

Running Reports in eSIS

eSIS offers a wide variety of reports for LEA and school needs. Take time to run sample reports to find ones that are useful.

Reports with No Extract

Navigation: eSIS Main Start screen > Main Menu > Reports

1. Click the report group to show a list of associated reports.
2. Click the appropriate report.
3. Click **Print**.
The parameter form opens.
4. Make appropriate selections on the parameter form.
5. Click **Print**.
The report opens in Adobe.

Reports with Full Extract

1. Follow steps 1 and 2 above.
2. Click **Print**.
The **Run Reports** screen opens. Extract information is displayed in the message window.
3. Click **Run Extract for All Students**.
Extract information will update to include all students.
4. Follow steps 4 and 5 above.

Reports with a Specific Extract

1. Follow steps 1 and 2 from the *Reports with No Extract* section.
2. Click **Print**.
The **Run Reports** screen opens.
3. Click **Specify Extract Criteria**.
The **Demographic Extract** window appears.
4. Make appropriate selections based on the specific criteria needed for the report.
5. Click **Run Extract**.
The **Extract Criteria** window will indicate when the extract has been built.
Note: To view the students included in the extract, click the **See Extract**.
6. Click **Go Back...** to close the **Processing Extract Criteria** dialog box.
7. Click **Exit** to close the **Demographic Extract** screen.
The **Run Report** screen will display again, but the number of students has changed to reflect the specific extract options requested.
8. Click **Run Report**.
9. Follow steps 4 and 5 from the *Reports with No Extract* section.