

Registration Report

Report Description:

This report provides a summary list of registrations completed at the centralized registration office and provides a brief snapshot of each student (custody issues, ELL codes, ESE, transportation means, health conditions, and medications (if applicable)).

Application:

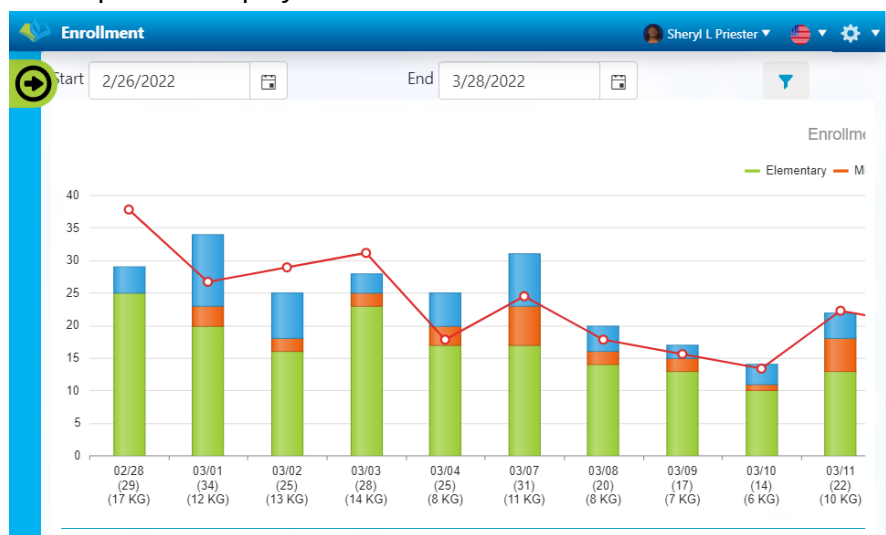
CCPS Portal X-ray Enrollment

To run this report:

From your Chrome browser:

Accessing the Report

1. Visit <https://origin.collierschools.com/app/Xray/Enroll/enrollment>
2. Login using your network credentials.
3. Click as employee.
4. The registration report will display.



Generating the Report

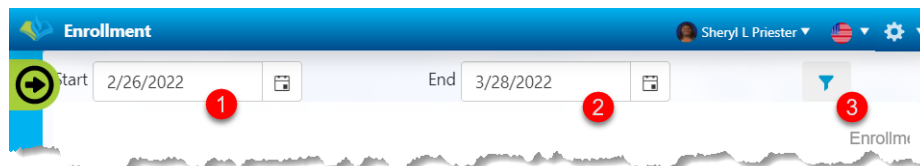
Enter search criteria and view reports of students enrolled/registered by the Centralized Registration Office.

Note: Information displayed on the registration report is obtained from the centralized registration application. Updated information can be viewed in FOCUS.

1. Select the Commit Start and End Date:

This is referred to as the date the enroller completed the registration. It is recommended that you review your reports daily to see what students were recently enrolled and projected to attend your school.

To run your daily registration report you would enter the previous day's date as the commit start date and the commit end date would be the actual day/date you are running the report.

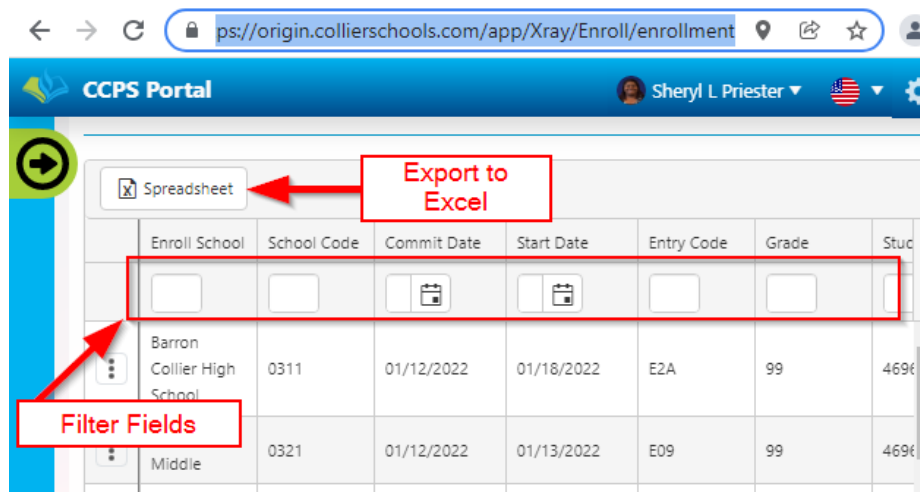


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For example, if today is Monday, 9/13/21 and I want to run the report for Friday, 9/17/21, my commit dates would be as follows:



2. Click Filter icon to generate the report.
3. The report will generate and display at the “very” bottom of the page.



The screenshot shows the CCPS Portal interface with the Enrollment report table. A red box highlights the 'Export to Excel' button, and another red box highlights the 'Filter Fields' button. The table data is as follows:

Enroll School	School Code	Commit Date	Start Date	Entry Code	Grade	Stu
Barron Collier High School	0311	01/12/2022	01/18/2022	E2A	99	4696
Middle	0321	01/12/2022	01/13/2022	E09	99	4696

Click the spreadsheet button to export the report to excel.



This report will include current year and next year student enrollments. Make sure to pay attention to student's Start Date.