

INSTRUCTIONS FOR USING THE SRSD REPORT WRITER

SR.660 AND SR.630

Revised 09-2006

Keep in mind that the information that will be included in your report comes from the temporary (or work file) of the SRSD side of the system. Depending on the time of year that you run an SRSD Report Writer report, this information may or may not be current. Also, keep in mind that information you change in Basic CIMS Screens won't necessarily be immediately updated in this work file until the update process has been completed. If you do not know when your last update was processed, you can contact either your district SRSD Contact or Sherri Zok at MAISD.

The SRSD Report Writer Format and Submission screens can be found in the **SRSD** Menu under **SRSD Data Reports**. The SRSD Report Writer is very similar to the CIMS General Report Writer in that you need to first create a format to define what fields will be included in your report. The formats are created in **SR.660** and will be available to be used district-wide. For this reason, do not change or delete a format that you did not initially create as you may be unintentionally changing a format that somebody else uses. Standard formats created by MAISD will have **MAISD** at the end of the description to indicate that they too should not be changed by school staff.



Since this is pulling from the file that will be sent to the state, all codes (districts, buildings, grade levels, etc) will be in the state-assigned values.

You can have up to eighteen fields in your report, depending on the size of each field. You will be able to choose from the fields listed at the bottom of the screen and put them in the order you want them to print. The field descriptions will have a general category listed at the beginning of the field name (ie: BASIC, LEP, SPE, etc) so you can easily tell from which area each field is coming from. Description names are pretty self-explanatory if you look at the SRSD Screen the field comes from; they are generally in order of the way they are laid out on their respective screen.

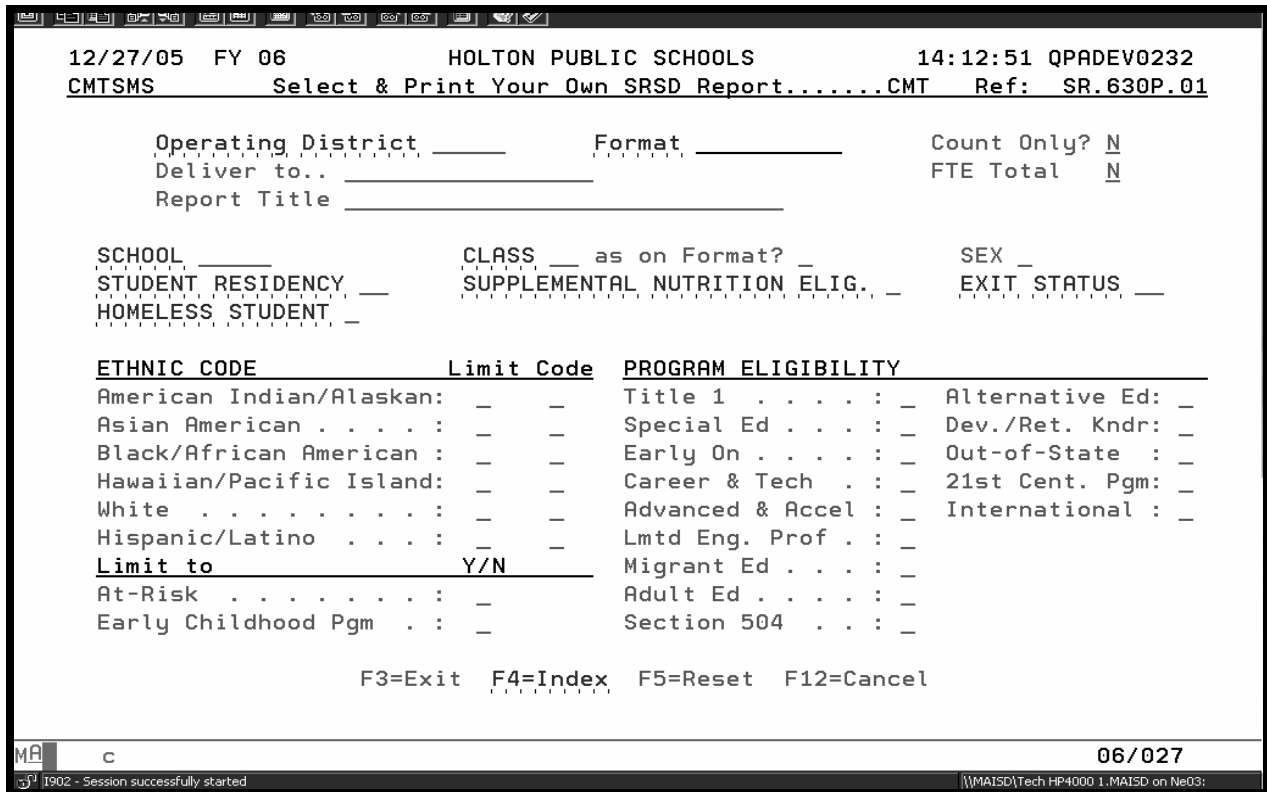
You will also be able to sort and perform breaks on up to four fields, whether or not you have selected the **SORT BY** fields as **ITEMS** to print on your report.

The listing of available fields in the **SR.660** screen changes as the state makes changes in fields that are required to be submitted.

Once you have selected the fields you want to have shown on your report, you will get a confirmation screen that gives you an idea of how your report will be laid out. Once you press Enter again, you will return to the **SR.660** Format screen. If you need to change anything then you can do so by placing a **C** in the command prompt or if you feel your layout is the way you want it, then type an **E** in the command area to End your format screen.

You will use **SR.630** to submit your report. Again, this is quite similar to the General Report Writer in that it is on this submission screen where you can select limits to the students who will actually be included in your report.

This is what the screen looks like:



Any of the field names in blue can be indexed for valid values by pressing F4. By putting a value in the blue fields you will be limiting your report to students who have that value for that particular field. If you leave a field blank, you will get students with any value in that field.

The bottom half of the screen is used to limit your report to students who are being reported in any of the SRSD Categories of information. Enter a Y to limit to a category. Entering an N is the same as leaving the field blank and will not exclude any students.

THINGS TO KEEP IN MIND ABOUT THE SRSD REPORT WRITER PROGRAM:

- The racial field in the SRSD file is actually a six digit field that contains numbers from zero to six. When submitting your report and limiting to a value in the **CODE** column, you will only get students on your report who have that particular value in that category on SR.301B. It is suggested that you use the **LIMIT** column and perhaps select the various codes to print so you are sure you are getting what you really want. Remember that changes to the *Ethnic Code Attribute* in the CIMS Basic screen **DO NOT AUTOMATICALLY TRANSLATE** those changes to the *SR.301B* screen in the update process; this is so that you can rank multi-racial students in multiple categories if you want to. Any changes/corrections need to be made in BOTH SCREENS.
- Fields 34 through 42 are simply the Yes and No values in the particular categories at the bottom of the *SR.301B* screen. These fields represent the ***SRSD Program Eligibility Field #29***. Likewise, fields 169 through 173 correspond to the ***SRSD Program Eligibility Field #125***, and are indicated as students in those populations by use of specific, pre-defined tags in CIMS.
- The ID Fields in the ***SR.660*** Report Writer Formats screen serve no purpose at this time.

Specifics regarding valid values in each of the SRSD Data Fields can be located by looking at the Data Field Descriptions document for the most recent count submission at the following link:

<http://www.michigan.gov/cepi>

Select the link at the left titled *MEIS Data Services*

Select the link at the left titled *Single Record Student Database* and look in the box labeled *SRSD DATA MANUAL*. The entire manual is rather large so you may not want to print it out but since it is a PDF document you can save it to your computer or just view it through their website. The PDF document has bookmarks for each field so it is relatively easy to find what you are looking for.