# *Special*Services

# *Running Reports*

For more detailed instructions on running reports and using the StudentInformation ANALYTICS HUB, see the **ProgressBook Reporting Analytics Hub Guide.**

**1** The **Dashboard** screen displays your 3 most recently run reports. To run a report, click the report name.

*Note*: If you want to run additional reports, click **More reports** to open the StudentInformation Analytics Hub in a new window or tab.

The **Filters** area display on the bottom of the screen.

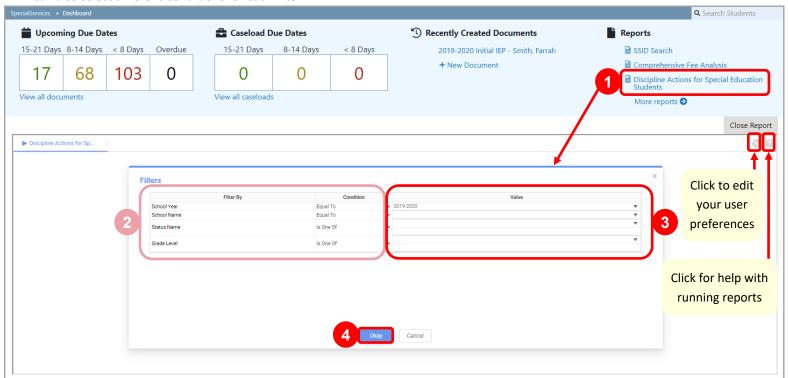**2** (Optional) Select different filters to narrow the result set. You can also select different **Conditions** for each filter.

**3** Select the value(s) for each filter.

*Note*: It is recommended that you select values in a top-down sequential order.

**4** Click **Okay**.

The report displays.



Click to edit your user preferences

Click for help with running reports

*see reverse side for more information*

**5** (Optional) Click the post-filter pane icon to further narrow down the result set.

**6** (Optional) Export the report to a PDF, Excel file, RTF (Word file), or CSV file.

The exported file is automatically downloaded to your computer.



Enter numbers or keywords to search for specific data

**Discipline for Special Education Students**

| School | Student Number | Last Name | First Name | Grade Level | Status | Disability | EMIS Effective Date | Disciplinary Action Type | Disciplinary Action Duration | Disciplinary Start Date | Disciplinary End Date |
|---|---|---|---|---|---|---|---|---|---|---|---|
| TXHS | 1401135 | Anderson | Samson | 10 | A | 10 | 07/01/2019 12:00 AM | In school suspension | 1.00 | 02/24/2020 12:00 AM | 02/24/2020 12:00 AM |
| TXHS | 1401163 | Ballard | Samir | 10 | A | 10 | 07/01/2019 12:00 AM | In school suspension | 1.00 | 02/24/2020 12:00 AM | 02/24/2020 12:00 AM |
| TXHS | 1401121 | Battle | Steven | 10 | A | 10 | 07/01/2019 12:00 AM | In school suspension | 1.00 | 02/24/2020 12:00 AM | 02/24/2020 12:00 AM |
| TXHS | 1401172 | Baxter | Sally | 10 | A | 10 | 07/01/2019 12:00 AM | In school suspension | 1.00 | 02/24/2020 12:00 AM | 02/24/2020 12:00 AM |
| TXHS | 1401179 | Boyer | Skeet | 10 | A | 10 | 07/01/2019 12:00 AM | In school suspension | 1.00 | 02/24/2020 12:00 AM | 02/24/2020 12:00 AM |
| TXHS | 1401170 | Bradford | Siryn | 10 | A | 10 | 07/01/2019 12:00 AM | In school suspension | 1.00 | 02/24/2020 12:00 AM | 02/24/2020 12:00 AM |
| TXHS | 1401151 | Brewer | Simeon | 10 | A | 10 | 07/01/2019 12:00 AM | In school suspension | 1.00 | 02/24/2020 12:00 AM | 02/24/2020 12:00 AM |
| TXHS | 1401146 | Carroll | Salene | 10 | A | 10 | 07/01/2019 12:00 AM | In school suspension | 1.00 | 02/24/2020 12:00 AM | 02/24/2020 12:00 AM |
| TXHS | 1401167 | Collier | Sophia | 10 | A | 10 | 07/01/2019 12:00 AM | In school suspension | 1.00 | 02/24/2020 12:00 AM | 02/24/2020 12:00 AM |
| TXHS | 1401138 | Cook | Stewart | 10 | A | 10 | 07/01/2019 12:00 AM | In school suspension | 1.00 | 02/24/2020 12:00 AM | 02/24/2020 12:00 AM |
| TXHS | 1401134 | Cooke | Silas | 10 | A | 10 | 07/01/2019 12:00 AM | In school suspension | 1.00 | 02/24/2020 12:00 AM | 02/24/2020 12:00 AM |
| TXHS | 1401128 | Craft | Selena | 10 | A | 10 | 07/01/2019 12:00 AM | In school suspension | 1.00 | 02/24/2020 12:00 AM | 02/24/2020 12:00 AM |
| TXHS | 1401150 | Dean | Sheridan | 10 | A | 10 | 07/01/2019 12:00 AM | In school suspension | 1.00 | 02/24/2020 12:00 AM | 02/24/2020 12:00 AM |
| TXHS | 1401133 | Dejesus | Sarina | 10 | A | 10 | 07/01/2019 12:00 AM | In school suspension | 1.00 | 02/24/2020 12:00 AM | 02/24/2020 12:00 AM |
| TXHS | 1401124 | Dunlap | Shakar | 10 | A | 10 | 07/01/2019 12:00 AM | In school suspension | 1.00 | 02/24/2020 12:00 AM | 02/24/2020 12:00 AM |
| TXHS | 1401169 | Espinoza | Samantha | 10 | A | 10 | 07/01/2019 12:00 AM | In school suspension | 1.00 | 02/24/2020 12:00 AM | 02/24/2020 12:00 AM |
| TXHS | 1401125 | Fulton | Salisbury | 10 | A | 10 | 07/01/2019 12:00 AM | In school suspension | 1.00 | 02/24/2020 12:00 AM | 02/24/2020 12:00 AM |
| TXHS | 1401142 | Gibson | Shaelyn | 10 | A | 10 | 07/01/2019 12:00 | In school | 1.00 | 02/24/2020 12:00 | 02/24/2020 12:00 |

Close Report

▶ Discipline Actions for Sp...

Export PDF ▼

Find...

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