

GOOD CAUSE EXEMPTION FORM



Training Guide



Leon County Schools THIRD GRADE Good Cause Exemption Form		School Year: 1617	
A: Student Information			All Current ESE Exceptionalities
LCS Student ID	Birth Date	Age	B: Student Retention and Promotion History Retained Grades Enter the Good Cause Promotion Code checked below: _____ LEP Entry Date: 08/29/2014 # Months: 33
Last Name	First Name	MI	
Race	Gender	Current Grade	
		03	
C: Student Test Performance		1: Assessment: _____	2: Performance Outcome Level _____
D: Reason for Good Cause Promotion			
Select "ONE" Code Only			
<input type="checkbox"/> 41. LEP Student with less than 2 years instruction in and ESOL program			
<input type="checkbox"/> 42. IEP Indicates participation in statewide assessments is inappropriate			

Prepared for
Leon County School District

Date: May 23, 2017
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SCOTT WHITLE - TRAINER

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DOCUMENT CONTROL

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1.0.1	5/23/2017	Corrected compatibility to remove Edge browser	Scott Whittle

GOOD CAUSE EXEMPTION FORM

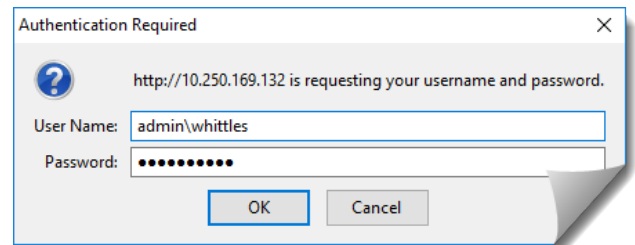
Report Requirement: SRA Flags

This report relies on student SRA flags being set by SRA Teacher **PRIOR** to the running of this report.

Helpful Information about the Reports

- Reports should only be accessed using Firefox, IE, and Safari. **Avoid Chrome and Edge.**
- Tool built so schools can easily access prefilled Good Cause forms for applicable students
 - Updates in Real Time (*same as Immunization Report*)
 - Draws information from: **Genesis**,
 - Must be on LCSD Network to access (security for student data)
- Report triggered by student meeting either of these two requirements
 - **Student Scored a "1" on FSA English Language Arts test (ELA)**
 - **Student Flagged for Summer Reading Academy (SRA) in Genesis**

You must be on the LCSD network to use the report. When prompted to log in, use your LCSD network ID and password. School Administrators will be able to see only their school. By default, access is granted to the school's Principal, and Asst. Principals. District Admins can see all sites.



If you have access problems, please email Helpdesk@leonschools.net.

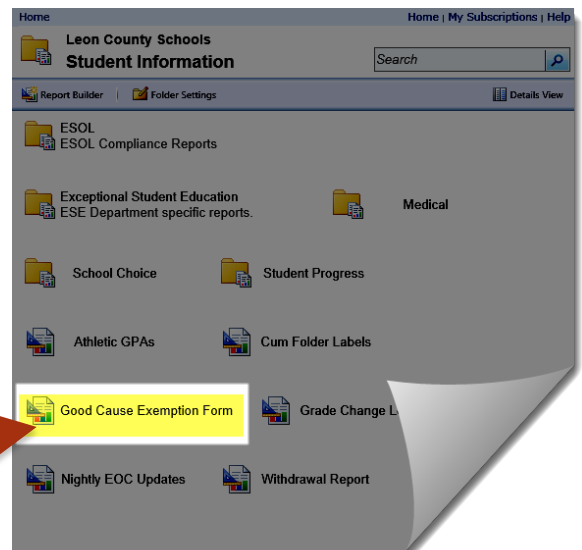
Accessing the Reports

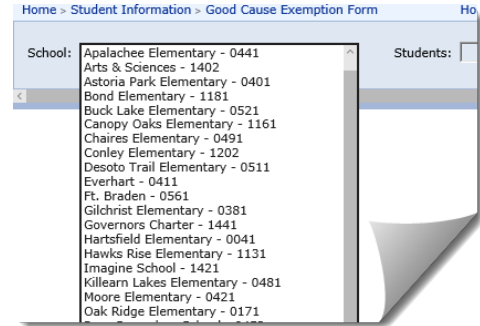
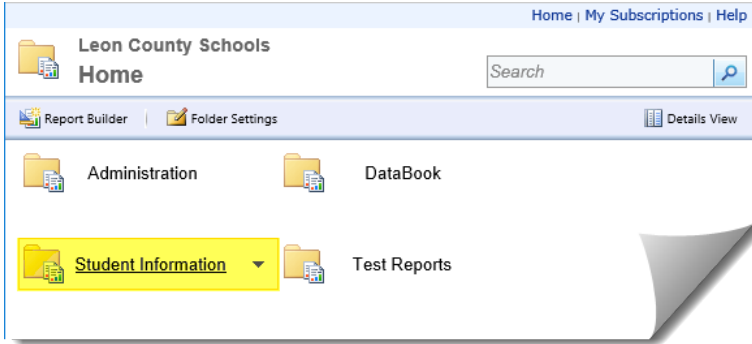
The report is located on the reporting services website.

Use the following link:

http://10.250.169.132/reports_sql2012bi

The Good Cause Promotion Report can be found on the Reporting Services under the Student Information folder. Simply click the folder name to open the folder.



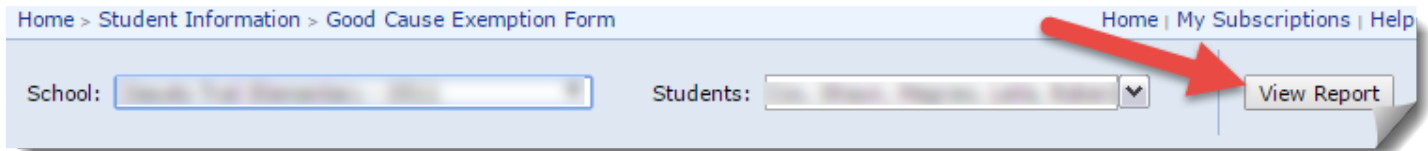


School Selection

- Administrator's school should be pre-selected to your site. However, if you are assigned to more than one site, simply select the appropriate school from the School dropdown list.

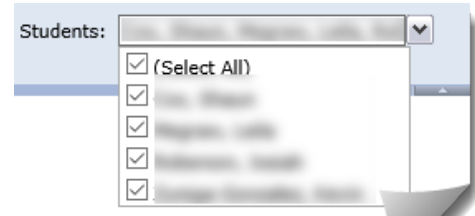
Viewing the Report

The report will pull your list of students available for a Good Cause Promotion.

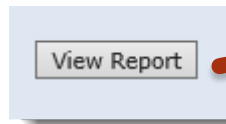


If you do not want all the reports pulled together, the report allows you to select a specific student from the drop down list

- Using student filter** – Filters are set to the default of "Select All". To clear the defaults, you can either check or uncheck boxes individually OR you can use (Select All) or the unselect all (Select All) OR a combination to get the exact search you would like.



- Run your report** - Before you can see the actual reports, you must press the "View Report"

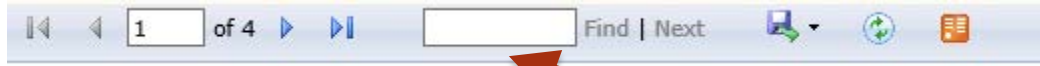


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LCS Student ID	Birth Date	Age	Retained Grades
Last Name	First Name	MI	Enter the Good Cause Promotion Code checked below:
Race	Gender		LEP Entry Date
			# Months
			08/29/2014
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C: Student Test Performance		1: Assessment: 2: Performance Outcome Level	
D: Reason for Good Cause Promotion			
Select "ONE" Code Only			
<input type="checkbox"/> 41. LEP Student with less than 2 years instruction in and ESOL program			
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Navigating the individual Reports

On the Nav bar at the top of the report, be sure to note when there are multiple pages to the report. You will be able to go from one page of the report to another.

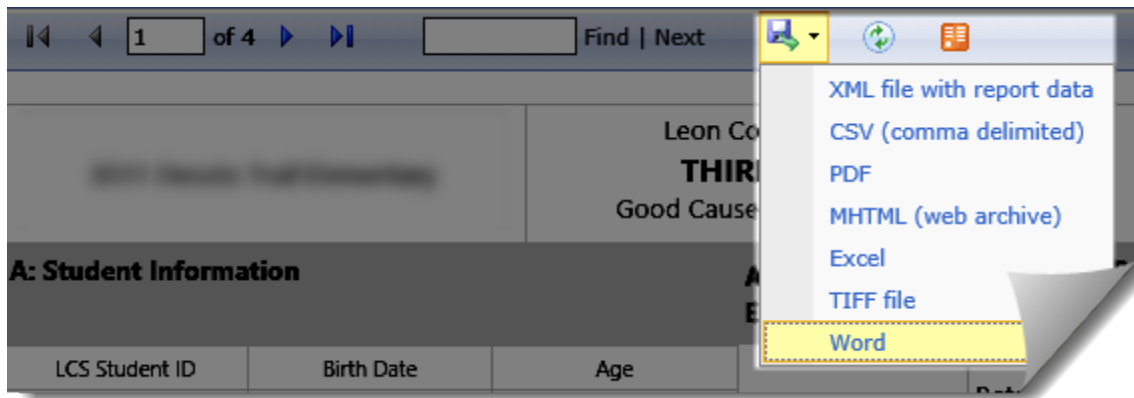
Good Cause Exemption Form



You can also search for a student by name using the search box in the center of the NAV bar.

Exporting Reports

Also on the Nav bar is the **Export** option. Multiple options are available, but for the purpose of the Good Cause Promotion form, you should **ONLY** use the Word export.



NOTE: If you selected **ALL students** when you ran the report, your Export to Word will include all the students forms as one file with each student separated on a separate page. If you prefer, you can select each student **by name** and export them as separate Word files if you prefer.

Printing Reports

Reports will need to be printed out and completed. There are Three (3) parts that need to be completed prior to sending to the District

1. Student Test Performance
2. Good Cause Promotion Reason Code (**ONE code only**)
3. All Required Signatures from the following
 - a. Designated Teacher
 - b. School Administrator
 - c. SRA Teacher

Troubleshooting & Process Flow

- Principal or AP cannot access report
 - Tier 1 – TIS Help Desk – HelpDesk@leonschools.net
 - Tier 2 – Helpdesk escalates to SSRS team

Good Cause Exemption Form

- Missing a student, you thought should be there?
 - If **SRA** - Check that SRA flag was applied to student
 - If **FSA** score – **Demographics** → **Test History** - Verify student did score a “1” and that Genesis shows score on student record
- FSA Score is missing or Incorrect
 - Verify student FSA score data accuracy in Student Accountability SSRS Report
 - **Tier I** - Contact Help Desk – HelpDesk@leonschools.net
 - **Tier II** – Contact Tammi Bahr or Missy Atkinson