

Weekly Reports to Check

To assist with keeping data clean, schools are encouraged to run the following weekly reports and make corrections as needed.

Reports tab/District Reports/

- Weekly Reports/Address - Mailing - Missing Data – School
- Weekly Reports/Demographic - Potential Duplicate Students – School
- Weekly Reports/Enrollment - Calendar problems – School View
- Weekly Reports/Enrollment - Gradelevel problems - School View
- Weekly Reports/Enrollment - Multiple active
- Weekly Reports/Enrollment - Strt Date Bad
- Weekly Reports/Schedule Dates beyond Enrollment - School View
- Addresses/Address Entered Incorrectly - School View
- Addresses/Invalid Primary Address - School View
- Enrollment/One Enrollment Checked as 2nd School - School View
- Enrollment/W01 or W02 - No projected Enrollment