

<b>Year End Instructions for EZ Reports: New 21<sup>st</sup> CCLC Grantees</b> <b>*this will walk you through steps if logged into at the Site Coordinator level; these steps need to be completed individually for every site your program runs*</b>	
<b>Step 1: Log on to EZ Reports</b>	<p><u>Website:</u> <a href="https://www.ezreports.org/indiana1718">https://www.ezreports.org/indiana1718</a>  <u>Username:</u> first initial of your first name and full last name; Example: John Smith would be jsmith</p>
<b>Step 2: Check Activities</b>	<ol style="list-style-type: none"> <li>1. <b>Activity -&gt; Activity Priority.</b> Review and complete all fields in Activity Category &amp; Subject Area. This information rolled over from last year, but please review and update due to possible changes to your program for the year 2017-2018.               <ol style="list-style-type: none"> <li>a. <b>Activity -&gt; Manage Activity</b> <ol style="list-style-type: none"> <li>i. Delete activities with no sessions</li> <li>ii. Delete sessions with zero students (except for Special Events – it’s normal to have a blank in the “enrolled” column for special events, but not for regularly occurring sessions).</li> </ol> </li> </ol> </li> </ol>
<b>Step 3: Submit Attendance</b>	<ol style="list-style-type: none"> <li>1. <b>Roster -&gt; Submit attendance.</b> All attendance from June 2016 through May 2017 needs to be complete and submitted. This attendance will not be classified as complete unless it has the symbol next to each month.               <ol style="list-style-type: none"> <li>a. <b>Submit attendance for all months, even if you didn’t offer sessions during given months.</b> If any months cannot be submitted due to missing attendance, enter attendance for those weeks, then submit that month again. ALSO- check to be sure the box is checked at the bottom indicating all attendance for the week is complete, if you are receiving an error, but see that attendance has been entered for the week.</li> <li>b. <b>Roster-&gt; Special Event Attendance.</b> If you had any special events that you marked as special events, this is where you must enter attendance for those sessions.</li> </ol> </li> </ol>
<b>Step 4: Update Demographic Information</b>	<ol style="list-style-type: none"> <li>1. <b>Student-level Demographics Report Reports → Wizard:</b> Use this to see what students may be missing demographic information.  <b>Report Type Tab:</b> Select ‘List’ Report on ‘Student’ and Reported Output should be ‘Student Demographics’               <ol style="list-style-type: none"> <li>a. <b>Report Fields:</b> <ol style="list-style-type: none"> <li>i. General Fields- ‘First Name’ and ‘Last Name’</li> <li>ii. Student Demographics- “Ethnicity, Race, Education/Special Need, Eligible for Free/Reduced Lunch, Transportation Mode’</li> <li>iii. Click ‘View Excel Report’ Any field that says ‘unknown’ will need to be updated (minus the Foster Care Category)</li> </ol> </li> </ol> </li> </ol>

	<p><b>b. If information is missing: Registration -&gt;Manage Registration</b> -&gt; <b>Edit</b> (for each student)</p> <ol style="list-style-type: none"> <li>i. Personal tab: Make sure the Free/Reduced Lunch status is either Yes or No. There should be zero students marked Unknown.</li> <li>ii. Personal tab: Make sure the LEP, Special Ed, and Gifted/Talented section is filled out as Yes or No. There should be zero students marked 'Unknown'.</li> <li>iii. Personal tab: Make sure you have identified the transportation method for the student.</li> <li>iv. As discussed previously, the FRL status, the Education Program status, and transportation method can be checked quickly by using the reports</li> </ol>
<p><b>Step 5: Collect Information for all students</b> The following information must be collected for any student with <b>at least 1 day of attendance</b> in the school year (who are listed in the active tab of your registration page). You need to report information for active summer students if you have chosen to keep them in the system.</p>	<ol style="list-style-type: none"> <li>1. <b>Test scores (ISTEP).</b> <ol style="list-style-type: none"> <li>a. You DO enter ISTEP scores into EZ Reports. Do NOT enter Proficiency Levels for ISTEP into EZ Reports. IDOE will do this for you.</li> <li>b. Test scores may be entered manually or by upload. Only Program Directors can use the upload feature.</li> <li>c. You do NOT have to enter any other assessments into EZ Reports unless specifically required by your local evaluator. (Acuity, DIBELS, NWEA scores etc.)</li> </ol> </li> <li>2. <b>Grades</b> <ol style="list-style-type: none"> <li>a. Grades may be entered manually or by upload. Only Program Directors can use the upload feature.</li> </ol> </li> <li>3. Remember: whatever your school's grading schedule, <b>you MUST enter a grade into Fall Final and into Spring Final for Math and English/Reading</b></li> </ol>
<p><b>Step 6: Collect information for Regularly Attending Participants (RAP's)</b> The following information must be collected for regularly attending participants. This means any student <b>with 30 days of attendance</b> in the fall and spring. Do not include summer attendance in this number.</p>	<ol style="list-style-type: none"> <li>1. <b>Teacher Surveys.</b> <ol style="list-style-type: none"> <li>1. Collect and enter only ONE survey per student, preferably from a math or reading teacher. If you collected more than one survey, just enter one. Be sure your site coordinators have entered the teachers under <b>Program&gt;&gt;Day School Teachers</b> for any who have completed surveys.</li> <li>2. <b>Be sure to select spring for the semester you are entering survey data for.</b></li> <li>3. Teacher Surveys can be sent electronically via <b>Surveys</b> → <b>Send Survey</b></li> </ol> </li> </ol>