





Direct Certification Reports Guidance School Year SY 17-18

To access the Direct Certification System please go the following email and enter your credentials <https://eui.ped.state.nm.us/sites/DirectCert/default.aspx> . If you do not have credentials please contact Data Coordinator Marvin Trujillo at marvinn.trujillo@state.nm.us or IT Application Developer Kristiana.Fernandez@state.nm.us .

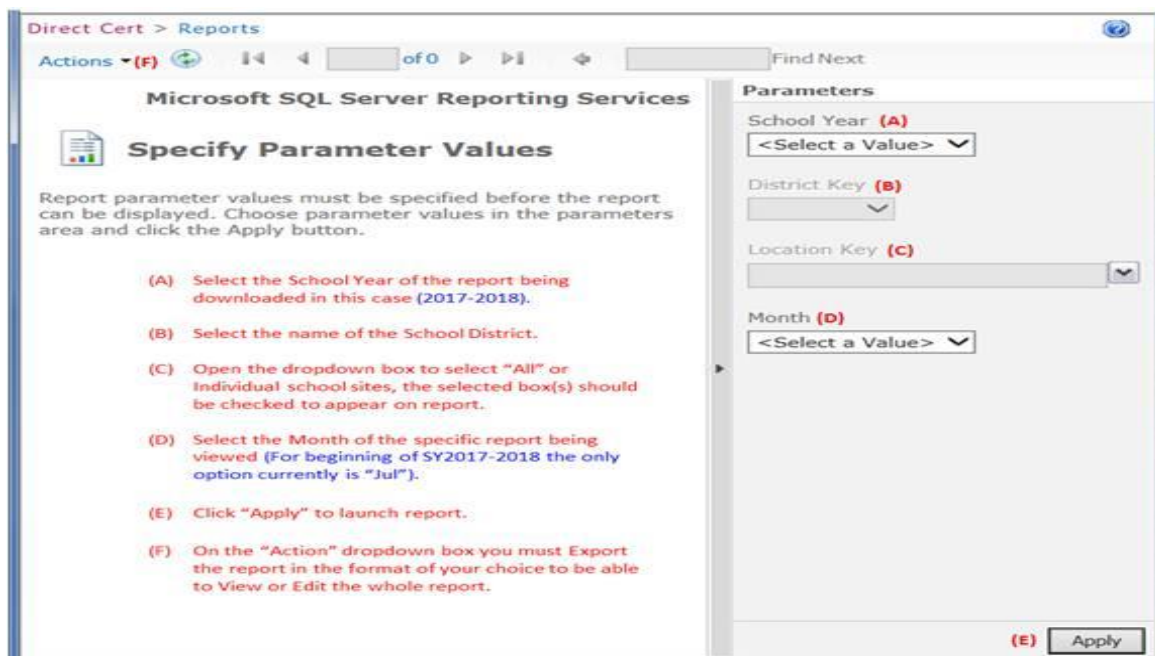
The Direct Certification Reports that are available in the Direct Certification system consist of the following:

<input type="checkbox"/> Type	Name
	Direct Cert - Match List - Detail - District Reported Students
	Direct Cert - Match List - Detail - Monthly
	Direct Cert - Match List - Detail - Snapshot
	Direct Cert - Zip Code Files - Monthly

Option 1: Direct Cert - Match List - Detail – Monthly

The Direct Cert - Match List - Detail - Monthly” report can be used to find the new HSD student matches for the month selected matched with student data reported in STARS. This will have students that may have graduated or left the school or district which you will disregard. You can find SNAP student matches for students that remain in your district for SY 17-18.

In this report you will have the options to select the parameter dropdown options of School Year (A.2017-2018), District Key (B. Name of your District), Location Key (C. You may “Select All” or “Individual School sites”) and select the Month (D. July through current).



Direct Cert > Reports

Actions (F) Find Next

Microsoft SQL Server Reporting Services

Specify Parameter Values

Report parameter values must be specified before the report can be displayed. Choose parameter values in the parameters area and click the Apply button.

- (A) Select the School Year of the report being downloaded in this case (2017-2018).
- (B) Select the name of the School District.
- (C) Open the dropdown box to select “All” or Individual school sites, the selected box(s) should be checked to appear on report.
- (D) Select the Month of the specific report being viewed (For beginning of SY2017-2018 the only option currently is “Jul”).
- (E) Click “Apply” to launch report.
- (F) On the “Action” dropdown box you must Export the report in the format of your choice to be able to View or Edit the whole report.

Parameters

School Year (A)
<Select a Value>

District Key (B)
[Dropdown]

Location Key (C)
[Dropdown]

Month (D)
<Select a Value>

(E) Apply

Option 2: Direct Cert - Match List - Detail - Snapshot

The “Direct Cert - Match List - Detail – Snapshot” report will have data that may have been reported by your district for the K-3 special reporting period of July 15 and HSD July Data. This report will show all of your new Pre-k and Kindergarten students if your district reported out this data. If your district did not report student data for this time frame you will not yield any results from the report.

In this report you will have the options to select the parameter dropdown options of School Year (A.2017-2018), District Key (B. Name of your District), Location Key (C. You may “Select All” or “Individual School sites”), Month- (D. July through current) and Snapshot Date-(E. For SY 2017-2018 default is “2017-07-15 – YEARLONG” for prior years select Snapshots which is applicable to the SFA).

The screenshot shows the 'Specify Parameter Values' dialog box for the 'Direct Cert > Reports' report. The dialog is titled 'Microsoft SQL Server Reporting Services' and 'Specify Parameter Values'. It contains a list of instructions (A-G) and a 'Parameters' section with dropdown menus for 'School Year (A)', 'District Key (B)', 'Location Key (C)', 'Months (D)', and 'Snapshot Date (E)'. An 'Apply' button is located at the bottom right.

Direct Cert > Reports

Actions (G) Find Next

Microsoft SQL Server Reporting Services

Specify Parameter Values

Report parameter values must be specified before the report can be displayed. Choose parameter values in the parameters area and click the Apply button.

- (A) Select the School Year of the report being downloaded in this case (2017-2018).
- (B) Select the name of the School District.
- (C) Open the dropdown box to select “All” or Individual school sites, the selected box(s) should be checked to appear on report.
- (D) Select the Month of the specific report being viewed
- (E) You may select from several Snapshots e.g. 40Day, 80Dday or 120Dday (For beginning of SY2017-2018 the only option currently is “2017-07-15 - YEARLONG”).
- (F) Click “Apply” to launch report.
- (G) On the “Action” dropdown box you must Export the report in the format of your choice to be able to View or Edit the whole report.

Parameters

School Year (A)
<Select a Value>

District Key (B)

Location Key (C)

Months (D)

Snapshot Date (E)

(F) Apply

Option 3: Direct Certification- Zip Code Monthly Files- Monthly

This report will allow you to search for students by Name , Zip Code, and student ID number. Utilize this report when you cannot find the matched student based off option 1 or 2.

In this report you will have the options to select the parameter dropdown options of School Year (A.2017-2018), Month (B. July), Zip Codes (C. Zip Code/Codes associated with the student you are searching for or your SFA)

The screenshot shows the 'Specify Parameter Values' page in Microsoft SQL Server Reporting Services. The page title is 'Microsoft SQL Server Reporting Services' and the sub-title is 'Specify Parameter Values'. A navigation bar at the top includes 'Actions (E)', a refresh icon, and a 'Find Next' button. The main content area contains instructions: 'Report parameter values must be specified before the report can be displayed. Choose parameter values in the parameters area and click the Apply button.' Below this are five numbered instructions (A-E) in red text. On the right side, there is a 'Parameters' section with three dropdown menus: 'School Year (A)' with '<Select a Value>', 'Month (B)', and 'ZipCodes (C)'. At the bottom right, there is an 'Apply' button with a red '(D)' label next to it.

Direct Cert > Reports

Actions (E) Find Next

Microsoft SQL Server Reporting Services

Specify Parameter Values

Report parameter values must be specified before the report can be displayed. Choose parameter values in the parameters area and click the Apply button.

- (A) Select the School Year of the report being downloaded in this case (2017-2018).
- (B) Select the Month of the specific report being viewed (For beginning of SY2017-2018 the only option currently is "Jul").
- (C) Selected Zip Code box(s) must be checked to appear on report.
- (D) Click "Apply" to launch report.
- (E) On the "Action" dropdown box you must Export the report in the format of your choice to be able to View or Edit the whole report.

Parameters

School Year (A)
<Select a Value>

Month (B)

ZipCodes (C)

(D) Apply

Option 4: Direct Cert. – Match List- Detail- District Reported Students (SFA upload NEW student data to the Direct Certification System and then Matched to month List by HSD)

If you wish to upload your new student data to the DC system please contact Kristina Fernandez and she will assist you with this process and get your student data matched with the appropriate month/months.