

**Running the Extract:**

• From the Main Menu, select **Data Warehouse | Events**



Click the **Process Events** button to take you to the options window.



Verify the School Year as **2017-2018**.



Select the appropriate Student ID field to use if your district does not use the Student ID field as the SMS (Student Management System) Student ID. Most districts use the ClearTrack Student ID, but change if needed.

• If your district needs to report on Indicator 11 or Indicator 12, click on the appropriate check box. If not, leave both blank and just the Non-public students (Event CSENP) will be generated.

• Check the appropriate boxes for Verification reports. ClearTrack verification reports print similar information to what will be listed in the browser. It includes 3 Verification Reports (verification by section, by name and an exclusion report). NOTE: The verification reports will include events that are exported and that are not exported. Look at the Record Exported column to see if the actual event record is being sent to the DW or an error/warning is causing it not to be reported. Remember future meetings will not be sent until on or after the date and the meeting must be closed. August 31 is used to calculate meeting timelines in this scenario.

When the Events data is final, then the user should select the option to print the corresponding New York State VR Reports (VR-11, VR-12, VR-14). These are the reports the user can compare with SED’s VR reports. Remember with this data, NOT all data printed on our VR reports may match SEDs. For example our VR reports will print ethnicity data stored in ClearTrack however; your local student management system sends this data to SED through SIRS.

If set up under Schedule reports, the extract may be sent to a designated site. Check with your ClearTrack support on these options.

• Click the **Create Export** button. **Make sure to recreate your export if you have made changes to students.**

• The Report Status window will display the Export File and the appropriate verification reports selected to be included. Click to view/print the reports or close and return to the browser to verify. Do not download the extract until the data has been verified. Return to the Events browser to verify data.



Close Report Status to review the data before downloading the extract. The screen below will display. Click **Refresh Browse** to make sure the latest process is displaying.



Edit pencils will take users to appropriate screens to update data, if necessary. Changing the data will not change the extract. Users must Process Events for the changes take place. Event types ending in 01, 03, or 04 takes users to the Meeting Summary screen and 02 takes users to the Demographics screen. Click return to DW Events when done.

• Click the icon to see a Student Summary of the student. This will provide valuable information on the students Demographic, Exiting, Meeting, and Service information. This is helpful for troubleshooting without having to go to the individual screens.

