

Early Childhood Extract Spreadsheet

This document covers how to generate a spreadsheet with Early Childhood fields using Export Templates.

Overview

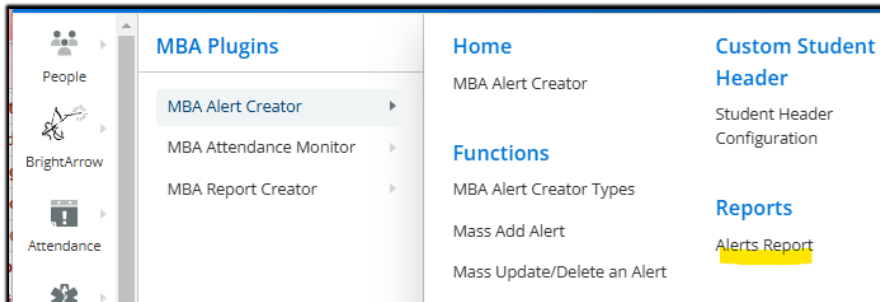
This document will cover the following process:

1. Generate report with students that have EC data in the compliance area
2. Make those students your current selection
3. Use Data & Reporting, Export using Template
4. Import results into Excel for review

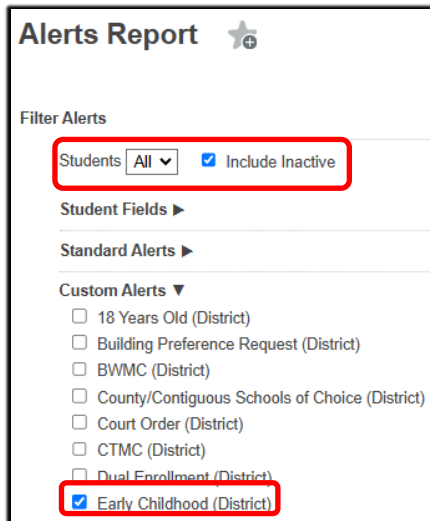
Early Childhood Report:

1. Running MBA Alerts Report for Early Childhood

- Go to MBA Plugins
- Under MBA Alert Creator, Reports select Alerts Report



- Select the following options: Students All, Include Inactive, Custom Alert, Early Childhood



2. Making Early Childhood student your current selection

- Click on button Make Current Selection

Student Number	Student	Grade	Icon	Type	Alert	Activation	Expires
45701463	[Redacted]	-2					
45701463	Adamus, Alexzander Xavier	-2	Y	Early Childhood	[Redacted] 24 MSDS Early Childhood Submission		Never
45701523	[Redacted]	-2					
45701523	Ainsworth, Jaxon Michael	-2	Y	Early Childhood	[Redacted] MSDS Early Childhood Submission		Never
45058639	[Redacted]	-2					
45058639	Allen, Emmitt William	-2	Y	Early Childhood	[Redacted] MSDS Early Childhood Submission		Never

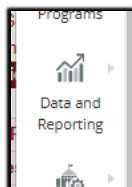
- Go to the People Icon, students, search for students

Current Selection [Clear All](#) Selection changed to (241) ✕

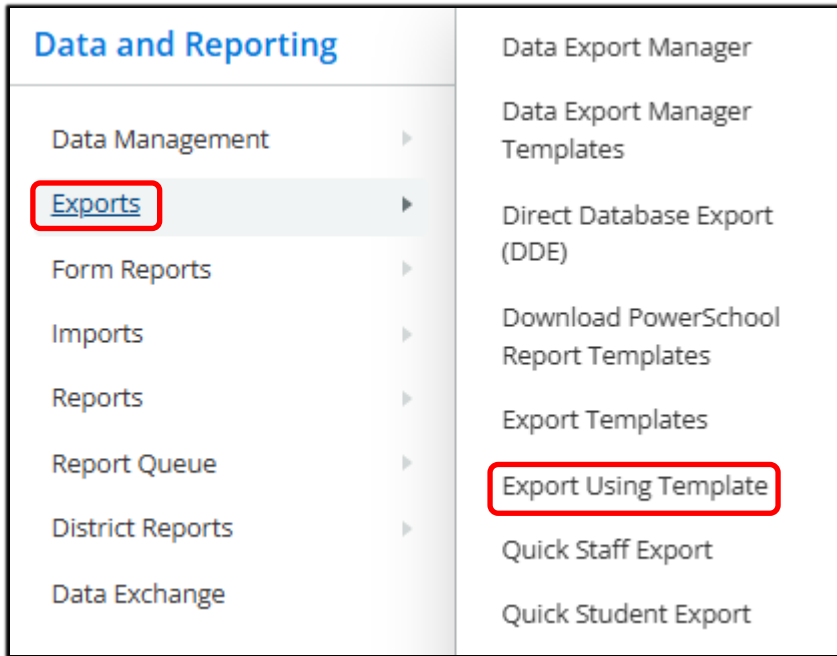
Current Student Selection (241)

Student	Student Number	Grade Level	Date of Birth	School
[Redacted]	45701463	-2(GSRP)	04/12/2020	ECC3
[Redacted]	45701523	-2(GSRP)	09/12/2020	ECC
[Redacted]	45058639	-2(GSRP)	02/20/2020	ECC
[Redacted]	45701030	-2(GSRP)	01/17/2020	ECC2
[Redacted]	45057710	-2(GSRP)	03/11/2020	ECC2
[Redacted]	45701430	-2(GSRP)	06/09/2020	ECC
[Redacted]	45701381	-2(GSRP)	10/07/2019	ECC
[Redacted]	45701161	-2(GSRP)	08/22/2020	ECC
[Redacted]	45058027	-2(GSRP)	10/05/2020	ECC2
[Redacted]	45701447	-2(GSRP)	11/30/2019	ECC

3. Next go to Data and Reporting



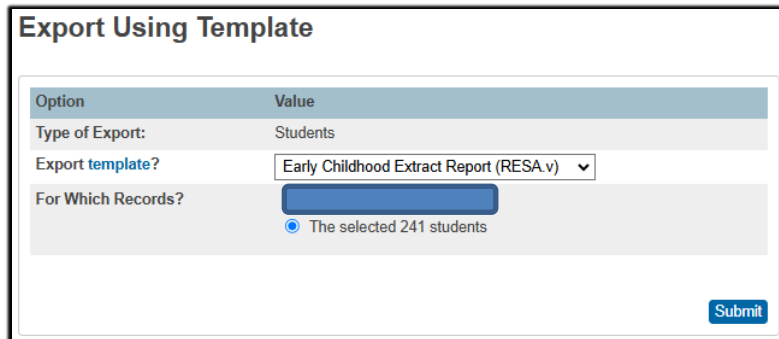
- From the Data and Reporting screen select Export, Export Using a Template



- Under the Type of Export select Students

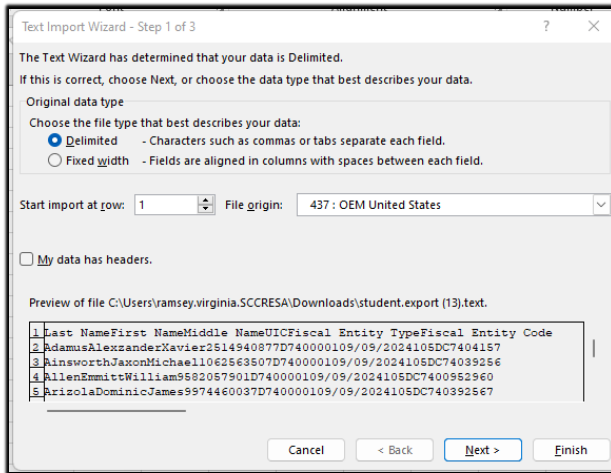
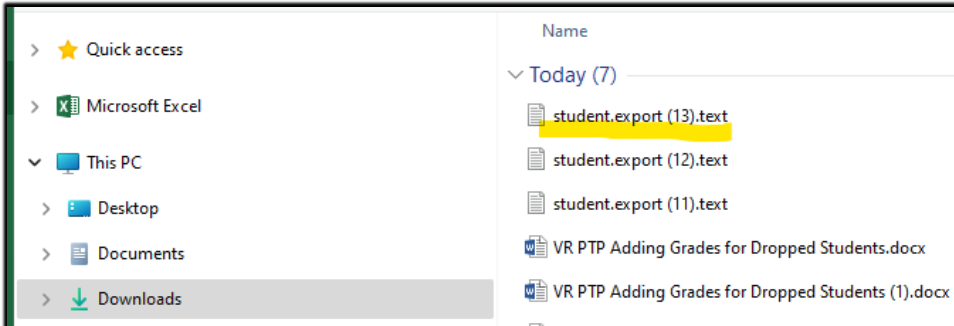


- Select Early Childhood Extract Report (RESA.v) and Submit. Report will be saved in Download



4. Import the data into Excel to create a spreadsheet used for reviewing EC entry.

- Open Excel, select your data file, follow prompts from Excel Wizard



Review data, send to GSRP coordinator and school coordinator

Last Name	First Name	Middle Name	UIC	Fiscal Entity Type	Fiscal Entity Code	EC Program	Start Date	End Date	Exit Reason	Delivery Method	Deliver Schedule	Provider License Number	Federal Poverty Level Quintile	Additional Eligibility Factors	Qualifying Factors
[Redacted]	[Redacted]	[Redacted]	[Redacted]	D	74000	1	9/9/2024			1	5	C74041576	1	7	D
[Redacted]	[Redacted]	[Redacted]	[Redacted]	D	74000	1	9/9/2024			1	5	C74039256	11	8	D
[Redacted]	[Redacted]	[Redacted]	[Redacted]	D	74000	1	9/9/2024			1	5	C74009525	5	5	D
[Redacted]	[Redacted]	[Redacted]	[Redacted]	D	74000	1	9/9/2024			1	5	C74039256	1	2	C
[Redacted]	[Redacted]	[Redacted]	[Redacted]	D	74000	1	9/9/2024			1	5	C74039256	3	02,03,06	C
[Redacted]	[Redacted]	[Redacted]	[Redacted]	D	74000	1	9/9/2024			1	5	C74039256	1	8	D
[Redacted]	[Redacted]	[Redacted]	[Redacted]	D	74000	1	9/9/2024			1	5	C74039256	4	7	D
[Redacted]	[Redacted]	[Redacted]	[Redacted]	D	74000	1	9/9/2024			1	5	C74039256	1	8	D
[Redacted]	[Redacted]	[Redacted]	[Redacted]	D	74000	1	9/9/2024			1	5	C74039256	11	8	D
[Redacted]	[Redacted]	[Redacted]	[Redacted]	D	74000	1	9/9/2024			1	5	C74039256	8	8	D