

HOW TO PULL LEP FAILURE REPORTS FROM TEAMS

- Log-In to TEAMS
- Go to My Report Profiles
- Select Student
- Select Grading
- Select Student Failure Listing

The screenshot shows the 'Position Report Profile' interface with the 'Student Failure Listing' section selected. The left sidebar shows a tree view with 'Student Failure Listing' expanded. The main area contains a form for configuring the report. Annotations with arrows point to specific fields:

- Select your campus:** Points to the 'Campus' dropdown menu, which is set to 'Alamo Elementary'.
- Enter date you are printing:** Points to the 'Enrollment Date' field, set to '09-28-2015'.
- First Date of Six Weeks:** Points to the 'Begin Drop Date' field, set to '08-24-2015'.
- Last Date of Six Weeks:** Points to the 'End Drop Date' field, set to '10-02-2015'.
- Select Grading Period:** Points to the 'Grade Type' dropdown menu, which is set to '1st 6 Weeks'.
- Select LEP Indicator:** Points to the 'Special Program' dropdown menu, which is set to 'LEP Indicator'.
- Select M1/ M2/ LEP –select all 3 by holding shift:** Points to the 'Special Program Values' dropdown menu, which has 'Exited from LEP status-Monitored 1 (M1)', 'Exited from LEP status-Monitored 2 (M2)', and 'Identified as LEP' selected.
- Fill in 69:** Points to the 'Highest Failing' field, which is set to '69'.

Additional fields in the form include:

- Fiscal Year: 2016
- Calendar ID: Traditional
- Grade Level (Select Grade Level or ALL): ALL
- Include Only: Yes
- Scheduled Courses?: Yes
- Special Program (Select Program or NONE): LEP Indicator
- Special Program Values: Exited from LEP status-Monitored 1 (M1), Exited from LEP status-Monitored 2 (M2), Identified as LEP
- Suppress Blank Grades?: Yes
- Suppress I and NG Grades?: Yes
- Sort Order: Alpha By Grade Level
- Page Break: None

At the bottom, there are buttons for 'Request Report' and 'Add', and a 'Profile Name' field.

In Elem. Grades we say yes to suppress because we normally don't issue I or NG;
In Secondary grades, you may need the information –if so then say no to suppress