

P-223

Troubleshooting and Audit Reporting

Presented by:

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of



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Documentation Key

Path: Sequence of button clicks to access a specific area of WESPaC

Hot Key: Underlined letter provided on a button allows keystroke navigation. To use, click on **Alt** plus the underlined hot key letter

Note: Information provided to clarify a process

Close : Boxed word indicates a button in WESPaC

Edit : Refers to pencil icon on a WESPaC  button

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P-223 Reporting

Overview

Many existing reports, as well as, Data Mining and Excel, help to reconcile the information generated by the P-223 Monthly School District Enrollment Report. The goal is to match the number of active students on any given enrollment day and have documentation to back up the Head Count and FTE values generated by the report. This can include both printed and electronic versions reports created in WESPaC.

Considerations

There are several factors that determine whether a student is included in the enrollment counts. Items include a student' Default Entity, Percent Enrolled, cut-off times for changes, entries and withdrawals during the reporting month, grade changes and when and how to process these items. Some of these items are addressed in the WESPaC online help.

Report Options

Many reports are available throughout the WESPaC system in order to verify the students counted on the P-223 report. These reports, along with sections of the P-223 report, aid in determining the correct counts. The additional reports include, but are not limited to:

- Entity Counts
- Enrollment Discrepancy Report
- Entry/Withdrawal Report
- Student Cross Reference Report or Data Mining reports
- Enrollment Report (Attendance)

The P-223 report has additional sections that are provided to confirm a particular student status which include the **Student Status Conflict**, **Entity Warnings: FTE**, and **Enrollment Detail** sections. The **Status Conflict** report does not print if there are no students that are in conflict. This section of the report is also critical in the reconciliation of the District level report. Since the District level report generates data from all of the entities within the District, there may be conflicts not immediately recognized at the Entity level. One example is a student that is enrolled in two entities with greater than 100 Percent Enrolled between the entities.

Selecting the **Enrollment Detail Report** option for the P-223 lists all students in the Headcount and FTE. The format of the report depends on whether the FTE for an entity is calculated based on schedules (Student Management / Entity / Edit or Add / Year Entity Year Information / Base P223 on Schedule). If not checked, FTE is not calculated based on schedules and the report does not include student schedules. If checked, FTE is calculated based on schedules and the report includes student schedules. The “*” next to the Percent Enrolled FTE or the Calculated FTE identifies which FTE value is included in the counts.

Reference Documents

- [WESPaC Online Help for the P-223 Monthly School District Enrollment Report](#)

Reports for P-223 Verification

For auditing purposes, print, save and file the following reports for each month:

1. **Print Student Entity Counts Report**

(Path: Student Mngmnt / Entity / Entity Counts / Report)

- a. Before running the **Student Entity Counts Report**, run **Recount Students** utility found under Entity/Entity Counts/Utility/Recount Students
- b. Print **Student Entity Counts Report** and compare with P-223 headcount

2. **P-223 Report, Student Status Conflict, Entity Warnings: FTE, and all selected Detail reports.**

(Path: Student Mngmnt / State Reports / Enrollment Reports / P-223 Monthly School District Enrollment Report)

3. **Student Cross Reference List** to show student detail by grade level.

(Path: Student Mngmnt / Student / Reports / Student Cross Reference List)

- a. Select **Student Status** and set to **Active**
- b. Click **Sort** and **Add** fields **Grad Year** and **Student Key** to the **Selected Fields** list, then click **OK**

4. A **Data Mining Report** may also be used for a more detailed report including percent enrolled and default entity information.

(Path: Student Mngmnt / Data Mining)

5. **Entry and Withdrawal Reports** (one of each) to show changes in enrollment from the last month. Further instructions for these reports will be found later in this document.

(Path: Student Mngmnt / Student / Reports / Entry/Withdrawal Report)

a. **E/W Selections:**

- 1) Enter the **E/W Entity** range to include only the reporting entity in both the **Low** and **High** range fields
- 2) Set the **Entry Date** and **Withdrawal Date** ranges to reflect the first and last day of the last calendar month
- 3) Change **Analyze E/W Records** to
 - a) **Entry Only** for entry report
 - b) **Withdrawal Only** for withdrawal reports
 - c) **Both (Entry & Withdrawal)** for all records

- b. Click on **E/W Codes**, and select
 - a) **Entry Codes** for entry report
 - b) **Withdrawal Codes** for withdraw report
- c. Click **Sort** and select **E/W Date** to match your written records of Entry/Withdrawal

Entity Counts

Path: Student Mngmnt/ Entity / Entity Counts / Report

The Entity Counts reflect the number of Active Students in an Entity, by grade level. There are two significant columns: **Current Count** and **Unduplicated Count**. The **Current Count** reflects all active students in the entity, regardless of the student's Default Entity. The **Unduplicated Count** reflects only the students that have the current entity as their Default Entity. These students are usually shared students with another Entity. These numbers are very helpful in reconciling the P-223 Monthly Enrollment Counts. If there are discrepancies with these numbers, find and fix students and re-run the Entity Count report.

In most cases, when the status of a student in an entity changes, the Entity Count numbers are automatically updated. However, there may be times when you need to force the system to recount active students. Run the **Recount Students** utility (**Path: Student Mngmnt / Entity / Entity Counts / Utility / Recount Students**)

To save any report electronically in WESPaC, click **Save and Exit** from the **File** menu in the toolbar when the report is displayed on the screen. Alternatively, click on the **Save and Exit** icon located to the left of the **Close** icon on the toolbar. Each report will be saved with a creation date and time stamp.

To access the saved report at a later date select **View Saved Reports** from the **Reports** menu on the **Student** screen.

1. Enter the Grad Year to **Print From** to include on the report. The high range can be left at 9999.
2. Click **Print**
3. Choose **print options** and click **OK** to view the report

Troubleshooting the Entity Counts

If the entity does not have any known shared students, and the **Current Count** and the **Unduplicated Count** are not the same, then the entity must identify which student(s) do not have the **Default Entity** set to **Yes** on the student's Entity tab. This is particularly significant for the first enrollment report of the school year, but is important to verify every reporting month. As students transfer within the district and new students are added, sometimes the **Default Entity** flag is not changed or correct.

Finding Students with Discrepancies

Path: Student Mngmnt/ Student / Student

The quickest way to identify these students is to set the **Range** for the **Student Selection List** for the grad year with the discrepancy, then scroll down the list looking at the **Entity** column. Students with just an entity number with no **Dflt** next to it are Non-Default Entity students. Confirm whether the student is to be defaulted to the entity or not. Fix any students that need to be changed to **Yes**.

Sample Student Selection List screen:

400 - SM\ST\SE - 1680 - Student Selection List

Name Key	Student Name	Entity	Status	Grad Yr	M/F
ADAMSALE000	Adams, Alex	400 Dflt	Active	2009	M
BULLISTE000	Bullis, Steven	400 Dflt	Active	2009	M
CUNNIBAR000	Cunningham, Barbara	400 Dflt	Active	2009	F
DAHLIDON000	Dahlin, Don	400 Dflt	Active	2009	M
DEREZROB000	DeRezinski, Robert	400 Dflt	Active	2009	M
ECKHAPAT000	Eckhart, Patricia	400 Dflt	Active	2009	F
FRANKERY000	Franklin, Bryce	400 Dflt	Active	2009	M
GAGASPAT000	Gagas, Patrick	400 Dflt	Active	2009	M
HINKEHEA000	Hinkey, Heather	400 Dflt	Active	2009	F
IRVINNOR000	Irving, Norb	400 Dflt	Active	2009	M
JACKSMIC000	Jackson, Micah	400 Dflt	Active	2009	M
JAMISTOM000	Jamison, Tom	400 Dflt	Active	2009	M
JEFFEMUH000	Jefferson, Muhammad	400 Dflt	Active	2009	M
KLISHBRU000	Klish, Bruce	400 Dflt	Active	2009	M
LYLE MAR000	Lyle, Marjorie	400	Active	2009	F
MCCOAKAT000	McCoard, Katy	400 Dflt	Active	2009	F

Display Last Name First Ranges exist for this list Lookup: ADAMSALE000

Grade: 10 Current Year Status: Active
Date of Birth: 07/25/1991 Next Year Status: Active Other ID: 0000001
School: HIGH SCHOOL 400 Library Card ID:
Other Name: AL Conversion Key:
Guardian: Marvin Adams
Address: 151 JOHNS DRIVE CASCADE WI 53011

Double click or press return to accept highlighted record. 'Dflt' identifies the Student's Default Entity. PaC Documentation

Fixing Students with Discrepancies

Path: Student Mngmnt/ Student / Entity / Edit

1. In the Entity section of the screen, change the **Default Entity** to **Yes**.
2. Click **OK** to save changes

400 - SM\ST\EN - 1670 - Student Entity Maintenance

Student Name: Jessica Norris NORRIJES000

Entity: H5 Entity Instructor 400 - INS 400

School: HIGH SCHOOL 400 400

Calendar: 400 CALENDAR 400

Student Type: REGULAR R

Advisor: [Dropdown] [Dropdown]

Discipline Officer: [Dropdown] [Dropdown]

CY Scheduling Team: [Dropdown] [Dropdown]

NY Scheduling Team: [Dropdown] [Dropdown]

Percent Enrolled: 100

Addl Seat Count: 0.00

Homeroom Information

Room: [Dropdown] Room Number: [Text]

Teacher: [Text]

Building: [Text]

Band Instrument: [Dropdown] [Dropdown]

Entity

Default Entity: **Yes** (circled in pink)

WA Primary School: Yes/No

Status: Active

Next Year Status: Active

Full/Part-time: Full-time

Current Year Member: Yes

Promotion Status: Pending

Include in Rank: Yes

Print/Display Rank: N/A

Include in Honor Roll: Yes

Print Report Card: Yes

Student Category Codes

[Text] [Catg]

Is this is the student's default entity? [Text]

PaC Documentation

Enrollment Discrepancy Report

Path: Student Mngmnt/ Student / Reports / Entry/Withdrawal Reports

This report provides **Percent Enrolled** information, which allows you to locate and fix any percentage discrepancies in your school district or entity. The report has a variety of reporting options such as a summary or detail format and the ability to enter a percentage range or percentages that are over and under a certain amount. The summary format of this report includes the **student name, key, default entity, grad yr, grade, percent enrolled, full/part time, status** and **advisor**. If you choose the detail format, the report includes some additional items such as each entity that the student is enrolled in along with the percentage. It also provides you with the entry date/code and a withdrawal date/code if applicable.

Note: The process and sample below identifies students enrolled at over 100% using the **FTE values from the E/W record**, not the **calculated FTE** values as generated from the P-223 report. In order to have students not appear on the report, especially for schools **not** using **Base P-223 on Schedule**, the entry records on all entities a student is enrolled in can be hard coded with percentages to total 100% across all entities.

To save any report electronically in WESPaC, click **Save and Exit** from the **File** menu in the toolbar when the report is displayed on the screen. Alternatively, click on the **Save and Exit** icon located to the left of the **Close** icon on the toolbar. Each report will be saved with a creation date and time stamp.

To access the saved report at a later date select **View Saved Reports** from the **Reports** menu on the **Student** screen.

1. Enter the inclusive **Dates** for the report. This should be count day for both the high and low, since the report is a snapshot in time.
2. Select **Active** for the **Student Default Entity Status**
3. Select **Both** for **Student Full/Part-time**
4. **Report Options**
 - a. **Report Format** – Select **Student Summary**
 - b. **Report Content** – Select **Over/Under**
 - c. **Report Students Greater than** – Enter **100%**
5. Click **Sort** to set sort order for report. Click **OK** when finished with the sort options.
6. Click **Print**
7. Choose **print options** and click **OK** to view the report

Sample Enrollment Discrepancy Report:

1stewh38.p HS Entity Instructor 400 - INS Time: 6:43 PM Date: 12/28/06
03.06.06.00.00-010002 Enrollment Discrepancy Report 01/01/2007 - 01/01/2007 PAGE: 1

<u>STUDENT NAME</u>	<u>STUDENT KEY</u>	<u>DEFAULT</u> <u>ENTITY</u>	<u>GRAD</u> <u>YEAR</u>	<u>PERCENT</u> <u>GRADE</u>	<u>ENROLL</u>	<u>FULL/</u> <u>PART-TIME</u>	<u>STATUS</u>
<u>ADVISOR</u>							
Ahre, Brent	AHRE BRE000	400	2007	12	160	Full-time	Active
Norris, Jessica	NORRIJES000	400	2009	10	200	Full-time	Active

Total Students: 2

***** End of report *****

P-223 Monthly School District Enrollment Report

Path: Student Mngmnt/ Reports / State Reports / Washington / P-223 Monthly School District Enrollment Report

This report is used to determine the number of students that meet the requirements for Basic Education funding. All districts are required by OSPI to report this information electronically on a monthly basis.

There is an option to create an extract file that is automatically sent to the OSPI server for the Educational Data System (EDS). That option is available when the P-223 is run in Entity 000 with the data sorted by Resident District. It is important to note that when the file is created for OSPI not only is it automatically sent to the EDS server, but also the data in that file overwrites existing data in EDS for the month being reported.

District personnel and building personnel need to work together to establish a procedure for accurate monthly reporting. Each building is responsible for keeping the active/inactive students information current. They must also identify those students that are not attending full time. The buildings are responsible for checking the accuracy of the data prior to the district submitting it to the ESD.

Note: Resident District should not be changed unless the District Office has specifically identified students being counted in another district.

Data Elements

Grade	General 1 tab	Grade/Grad Yr Field
Enrollment Status	Entry/With tab	The Entry/Withdrawal list should reflect a current enrollment with no current withdrawal data in the for the school the student is being counted in.
Percent Enrolled	Entry/With tab	Enrollment Field- System will default student as 100 (full time) unless a different number is entered.
Resident	Entry/With tab	Resident District should not be changed unless the District Office has specifically identified students being counted in another district. If Resident District is to be changed, move to the Entry/With tab and select the district from the choices off the Res Dist field and complete the appropriate information either on the NCLB-2 Tab / Non-Resident Enrolled In , or Entity Tab / WA Primary School flag.
Bilingual	General 1 tab and WA/NCLB or NCLB-2	Language Field - Optional field to identify that the student is enrolled in a state approved bilingual program. Bilingual Special Program– Funding Source of BLE on WA/NCLB / Student Programs or NCLB-2 / Limited English Proficiency with Receiving Services set to Yes.

Scheduled schools will also use the following fields:

Student's Current Schedule	Student/Scheduling tab OR Office/Current Scheduling/By Student	The system will look at each class included in a student's schedule to calculate total instructional minutes. From the schedule, the FTE percentage is calculated based on the current term.
Instructional Minutes for Courses	Office/Current Scheduling/ Course Master	Click Edit Section to view or change the Academic Minutes . This field is required, and reflects the minutes per week that the course meets. 300 minutes is standard for a one hour class meeting every day in a 5 period per day schedule. Academic Minutes on the Course is used to default in the minutes on any newly added Section .
Base P223 on Schedule	Entity	Click Edit for the highlighted entity. Next, click the Edit Year on the following screen. On the Entity Year Maintenance screen, select Base P223 on Schedule .

School Procedures

- Withdraw all students that have left the building prior to count day. (On the **Entry/With** tab of the Student screens, click **Wthdrw** and enter a date and withdrawal code, and then click **OK**.)

Note: If a student's last day is on count day, **do not** withdraw the student until the P-223 has been completed for both the **Entity** and the **District**.

- Add all new students that have entered prior to count day. (On the Student screen, click **Add** on the top of the screen and add at a minimum, the student's name, date of birth, gender, race, language, entry date, entry code, school, calendar, student type, resident district and most recent district entry date.)
- Make all schedule changes that occurred prior to count day.

Note: On count day, set a specific cut-off time that is consistent for both the Entity and the District Office to ensure no schedule changes are made until the final reports have been completed. This includes all personnel making schedule changes – Registrar, Secretaries, Counselors, etc.

- Verify that the student's schedule **OR** the **Percent Enrolled** reflects the proper FTE for those students that are attending part time.

State Minutes Per Week Equal to a Full-Time Equivalent:

Grade K2 = 2 hours per day or 10 hours per week

Grades 1-3 = 4 hours (240 minutes) per day or 20 hours (1200 minutes) per week

Grades 4-12 = 5 hours per day (300 minutes) or 25 hours (1500 minutes) per week

If student is less than full time, divide minutes attending per week by full time minutes.

Example for grade 4: 60 minutes per day = 300 minutes per week =
 $300/1500 = 20\%$ FTE

- Run the P-223 Report for the building to verify the counts and exceptions. Verify all students on the **Student Status Conflict** and the **Entity Warnings: FTE** reports. **Students on the Status Conflict Report will not be included in the Head Count or FTE for the Entity.**
- On the final run, include the **Student Count** option for the **Enrollment Detail Report**.

District Procedures

- On the District P-223 Report, if a student has discrepancies and is placed on the **District Exceptions: FTE** report, the student will not appear in the counts for the District report. Students on this report usually have discrepancies across multiple entities within the District and may or may not have appeared on an Entity's Student Conflict Report.
- The **Create Microfiche File** option contains additional student detail reports for all entities reported on, including the FTE values used in calculations and schedules for entities using the **Base P-223 on Schedule** option in the **Entity** setup.

P-223 Monthly Enrollment Report

Path: Student / Reports / State Reports / Washington / P-223 Monthly School District Enrollment Report

Entity Level P-223 Report

To save any report electronically in WESPaC, click **Save and Exit** from the **File** menu in the toolbar when the report is displayed on the screen. Alternatively, click on the **Save and Exit** icon located to the left of the **Close** icon on the toolbar. Each report will be saved with a creation date and time stamp.

To access the saved report at a later date select **View Saved Reports** from the **Reports** menu on the **Student** screen.

1. Select **All Schools** OR deselect **All Schools** and click **Schools** to select specific schools in an entity
 - a. Select individual schools and double click
 - b. Click **Add All** to select all schools in the **Available Schools** list
 - c. Click **OK** to save the selections, or **Cancel** to remove them
2. Select the **Student Counts** to include on the report if the district has students participating in **Running Start, Bilingual, Vocational, and/or Skill Center**. Select **Enrollment Detail Report** on the final run for the day.
3. Click **Print** and choose print options

District Level P-223 Report

To save any report electronically in WESPaC, click **Save and Exit** from the **File** menu in the toolbar when the report is displayed on the screen. Alternatively, click on the **Save and Exit** icon located to the left of the **Close** icon on the toolbar. Each report will be saved with a creation date and time stamp.

To access the saved report at a later date select **View Saved Reports** from the **Reports** menu on the **Student** screen.

The **Create Microfiche File** option contains additional student detail reports for all entities reported on, including the FTE values used in calculations and schedules for entities using the **Base P223 on Schedule** option in the **Entity Setup**.

1. **Entity Selection:** Enter the **Low** and **High** Entity range selection values. (The low default is spaces, and high is ZZZ.)
2. Select **All Schools** OR deselect **All Schools** and click **Schools** to select specific schools in an entity
 - a. Select individual schools and double click
 - b. Click **Add All** to select all schools in the **Available Schools** list
 - c. Click **OK** to save the selections, or **Cancel** to remove them
3. Select the **Student Counts** to include on the report (including **Enrollment Detail Report**)
4. Choose to sort data by **Resident District**. (The default sort is by School.)
5. **Data Files:** Select **Create Microfiche File** to create a microfiche file for audit purposes
6. Click **Print** and choose print options

Calculating Head Count

Follow the process below to validate the **Head Count** values if the numbers from the **Entity Counts** differ from the numbers under the **Head Count** column on the P-223 report. Repeat process for each grade level with differences.

Start with Current Count (Entity Counts Report)	
Subtract number of Non-Default Entity students <i>regardless of percentage enrolled (Data Mining Report)</i>	
Subtract number of 0% enrolled students (P-223 Entity Warnings: FTE Report)	
Total Headcount	

Calculating FTE

Follow the process below to validate the **FTE** values if the numbers from the **Entity Counts** differ from the numbers under the **FTE** column on the P-223 report. Repeat process for each grade level with differences.

Start with Current Count (Entity Counts Report)	
Subtract 1.0 for All students that are less than 100% enrolled students <i>regardless of default entity (P-223 Entity Warnings: FTE Report)</i>	
Subtotal	
Add FTE for Part-time students (P-223 FTE Warning Report – FTE value marked with *)	
Total FTE	

P-223 Monthly Vocational Enrollment

Path: Student / Reports / State Reports / Washington / P-223 Monthly School District Enrollment Report

This is used to determine the monthly FTE count for students enrolled in vocational classes. All districts are required by OSPI to report his information on a monthly basis.

Data elements to be maintained in the student's record from the student screens:

Valid Grade	General 1 tab	Grade/Grad Yr Field
Currently Enrolled	Entry/With tab	Enrollment status. - Must be currently enrolled and have no withdrawal data in the Entry/Withdrawal table for the school the student is being counted in.

Data elements to be maintained in relation to the students' schedules:

Vocational Courses in Student's Schedule	Student/Scheduling tab OR Office/Current Scheduling/By Student	System will look at each vocational class included in a student's schedule to calculate a FTE percentage based on current term.
Valid Vocational CIP Codes	Office/Current Scheduling/ Course Master	System will include only courses identified with a vocational CIP Code. Click on Edit and view or change the CIP Code . Make sure the Course Type is set to Vocational .
Instructional Course Minutes	Office/Current Scheduling/ Course Master	Click Edit to view or change the Academic Minutes Field on the Section . This field is required, and reflects the hours per week that the course meets. 300 minutes is standard for a one-hour class meeting every day in a 5 period per day schedule.
Base P223 on Schedule	Entity	Click on Edit for your highlighted entity and current year. Next, click the Edit Year on the following screen. On the Entity Year Maintenance screen, click on Base P223 on Schedule .

School Procedures

Path: Student / Reports / State Reports / Washington / P-223 Monthly School District Enrollment Report

- Verify that all new students with vocational courses are in the system
- Verify that courses are properly coded as **Vocational** with a valid vocational code in the **CIP Code** field and sections have the correct minutes per week. (A list of current CIP codes is available in OSPI's current Core Student Record System Monthly Collection Data Manual.)
- Make all vocational schedule changes that occurred **prior to count day**
- Run the **P-223 Vocational Report** for the building to verify the counts and exceptions
- For auditing purposes, print and save the P-223 Vocational Summary Report and Vocational Detail Report (Class Lists)

Note: The P-223 Vocational Report is generally selected as a **Student Count** at the same time the basic P-223 Monthly Enrollment Report is generated.

Entity Level P-223 Vocational Report

To save any report electronically in WESPaC, click **Save and Exit** from the **File** menu in the toolbar when the report is displayed on the screen. Alternatively, click on the **Save and Exit** icon located to the left of the **Close** icon on the toolbar. Each report will be saved with a creation date and time stamp.

To access the saved report at a later date select **View Saved Reports** from the **Reports** menu on the **Student** screen.

1. Select **All Schools OR** deselect **All Schools** and click **Schools** to select specific schools in an entity
 - a. Select individual schools and double click
 - b. Click **Add All** to select all schools in the **Available Schools** list
 - c. Click **OK** to save the selections, or **Cancel** to remove them
2. Select **Vocational** under the **Student Counts**
3. Click **Print** and choose the print options

District Level P-223 Vocational Report

To save any report electronically in WESPaC, click **Save and Exit** from the **File** menu in the toolbar when the report is displayed on the screen. Alternatively, click on the **Save and Exit** icon located to the left of the **Close** icon on the toolbar. Each report will be saved with a creation date and time stamp.

To access the saved report at a later date select **View Saved Reports** from the **Reports** menu on the **Student** screen.

1. **Entity Selection:** Enter the **Low** and **High** Entity range selection values. (The low default is spaces, and high is *ZZZ*.)
2. Check **All Schools** or click **Schools** to select specific schools to include in the report
3. Select **Vocational** under the **Student Counts**
4. Choose to sort data by **Resident District**. (The default sort is by School.)
5. Check **Create Data File** to create a microfiche file for audit purposes
6. Click **Print** and choose the print options

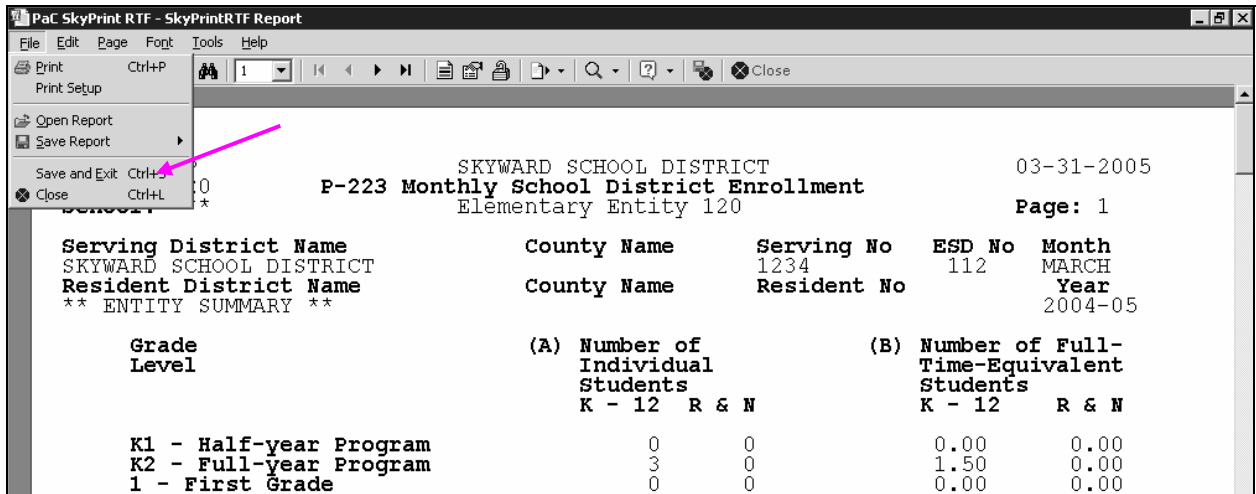
Saving the P-223 Report

Path: Student Management/State Reports/P-223 Monthly Enrollment Report

The district office needs to verify whether your building has run and reviewed your individual P-223 report. In order to accomplish this, save the Final P-223 report after running it on count day.

Note: If the district has given alternate instructions, adhere to what they have requested.

After the report is displayed on the screen, select **Save and Exit** from the **File** dropdown menu and the **Save Report Information** screen will appear.



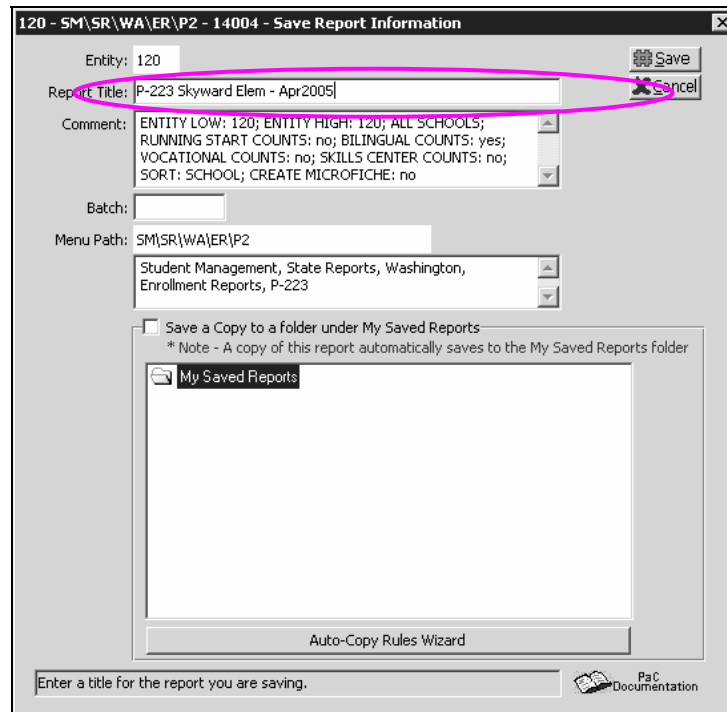
The screenshot shows a window titled "PaC SkyPrint RTF - SkyPrintRTF Report". The "File" menu is open, and "Save and Exit" is highlighted with a pink arrow. The report content is as follows:

SKYWARD SCHOOL DISTRICT 03-31-2005
P-223 Monthly School District Enrollment
Elementary Entity 120 Page: 1

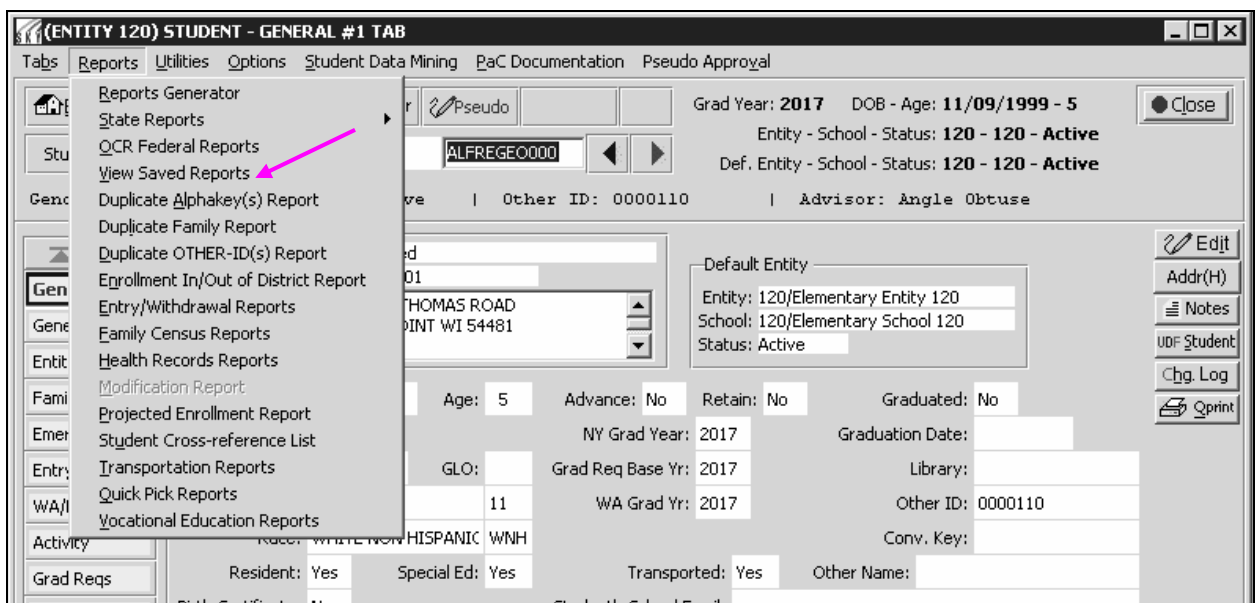
Serving District Name	County Name	Serving No	ESD No	Month
SKYWARD SCHOOL DISTRICT		1234	112	MARCH
Resident District Name	County Name	Resident No	Year	
** ENTITY SUMMARY **			2004-05	

Grade Level	(A) Number of Individual Students		(B) Number of Full-Time-Equivalent Students	
	K - 12	R & N	K - 12	R & N
K1 - Half-year Program	0	0	0.00	0.00
K2 - Full-year Program	3	0	1.50	0.00
1 - First Grade	0	0	0.00	0.00

Use the following naming convention for your **Report Title - P223 Building Name – Month Year (sample follows)**. Click **#Save** the report to save it in the **View Saved Reports** area.



You can view this report in the **View Saved Reports** area (*Path: Student Mngmnt / Student / Reports / View Saved Reports*). This is also where the district office will be viewing your reports.



Entry/Withdrawal Reports

**Path: Student Mngmnt / Student / Reports / Entry/Withdrawal Reports /
Entry/Withdrawal Report**

These reports are generated to identify students that have entered or withdrawn during a specific date range. These reports may also be used to help reconcile the **P-223 Monthly Enrollment Report** from month to month.

The Entry and Withdrawal reports are used for many reasons. When data regarding recent entries or withdrawals to an entity is needed, these reports are helpful. Specifically, to help reconcile the **P-223 Monthly Enrollment Report**, it is necessary to have data that indicates the detail of an increase or decrease in the head count. These reports will provide the data on those students who have entered and/or withdrawn since the last P-223 count.

Entry Report

Leave the **Student Status** field as **Both** to account for any student who may have an entry record, yet not be active in the system.

Place your entity in the **Low/High** ranges.

This should be the date range from last month's P-223 to this month's P-223.

If you leave the selection as **Both** the system will attempt to find students who meet both the Entry Date range AND the Withdrawal Date range.

The report is easier to read if you limit the **Detail Lines to Print to Entry Only**.

1. Enter **Student Selections** that apply
2. Enter the **E/W Entity Low** and **High** range
3. Enter **Entry Date Low** and **High** range
4. In the **Analyze E/W Records** field, select **Entry Only**
5. In the **Detail Lines to Print** field, select **Entry Only**
6. Click **E/W Codes**
 - a. Choose any **Entry Codes** that apply. **Add** or **Add All**
 - b. Click **OK**
7. Click **Print**
8. Enter **Output** and **Printer**
9. Click **OK**

Withdrawal Report

Leave the **Student Status** field as **Both** to account for any student who may have an entry record, yet not be active in the system.

Place your entity in the **Low/High** ranges.

This should be the date range from last month's P-223 to this month's P-223.

If you leave the selection as **Both** the system will attempt to find students who meet both the Entry Date range AND the Withdrawal Date range.

The report is easier to read if you limit the **Detail Lines to Print** to **Withdrawal Only**.

1. Enter **Student Selections** that apply
2. Enter the **E/W Entity Low** and **High** range
3. Enter **Withdrawal Date Low** and **High** range
4. In the **Analyze E/W Records field**, select **Withdrawal Only**
5. In the **Detail Lines to Print** field, select **Withdrawal Only**
6. Click **E/W Codes**
 - a. Choose any **Withdrawal Codes** that apply. **Add** or **Add All**
 - b. Click **OK**
7. Click **Print**
8. Enter **Output** and **Printer**
9. Click **OK**

Student Cross-Reference List

Path: Student Mngmnt / Student / Reports

This versatile report may be run in any number of ways to accommodate many different reporting requirements. It includes options to print various types of student ID's, and can be run with a report format of Detail, Summary, or Both.

To save any report electronically in WESPaC, click **Save and Exit** from the **File** menu in the toolbar when the report is displayed on the screen. Alternatively, click on the **Save and Exit** icon located to the left of the **Close** icon on the toolbar. Each report will be saved with a creation date and time stamp.

To access the saved report at a later date select **View Saved Reports** from the **Reports** menu on the **Student** screen.

1. Enter **Student Ranges** as appropriate
2. Select **Active** for **Student Status**
3. Select **None** for **Student ID To Print**
4. Select **Both** for **Report Format** (both **Detail** and **Summary**)
5. Choose to sort data by **Grad Year** then **Student Key**
6. Select **Page Break on Sort Field 1**
7. Click **Print**
8. Choose the print options and click **OK**
9. Print and Save report

Sample Student Cross-Reference List:

lqqrpg00.p HS Entity Instructor 400 - INS Time: 7:59 PM Date: 01/01/07
 03.06.06.00.00-010011 Student Cross-reference List PAGE: 1

Student

Grad Year: 2007

Ahre, Brent
 Appleton, Martin
 Bentley, Samantha
 Bisig, Kathy
 Brubaker, Cynthia
 Carpenter, William
 Dietrich, Mark
 Erbes, Thomas
 Filtz, Derek
 Glanville, Jerry
 Global, Norman
 Harris, Jenna
 Jackson, Lashawda Imani
 Jenson, Kristin
 Judd, Kirsten
 Krakow, Mary
 Lundeen, Clifford
 Nystrom, Scott
 Ormond, Johanna
 Rossman, Jody
 Satterwhite, Dawn
 Smith, Rebecca
 Snieder, Tom
 Soledad, Selena
 Sopprano, Leslie
 Turner, Tracy
 Uzman, Kendra
 Vylerski, Gail
 Wells, James
 Zilman, Norma

Total = 30, F = 18, M = 12 (2007)

.
 .
 .

lqqrpg00.p HS Entity Instructor 400 - INS Time: 7:59 PM Date: 01/01/07
 03.06.06.00.00-010011 Student Cross-reference List PAGE: 7

Grad Year	# OF STUDENTS		
	FEMALES	MALES	TOTAL
2007	18	12	30
2008	18	11	29
2009	11	20	31
2010	16	10	26
2014	0	1	1
2015	1	0	1
Total # of Students	64	54	118

***** End of report *****

Data Mining Reports

Path: Student Mngmnt / Student Data Mining

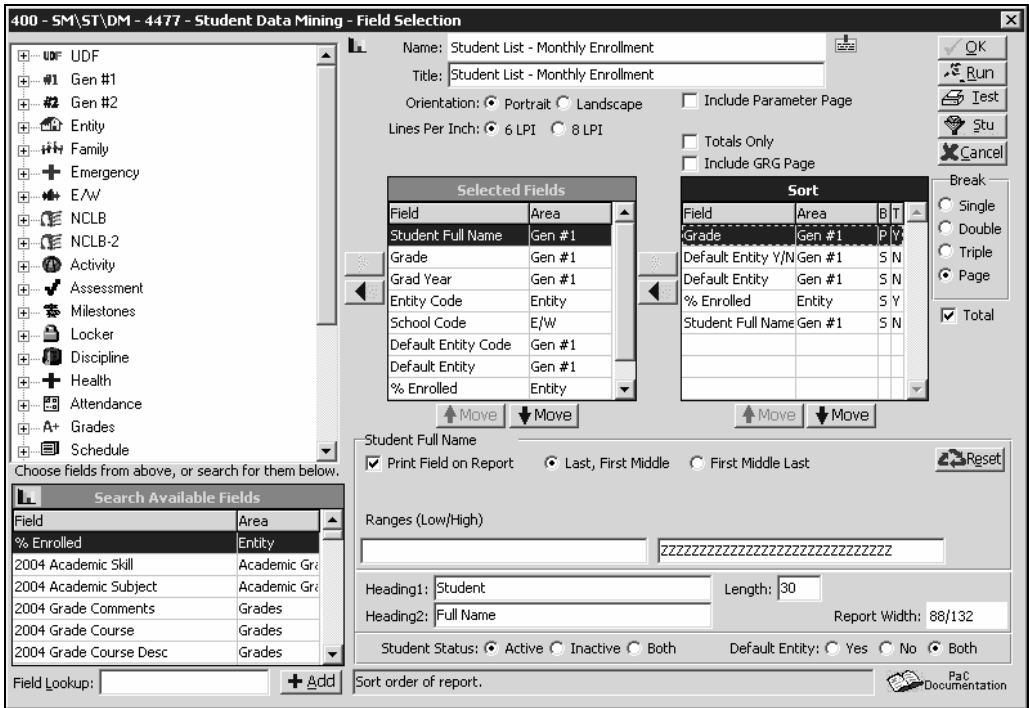
Student **Data Mining** can dynamically pull over 2000 student fields from the database, making report creation fast and easy for users. With Student **Data Mining** users can create a paper report, export data to Excel, and create mailing and information labels. Student **Data Mining** reports can be run at both the district and entity levels.

Since the Student Cross-reference List has limited data printed (no Percent Enrolled, no Default Entity information), a more detailed report created in Data Mining will provide additional information for the verification process.

Sample Data Mining Report

Below are some suggested criteria for creating a Data Mining report for the Monthly Enrollment Student List.

1cnrgs43.p		HS Entity Instructor 400 - INS		Time: 8:06 PM					
03.06.06.00.00-010014		Student List - Monthly Enrollment Parameter Page							
Report Name	Report Title	User	Ind Stu	Status	Def Ent	Ttls Only	Parm Pg	GRG	Width
Orient	LPI								
Field Description	Heading 1/2		Length	Srt	Brk	Total	Prt	Ranges	
Student List - Month	Student List - Mon	ADMININS000	No	Active	Both	No		No	No 88
Portrait 6									
Student Full Name	Student / Full Name		30	5	S	N			
Grade	/ Gr		2	1	P	YES			
Grad Year	Grad / Year		4	0				'0000' to '9999'	
Entity Code	Enr / Ent		3	0					
School Code	Sch / Cde		3	0					
Default Entity Code	Def / Ent		3	0					
Default Entity	/ Entity		30	3	S	N			
% Enrolled	/ % Enrld		6	4	S	YES			
Default Entity Y/N	Def / Ent		3	2	S	YES			
Indiv. Students: No Individual Students Selected.									



Creating a Data Mining Report

Path: Student Mngmnt / Data Mining

The **Selected Fields** list shows the fields chosen for the report. The fields will appear on the report left to right. Below the field selection list are the selection and viewing parameters for the fields selected. Users can modify the range selection, decide if the field will not print on the report and change the heading and the length of the field.

The **Search Available Fields** table can be utilized if users know the name of the field but are not sure which folder the field is in. Enter the field name in the **Field Lookup** and the system will populate the **Search Available Fields** table with a list of fields from which to choose. The table will also indicate the **area** in which the field is found.

1. Click **Add**
2. Enter the **Name** to be used for this report
3. Enter the **Title** of this report
4. Select the fields to be included
 - a. Information is added through the navigation tree on the left or through the **Field Lookup** field found on the bottom of the **Search Available Fields** table
 - b. As information is added to the **Selected Fields** table, special filtering is made available pertaining to that piece of information. Make modifications as desired.
 - c. Repeat until all desired fields are included
5. **Selected Fields** may be re-ordered in the table by using the **Move** arrows

Test creates a report with the first ten records the system finds; it is used for verification of report format.

Any item in the **Selected Fields** table may be reset to the default ranges using the **Reset** button.

To pull information with a blank end date (i.e. students still active in a program), use blank in the **Low** and 01/01/1900 in the **High** range field. To blank a date in a date field, highlight the date and enter a ? and tab out of the field

6. Set the **Sort** if something other than alphabetical by student last name is desired
7. **Sort** fields may be re-ordered in the table by using the **Move** arrows
8. Make **Break** and **Total** selections as desired
9. Confirm and update the **Student Status** field
10. Confirm and update the **Default Entity** field
11. Check the data selected using the **Test** or **Run** buttons if desired
12. Save selections as a report by clicking **OK**

Sample Data Mining Report:

Student	Grad	Enr	Sch	Def	Def		
Full Name	Gr	Year	Ent	Cde	Ent Entity	% Enrl	Ent
Lyle, Marjorie	10	2009	400	400	490 HS Entity 490	100.0	N
Totals for % Enrld 100.00: 1							
Totals for Def Ent N: 1							
Adams, Alex	10	2009	400	400	400 HS Entity Instructor 400 - INS	100.0	Y
Bullis, Steven	10	2009	400	400	400 HS Entity Instructor 400 - INS	100.0	Y
Cunningham, Barbara	10	2009	400	400	400 HS Entity Instructor 400 - INS	100.0	Y
Dahlin, Don	10	2009	400	400	400 HS Entity Instructor 400 - INS	100.0	Y
DeRezinski, Robert	10	2009	400	400	400 HS Entity Instructor 400 - INS	100.0	Y
Eckhart, Patricia	10	2009	400	400	400 HS Entity Instructor 400 - INS	100.0	Y
Franklin, Bryce	10	2009	400	400	400 HS Entity Instructor 400 - INS	100.0	Y
Gagas, Patrick	10	2009	400	400	400 HS Entity Instructor 400 - INS	100.0	Y
Hinkey, Heather	10	2009	400	400	400 HS Entity Instructor 400 - INS	100.0	Y
Irving, Norb	10	2009	400	400	400 HS Entity Instructor 400 - INS	100.0	Y
Jackson, Micah	10	2009	400	400	400 HS Entity Instructor 400 - INS	100.0	Y
Jamison, Tom	10	2009	400	400	400 HS Entity Instructor 400 - INS	100.0	Y
:							
:							
Urbine, Dorothy	10	2009	400	400	400 HS Entity Instructor 400 - INS	100.0	Y
Veerson, Betty	10	2009	400	400	400 HS Entity Instructor 400 - INS	100.0	Y
Williams, Jake	10	2009	400	400	400 HS Entity Instructor 400 - INS	100.0	Y
Zackman, Nathan	10	2009	400	400	400 HS Entity Instructor 400 - INS	100.0	Y
Totals for % Enrld 100.00: 30							
Totals for Def Ent Y: 30							
Totals for Gr 10: 31							

Enrollment Report

Path: Student Mngmnt / Office / Attendance / Reporting

The **Enrollment Report** allows users to generate a list of students that were enrolled as of a specific date. This report can be helpful if student lists are lost or cannot be located. This report displays ethnic totals for the entity, as well as, Student List by grade level.

Note: This report displays students' CURRENT grade level, not the grade level on the enrollment date selected. Students that have withdrawn/graduated after their 12th grade year will be displayed as GD and depending on the report parameters, users will not be able to determine the grad year if multiple grad years are included on the report that are greater than 12th grade. We recommend running the report for one grad year at a time if this is an issue.

To save any report electronically in WESPaC, click **Save and Exit** from the **File** menu in the toolbar when the report is displayed on the screen. Alternatively, click on the **Save and Exit** icon located to the left of the **Close** icon on the toolbar. Each report will be saved with a creation date and time stamp.

To access the saved report at a later date select **View Saved Reports** from the **Reports** menu on the **Student** screen.

1. Enter **Grad Yr/Grade** range as appropriate
2. Enter specific **Enrollment As Of** date
3. Select **All Calendars** and **All Schools**
4. Deselect **Total Special Ed Students Separate from Mainstream Students**
5. Select **Print Student Detail**
6. Click **Print**
7. Choose the print options and click **OK**
8. Print and Save report

Sample Enrollment Report:

lsoatr94.p		Entity (401)										Time: 1:10 PM		Date:			
03.07.10.01.00-010002		Enrollment as of: 10/01/2007 Run On - 02/26/2008												PAGE:			
School Enrollment																401 School (401)	
Grade	American Ind		Hispanic		Asian		Pac Islander		Black		White		Unknown		Total		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
08	0	0	0	2	0	0	0	0	0	0	24	26	1	0	25	28	53
09	3	2	32	39	0	3	0	0	1	2	123	117	2	2	161	165	326
10	4	2	43	32	3	3	0	0	2	0	120	126	2	0	174	163	337
11	2	0	23	27	3	5	0	0	1	2	88	103	0	0	117	137	254
12	0	0	17	17	1	5	0	0	0	2	120	101	2	0	140	125	265
TOTAL	9		115	117	7	16	0	0	4	6	475	473	7	2	617	618	1235
Grade	Student Name		Gender	Ethnicity													
08	Amorinscr, Lena B.		F	W													
08	Amreinscr, Teri O.		F	W													
08	Angermanscr, Monica C.		F	W													
08	Antrikinscr, Percy X.		M	W													
08	Blessingerscr, Bridget N.		F	W													
08	Boisescr, Nguyet U.		F	W													
08	Brunzscr, Carolyn K.		F	W													
08	Bunkscr, Walker I.		M	U													
08	Cheatonscr, Donovan P.		M	W													
08	Clausiscr, Burt X.		M	W													

Optional Lists for Verification

Excel is an excellent tool for maintaining running lists. Some suggestions would be Entries, Withdrawals, Status Changes, In/Out Running Totals. Below are some samples that could be used annually for each entity. As with any manual system, diligence is required in order to maintain complete and accurate record keeping.

Entries

Entries 2006-07							
Student Name	Student ID	Grade	Entry Date	Coming From (School/City,ST)	Rec ReqSent	Rec Rcvd	WESPaC
Brown, Charlie	12345	12	9/6/2006	Springfield HS/Springfield, IL	8/31/2006	9/12/2006	X

Withdrawals

Withdrawals 2006-07										
Student Name	Student ID	Grade	W/D Date	W/D Code	Going To (School/City,ST)	W/D Form	Rec Req	Rec Sent	WESPaC	Comments
Smith, Margaret	2345	10	8/15/2006	T0	Montclair Academy/Montclair NJ	8/15/2006	8/15/2006	8/17/2006	X	

Status Changes (FTE or Grade Level Changes)

Status Changes 2006-07									
Student Name	Student ID	Grade	Eff Date of Chg	Reason for change	Old Value	New Value	WESPaC	Comments	
Schroeder, Richard	6532	12	9/30/2006	Grade Change to 11 / Credits	12	11	X	Per Counselor	
Johnson, Tracy	1255	10	10//25/06	FTE Change - Homeschool P/T	100	10	X	Intent to Homschool	

In/Out Running Totals

Status Changes 2006-07										
Student Name	Student ID	Grade	Date	Type	9	10	11	12	Total	Comment
STARTING TOTAL	--	--	9/5/2006	--	125	135	144	138	542	As of EOD 9/5/06
Brown, Charlie	12345	12	9/6/2006	Ent	125	135	144	139	543	
Smith, Margaret	2345	10	8/15/2006	W/D	125	134	144	139	542	
Schroeder, Richard	6532	12	9/30/2006	Gr Chg 12-11	125	134	145	138	542	
Johnson, Tracy	1255	10	10/25/06	FTE Change	125	134	145	138	542	100 to 10

Tip Sheet for Enrollment Audit

The tip sheet that follows not only displays recommended reports for Basic Enrollment, but includes additional information for buildings and districts to use as a guideline reports that can be retained or generated for other auditable areas (Attendance, Special Ed, Alternative Learning, Running Start, and Vocational Ed).

WESPac Reports Available For auditing purposes, print, save and file the reports for each month on count day <i>Verification of proper FTE calculation, and maintenance of supporting student record detail is the responsibility of the reporting school district.</i>	
<p style="text-align: center;">Basic Enrollment WAC 392-121</p> <p>Student FTE is determined on count day. This is the 4th day of September and the first school day of October – May.</p> <p>Only count students enrolled on count day. Students who enter on count day date may be included for funding.</p> <p>Funding is driven by FTE which is primarily based on seat time. Auditors will want a copy of the schools published bell schedule. Be prepared to verify that it is consistent with the academic hours in the master schedule.</p> <p>Students who are in detention centers or jail on count date must be identified and removed from the count if another agency is providing educational services.</p>	<p>P-223 – Select the “Enrollment Detail Report” for each entity when the P223 is run. P223 Microfiche file (entity 000) This will be available on the district WESPac export file. When the microfiche option is chosen, a file is created and stored in the export directory. The file is named P-223_ccddd_yyyymm.MFS (where cccdd is your county/district number and yyyymm is the year and month.) (Export drive in CITRIX)</p> <p>Entry Report/Withdrawal Report (one of each) (SM/Student/Reports/Entry/Withdrawal Report)</p> <p>Entity Counts for each entity and the district (SM/Entity/Entity Counts/Reports/Utility/Recount Students)</p> <p>Student Cross Reference List (SM/Stu/Reports/Student Cross Reference List sort by grade)</p> <p>Secondary Schools – Course/Section Reports for academic minutes (SM/OF/CS/MA/Report)</p> <p>Elementary Schools Print Class Lists (SM/Stud/Reports/QPick Rpts/ Gen/Adv List by Grade) OR (SM/Office/CYS/Print Class Rosters)</p> <p>Student Selection List – Shows all active students in the entity. Also shows students who are not attached to the default entity. (SM/Student name/Range by active) OR create Data Mining Report.</p> <p>Enrollment Discrepancy Report SM/Student/Reports/E/W Reports/Enroll Discrep Rpt</p> <p>Enrollment Report SM/OF/AT/RE/AR/Enrollment Report This report shows students enrolled on a given date. Will go back to previous school years. (Note: this report displays the student's current grade level)</p>

<p>Special Education WAC 392-172 List of students, by month, counted for funding</p> <p>Current individual educational learning plan (within twelve months of count date)</p> <p>Current evaluation (within 3 years of count date)</p> <p>Number of minutes each student receives specially designed instruction.</p> <p>Placement of service - meaning in a general education or special education classroom.</p> <p>Identification of students not counted for funding due to expired IEP and/or evaluation.</p>	<p>P-223H report (SM/St Serv/Sped/Options/Reports/Monthly Sped Report (P-223H)</p> <p>Shows student name, grade, DOB, Entity, Entry, IEP end date, disability code, eval completion, next eval date, resident district, IEP manager.</p>
<p>Vocational Education WAC 392-121-138 List of students and their related FTE who participate in vocational courses.</p> <p>Number of minutes per student, per day/week in vocational courses.</p> <p>Courses must be approved vocational, instructor must be voc certified</p> <p>Work-based learning student plan.</p> <p>Actual number of hours worked (WBL) per month per student</p> <p>Cumulative hours and FTE claimed per credit for each student (WBL).</p> <p>Total FTE (voc and WB) for each month</p>	<p>P-223 will produce voc class lists for each voc class that shows entity, class, course number and name, CIP code, teacher, student name, grade, gender, DOB and minutes per week.</p> <p>Teacher/Class Rollbook Report will print the Vocational Rollbook and Membership Summary reports.</p>

