

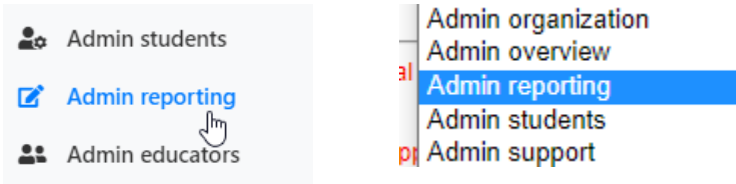
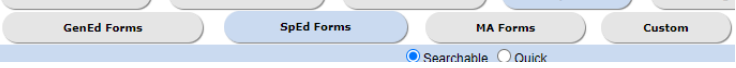
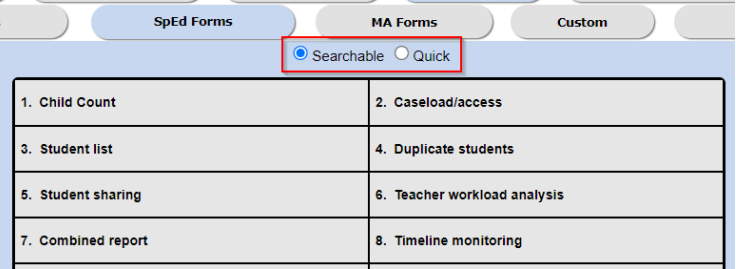
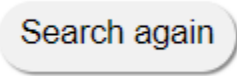
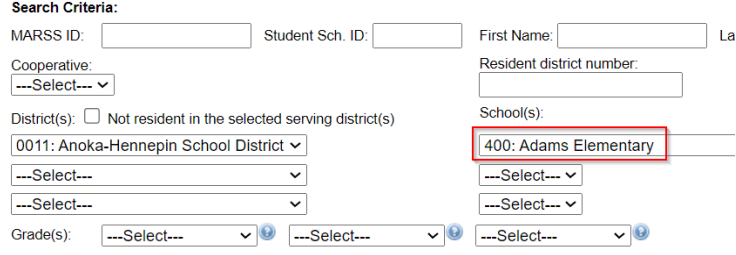
Searching for All of Your Special Education Students in SpEd Forms

We are learning more and more each day about the reports that are run in SpEd Forms. Some of them are really intuitive, some less so. We've also discovered that sometimes our definition of what an active special education student is doesn't necessarily match what SpEd Forms is.

Consequently, for this one, I ask that you run a couple of reports to get your list of Special Ed students and please give me (Bill Underwood) feedback on what the benefits and drawbacks of each report might be.

There is also [some basic information](#) about running reports you should know about, if you are hoping to get these reports in a Google Sheets format or an Excel format.

Combined Report

To access the Combined Report, click on Admin reporting. On the menu bar on the left (2.0) or in the menu drop-down on the top right (1.0)	 2.0 1.0
When you first go to Admin reporting, you will likely be brought to the SpEd Forms tab. But notice you can also run reports for GenEd Forms, MA Forms and Custom reports. Lots to explore!	
You'll also notice that you can run Searchable or Quick reports under each of those tabs. The Combined Report is a Searchable report. Click on 7. Combined Report to get started.	
If you're not immediately presented with a page where you can enter search parameters, click on Search again	
Near the top, you'll want to make sure that you select your school. Below that, you will see all sorts of other criteria that you could search by, but if you're trying to get all of your special education students, you'll want to just filter by the school.	

Created: 8/9/2023

Updated:

Closer to the bottom, you'll see all sorts of check boxes and radio buttons that you can use to help filter out kids. I would recommend checking Active SpEd and IEP.

Other criteria: ☒ Active SpEd ☐ Active GenEd ☐ Inactive ☐ Special Transport ☐ Child Specific Para ☐ IEP

Service plan: ☒ IEP ☐ IIIP ☐ IFSP ☐ ISP ☐ Initial plan ☐ 504 ☐ MTSS ☐ Behavior plan

Show start date from:

Once you have chosen your selection criteria, hit Search (near the bottom)

Search

The report will come back giving you quite a bit of information about the student. However, this isn't a really great format to look at it all in. You can download it instead to be opened in Excel or Google Sheets.

Search again

119 students found. Serving District = 0011: Anoka-Hennepin School District and School = Adams Elementary and Shum active SpEd students and Service plan = IEP [\[Save to file\]](#)

ID#	NAME	PLAN MGR	GR	BIRTH DATE	PRIM DISC	SEC DISC	ES	SD	RD	INST SET	PLAN MEETING	PLAN FWN	SSD	PLAN DUE	EVAL DUE	PLAN	PLAN TYPE	
					01		2	0011	0011	01	07/13/2023	07/18/2023	09/05/2023	07/13/2024	07/13/2026	IEP	INITIAL	Edit
					11		4	0011	0011	03	01/05/2023	01/20/2023	02/03/2023	01/05/2024	12/17/2024	IEP	ANNUAL	Edit
					03		4	0011	0011	03	11/21/2022	12/06/2022	12/20/2022	11/21/2023	12/01/2024	IEP	ANNUAL	Edit
					12		4	0011	0011	41	02/03/2023	06/01/2023	03/03/2023	02/03/2024	09/09/2024	IEP	ANNUAL	Edit

To download the report after it is run, you can click on Save to File (in very small blue letters near the top left of the screen)

NOTE: If this report is ordered when printing.

58 Student(s) Found [Serving District](#)
plan = IEP [\[Save to File\]](#)
District

Depending on how you have your computer set up, one of 2 things will happen.

- 1) The file will automatically download to the spot where your computer saves downloads (typically your Downloads folder)
- OR
- 2) You will get a prompt to save the file and you'll get to choose where to save it.

Either way, the file will be saved as a .csv file. This stands for Comma Separated Values. It can be opened in Google Sheets or Excel. Directions for opening the file are below.

File name:

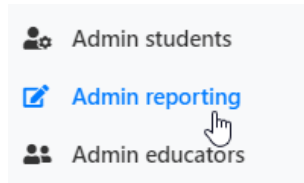
Save as type:

[Hide Folders](#) [Save](#) [Cancel](#)

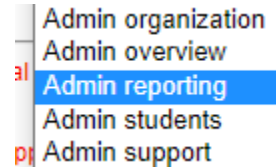
Child Count Report

When I ran my test, this report ended up showing the exact same students as the report above, just different information. However, my reports have not been extensive, so if you see a discrepancy between this report and the one above, please let me (Bill Underwood) know.

To access the Combined Report, click on Admin reporting. On the menu bar on the left (2.0) or in the menu drop-down on the top right (1.0)

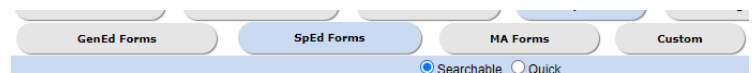


2.0



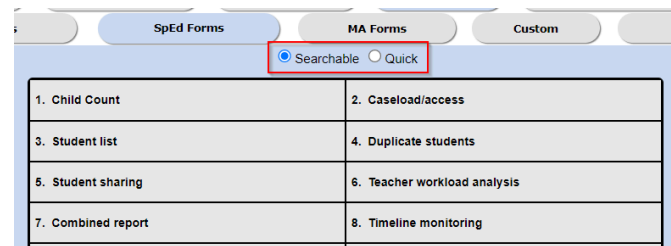
1.0

When you first go to Admin reporting, you will likely be brought to the SpEd Forms tab. But notice you can also run reports for GenEd Forms, MA Forms and Custom reports. Lots to explore!



You'll also notice that you can run Searchable or Quick reports under each of those tabs.

The Child Count Report is a Searchable report. Click on 1. Combined Report to get started.



Near the top, you'll want to make sure that you select your school. Below that, you will see all sorts of other criteria that you could search by, but if you're trying to get all of your special education students, you'll want to just filter by the school.

Search Criteria:

MARSS ID: Student Sch. ID: First Name: La

Cooperative:

District(s): ☐ Not resident in the selected serving district(s)

0011: Anoka-Hennepin School District

400: Adams Elementary

Grade(s):

Closer to the bottom, you'll see all sorts of check boxes and radio buttons that you can use to help filter out kids. I would recommend checking Active SpEd and IEP.

Other criteria: ☒ Active SpEd ☐ Active GenEd ☐ Inactive ☐

☐ Special Transport ☐ Child Specific Para ☐

Service plan: ☒ IEP ☐ IIP ☐ IFSP ☐ ISP ☐ Initial pla

☐ 504 ☐ MTSS ☐ Behavior plan

Show start date from:

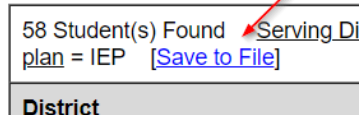
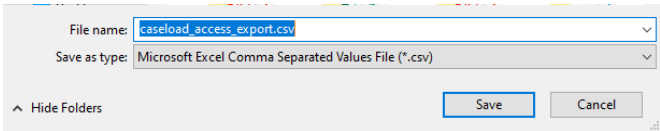
The report will come back giving you quite a bit of information about the student. However, this isn't a really great format to look at it all in. You can download it instead to be opened in Excel or Google Sheets.

119 Student(s) Found Serving District = 0011: Anoka-Hennepin School District and School = Adams Elementary and Show active SpEd students and Service plan = IEP [Save](#)

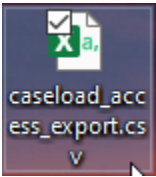
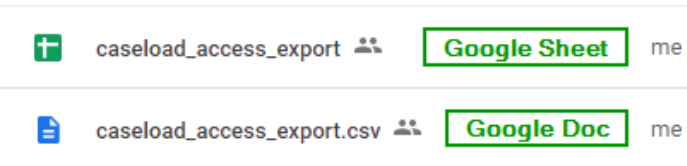
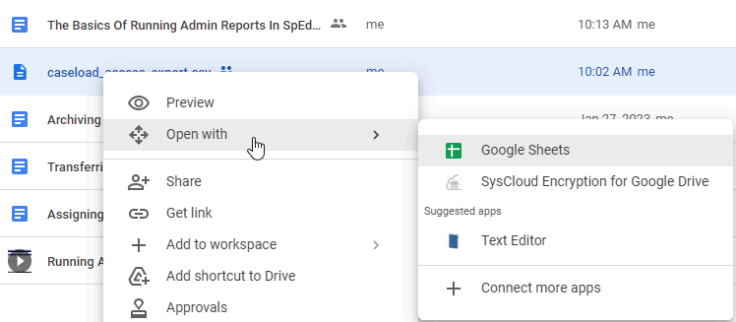
NAME	ID#	LSID	BIRTH DATE	GR	PD	RD	PRN DIS	SEC DIS	INST SET	MEETING DATE	IEP MGR	SSD	SED	TRA CAT
				EC	0011	0011	01	01	01	07/13/2023	Digatono, Gina			
				02	0011	0011	11	03	03	01/05/2023	Barrett, Nicholas			03
				03	0011	0011	03	03	03	11/21/2022	Walters, Angela			03
				HK	0011	0011	12	41	41	02/03/2023	Walters, Angela			06

Created: 8/9/2023

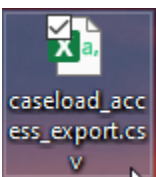
Updated:

To download the report after it is run, you can click on Save to File (in very small blue letters near the top left of the screen)	NOTE: If this report is ordered when printing. 
Depending on how you have your computer set up, one of 2 things will happen. 1)The file will automatically download to the spot where your computer saves downloads (typically your Downloads folder) OR 2) You will get a prompt to save the file and you'll get to choose where to save it. Either way, the file will be saved as a .csv file. This stands for Comma Separated Values. It can be opened in Google Sheets or Excel. Directions for opening the file are below.	

Opening Downloaded Reports with Google Sheets

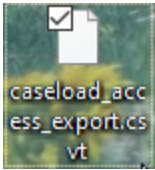
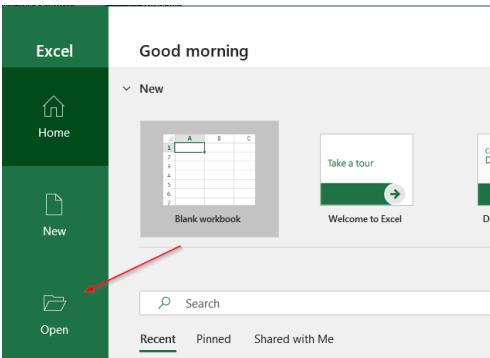
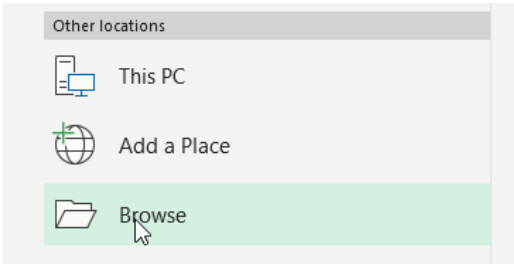
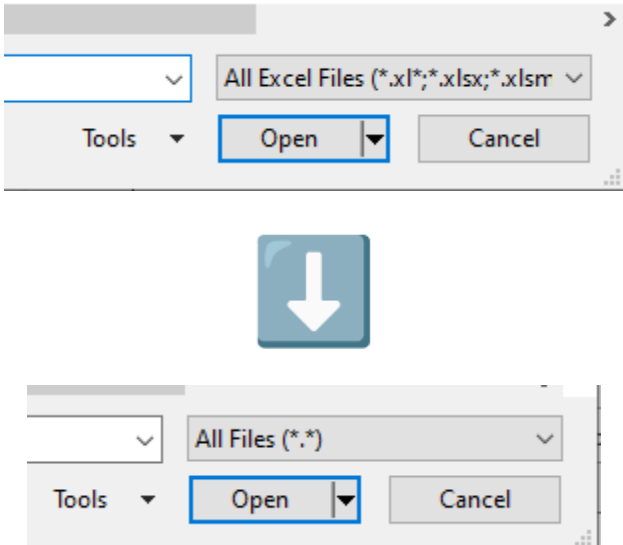
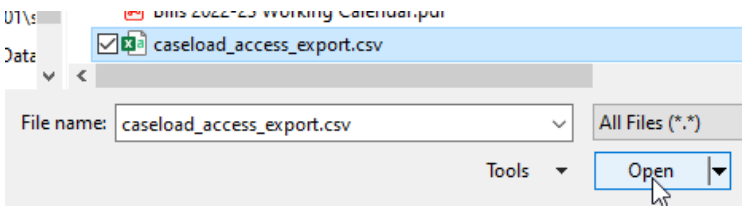
After you've downloaded the report from SpEd forms, you can quickly and easily import it into Google Drive. First, you need to find the document. Then navigate to the folder in Google Drive that you want to move the report to.	
Once you've found the file and opened the correct folder in Google Drive, you can simply drag and drop the file into that folder. What happens next will depend on your Google Drive settings. If you have NOT turned on Convert uploads in your Google Drive settings, then the report will show up as a Google Doc (the bottom blue icon shown to the right) If you do have Convert uploads turned on, then the report will automatically be converted to a Google Sheet.	
If your file imported as a Google Doc and you want to convert it to a Google Sheet, then right click on the Google Doc icon then select Open with and Google Sheets. This will cause a second copy of the file in Google Sheets format. My recommendation would then be to delete the Google Docs version so you don't get cluttered and confused.	

Opening Downloaded Reports with Microsoft Excel (desktop version)

After you've downloaded the report from SpEd forms, the steps you take next depend on how you have your computer set up. You can see in the icon on the right, my file actually has the Excel icon on it. This is because I've taught my computer to open up .csv files with Microsoft Excel. If your icon looks like the one to the right, you can likely just double-click on the file and it will open in Excel.	
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Created: 8/9/2023

Updated:

If you haven't taught your computer to open up .csv files in Excel, then the icon will likely look like a text icon and will naturally open in a text editor. If your icon looks like this, then the easiest way to get it to open in Excel is to open Excel first.	
Once Excel opens, then you're going to want to navigate to Open.	
Then you will need to Browse for the file.	
By default, Excel will only look for Excel files. You'll need to change this by clicking on All Excel Files and changing it to All Files.	
Then you'll be able to find your .csv file and click on Open to open it in Excel. My recommendation at this point would be to immediately do a Save As and save it as an Excel document so it is simpler to access and you can do more powerful things with it.	

Created: 8/9/2023

Updated:

FAQs