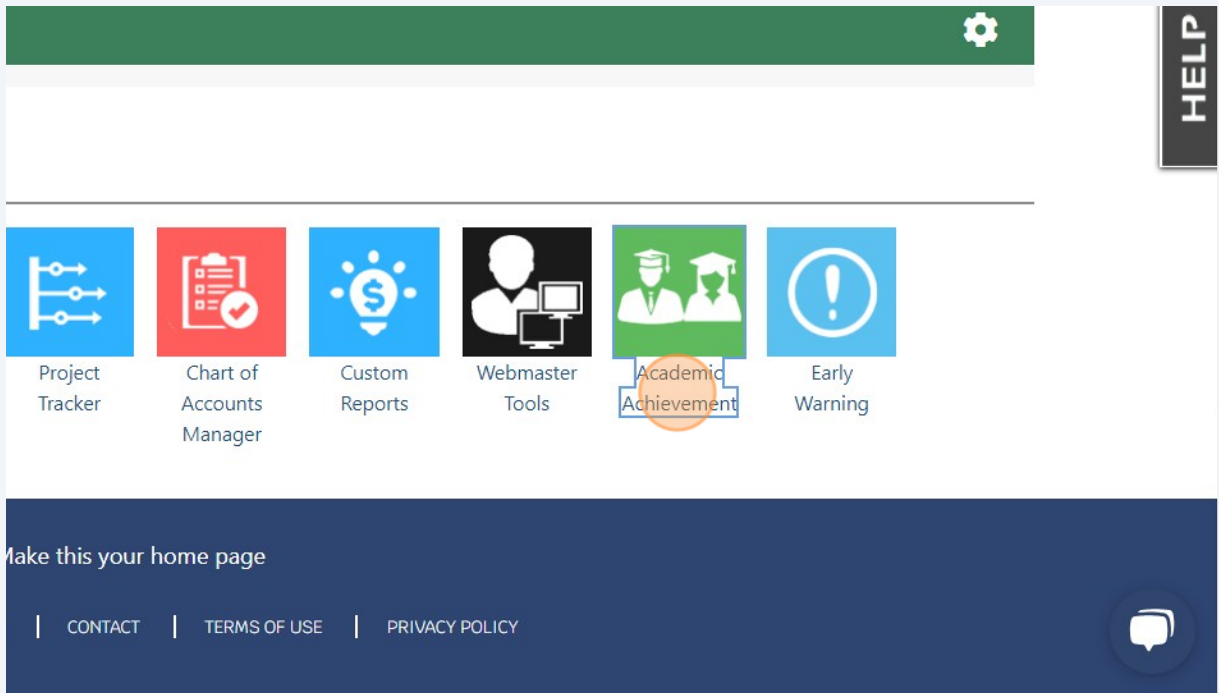


Administration: View/Export the 31a Programs Report

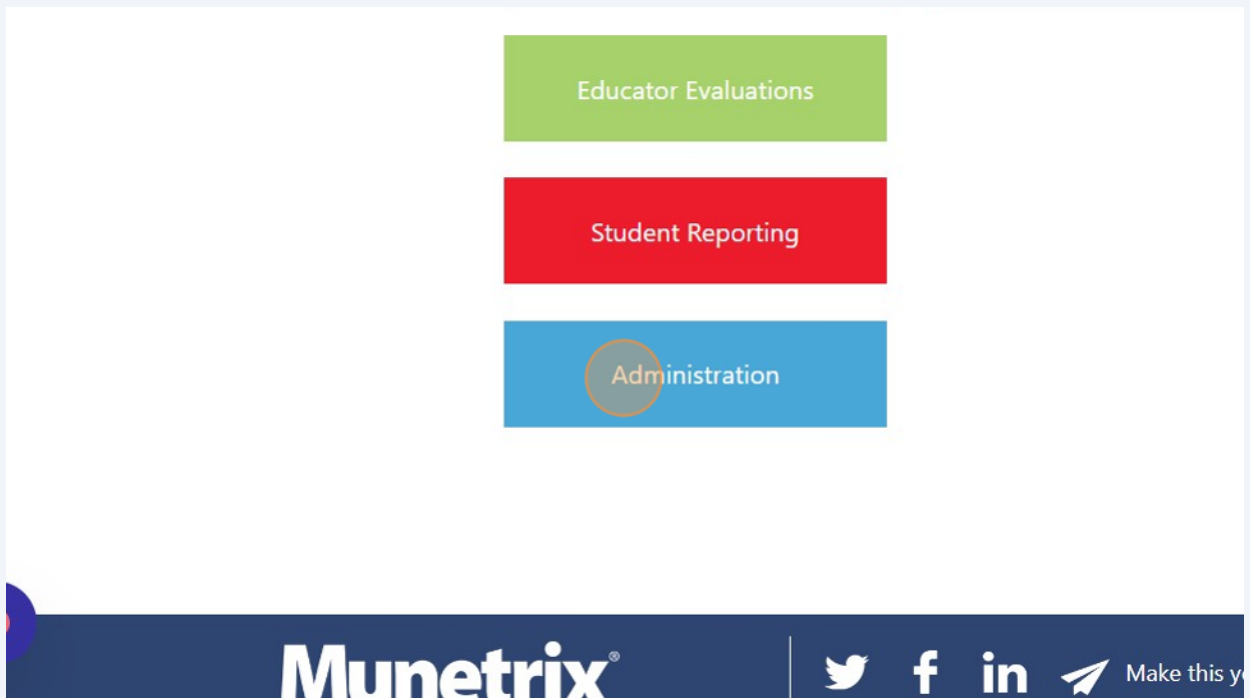
View or export the 31a student programs report, showing all 31a programs assigned to each student. This report is also helpful for verifying that students receiving 31a services also were identified as 31a eligible.

1

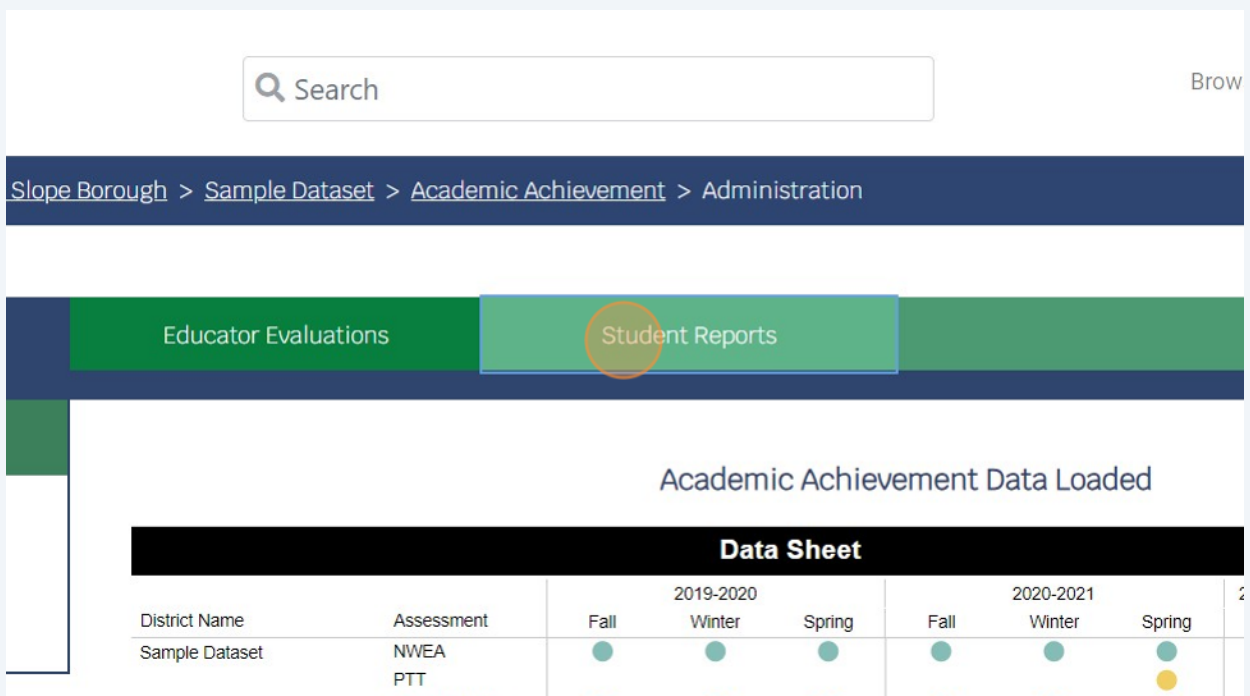
Navigate to the **app tray** at the bottom of the Munetrix District Homepage. Click **Academic Achievement**.



2 Click **Administration**.



3 Click the **Student Reports** tab.



4 Click **31a Programs**.

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 'Data', 'Educator Evaluations', and 'Student R...'. Below this is a 'Student Reports' menu with a list of items: Attendance, Student Locations, 31a Eligibility, 31a Programs (highlighted with an orange circle), 31a Annual Report, Childcare Facilities, and Student Master. To the right of the menu are search filters for 'District Name', 'Building', and 'School Year', each with a '(None)' option. Below the filters is a black redaction bar.

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

The screenshot shows a web application interface with a table of student data. Above the table are search filters for 'Building' and 'State ID'. A dropdown menu is open, showing a list of school years from 2014-2015 to 2020-2021. The '2020-2021' option is highlighted with a blue bar and an orange circle. The table below has columns for Student ID, State ID, Grade, Intervention, and a 'Filterable' column. The data rows are as follows:

Student ID	State ID	Grade	Intervention	Filterable
006335	0000000000	06	Reading,Social Worker	
003327		11	Reading,Mathematics	2020-2021 2 Yes
008620	0000000000	0K	Mental Health	2020-2021 1 Yes
006035		05	School Breakfast Programs	2020-2021 1 Yes
006167		05	School Breakfast Programs	2020-2021 1 Yes
006323		05	School Breakfast Programs	2020-2021 1 Yes

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

Student Reports

31a Programs

Building 2020-2021

State ID

SEARCH **RESET**

Student ID	State ID	Grade	Intervention	School Year	Registered (total)	Eligible
1335	0000000000	06	Reading, Social Worker	2020-2021	2	No
1327		11	Reading, Mathematics	2020-2021	2	Yes
1620	0000000000	0K	Mental Health	2020-	1	Yes

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

Reports

31a Programs

Building 2020-2021

State ID

SEARCH **RESET**

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**.

Student Reports

31a Programs

Building 2020-2021

State ID

SEARCH **RESET**

Student ID	State ID	Grade	Intervention	School Year	Registered(total)	Eligible
06335	0000000000	06	Reading,Social Worker	2020-2021	2	No
03327		11	Reading,Mathematics	2020-2021	2	Yes
08620	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	State ID
Sample Dataset	Aspen Middle School	Adams James	20006335	0000000000
Sample Dataset	Birch High School	Aguirre John	20003327	
Sample Dataset	Elm Elementary School	Allen Beverly	20008620	0000000000
Sample	Elm Elementary	Anderson	00000000	

10 Open the **Programs Export** file.

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

The screenshot shows the Microsoft Excel interface with the 'ProgramsExport (6)' workbook open. The ribbon is set to 'Home'. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	X
1	District Name	Building Name	Student Name	Student ID	State ID	Grade Lev	School Year	Secondary Direct Inst	
2	Sample Dataset	Aspen Middle School	Adams James	20006335	0000000	06	2020-2021		
3	Sample Dataset	Birch High School	Aguirre John	20003327		11	2020-2021		
4	Sample Dataset	Elm Elementary School	Allen Beverly	20008620	0000000	0K	2020-2021		
5	Sample Dataset	Elm Elementary School	Anderson Gary	20006035		05	2020-2021		
6	Sample Dataset	Elm Elementary School	Anderson Nathan	20006167		05	2020-2021		
7	Sample Dataset	Elm Elementary School	Andino Sidney	20006323		05	2020-2021		
8	Sample Dataset	Elm Elementary School	Archuleta Donette	20008186		05	2020-2021		
9	Sample Dataset	Elm Elementary School	August Brian	20008180		05	2020-2021		
10	Sample Dataset	Maple Elementary Schoo	Bell Albert	20007995		05	2020-2021		1
11	Sample Dataset	Elm Elementary School	Bell Scott	20008727		05	2020-2021		1
12	Sample Dataset	Maple Elementary Schoo	Bennett Ida	20007494		05	2020-2021		1
13	Sample Dataset	Maple Elementary Schoo	Bierman Phillip	20006706		05	2020-2021		1
14	Sample Dataset	Elm Elementary School	Blake Jeffrev	20008849		05	2020-2021		1

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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.

Microsoft Excel interface showing a spreadsheet with the following data:

Student Name	Student ID	State ID	Grade Level	School Year	Secondary	Direct Inst	Intervention	Intervention	Direct	Normal
Adams James	20006335	00000000	06	2020-2021			1			
Aguirre John	20003327		11	2020-2021						
Allen Beverly	20008620	00000000	0K	2020-2021						1
Anderson Gary	20006035		05	2020-2021						
Anderson Nathan	20006167		05	2020-2021						
Andino Sidney	20006323		05	2020-2021						
Archuleta Donette	20008186		05	2020-2021						
August Brian	20008180		05	2020-2021						
Bell Albert	20007995		05	2020-2021		1				
Bell Scott	20008727		05	2020-2021		1				
Bennett Ida	20007494		05	2020-2021		1				
Bierman Phillip	20006706		05	2020-2021		1				

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

Students who are economically disadvantaged 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	Economic	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							2	0		
		1							2	1	1	
		1							2	0		
		1							2	0		



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