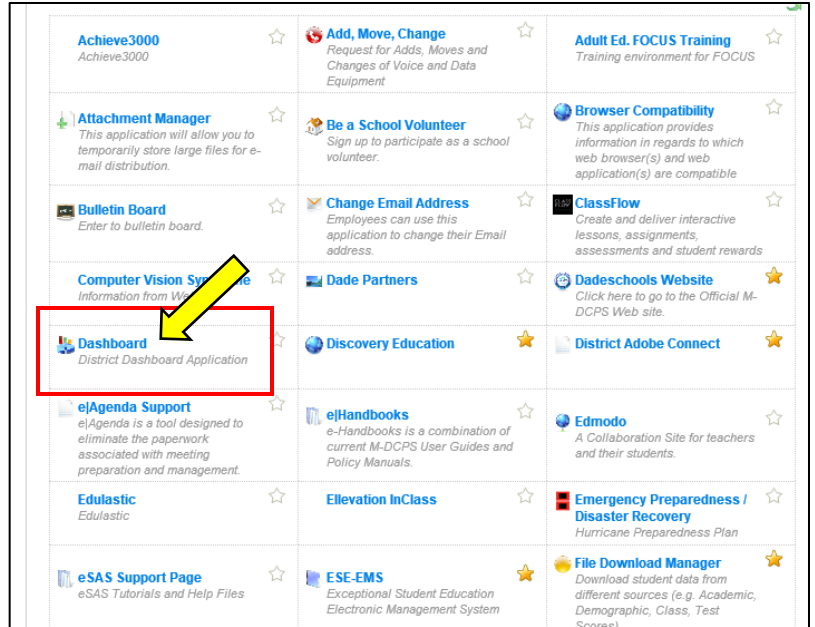


Navigating the Dashboard Feature: Student Exceptionality Report

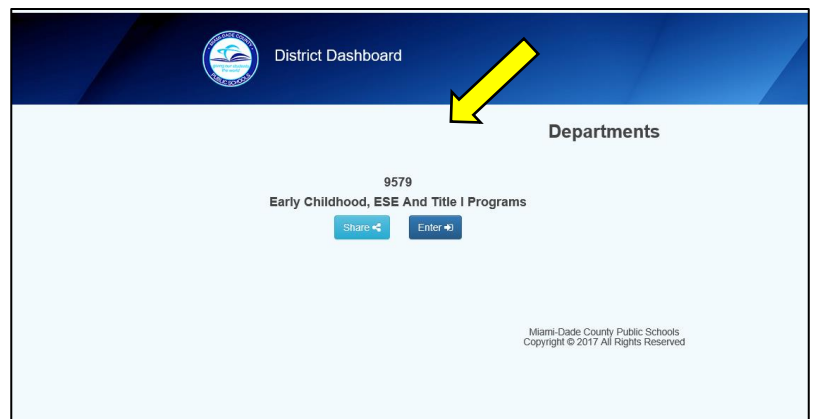
Step 1:

- Click on “Dashboard” located on your Apps/Services/Sites page.



Step 2:

- Click on 9579 Early Childhood, ESE, and Title I Programs



Step 3:

- The landing page indicates the LRE rate (Inclusion Percentage) for every region in the district.
- Click on the “Student Exceptionality” heading located at the top of the bar graph.



Navigating the Dashboard Feature: Student Exceptionality Report

Step 4:

- Click on your Region. This will take you to your school page.

City Public Schools
Exceptionality Report

District Summary

Note: Inclusion Percentage of Region and Schools are based on Students with Inclusion Percentage greater than 80%

Region	Inclusion Percentage
Alternate and Special/	36%
North/	50%
Charter Schools/	76%
South/	53%
Central/	54%

Legend

- < 60% Inclusion Percentage
- 60% - 79% Inclusion Percentage
- >= 80% Inclusion Percentage

Step 5:

- Your school's LRE rate will be displayed.
- Click on your school name for an additional breakdown at the student level.

School Name	Inclusion Percentage (>= 80%)
	87%

Step 6:

- Your school page will list the total amount of students that are serviced within each ESE program.
- Click on the Exceptionality Code to identify the LRE (inclusion) rate for individual students within the selected group.

[Redacted]

Inclusion Percentage Ranges:

Exceptionality Code	Total	Student ID	Student Name
C	4		
F	4		
G	4		
J	5		
K	103		
P	43		
S	1		
V	17		
W	52		

Legend

- >= 40% Inclusion Percentage
- 41% - 59% Inclusion Percentage
- 60% - 79% Inclusion Percentage
- >= 80% Inclusion Percentage

Navigating the Dashboard Feature: Student Exceptionality Report

Step 7:

- In the example (right), Exceptionality Code “K” has been selected.
- Exceptionality Code “K” stands for the Specific Learning Disability program.
- A report is now generated indicating the LRE rate (inclusion percentage) for every ESE student that has a “K” as their Primary Exceptionality.
- You may continue this step for each exceptionality code to see a breakdown by student within that program.



Navigating the Dashboard Feature: Student Exceptionality Report

Directions for Pulling Student List in Excel from File Download Manager:

1. Visit Apps/Services/Sites on the Employee Portal
2. Click on File Download Manager
3. Select from the following fields:
 - Demographic:**
 - Student ID
 - Student Full Name
 - Age
 - Grade
 - ESE:**
 - ESE Exceptionality
 - Total Time School Week
 - Time with Non-Disabled
 - Time % with Non-Disabled
4. Enter your location
5. Click "Download File"

A report will be generated in Excel. You may sort your data however you choose.

To calculate the LRE Rate for your school site, complete the following:

1. First, identify the number of students (age 6-21) whose LRE rate is 80% or more.
2. Next, divide this number by the total number of ESE students (age 6-21) in your building.
3. Multiply your answer by 100