

Viewing and Downloading Reports for the October 1 Consolidated Report



- 1) Log on to the WAVE portal
- 2) On the top portion of the page, click Reporting>State Reporting Certification



- 3) Scroll to the bottom portion of the screen and click the link to October 1 Consolidated Report

Report Link	Report Status	District Status
Fourth Quarter Dropout Report	Open	Certified
		
October 1 Consolidated Report	Open	Certified
Comprehensive Exit Report	Open	Certified
A-F Advanced Coursework	Closed	Not Started
Historical Adjusted Graduation Cohort	Closed	In Process

- 4) Click on any site name

October 1 Consolidated Report

State Reporting Home Page

Select Site **Select a school site to review by clicking on the site name.**

The Certify button will be enabled for the District Superintendent when all Site Statuses are indicated as Confirmed.

Site Name	Site Status
<input type="text" value=""/> ES (105)	Certified

- 5) Click on Reporting Tools

State Reporting Certification

State Reporting Home Page

- 6) Select the Oct 1 Student Demographic Report. Just to the right of the Site box there is the option of District Report--check that. Click View Report

State Reporting Certification

State Reporting Home Page

Reporting Tools

Select Site: District Report

Site Status: Certified

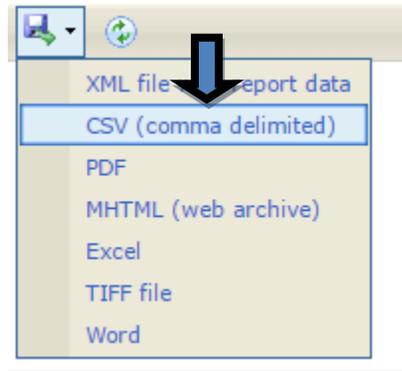
Select a Report:

Select a School Year:

- 7) The report will open in another tab. At the very top there will be a diskette icon that has a drop down that you can select what kind of export you want



- 8) Click the .csv button to download your file.



- 9) Save the .csv file and email it to EduSkills' personnel for data comparison.