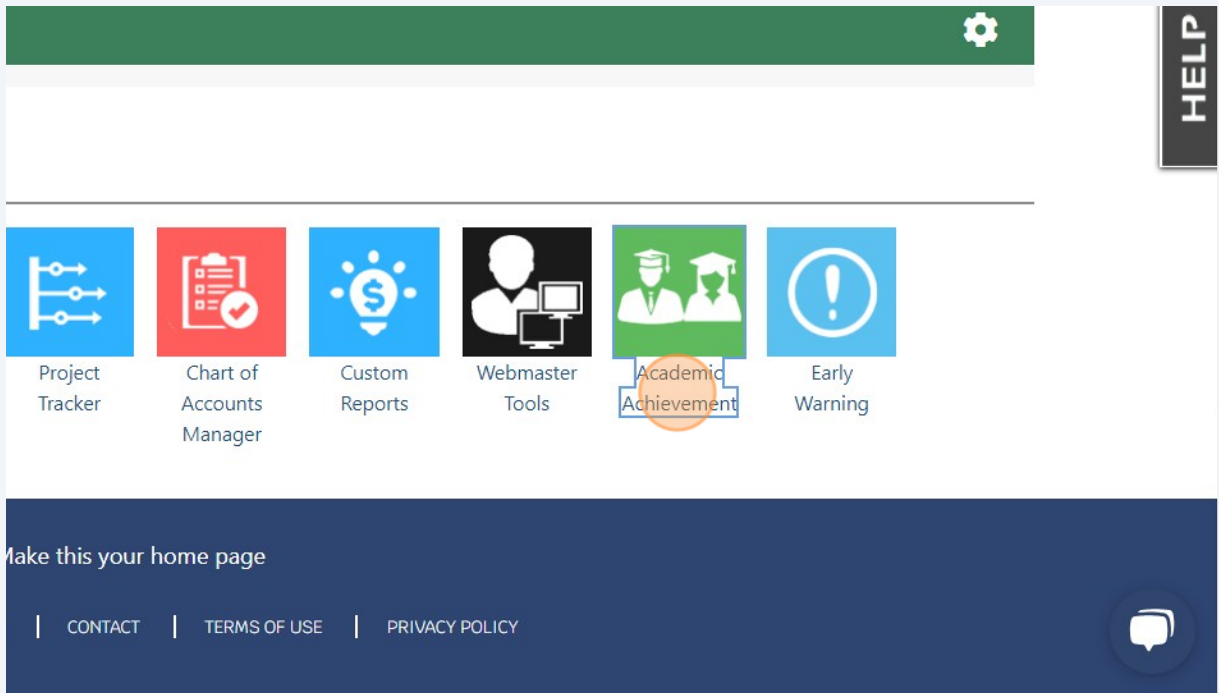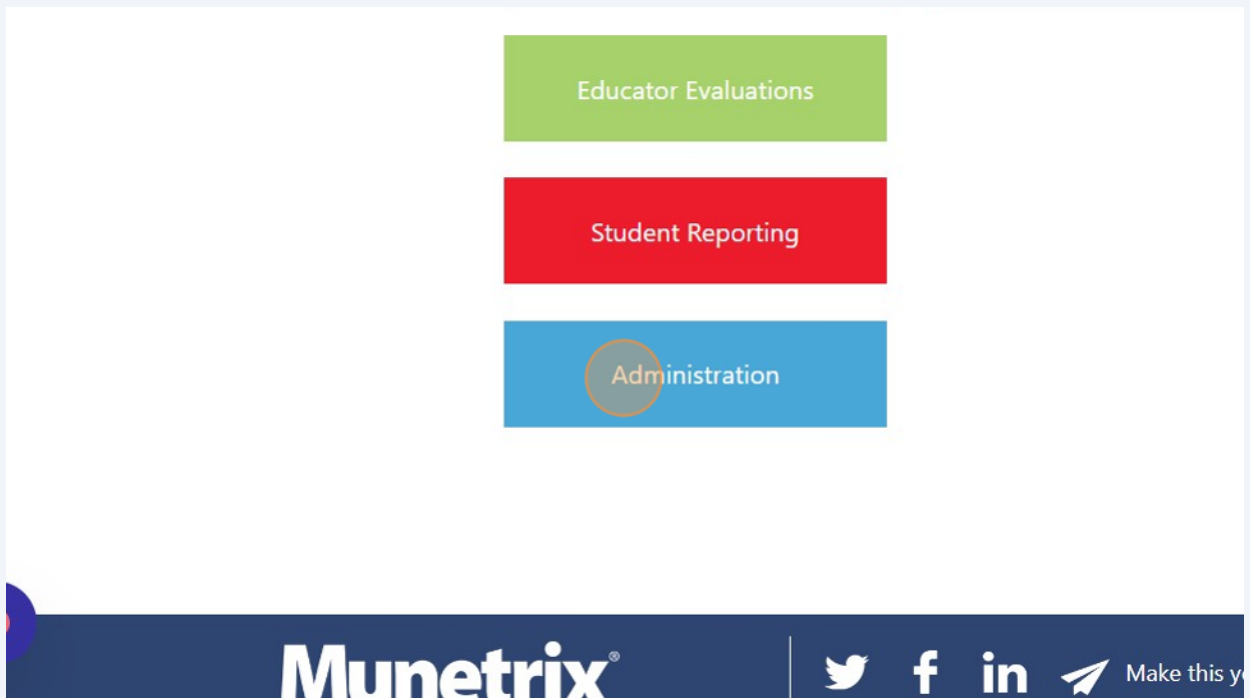# Administration: View/Export the 31a Programs Report

View or export the 31a student programs report, showing all 31a programs assigned to each student. This report is also helpful for verifying that students receiving 31a services also were identified as 31a eligible.
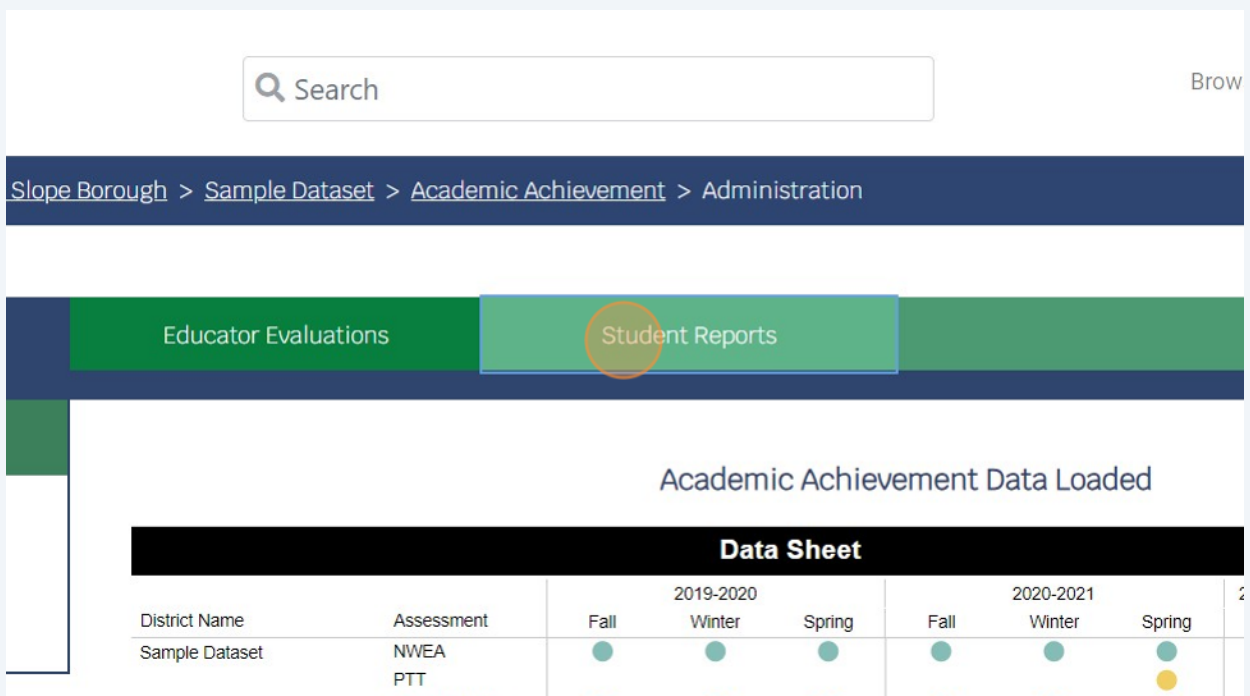
1 Navigate to the **app tray** at the bottom of the Munetrix District Homepage. Click **Academic Achievement**.

2 Click **Administration**.

3 Click the **Student Reports** tab.

4 Click **31a Programs.**

5 Select the **current term** from the drop down menu.

6 Use the filters to narrow the list or filter for a specific student. Click **Search**.

dent Reports

31a Programs

Building ⌄   2020-2021 ✕ ⌄

State ID   SEARCH   RESET

dent ID⇕	State ID⇕	Grade ⇕	Intervention ⇕	School Year ⇕	Registered(total) ⇕	Eligible ⇕
335	0000000000	06	Reading,Social Worker	2020-2021	2	No
327		11	Reading,Mathematics	2020-2021	2	Yes
620	0000000000	0K	Mental Health	2020-	1	Yes

7 Click **Reset** to return to the full list of students assigned to programs.

Reports

31a Programs

ling ⌄   2020-2021 ✕ ⌄

e ID   SEARCH   RESET

HELP

State ID⇕	Grade ⇕	Intervention	School Year ⇕	Registered(total) ⇕	Eligible ⇕
0000000000	06	Reading,Social Worker	2020-2021	2	No
	11	Reading,Mathematics	2020-2021	2	Yes
			2020-		

8 To export the list of students enrolled in 31a programs, select the **current school year** from the dropdown menu. Click **Search**.

31a Programs

| Building | ⌄ | 2020-2021 | ✕ ⌄ |

| State ID | | SEARCH | RESET |

dent ID⇕	State ID⇕	Grade ⇕	Intervention ⇕	School Year ⇕	Registered(total) ⇕	Eligible ⇕
)6335	0000000000	06	Reading,Social Worker	2020-2021	2	No
)3327		11	Reading,Mathematics	2020-2021	2	Yes
)8620	0000000000	0K	Mental Health	2020-	1	Yes

9 Click **Export**.

Student Reports
- Attendance
- Student Locations
- 31a Eligibility
- 31a Programs
- 31a Annual Report
- Childcare Facilities
- Student Master

| District | ⌄ | Building |
| Last Name | | State ID |

📊 Export

District ⇕	Building ⇕	Student Name ⇕	Student ID⇕	Sta
Sample Dataset	Aspen Middle School	Adams James	20006335	0000(
Sample Dataset	Birch High School	Aguirre John	20003327	
Sample Dataset	Elm Elementary School	Allen Beverly	20008620	0000(
Sample	Elm Elementary	Anderson		

10 Open the **Programs Export** file.

11 Each student enrolled in a 31a program and key information will be listed on a separate row.

12 The name for each 31a program is listed across the top row. A "1" appears in the column for each program that student is enrolled in.

								X	Y	Z	AG
	B	C	D	E	F	G	H	Direct Inst	Interventi	Interventi	Direct Nor [
	Iding Name	Student Name	Student ID	State ID	Grade Lev	School Yea	Secondary				
	pen Middle School	Adams James	20006335	0000000	06	2020-2021			1		
	ch High School	Aguirre John	20003327		11	2020-2021					
	n Elementary School	Allen Beverly	20008620	0000000	0K	2020-2021					1
	n Elementary School	Anderson Gary	20006035		05	2020-2021					
	n Elementary School	Anderson Nathan	20006167		05	2020-2021					
	n Elementary School	Andino Sidney	20006323		05	2020-2021					
	n Elementary School	Archuleta Donette	20008186		05	2020-2021					
	n Elementary School	August Brian	20008180		05	2020-2021					
	ple Elementary Schoo	Bell Albert	20007995		05	2020-2021	1				
	n Elementary School	Bell Scott	20008727		05	2020-2021	1				
	ple Elementary Schoo	Bennett Ida	20007494		05	2020-2021	1				
	ple Elementary Schoo	Bierman Phillip	20006706		05	2020-2021	1				

13 The total interventions column has the total number of 31a programs each student is enrolled in.

Students who are economically disadvanted are identified in the next column to the right. The "Eligible" column identifies all students who qualified as eligible for 31a funding for the same school year with a "1" in the cell. If a cell under "Eligible" is blank, then a student is enrolled in a 31a program who has not been identified as eligible for 31a funds/services.

AK	AL	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB
Other Sup	Other Sup	School Bre	Interventi	Interventi	Interventi	Interventi	Interventi	Interventi	Total Inter	Economica	Eligible	
									2	0		
			1		1				2	0	1	
									1	1	1	
		1							1	1	1	
		1							1	1	1	
		1							1	1	1	
		1							1	1	1	
		1							1	1	1	
		1							2	0		
		1							2	1	1	
		1							2	0		
		1							2	0		