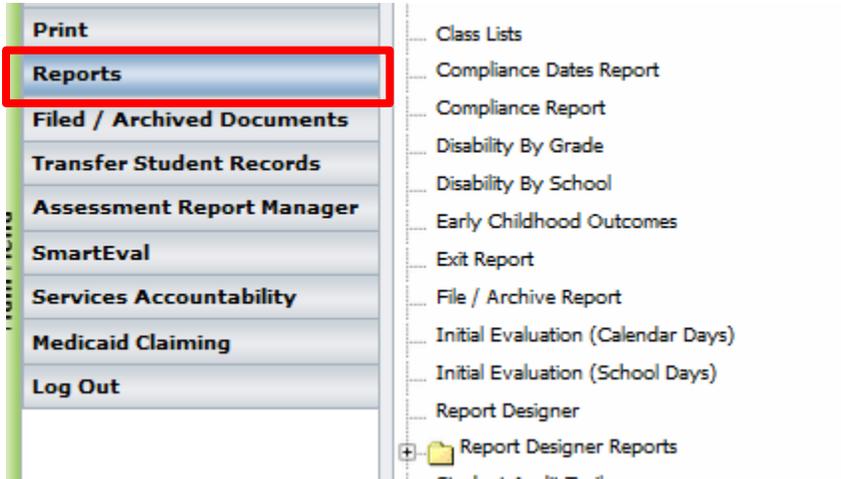


Running a report in SEAS for compliance dates. Instructions below describe the process to run a report with only active students by adding a filter to a previously created report.

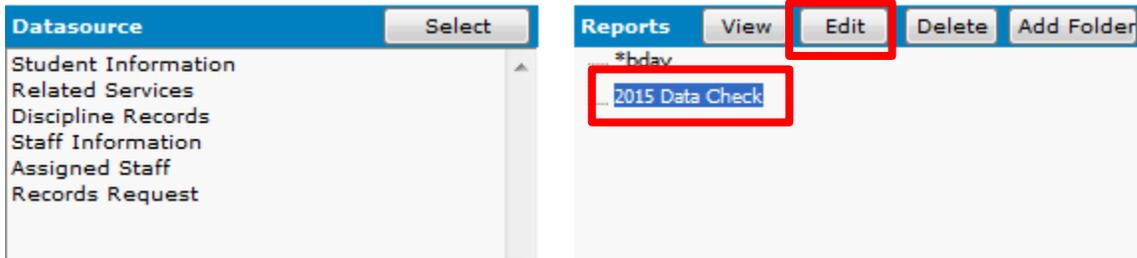
Step 1: Log in to SEAS and click on the “Reports” Tab.



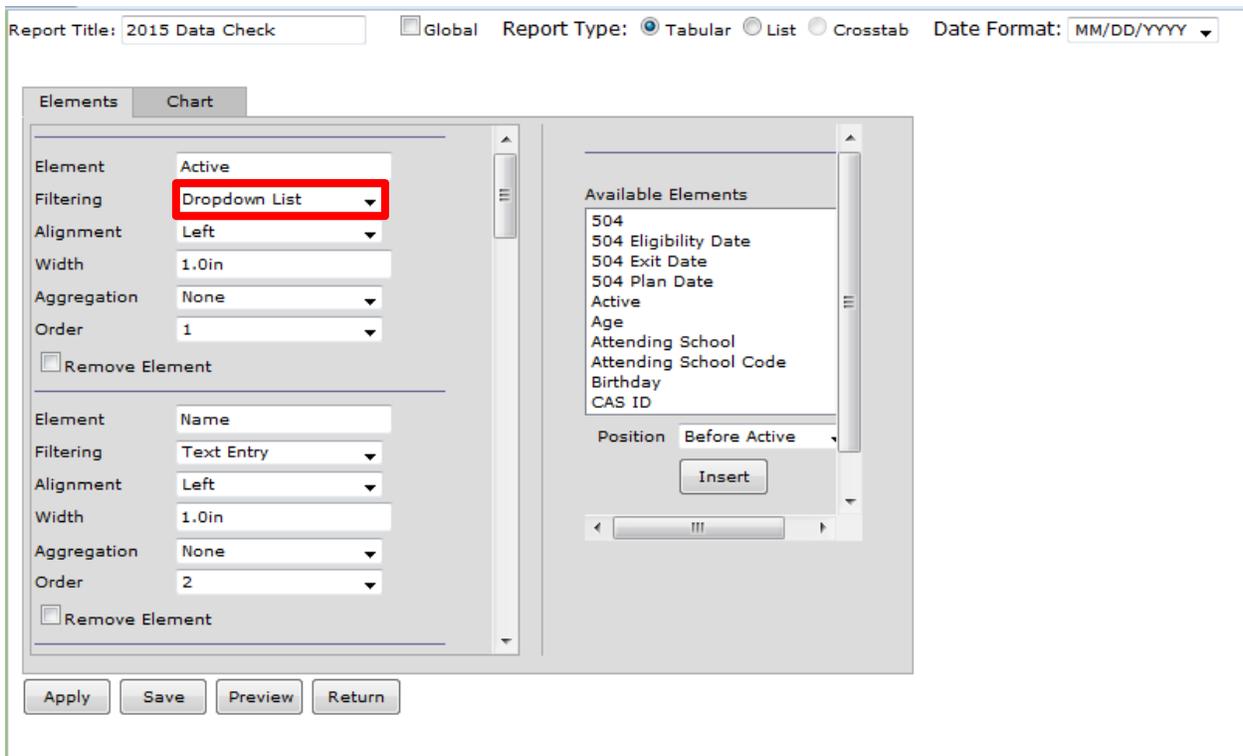
Step 2: Click on “Report Designer”



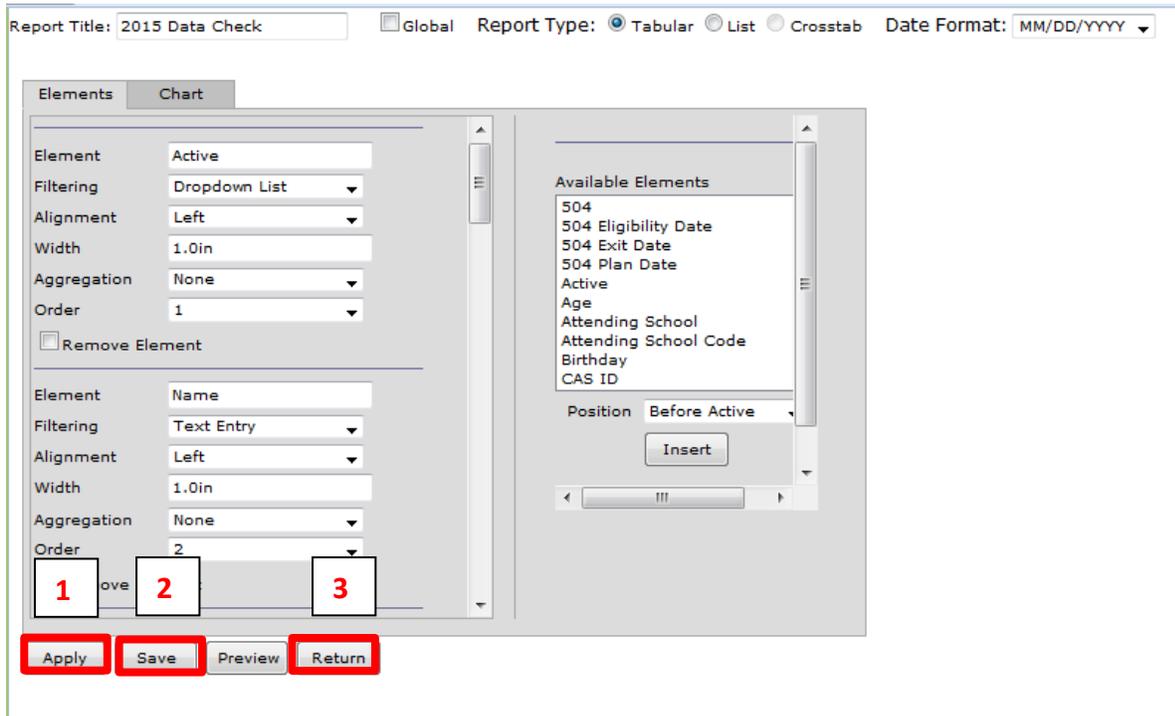
Step 3: Select your report, then click “Edit”. The report will appear with whatever name you used to save it.



Step 4: The first element listed should be the “Active” element. Adjust the “Filtering” dropdown menu from “None” to “Dropdown List”.



Step 5: Click 1."Apply", then 2."Save". Then click 3."Return".

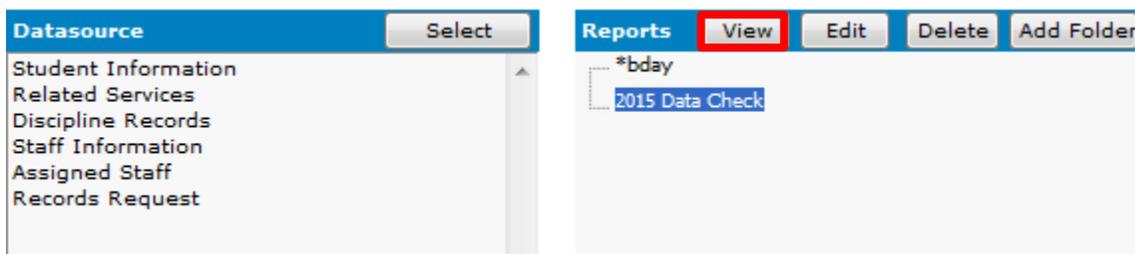


Step 6: You will get a dialog box. Click "OK".

If report is saved, click OK. If not then click Cancel and save data.



Step 7: Click on your report, then click "View"



Step 8: Filter your report for active students only by unchecking the “NULL” checkbox,

Active True False NULL

then clicking on the “True” radio button.

Active True False NULL

Step 9: Click “View Report”

Active True False NULL

Birthdate NULL

Attending School All

Primary Disability All

Date Subsequent IEP NULL

Sort By: Active

Name NULL

Student Testing Number NULL

Date Initial Parent Consent NULL

Secondary Disability All

Date Reevaluation Three Year NULL

Sort Direction: Ascending

1 of 29 Select a format Export