Quick Guide: iPass DOE Import/Export - Export Report

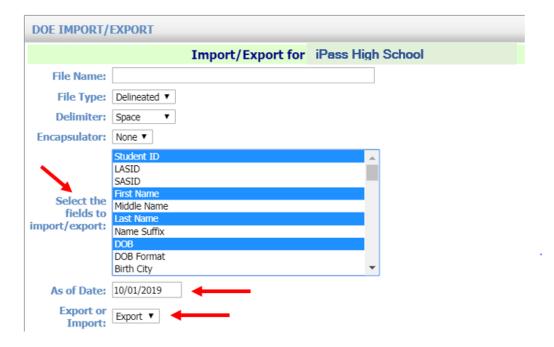
SIMS DOE Field data values for students can be exported from iPass. Report run by Default School.

Go to DOE ID Manager > Import/Export

Select the fields to export. Use the Ctrl-key with your mouth to click-select multiple fields. Scroll down to see all available DOE fields.

Set the **As of Date** if you want it to be different than the default of 'today'. When checking fields for SIMS you may want to use the report date when running the export (ie. 10/01/YYYY). Fields that are date specific will export the code as of that date.

Select Export.



Additional options are available for filtering the results:

The Students field can be used to run the report for a single Student ID or multiple IDs (separated by a comma with no space in between).

Students:	13256,34512,87213	
Grade Level:	▼	
	10 - 6-21 year olds Full inclusion -services outside the general education classroom less than 21% of the time	
Sped Status:	20 - 6-21 year olds Partial inclusion Program - services outside the general education classroom 21% to 60% of the time.	
	$40 - 6-21 \ year \ olds \ Substantially \ Separate \ Classroom - services \ outside \ the \ general \ education \ classroom \ more \ than \ 60\% \ of \ the \ time$	•

After all selections are made click >> PREVIEW.

>> PREVIEW

Click to preview and/or verify the record layout for a sample of the data

Scroll down to see to see a sample of the data fields selected.

VALIDATE FIELDS AND/OR DA	ATA AND START THE	IMPORT/EXPORT	
Student ID ▼ First Name	Submit ▼ Last Name Submit	▼ DOB	▼ Reporting Reason ▼

Click **Submit** to create the export report.

Go to My Reports to find your report. Click on the report format you want to open.

Report Name	Create Date	MSWord	RTF	HTML	Text	CSV
importexport	01/18/19 2:26pm	importexport	Not Available	importexport	importexport	importexport

Example CSV Format:

StudentID	FirstName	LastName	DOB	ReportingReason	EnrollmentStatus	EnrollmentReason	GradeLevel	DaysinAttendance	DaysinMembership
1013			3/13/2001	1	1	1	12	88	90
1025			10/25/2000	1	1	1	12	78	90
1026			2/16/2001	1	1	1	12	83	90
1084			11/12/2000	1	1	1	12	88	90
1120			11/24/2000	1	1	1	12	88	90
1128			6/25/2001	1	1	1	12	88	90