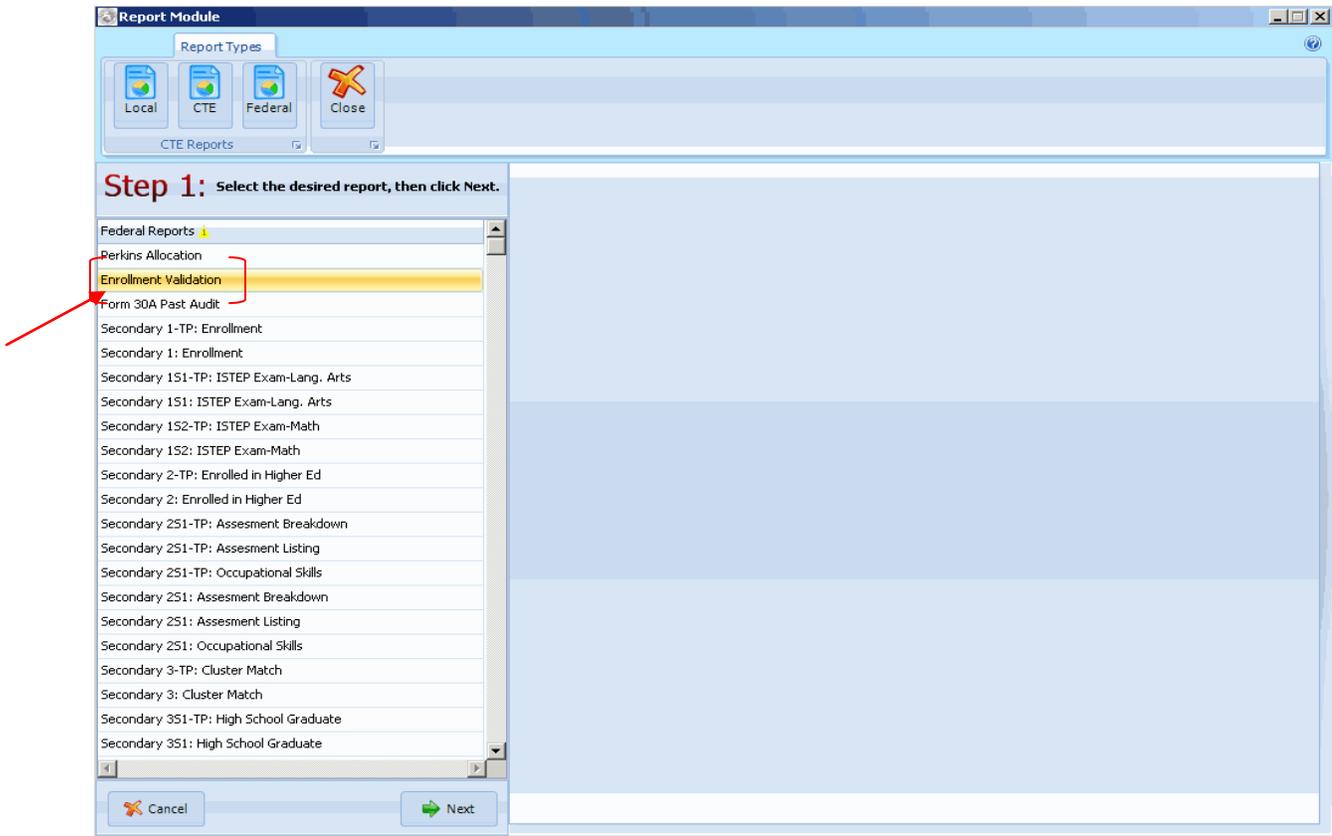
Click on Reports Tab:



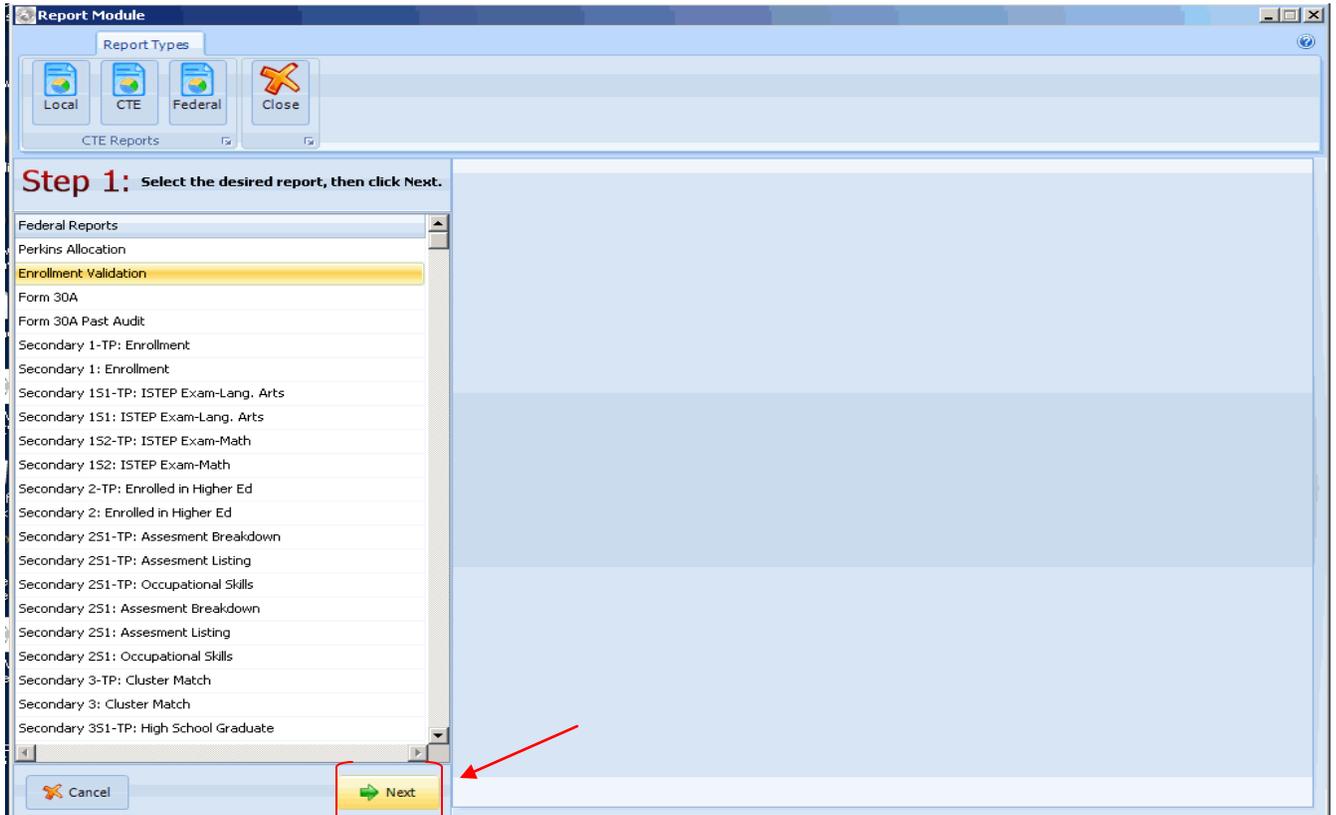
Click on Federal Tab:



Click on Enrollment Validation (Error Report):



Click on Next:



Enter Information for each box:

The screenshot shows the 'Report Module' window. At the top, there are 'Report Types' buttons for 'Local', 'CTE', and 'Federal', along with a 'Close' button. Below this, the interface is split into two main sections: 'Step 1: Select the desired report, then click Next.' and 'Step 2: Set selection settings.' In Step 1, a list of reports is shown, with 'Enrollment Validation' selected. In Step 2, four dropdown menus are visible: 'Term' (20112012), 'District' (All Districts [Individual]), 'Corporation' (All), and 'School' (All). A red arrow points to the 'Preview' button at the bottom right.

Click on Preview:

This screenshot is similar to the first one, but the 'District' dropdown menu is now set to '25 Area District #25'. The 'Preview' button at the bottom right is highlighted with a red box, and a red arrow points to it. The 'Done' button is also visible at the bottom right.

Correct everything on report that is wrong.

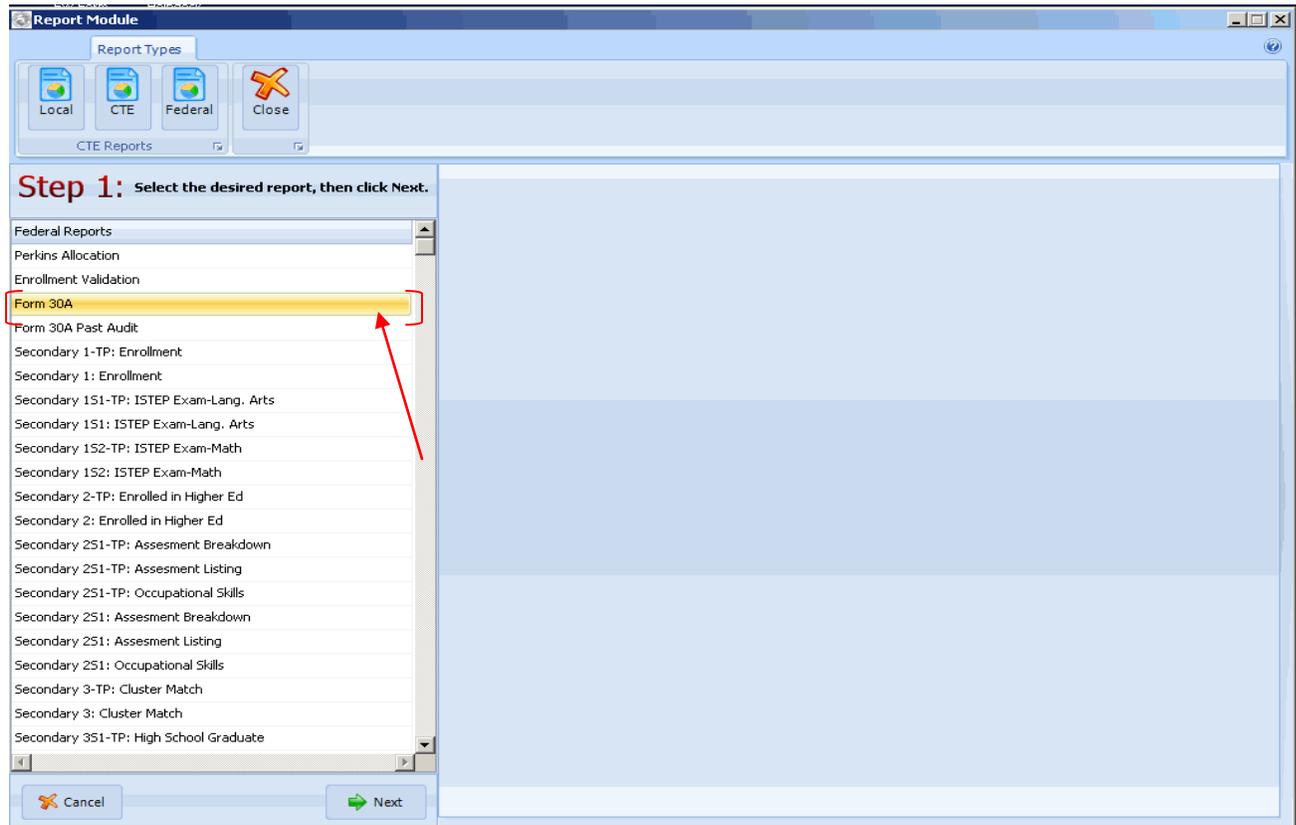
State of Indiana
Department of Workforce Development
Indiana Commission for Career and Technical Education
Federal Data Validation Report (SERVER): District 00

Study Year: 20112012
5664: INDIANAPOLIS METROPOLITAN HS
Sessions: 0/10 Enrollments: 0/482 Students: 15/478

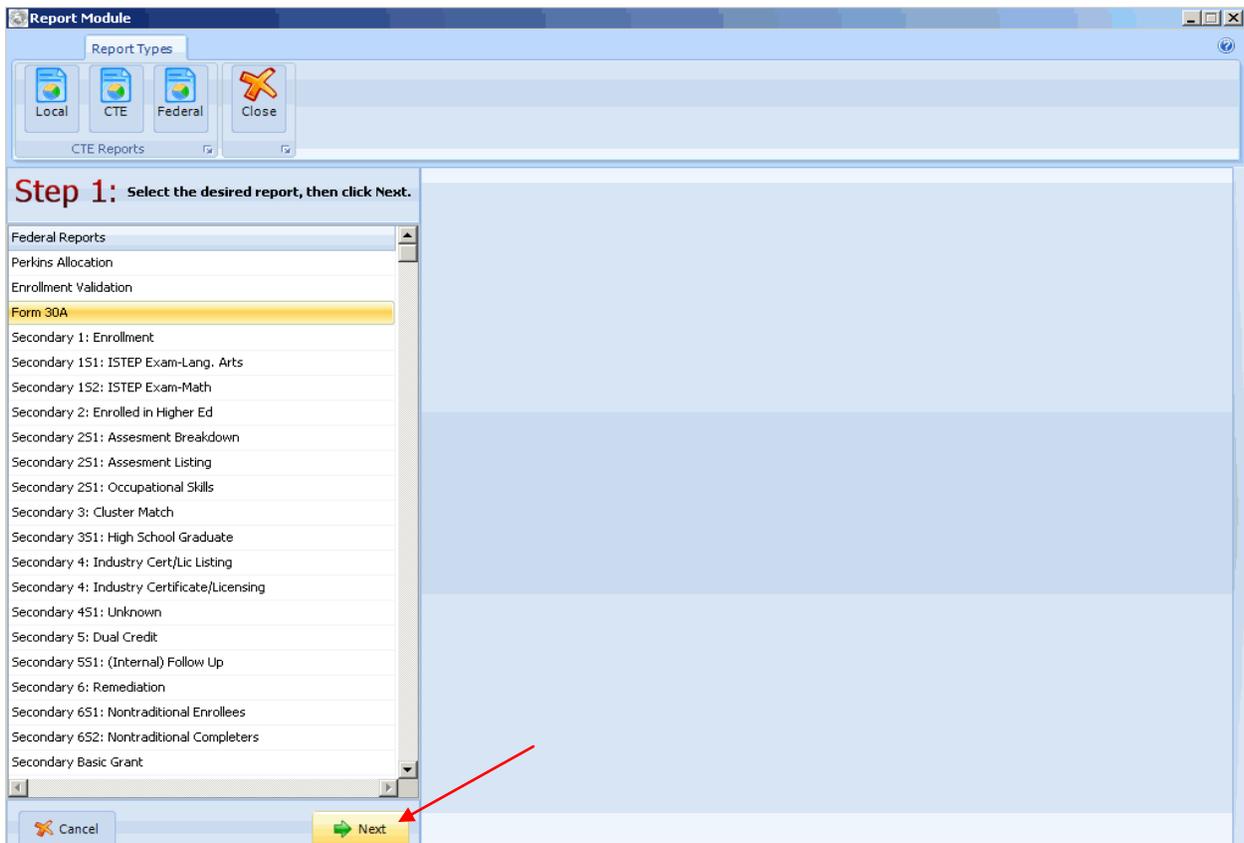


Students (Home School)	
Item	Validation Issue(s)
Alexander Tesia	Duplicate SSN (Different Name [0081] Mark Shepherd)
Burroughs Lamarr	Invalid SSN (Numeric)
Burroughs Lamarr	Invalid SSN (Numeric)
Canady Arian	Duplicate SSN (Different Name [G748] WARREN COOLEY)
Canady Arian	Duplicate SSN (Different Name [G748] WARREN COOLEY)
Hampton Kristopher	Duplicate IndianaID (Different Name [5451] Kris Hampton)
Heard Gerald	Duplicate SSN (Different Name [7217] Matthew Kirchoff)
Heard Gerald	Duplicate SSN (Different Name [7217] Matthew Kirchoff)
Holcomb Frandy	Invalid SSN (Numeric)
Keckhafer Sebastian	Duplicate SSN (Different Name [7151] SEBASTIAN KESKHAFER), Duplicate IndianaID (Dif
Maxieson Richard	Duplicate SSN (Different Name [7759] Christina Balback)
Ruffin TyNisha	Duplicate SSN (Different Name [5469] TYNISHA D RUFFIN), Duplicate IndianaID (Different
Sanders-Payne Jessica	Duplicate SSN (Different Name [8311] Tyson Hooks, Jr)
Walker Sierra	Duplicate IndianaID (Different Name [5469] SIERRA LASHE' WALKER)
Youree Jerry	Duplicate IndianaID (Different Name [2517] Jerry Youree Jr)

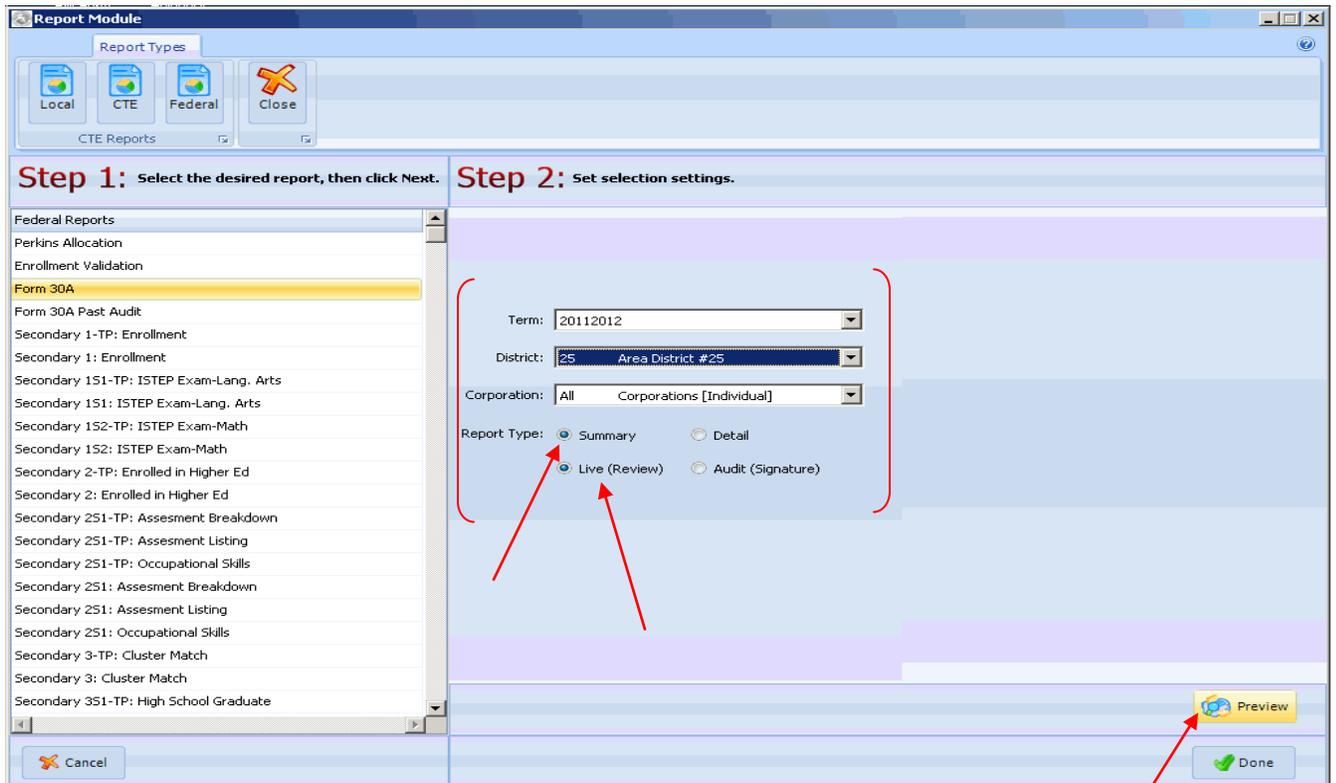
Click on Form 30A



Click on Next



Enter information check to be sure you have chosen Summary and Live (Review), then click on Preview.



Check Report

State of Indiana
 Department of Workforce Development
 Department of Education

Form 30A
 Study Year: 20112012
5265: ALEXANDRIA COM SCHOOL CORP

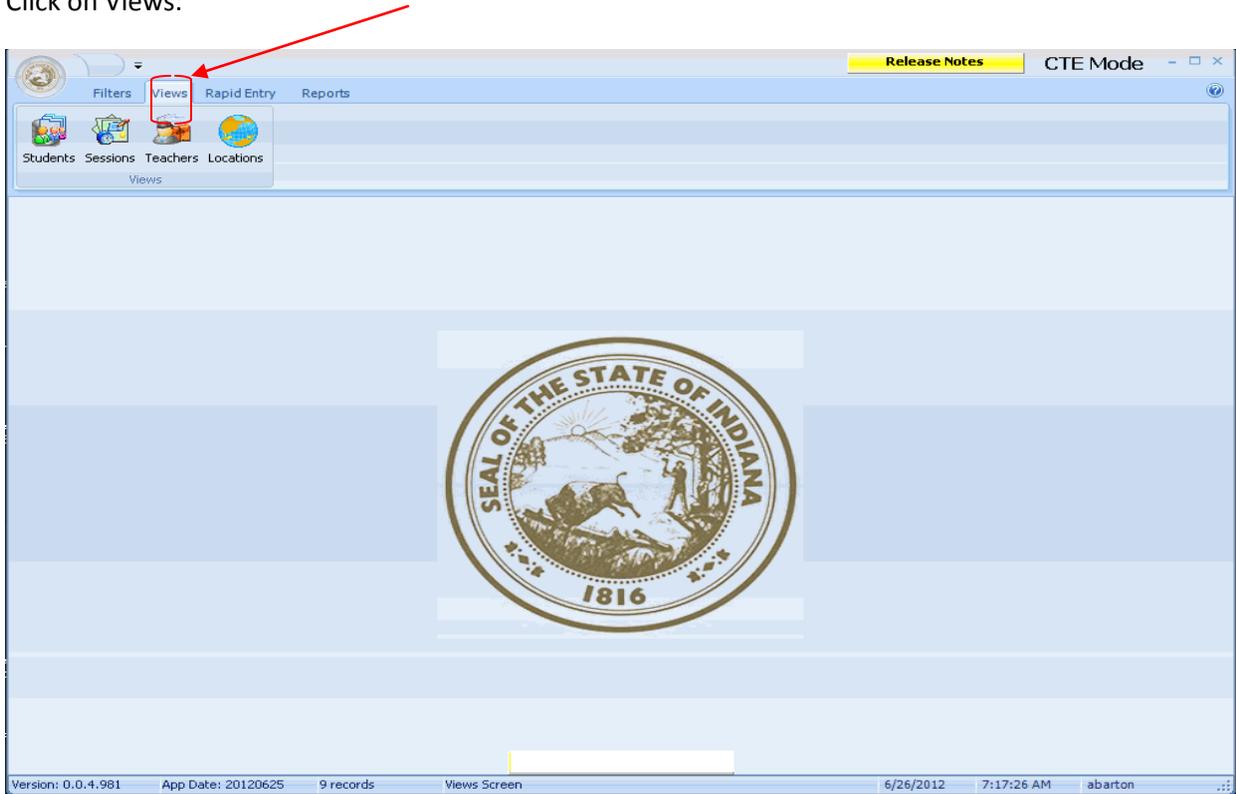


DOE Code / Name	Wage	1 Credit	2 Credit	3 Credit Non	3 Credit CoOp	Total Area Part	Amount
5514 Automotive Collision Repair Technology II	450	0	0	1	0	1	\$1,500.00
5244 Business Technology Lab II	375	0	0	3	0	3	\$3,825.00
5580 Construction Technology I	450	0	0	1	0	1	\$1,500.00
5572 Graphic Imaging Technology	450	0	0	3	0	3	\$4,500.00
5286 Health Science Education III	450	0	0	6	0	6	\$9,000.00
5902 Interdisciplinary Cooperative Education	250	0	0	9	0	0	\$6,750.00
5776 Welding Technology I	450	0	0	2	0	2	\$3,000.00
Totals		0	0	25	0	16	
		\$0.00	\$0.00	\$27,675.00	\$0.00	\$2,400.00	\$30,075.00

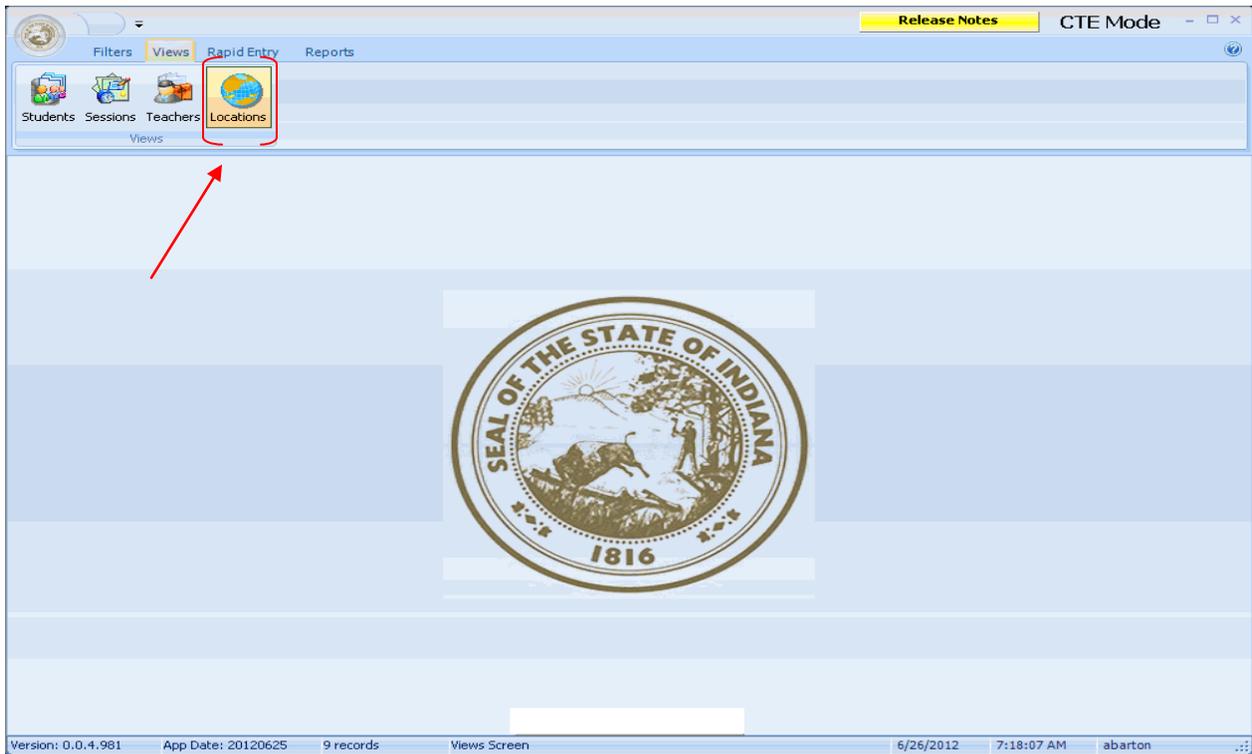
Setting Count Day Flags:

NOTE: If a student is going from one district to another it is the responsibility of the conducting/receiving district to report the student.

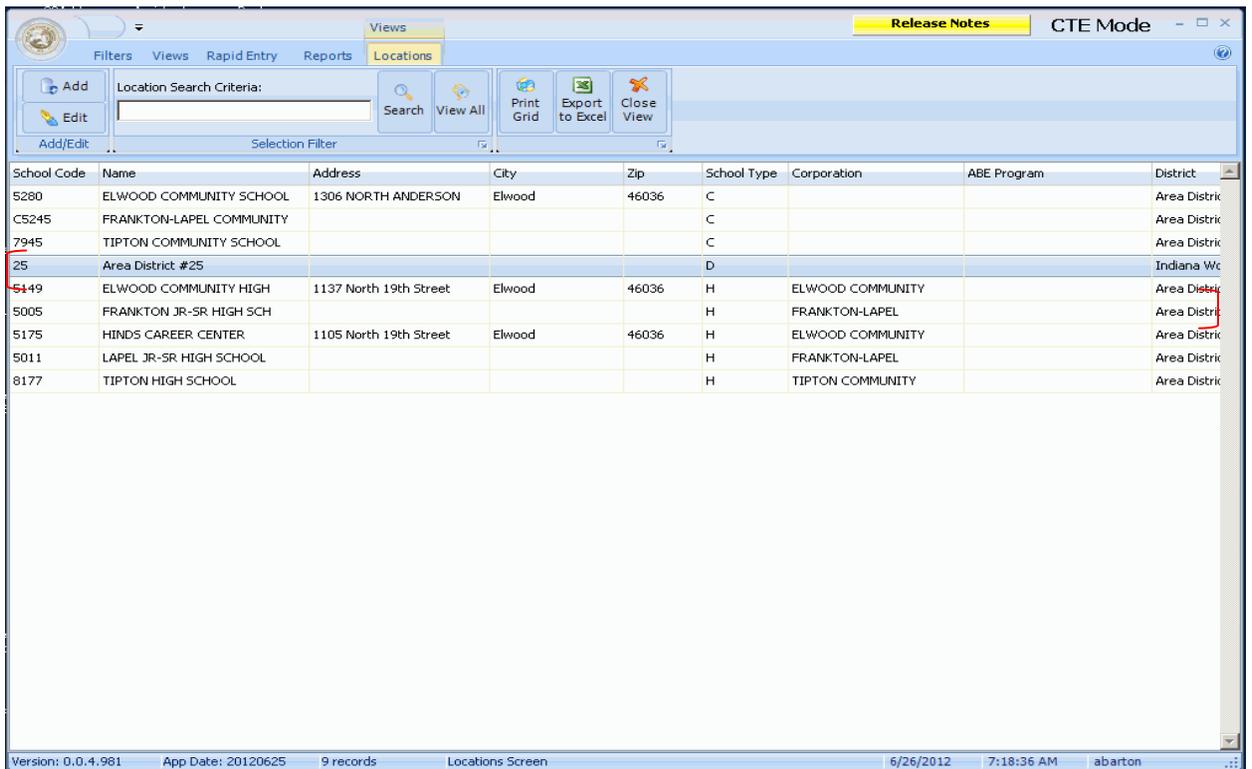
Click on Views:



Click on Locations:



Highlight Area District Number:



Right Click and Edit Location:

Views Release Notes CTE Mode

Filters Views Rapid Entry Reports **Locations**

Add Location Search Criteria: Search View All Print Grid Export to Excel Close View

Add/Edit Selection Filter

School Code	Name	Address	City	Zip	School Type	Corporation	ABE Program	District
5280	ELWOOD COMMUNITY SCHOOL	1306 NORTH ANDERSON	Elwood	46036	C			Area District
C5245	FRANKTON-LAPEL COMMUNITY				C			Area District
7945	TIPTON COMMUNITY SCHOOL				C			Area District
25	Area District #25				D			Indiana Wc
5149	ELWOOD COMMUNITY HIGH	1137 North		46036	H	ELWOOD COMMUNITY		Area District
5005	FRANKTON JR-SR HIGH SCH				H	FRANKTON-LAPEL		Area District
5175	HINDS CAREER CENTER	1105 North 19th Street	Elwood	46036	H	ELWOOD COMMUNITY		Area District
5011	LAPEL JR-SR HIGH SCHOOL				H	FRANKTON-LAPEL		Area District
8177	TIPTON HIGH SCHOOL				H	TIPTON COMMUNITY		Area District

Version: 0.0.4.981 App Date: 20120625 9 records Locations Screen 6/26/2012 7:19:12 AM abarton

Click on Data + Tab:

General Comments Custom Fields Courses Invoicing **Data** Setup Assigned Locations Print Export to Excel Close Inactive

Tools Status

General - [25] Area District #25

Location Name: Area District #25 Location Code: 25

Address: _____

City: _____

County: _____

State: _____

Zip: _____ C

Phone: () - -

Fax: () - -

Email: _____

Location Type: _____

System Classification: District

Corporation: _____

Region: _____

Fiscal Agent: _____

Site Program: _____

NRS Table Include

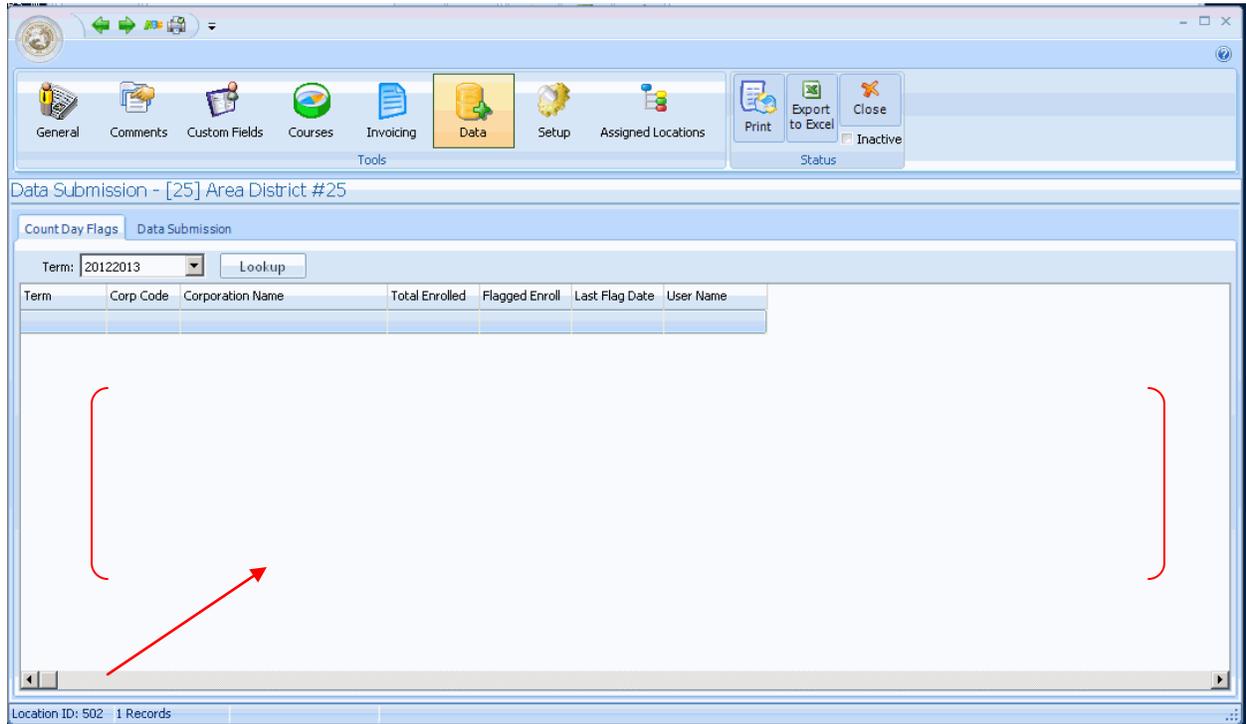
NOTE: The System Classification should ALWAYS be School if the location will have students attending. The other classifications are for system use ONLY.

Contacts:

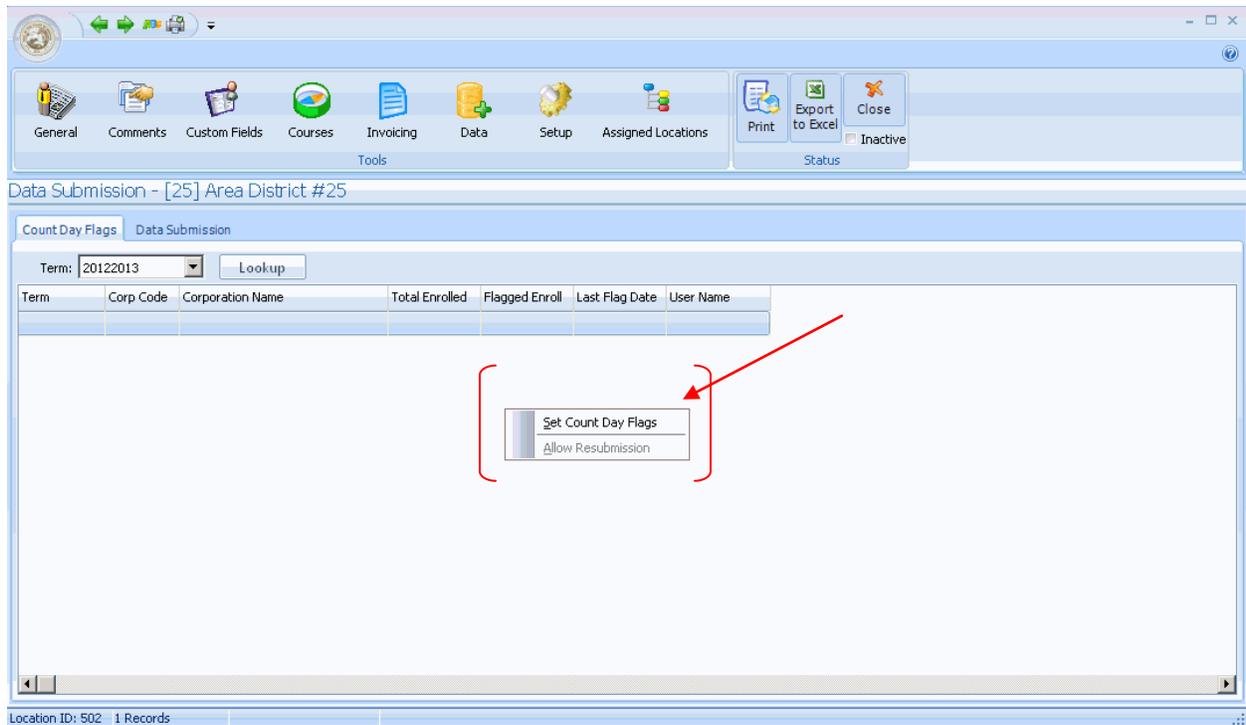
First Name	Last Name	Type	Job Title	Phone	Fax	Email	Notes	D

Location ID: 502

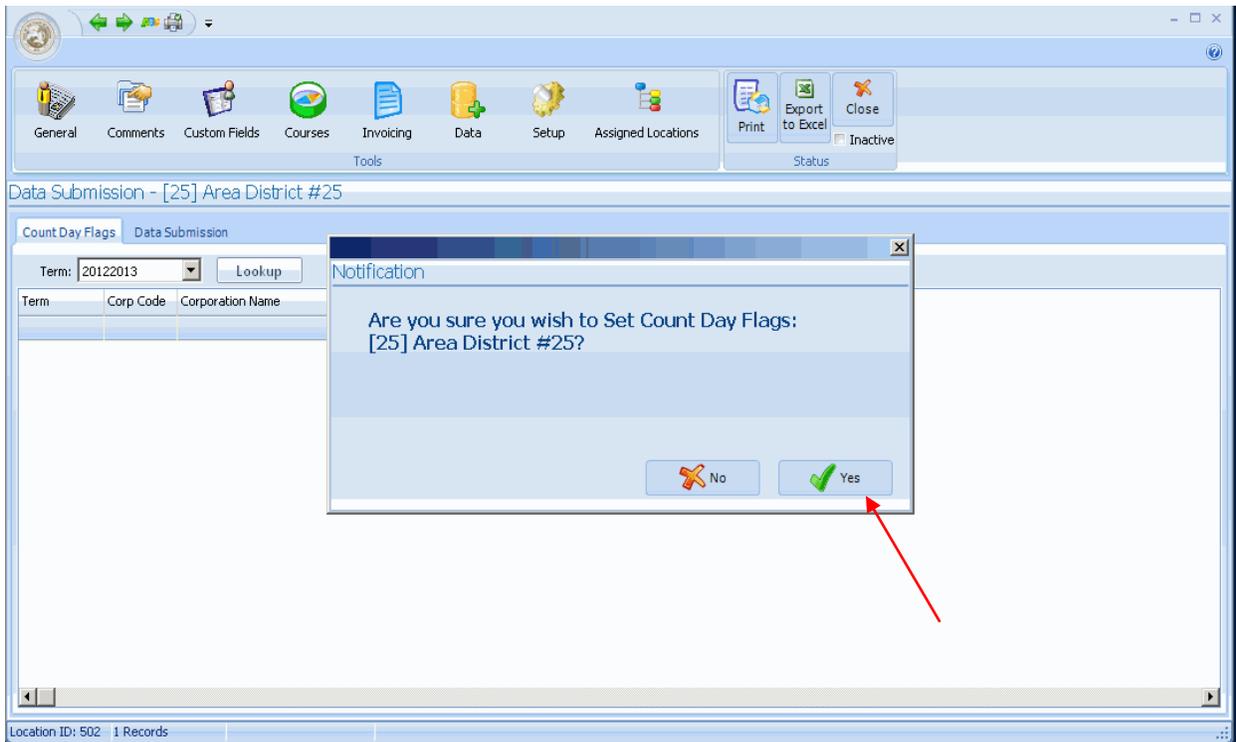
Right Click in White Area:



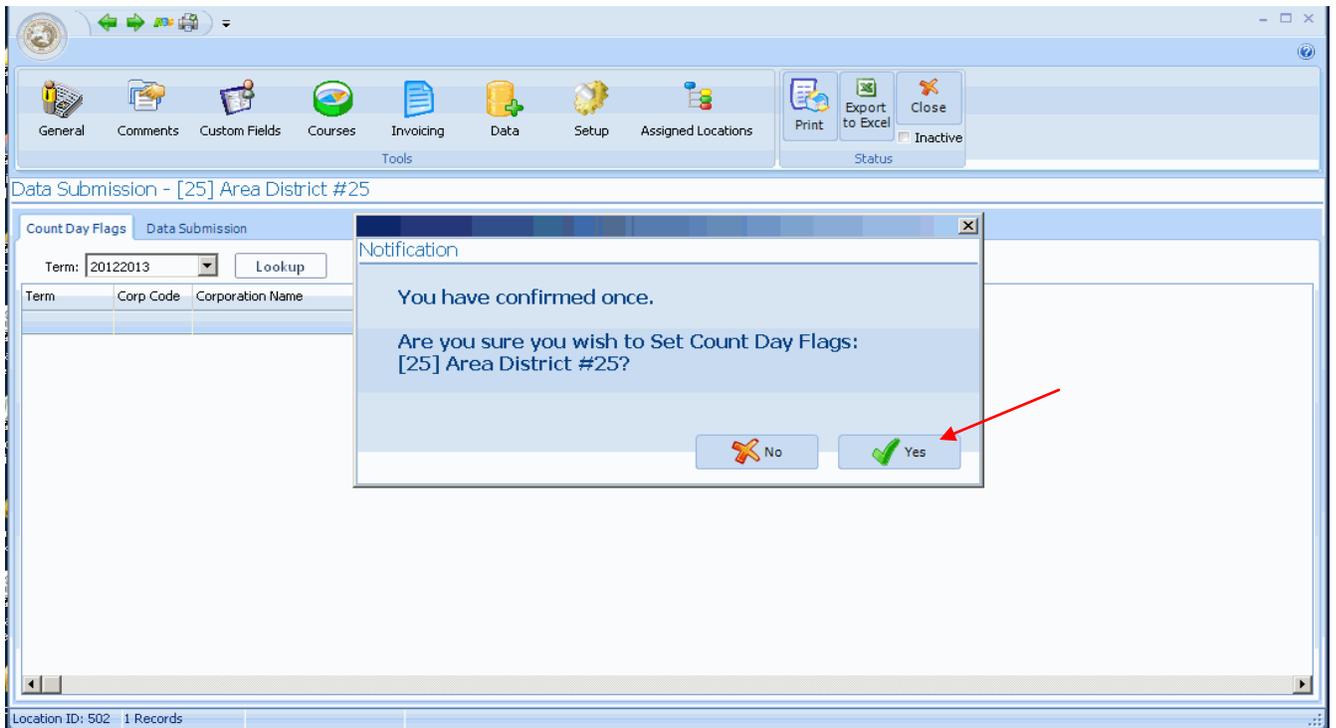
Click on Set Count Day Flags:



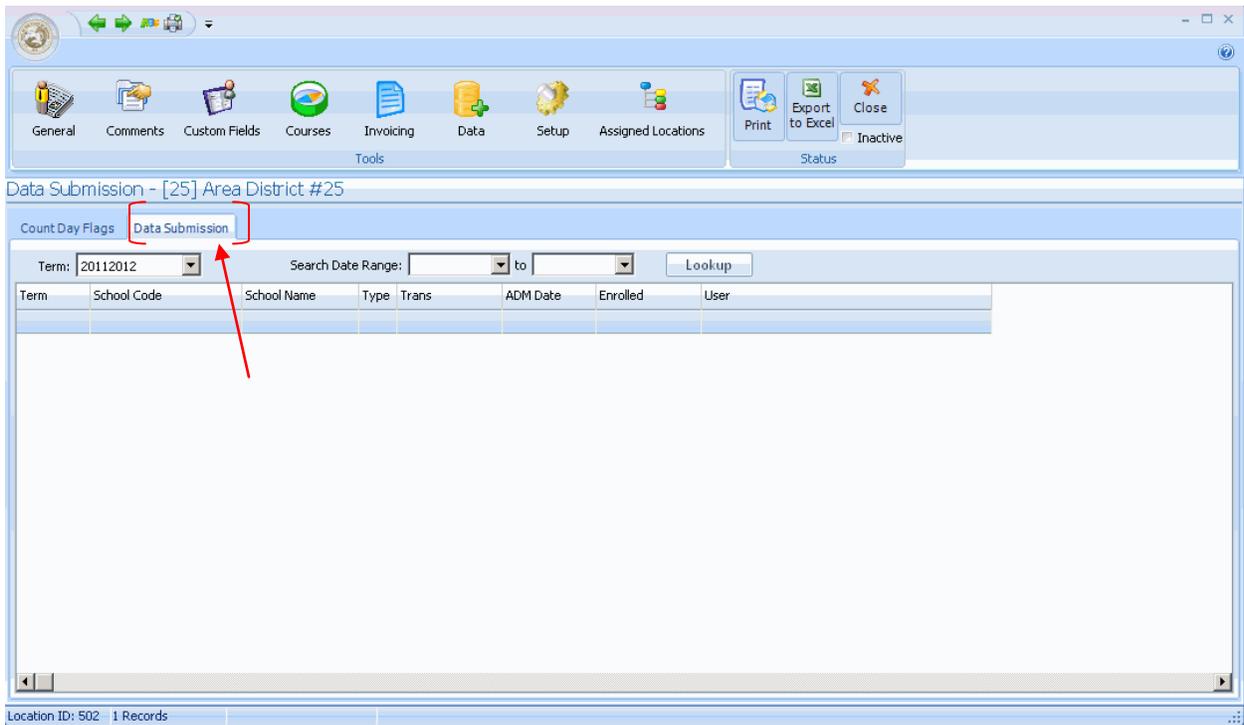
Click Yes to confirm:



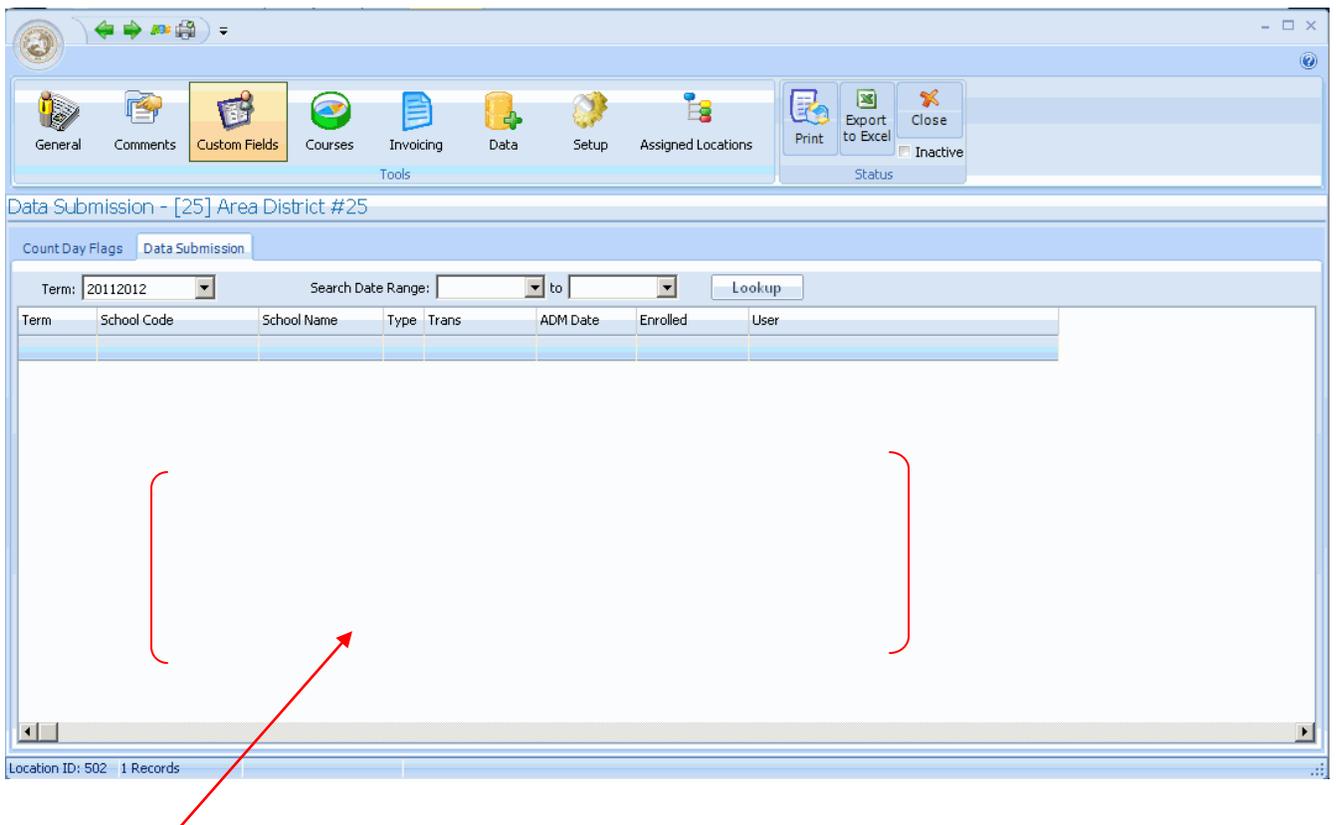
Second chance to confirm:



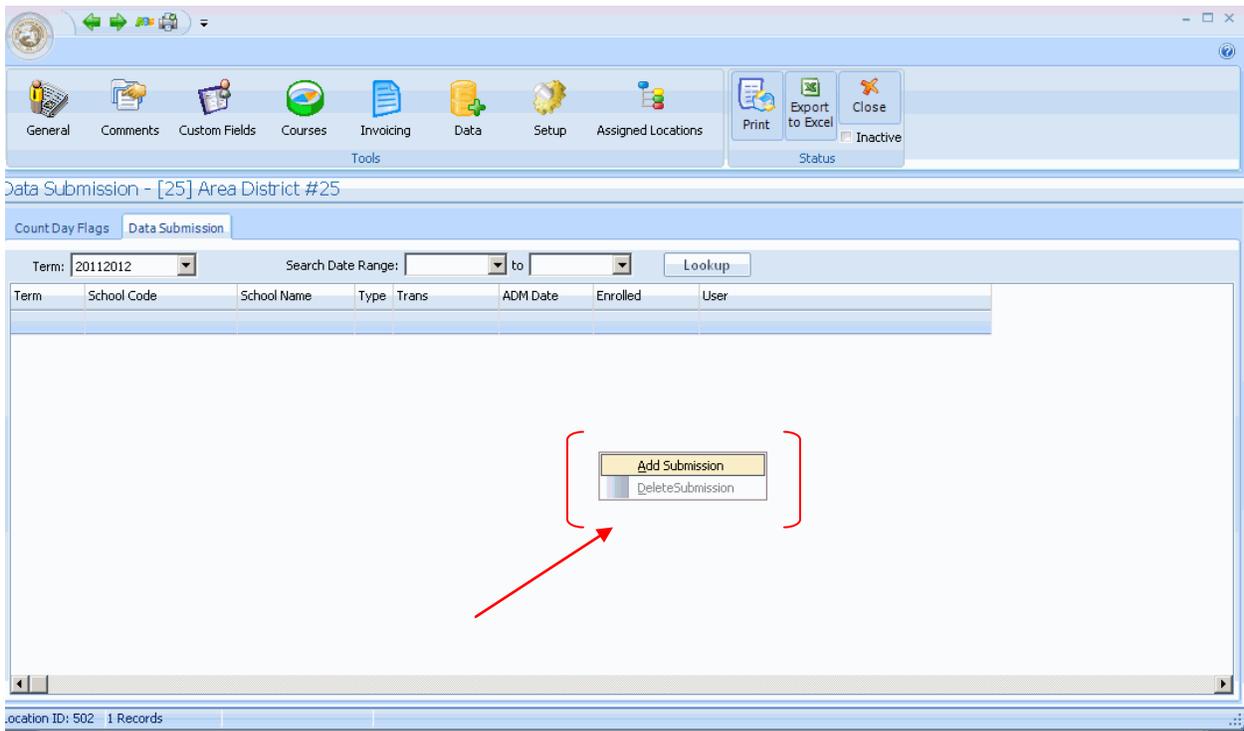
Click on Data Submission Tab:



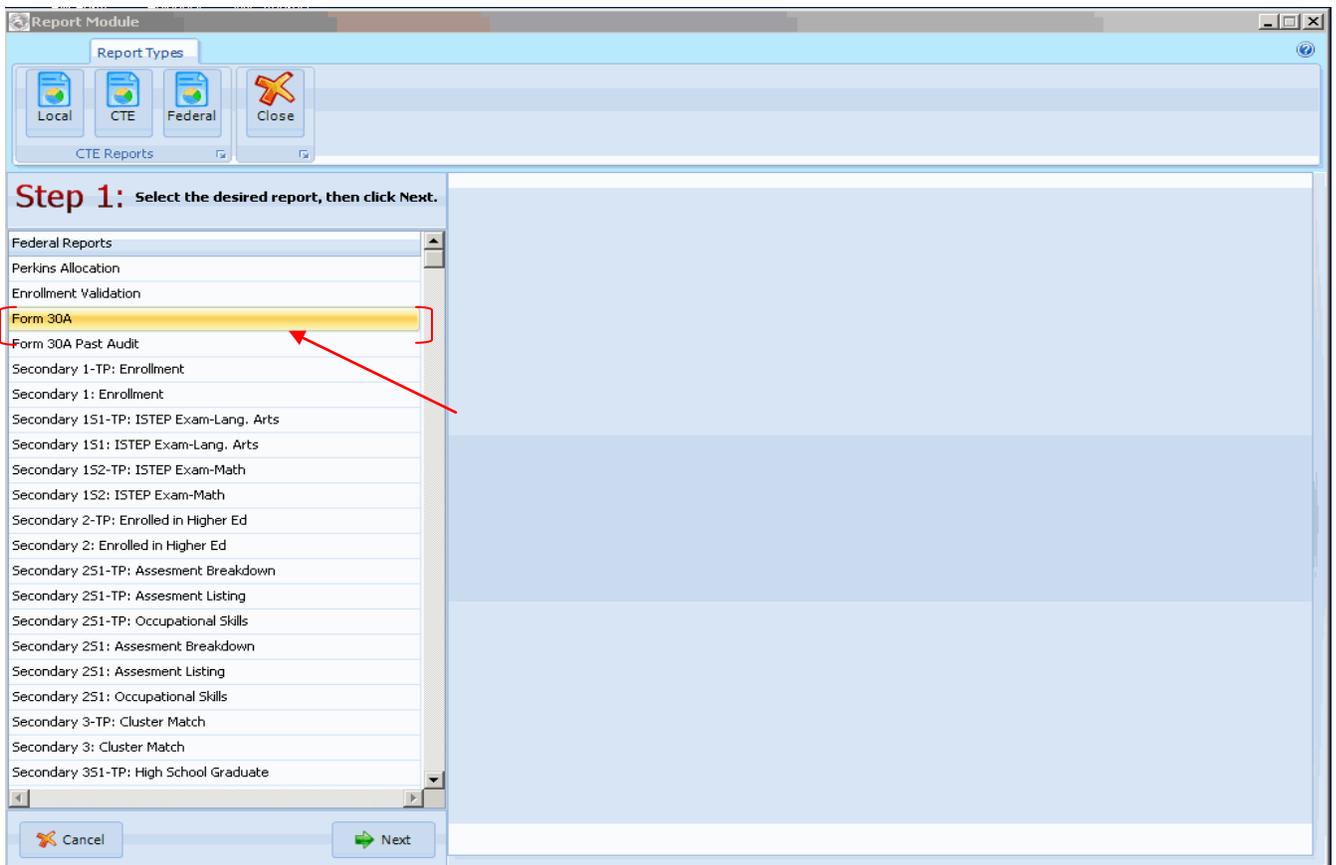
Right Click in White Area:



Click on Add Submission:

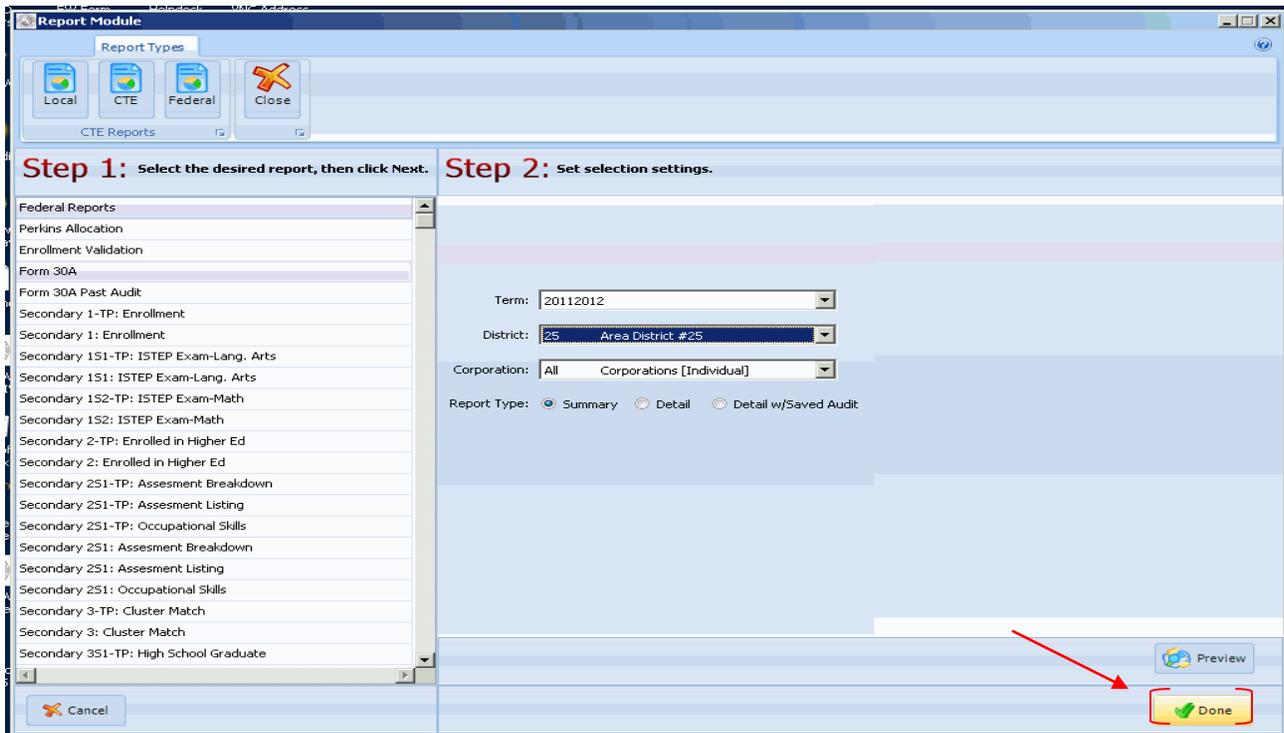


Click on following tabs in this order: Reports –Reports –Federal - then on Form 30A

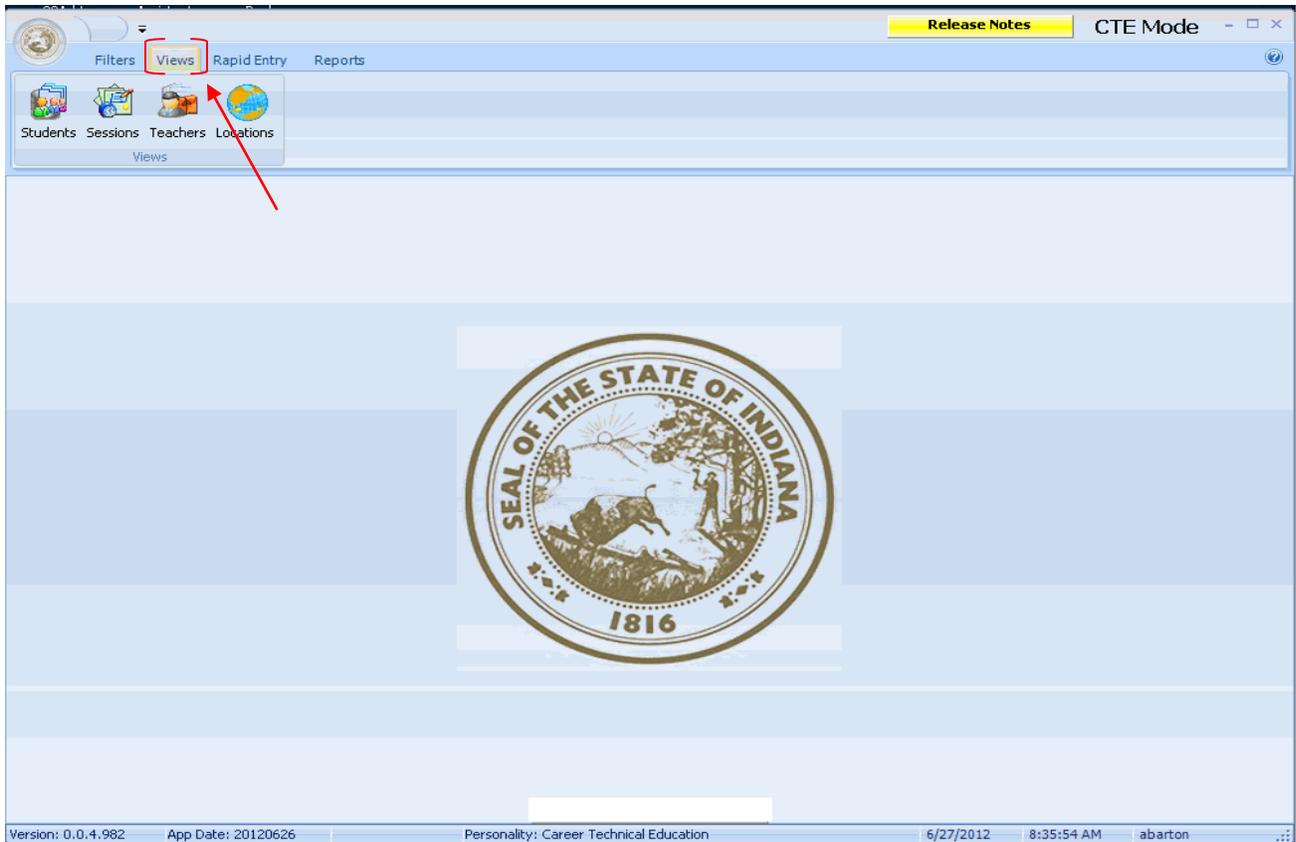


Close Preview

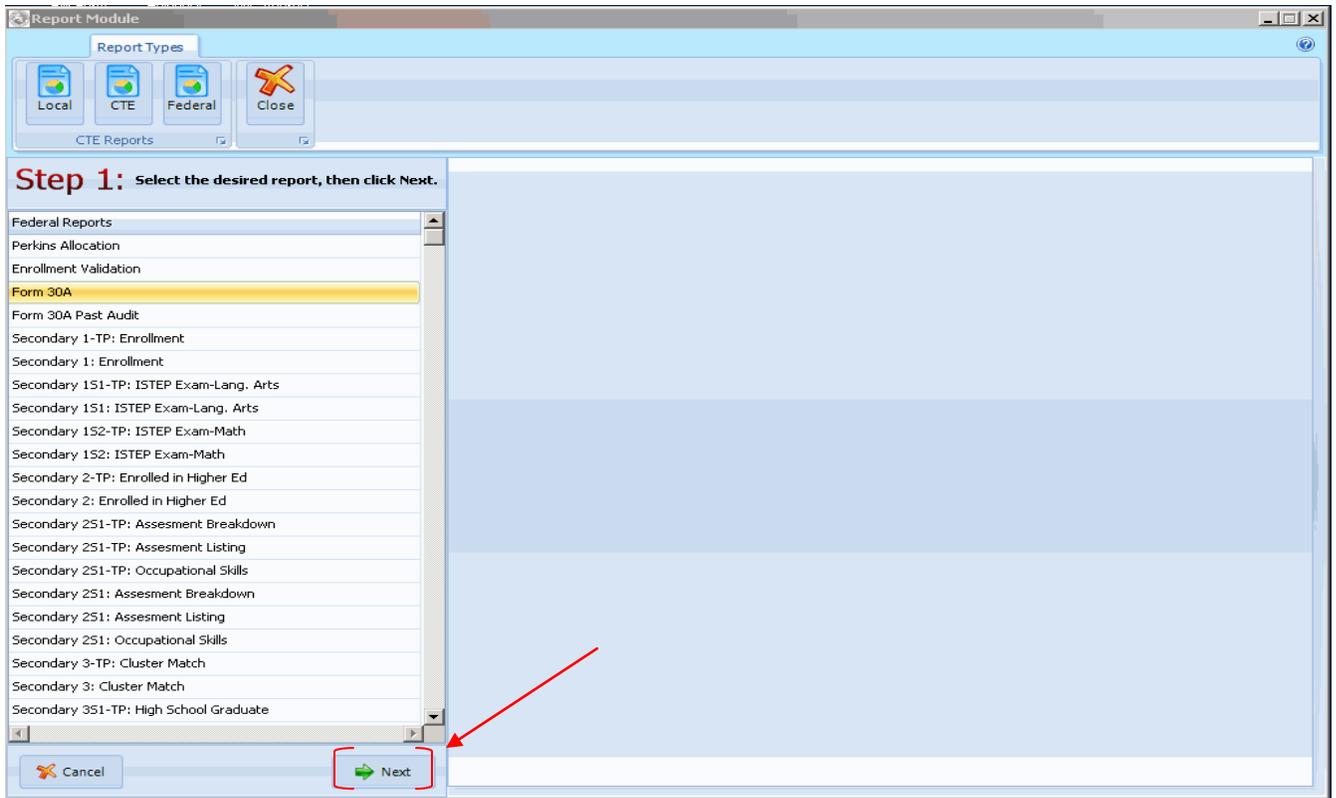
Click on Done



Click on Views:



Click on Next:



Put information into boxes:

