

Running an Immigrant/Active ELLs Report from ELlevation

STEP 1: Log on ELlevation



Log in to Ellevation

Login ID

Password

[Unable to log in or forgot your password?](#)

STEP 2: Toggle over the Reports tab

Home Students Schools Teachers Reports

Stephanie Last Visit: Friday, November 11, 2011 1:00 PM

Students

ist **Flagged**

School Grade

Teacher Status

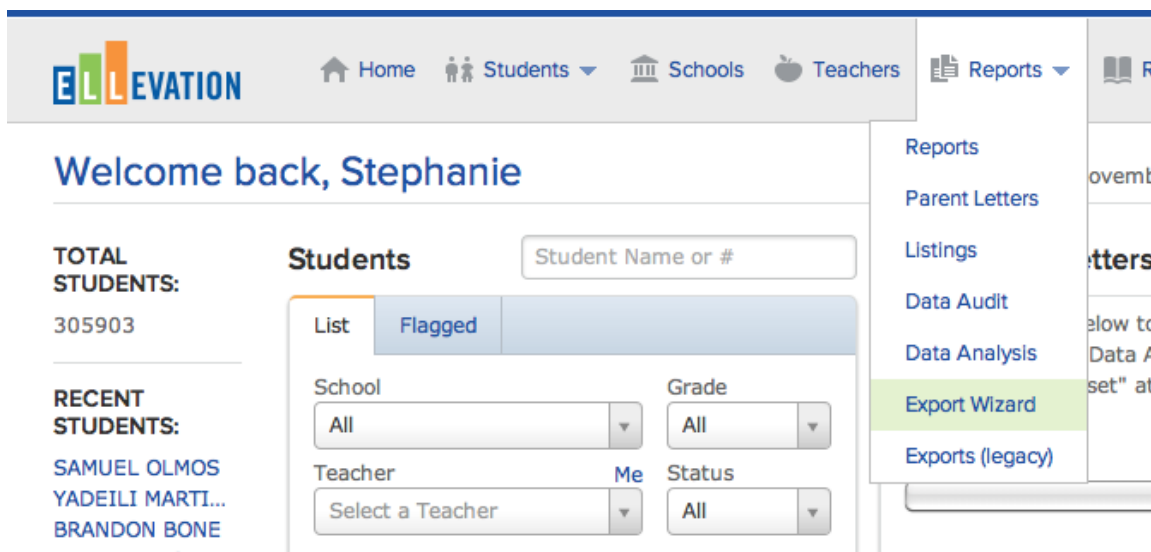
Reports And Letters

Use the options below to select a report, letter, listing, or data printing. Click "Reset" to clear filters.

Select a Report

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Step 3: Scroll down to the Export Wizard tab

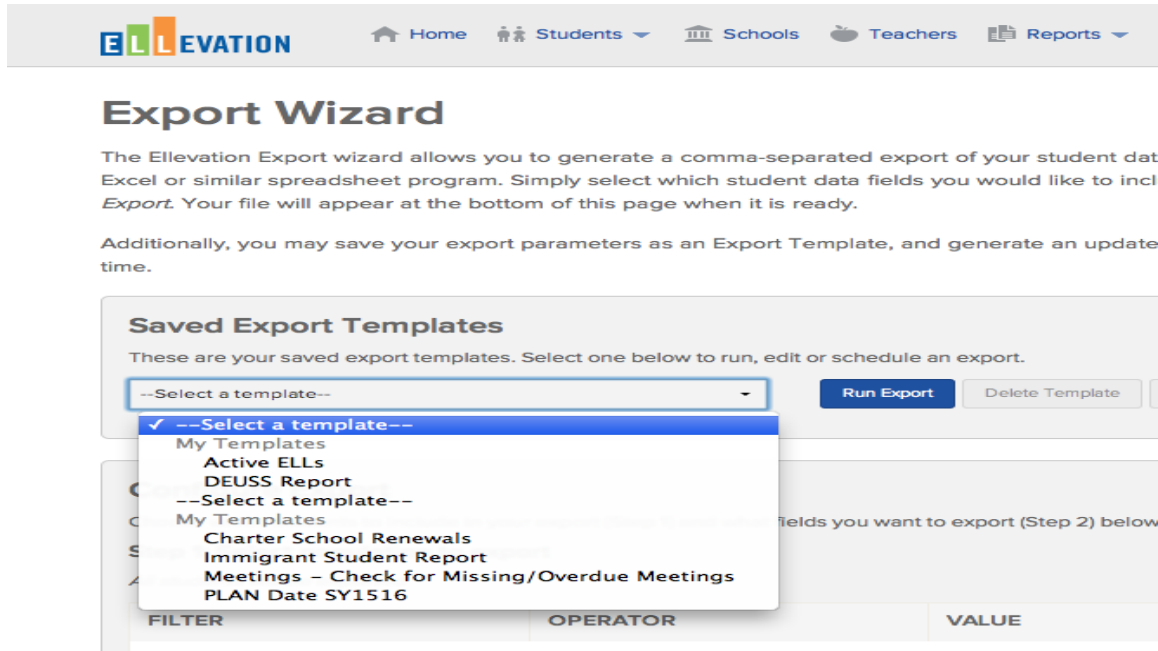


The screenshot shows the ELlevation dashboard. The top navigation bar includes Home, Students, Schools, Teachers, and Reports. The Reports dropdown menu is open, showing options like Reports, Parent Letters, Listings, Data Audit, Data Analysis, **Export Wizard** (highlighted), and Exports (legacy). On the left, a sidebar shows 'TOTAL STUDENTS: 305903' and 'RECENT STUDENTS' with names like SAMUEL OLMOS and YADEILI MARTI. The main content area is titled 'Students' and includes a search bar for 'Student Name or #'. Below this are filters for School (All), Grade (All), Teacher (Select a Teacher), and Status (All).

Step 4: Select Immigrant students Report or Active ELLs Report

The Immigrant Student Report will identify all students whom are qualify as Immigrants

The Active ELLs Report will identify all Active ELLs at your school location



The screenshot shows the 'Export Wizard' page. It explains that the wizard allows generating a comma-separated export of student data for Excel or similar spreadsheet programs. Below this, there's a section for 'Saved Export Templates' with a dropdown menu to select a template. The dropdown menu is open, showing a list of templates: 'My Templates', 'Active ELLs', 'DEUSS Report', 'Charter School Renewals', 'Immigrant Student Report', 'Meetings - Check for Missing/Overdue Meetings', and 'PLAN Date SY1516'. The 'Active ELLs' template is selected. To the right of the dropdown are buttons for 'Run Export' and 'Delete Template'.

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Step 5: Run Export

✓ Your export request has been added to the queue. Please check your [Recent File Requests](#) area to retrieve your export when it is ready.

Saved Export Templates

These are your saved export templates. Select one below to run, edit or schedule an export.

Immigrant Student Report

Run Export

Delete Template

Modify Template

- **Creator:** Chavez, Celina
- **Description:** Run this report to identify if the students coded as Y or N in the IM field on the A03 panel are correctly identified.
- **Scheduled:** – ([edit schedule](#))

Step 6: Once you run the report, save onto your desktop.

	A	B	C	D	E	F	G	H	I	J	K
	Last Name	Middle Name	First Name	School Name	School LEA Co	Test ID #	Student #	Birthday	Immigrant	Date Entered US Schools	
1	ABADES		ANDREA	Cypress Bay H	3623	615120137	615120137	3/30/99	Yes	3/4/15	
2	ABASTO VALLI	FERNANDO	MARTIN	Cypress Bay H	3623	612095482	612095482	3/3/97	No	1/23/12	
3	ABILAHOU	MIGUEL	LUIS	Cypress Bay H	3623	615099732	615099732	10/31/97	Yes	1/5/15	
4	ACEVEDO		ALEJANDRO	Cypress Bay H	3623	604167460	769242802X	2/8/99	No	8/16/04	
5	ACOSTA	EUGENIO	FRANCISCO	Cypress Bay H	3623	610083767	610083767	6/3/98	No	12/4/09	
6	ACOSTA	FERNANDA	MARIA	Cypress Bay H	3623	610083745	610083745	10/11/00	No	12/4/09	
7	ACOSTA		MARIANA	Cypress Bay H	3623	607050791	607050791	12/21/00	No	8/14/06	
8	ACUNA		CHRISTOPHER	Cypress Bay H	3623	613048081	613048081	2/12/00	Yes	8/15/10	
9	ADAMKOVIC		ADAM	Cypress Bay H	3623	614134675	1300533904	7/19/98	No	8/18/03	
10	AGUADO MAN	ALEJANDRA	FABIANA	Cypress Bay H	3623	616087529	616087529	8/18/00	Yes	9/30/15	
11	AGUAYO	RAUL	CARLOS	Cypress Bay H	3623	606149806	606149806	11/12/00	No	8/14/06	
12	AGUIAR	VALENTINA	VALERIA	Cypress Bay H	3623	607105211	607105211	6/5/00	No	1/16/07	
13	AGUILAR	M	ALEXANDRA	Cypress Bay H	3623	604129500	769329940X	5/12/99	No	9/11/03	
14	AGUILAR ROS	PAOLA	ANA	Cypress Bay H	3623	615076642	615076642	7/12/99	Yes	9/9/14	
15	AGUILAR	MARIA	CARLA	Cypress Bay H	3623	604140454	604140454	4/22/99	No	8/16/04	
16	AGUILAR	M	ISABEL	Cypress Bay H	3623	606046850	606046850	12/28/99	No	8/8/05	
17	AGUILAR	CAROLINA	JEMILETH	Cypress Bay H	3623	616097163	616097163	11/12/97	No	8/25/03	
18	AIKMAN	ROMAINE	RASHAUN	Cypress Bay H	3623	614033705	614033705	6/13/00	Yes	8/19/13	
19	ALEGRIA	AUGUSTO	DOMINGO	Cypress Bay H	3623	605012612	605012612	9/21/98	No	8/16/04	
20	ALESSO	FONSECA	JULIANA	Cypress Bay H	3623	606122989	606122989	6/10/98	No	2/21/06	
21	ALFONSO VAR F		DANIEL	Cypress Bay H	3623	612093099	612093099	1/23/01	No	1/18/12	
22	ALFONZO	A	VICTOR	Cypress Bay H	3623	608025413	608025413	7/2/01	No	8/20/07	
23	ALI		AZHAR	Cypress Bay H	3623	607133415	607133415	2/5/00	No	5/2/07	
24	ALIREZAEI		DAVID	Cypress Bay H	3623	615015646	1300444731	9/12/00	No	8/18/06	
25	ALIZO		ALAI	Cypress Bay H	3623	613070910	613070910	10/17/00	No	8/21/06	
26	ALIZO DOGUE	ENRIQUE	MIGUEL	Cypress Bay H	3623	607128688	607128688	7/28/97	No	4/12/07	
27	ALLES	LYNN	SAMANTHA	Cypress Bay H	3623	605112057	605112057	9/23/99	No	8/8/05	
28	ALLURU		SNEHA	Cypress Bay H	3623	611140503	611140503	7/5/00	No	8/22/11	
29	ALMEIDA	ALEJANDRA	ANGELICA	Cypress Bay H	3623	616021106	616021106	12/20/00	Yes	8/24/15	
30	ALMEIDA	G	ARTHUR	Cypress Bay H	3623	614112211	614112211	6/19/00	Yes	3/4/14	
31	ALMEIDA	G	GABRIEL	Cypress Bay H	3623	614111076	614111076	8/12/98	Yes	3/5/14	
32	ALMOND		DAYNA	Cypress Bay H	3623	601031500	601031500	2/28/96	No	8/27/01	
33	ALONSO ROTH E		MARIA	Cypress Bay H	3623	606031507	606031507	11/10/98	No	8/8/05	
34	ALONSO		NICOLAS	Cypress Bay H	3623	610083314	610083314	9/1/00	No	12/3/09	
35	ALONZO	ALEJANDRO	JESUS	Cypress Bay H	3623	616010551	616010551	3/22/00	Yes	8/24/15	
36	ALTIMAYER-MENEZES		FLAVIA	Cypress Bay H	3623	612087264	612087264	12/12/00	No	1/3/12	
37	ALTUNA		EMILIO	Cypress Bay H	3623	606030647	606030647	9/4/98	No	8/8/05	
38	ALVARENGA	FELICIA	ALEXANDRA	Cypress Bay H	3623	615059624	615059624	5/21/00	Yes	8/19/14	
39	ALVARENGA	ANDRES	RONALD	Cypress Bay H	3623	615015243	615015243	8/30/97	Yes	8/18/14	
40	ALVAREZ MOR JOSE		CARLOS	Cypress Bay H	3623	614070820	614070820	6/17/00	Yes	9/9/13	
41	ALVAREZ	CRISTINA	IRENE	Cypress Bay H	3623	612086626	482492809X	5/11/99	Yes	12/18/12	

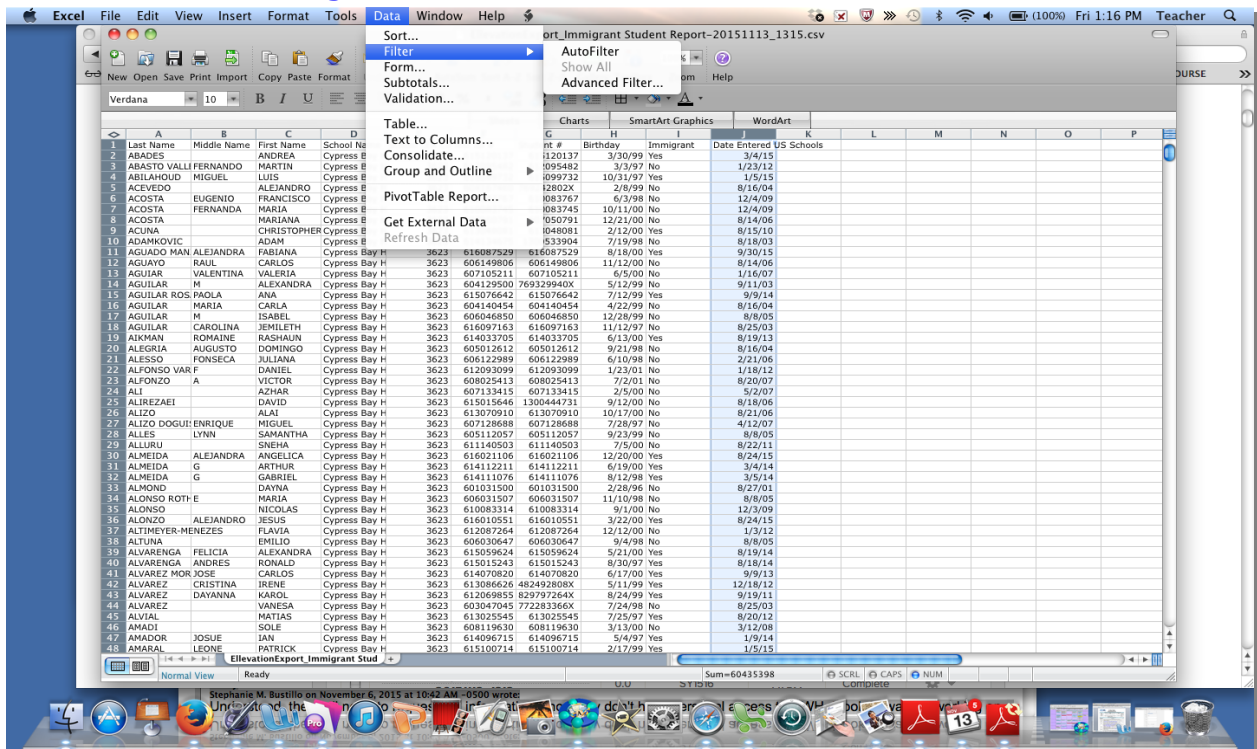
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For the Immigrant Report ONLY

Step 7: Filter Report

This can be completed by:

- Highlighting the row
- Selecting Data tab then selecting filter.
- Once filtered, filter by ascending.
- Any student who's DEUSS date is within the last 3 years qualifies as an Immigrant student.



Please Note: If once filtered the students Immigrant Row has a "No", this information is incorrect in TERMS and needs to be changed in TERMS on the (A03) panel. Below you will find an example from TERMS.

PANEL: A03. DEMOGRAPHICS YEAR: 16

STDT: KEY: TYPE:

LAST	APP	FIRST	MIDDLE	AKA	FORMER
RESNBR	DR	STREET	TYPE	APT/BLDG	CITY
ST	ZIP+4	RES	CY		
FL	06				

GEN RACE: E W B A I P DOB BIRTH PLACE VER A PHONE

ENT DATE SCHL GR AS-SCHL CL W/D DATE PR SSN EXTRNL NBR ALIAS NBR

000000000

ELL LAN PAR MG CO LG SRVY LC IM DT US SCHL EN:DS-SCHL PRIOR: DIST STATE CNTRY

ZZ EN EN 00000000

C R MC MA EX MFS BC STDT TC AV PD 30D DP B WR PUB:M P B E C ORIG

3 3 Z Z Z Z Z Y Y N N N

PF1=HELP 3=EXIT 4=PROMPT 7=BKWD 8=FWD 9=NXT PAGE 12= ESCAPE

Please type key elements. TERML: QPADEV