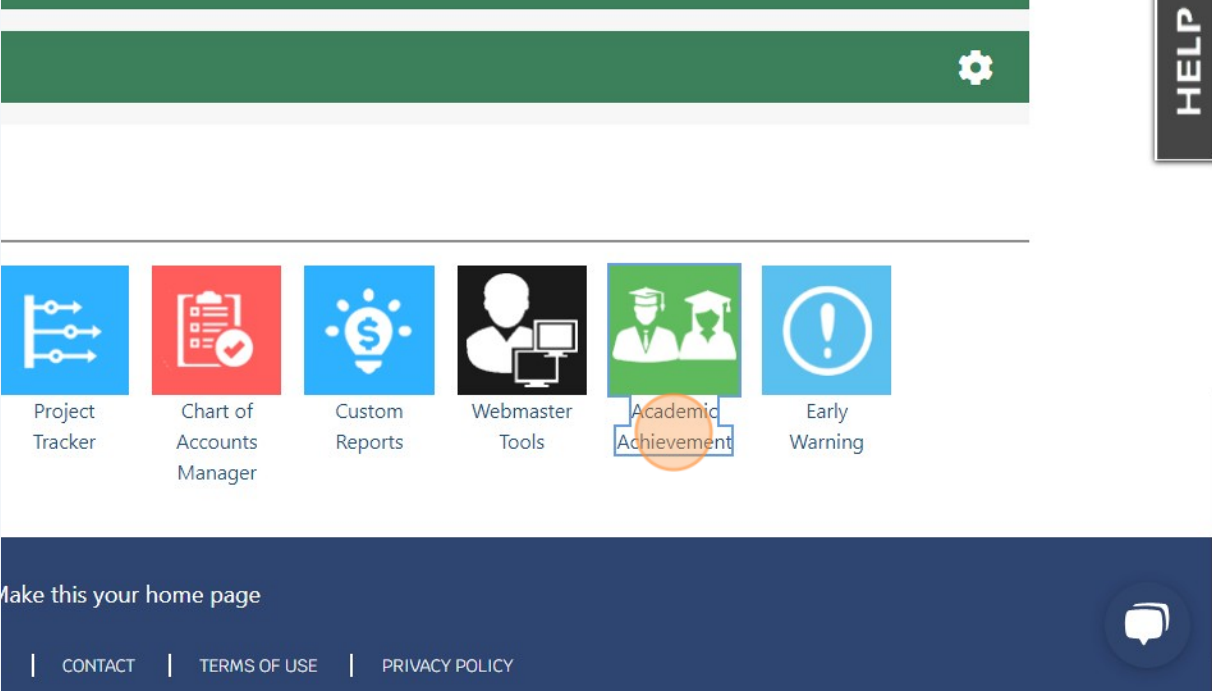


Administration: 31a Eligibility Report

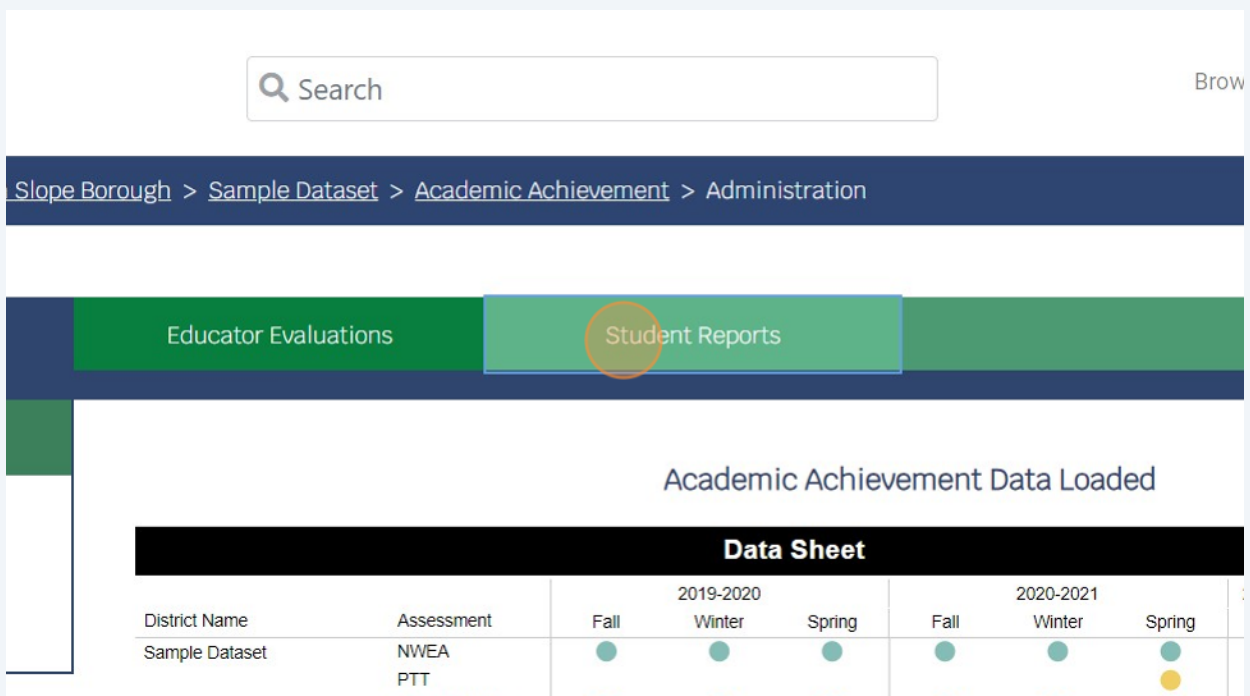
1 Navigate to the app tray at the bottom of the Munetrix District Homepage. Click **Academic Achievement**.



2 Click **Administration**.



3 Click the **Student Reports** tab.



4 Click **31a Eligibility**.

The screenshot shows a web application interface. On the left is a vertical sidebar labeled 'My Apps' with a grid icon. The main content area has a top navigation bar with three tabs: 'Data' (green), 'Educator Evaluations' (green), and 'Student R' (dark blue). Below the navigation bar is a 'Student Reports' menu with a list of items: 'Attendance', 'Student Locations', '31a Eligibility' (highlighted with an orange circle), '31a Programs', '31a Annual Report', 'Childcare Facilities', and 'Student Master'. To the right of the menu are three filter fields: 'District Name' with '(None)' selected, 'Building' with '(None)' selected, and 'School Year' with '(None)' selected. Below these filters is a black rectangular area.

5 Click the **current school year**.

The screenshot shows a web application interface. At the top, there are two filter fields: 'Building' with a dropdown arrow and 'State ID'. Below them is a 'School Year' dropdown menu with a list of years: 2014-2015, 2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020, and 2020-2021 (highlighted with a blue bar and an orange circle). Below the dropdown is a table with columns: 'School Year', 'Student Name', 'Student ID', and 'Status'. The table contains the following data:

| School Year | Student Name | Student ID | Status |
|-------------|---------------------|------------|--------|
| 2020-2021 | Watts, Jerry | 20007831 | No |
| 2020-2021 | Stanford, Esther | 20006292 | 11 |
| 2020-2021 | Hamilton, Christine | 20007679 | 11 |
| 2020-2021 | Crocker, Nathan | 20007796 | 02 |
| 2020-2021 | Salazar, Ruth | 20007796 | Yes |
| 2020-2021 | Young, Richard | 20007554 | 05 |
| 2020-2021 | Sanchez, Ruth | 20008143 | 09 |
| 2020-2021 | Roberts, Howard | 20000336 | 11 |
| 2020-2021 | Kuehner, Efen | 20006430 | 05 |

6 Click **Search**.

Student Reports

31a Eligibility

Building

State ID

| School Year | Student Name | Student ID | State ID | Grade | Eligible | Actions |
|-------------|---------------------|------------|----------|-------|----------|-------------------------------------|
| 2020-2021 | Watts, Jerry | 20004451 | | 09 | Yes | <input type="button" value="Edit"/> |
| 2020-2021 | Stanford, Esther | 20007831 | | 07 | No | <input type="button" value="Edit"/> |
| 2020-2021 | Hamilton, Christine | 20006292 | | 11 | Yes | <input type="button" value="Edit"/> |
| 2020-2021 | Crocker, Nathan | 20007679 | | 11 | Yes | <input type="button" value="Edit"/> |

7 Click **Edit** next to the student you wish to tag with sensitive criteria.

State ID

| School Year | Student Name | Student ID | State ID | Grade | Eligible | Actions |
|-------------|---------------------|------------|----------|-------|----------|-------------------------------------|
| 2021 | Watts, Jerry | 20004451 | | 09 | Yes | <input type="button" value="Edit"/> |
| 2021 | Stanford, Esther | 20007831 | | 07 | No | <input type="button" value="Edit"/> |
| 2021 | Hamilton, Christine | 20006292 | | 11 | Yes | <input type="button" value="Edit"/> |
| 2021 | Crocker, Nathan | 20007679 | | 11 | Yes | <input type="button" value="Edit"/> |
| 2021 | Salazar, Ruth | 20007796 | | 02 | Yes | <input type="button" value="Edit"/> |
| 2021 | Young, Richard | 20007554 | | 05 | No | <input type="button" value="Edit"/> |
| 2021 | Sanchez, Ruth | 20008143 | | 09 | Yes | <input type="button" value="Edit"/> |
| 2021 | Roberts, Howard | 20000336 | | 11 | No | <input type="button" value="Edit"/> |
| 2021 | Kuehner, Efren | 20006430 | | 05 | Yes | <input type="button" value="Edit"/> |
| 2021 | Fell, Carol | 20004367 | | 09 | No | <input type="button" value="Edit"/> |
| 2021 | Williams, Pamela | 20008770 | | 05 | No | <input type="button" value="Edit"/> |
| 2021 | Lee, Linda | 20004524 | | 09 | Yes | <input type="button" value="Edit"/> |

HELP

8 Check the box for the sensitive criteria item.

Victim of Abuse or Neglect

Pregnant Teen/Teen Parent

Family History of School Failure, Incarceration, Substance Abuse

Did not complete High School in 4 years and is still in school

Save Cancel

| District | Bu | | |
|----------------|-------------------------|-----------|----------------|
| Sample Dataset | Bir | | |
| Sample Dataset | As | | |
| Sample Dataset | Bir | | |
| Sample Dataset | Bir | | |
| Sample Dataset | Elr | | |
| Sample Dataset | Maple Elementary School | 2020-2021 | Young, Richard |
| Sample Dataset | Birch High School | 2020-2021 | Sanchez, Ruth |

9 Click **Save**.

Pregnant Teen/Teen Parent

Family History of School Failure, Incarceration, Substance Abuse

Did not complete High School in 4 years and is still in school

Save Cancel

| District | Bu | Student | | |
|----------------|-------------------------|-----------|------------------|------|
| Sample Dataset | Bir | 2000 | | |
| Sample Dataset | As | 2000 | | |
| Sample Dataset | Bir | 2000 | | |
| Sample Dataset | Bir | 2000 | | |
| Sample Dataset | Elr | 2000 | | |
| Sample Dataset | Maple Elementary School | 2020-2021 | Young, Richard | 2000 |
| Sample Dataset | Birch High School | 2020-2021 | Sanchez, Ruth | 2000 |
| Sample Dataset | Birch High School | 2020-2021 | Roberts, Howard | 2000 |
| Sample Dataset | Elm Elementary School | 2020-2021 | Kuehner, Efred | 2000 |
| Sample Dataset | Birch High School | 2020-2021 | Fell, Carol | 2000 |
| Sample Dataset | Maple Elementary School | 2020-2021 | Williams, Pamela | 2000 |

10 Use the **filters at the top of the page** to narrow the student list if desired.

31a Eligibility

District ▼

Roberts

Building ▼

State ID (

| District | Building | School Year | Student Name | Student |
|----------------|---------------------|-------------|---------------------|---------|
| Sample Dataset | Birch High School | 2020-2021 | Watts, Jerry | 200 |
| Sample Dataset | Aspen Middle School | 2020-2021 | Stanford, Esther | 200 |
| Sample Dataset | Birch High School | 2020-2021 | Hamilton, Christine | 200 |
| Sample Dataset | Birch High School | 2020-2021 | Crocker, Nathan | 200 |

11 Click **Search**.

[Browse Data](#) | 👤 Welcome, Linda Kraft! ▼ | [🏠](#)

31a Eligibility

Building ▼

State ID

2020-2021 x ▼

SEARCH

RESET

📄 Export Eligibility Worksheet

| School Year | Student Name | Student ID | State ID | Grade | Eligible | Actions |
|-------------|---------------------|------------|----------|-------|----------|------------------------|
| 2020-2021 | Watts, Jerry | 20004451 | | 09 | Yes | 🔗 Edit |
| 2020-2021 | Stanford, Esther | 20007831 | | 07 | No | 🔗 Edit |
| 2020-2021 | Hamilton, Christine | 20006292 | | 11 | Yes | 🔗 Edit |
| 2020-2021 | Crocker, Nathan | 20007679 | | 11 | Yes | 🔗 Edit |

12 If filters were applied, click **Reset** to clear the filters and reset the list.

Browse Data | Welcome | Eligibility Processed Successfully

31a Eligibility

Building: 2020-2021

State ID: [SEARCH] [RESET]

[Export Eligibility Worksheet]

| School Year | Student Name | Student ID | State ID | Grade | Eligible | Actions |
|-------------|--------------------|------------|----------|-------|----------|---------|
| 2020-2021 | Roberts, Howard | 20000336 | | 11 | No | [Edit] |
| 2020-2021 | Robertson, Teresa | 20006439 | | 12 | Yes | [Edit] |
| 2020-2021 | Roberts, Robert | 20000658 | | 11 | Yes | [Edit] |
| 2020-2021 | Roberts, Christine | 20008140 | | 01 | Yes | [Edit] |

HELP

13 To run the **31a Eligibility Report** select the current school year.

Building: 2020-2021

State ID: [SEARCH] [RESET]

[Export Eligibility Worksheet]

| School Year | Student Name | Student ID | State ID | Grade | Eligible | Actions |
|-------------|---------------------|------------|----------|-------|----------|---------|
| 2020-2021 | Watts, Jerry | 20007831 | | 07 | No | [Edit] |
| 2020-2021 | Stanford, Esther | 20007831 | | 07 | No | [Edit] |
| 2020-2021 | Hamilton, Christine | 20006292 | | 11 | Yes | [Edit] |
| 2020-2021 | Crocker, Nathan | 20007679 | | 11 | Yes | [Edit] |
| 2020-2021 | Salazar, Ruth | 20007796 | | 02 | Yes | [Edit] |
| 2020-2021 | Young, Richard | 20007554 | | 05 | No | [Edit] |
| 2020-2021 | Sanchez, Ruth | 20008143 | | 09 | Yes | [Edit] |
| 2020-2021 | Roberts, Howard | 20000336 | | 11 | No | [Edit] |
| 2020-2021 | Kuehner, Efren | 20006430 | | 05 | Yes | [Edit] |

HELP

14 Click **Search**.

Browse Data | Welcome, Linda Kraft! | Home

31a Eligibility

Building: 2020-2021

State ID: **SEARCH** RESET

Export Eligibility Worksheet

| School Year | Student Name | Student ID | State ID | Grade | Eligible | Actions |
|-------------|---------------------|------------|----------|-------|----------|---------|
| 2020-2021 | Watts, Jerry | 20004451 | | 09 | Yes | Edit |
| 2020-2021 | Stanford, Esther | 20007831 | | 07 | No | Edit |
| 2020-2021 | Hamilton, Christine | 20006292 | | 11 | Yes | Edit |
| 2020-2021 | Crocker, Nathan | 20007679 | | 11 | Yes | Edit |

15 Click **Export Eligibility Worksheet**.

31a Eligibility

Eligibility Processed Successfully

Building: 2020-2021

State ID: **SEARCH** RESET

Export Eligibility Worksheet

| School Year | Student Name | Student ID | State ID | Grade | Eligible | Actions |
|-------------|---------------------|------------|----------|-------|----------|---------|
| 2021 | Watts, Jerry | 20004451 | | 09 | Yes | Edit |
| 2021 | Stanford, Esther | 20007831 | | 07 | No | Edit |
| 2021 | Hamilton, Christine | 20006292 | | 11 | Yes | Edit |
| 2021 | Crocker, Nathan | 20007679 | | 11 | Yes | Edit |
| 2021 | Salazar, Ruth | 20007796 | | 02 | Yes | Edit |
| 2021 | Young, Richard | 20007554 | | 05 | No | Edit |
| 2021 | Sanchez, Ruth | 20008143 | | 09 | Yes | Edit |

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Open the **export file**. All students in the district are listed. A "1" appears for each 31a eligibility criteria that the student qualifies for. A "0" indicates the student does not meet the 31a eligibility criteria.

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|-----------------|------------------|-------------|---------------------|------------|----------|-------|----------|------------------|-----------|-----------------|----------|----------------|
| 1 | District | Building | School Year | Student Name | Student ID | State ID | Grade | Economic | English Language | Immigrant | Victim of Abuse | Pregnant | Family History |
| 2 | Sample District | Birch High | 2020-2021 | Watts, Jennifer | 20004451 | | 09 | 1 | 0 | 0 | 0 | 0 | 0 |
| 3 | Sample District | Aspen Middle | 2020-2021 | Stanford, Elizabeth | 20007831 | | 07 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 | Sample District | Birch High | 2020-2021 | Hamilton, Robert | 20006292 | | 11 | 1 | 0 | 0 | 0 | 0 | 0 |
| 5 | Sample District | Birch High | 2020-2021 | Crocker, Nancy | 20007679 | | 11 | 1 | 0 | 0 | 0 | 0 | 0 |
| 6 | Sample District | Elm Elementary | 2020-2021 | Salazar, Ruben | 20007796 | | 02 | 1 | 0 | 0 | 0 | 0 | 0 |
| 7 | Sample District | Maple Elementary | 2020-2021 | Young, Richard | 20007554 | | 05 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | Sample District | Birch High | 2020-2021 | Sanchez, Robert | 20008143 | | 09 | 1 | 0 | 0 | 0 | 0 | 0 |
| 9 | Sample District | Birch High | 2020-2021 | Roberts, Henry | 20000336 | | 11 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | Sample District | Elm Elementary | 2020-2021 | Kuehner, Elizabeth | 20006430 | | 05 | 1 | 0 | 0 | 0 | 0 | 0 |
| 11 | Sample District | Birch High | 2020-2021 | Fell, Carol | 20004367 | | 09 | 0 | 0 | 0 | 0 | 0 | 0 |
| 12 | Sample District | Maple Elementary | 2020-2021 | Williams, Fred | 20008770 | | 05 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | Sample District | Birch High | 2020-2021 | Lee, Linda | 20004524 | | 09 | 1 | 0 | 0 | 0 | 0 | 0 |

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If the student qualifies for at least one of the 31a eligibility criteria a "1" will appear in the eligibility column. The spreadsheet can be formatted by your SIS specialist for import back into the SIS system to tag students with the 3060 code.

| | P | Q | R | S | T | U | V | W | X | Y | Z | AA | AB |
|----|-----------------|-----------------|-----------------|-----------------|------------|------------|----------|---|---|---|---|----|----|
| 1 | Did not achieve | Did not achieve | Did not achieve | Did not achieve | At Risk of | At Risk of | Eligible | | | | | | |
| 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | | | | | | |
| 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | |
| 4 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | | | | | | |
| 5 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | | | | | | |
| 6 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | | | | | | |
| 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | |
| 8 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | | | | | | |
| 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | |
| 10 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | | | | | | |
| 11 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | | | | | | |
| 12 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | | | | | | |
| 13 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | | | | | | |



Note: All data and screenshots used in this article is taken from a sample data set.