



# **UERS Common Follow Up Report**

Last Updated: 11/19/2007

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## **Introduction**

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The purpose of this document is to assist NC WISE users in approving the Common Follow Up report, and understand what information is reported to the state.

## About the Common Follow Up Report

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### **What information does the Common Follow Up Report Provide?**

The Common Follow Up Report provides the state with a list of all 9th - 12th grade students that were in membership during the prior school year. This report includes all students that were admitted and attended school for at least one day (registered). It provides demographic data, and collects information regarding when the student entered and left high school. The report also provides student demographic information, grade level, Diploma Type, and Program entry and exit dates for all students. The Common Follow Up Report also provides admission and withdrawal dates. It is possible for a student to appear on more than one Common Follow Up Report if that student was in membership at more than one school during the previous school year.

### **What data should be input at the school level to produce the Common Follow Up Report?**

All the data needed for Common Follow-Up has been entered through the normal operation of eSIS and no further preparation is required.

### **When does the state expect to receive the Common Follow Up Report?**

The report is submitted to the state once a year in November. It generates automatically as long as it has been activated, and simply needs to be approved at the school and LEA levels. An email notification will be received when the report is ready for review.

### **Where can the report be found and what does it look like?**

The Common Follow Up Report is activated by the LEA Wise Coordinator in the UERS Module of NC WISE. The web address for the UERS module is <https://webapps.ncwise.org>. Users with UERS rights will log into this website using their NC WISE user name and password.

Select the UERS tab after logging in.

ncwise

Profile | UERS | Test Upload | User Security | Logged in as State User YVON

Search Reports | View Selected Report | Manage Schools | Manage Reports | Administration | Workflow Config | Report Status | Audit Trail

**Search Reports**

Choose Report Approval Status: Reports Waiting For Your Review/Approval

Choose Report: Common Follow Up Report

Choose LEA: 005-Crossnore Academy (06B)

Apply | Cancel | Select Approve All | Select Disapprove All

**Legend**

- ◆ Current Level is bolded
- ◆ Click school number to view report
- ◆ Click to view Message Center

	Approve	Disapprove	LEA	LEA Name	School	School Name	Year	Mo	Level	First Run Date	Reminder	Due Date
1		<input type="checkbox"/>	005	Crossnore Academy (06B)	005005	Crossnore Academy (06B)	2007	1	1. School_UERS 2. LEA_UERS 3. DPI_CFS	10/12/2006	11/01/2006	11/08/2006

Run Date: 05/07/2001 10:43:22 AM

SCHOOL USER: PRINCIPAL

Common Follow Up  
Sample School

Reporting Agency/Institution: DPI  
Reporting Year: 2001 Cycle: 1  
Reporting Term: 07/01/2000 to 06/30/2001

Diploma Type	Grade 9	Grade 10	Grade 11	Grade 12	Total
GP	0	0	1	27	28
GPCT	52	139	200	238	629
CTP	281	143	103	97	624
GNRL	0	1	0	0	1
<b>Total Students</b>	<b>333</b>	<b>283</b>	<b>304</b>	<b>362</b>	<b>1286</b>

[Help](#)

The report has been approved by the SCHOOL level on 5/18/2001 8:02:00 PM

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Drill down capability allows the user to see which students are included in totals.

The drill down function is activated by clicking on the number in a column and shows the student detailed information.

The drill down function is activated by clicking on the numeric value in each column. See below for an example of the drill down report.

Drill-Through

Filters  
Diploma: GNRL  
Grade: 12

		Program													
Student Name	SSN	Sex	Race	Exception	Birth Date	Grade	Grad Dec	Code	Start	End	Educ Attm	Wide?	New Enr?	Comp?	Spec Stat
Larry		M	WHITE			12		GNRL	07/01/98		11	Y	C		
May		F	WHITE			12		GNRL	07/01/98		11	Y	C		
Raymond		M	BLCK			12		GNRL	07/01/99		11	N	C		
Will		F	BLCK			12		GNRL	07/01/98	03/29/01	11	Y	C	N	Dropout

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Once the report has been approved at the school level by selecting the approve button on the report, the report will remain as approved at the school level until all schools within the LEA have approved the report. Once all schools have approved, all reports move to the District level for approval. When the reports are approved at the district level, they are automatically forwarded to the state level.

Choose Report Approval Status	Reports Waiting For Your Review/Approval
Choose Report	Common Follow Up Report
Choose LEA	005-Crossnore Academy (06B)
<input type="button" value="Apply"/> <input type="button" value="Cancel"/> <input type="button" value="Select Approve All"/> <input type="button" value="Select Disapprove All"/>	