samegoal

Report Settings

Report settings

Before you run a report, you'll need to specify the parameters. The configurable settings vary by report being run, but common report settings include:

- **LEAs:** Choose to run the report across multiple LEAs. By default, only your current LEA will be selected. When a report is run across multiple LEAs, there will be a column in the report to specify which LEA the information was returned from. This setting is available to users on the PRO edition of SameGoal with linked accounts that have report access.
    - Tip Only run reports for multiple districts if there is a valid, educational reason to do so. If you are unsure if you should run a multi-domain report, we recommend that you do not run the report.
- **Document Status:** Decide whether you want to return complete documents, incomplete documents, or both. This is determined based on the status of the document as of the date the report is being run.
- **Building:** If you have access to multiple buildings, choose whether you want to run the report for all students or only students in a specific set of buildings. By default, all active buildings will be selected. If multiple LEAs are selected, building settings will be disabled and the report will run over all buildings you have access to.
- **Effective Date:** Run the report based on the date the document is considered effective. A document is effective between its start and end dates. A document will be returned if the effective date is after the start date and before the end date. Reports can be run for future or historical effective dates. By default, the report will return documents that are effective as of the day the report is run.
- **Meeting Date:** Provide a date or a range of dates to return documents based on the meeting date. Reports can be run for future or historical meeting dates.
- **District Enrollment:** Run the report based on student enrollment status. Reports include pre-enrolled and enrolled (active) students by default.

- **Program Enrollment:** Run the report based on student participation status for the given program. Reports include students who are participating or are under eligibility review for the given program by default.