

## STUD78 - Student Cohort Verification Report

The STUD78 (Student Cohort Verification report) pulls cohort information for students enrolled in your school. All items on this report are pre-integrity.

**Note:** Select a **Fiscal Year** and **Local Education Agency** in the upper-right corner before running the report

The screenshot shows the top section of the STUD78 report interface. Callout 1 points to the 'Fiscal Year' dropdown menu set to 2019 and the 'Local Education Agency' dropdown menu set to 'Select an Option'. Callout 2 points to the 'View Report' button. Callout 3 points to a minus sign icon in the top right corner of the report header area.

**(1) Reporting Parameters:** Users must choose a School and Grade from the drop-down menus.

- The **Page Break between Schools** checkbox displays each school on a separate page. This is only applicable for LEAs with permissions to view submissions from multiple schools.
- The **Page Break between Grade Levels** checkbox displays each grade level on a separate page.

**(2) View Report:** Queries results (see Page 2).

**(3) Collapse:** To provide more room for viewing the report, the - button collapses the interface:

**(4) Expand:** Click the + icon of a collapsed report to expand the search interface.

**(5) PDF/CSV/Print:** Selecting **PDF** prompts to save or open the report as a PDF file. Selecting **CSV** prompts to save or open the report as an Excel document. Selecting **Print** displays the report in a print preview window. Click the printer icon to print the report as it appears on the screen.





◇ **Note:** Please refer to the [Exporting to CSV Instructions](#) for additional instruction on filtering results.

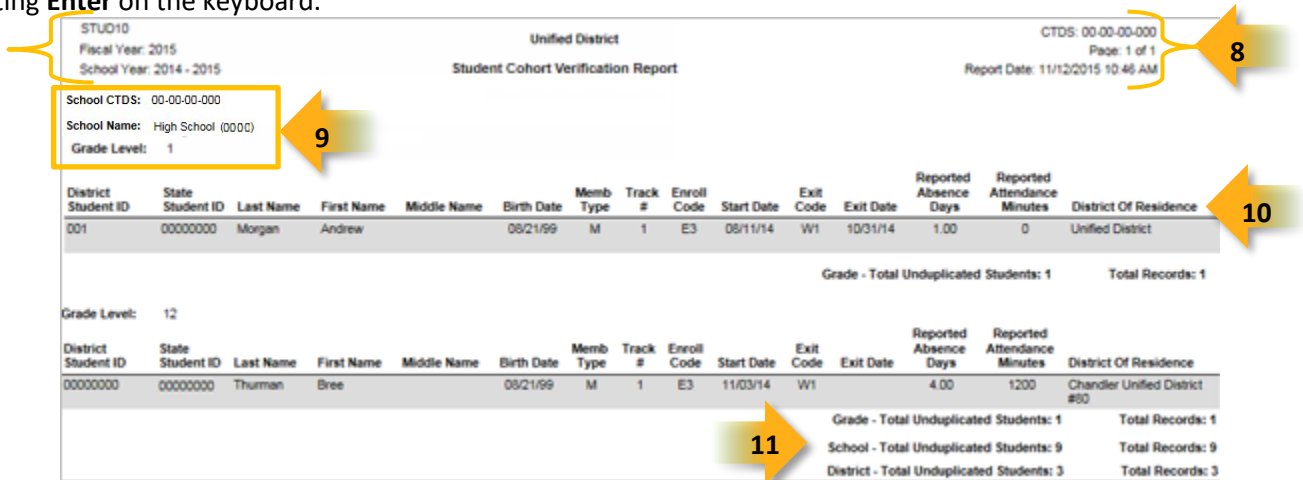
**(6) Search:** Type the name of entity, or part of a name, to quickly scan the report. Matches are highlighted blue. Click **Next** to find the next matching entry on the report.

The screenshot shows the collapsed report interface. Callout 4 points to a plus sign icon in the top right corner of the collapsed header. Callout 5 points to the 'PDF', 'CSV', and 'Print' buttons. Callout 6 points to the search input field. Callout 7 points to the 'Next' button.

# ADE Quick Reference Guides

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**(7) Navigation:** The  and  buttons move forward and backward, one page at a time. The  and  buttons move to the first and last page, respectively. A specific page number can be entered in the textbox, followed by hitting **Enter** on the keyboard.



The screenshot shows a report titled "Student Cohort Verification Report" for "Unified District". Callout 8 points to the header information: "STUD10", "Fiscal Year: 2015", "School Year: 2014 - 2015", "CTDS: 00-00-00-000", "Page: 1 of 1", and "Report Date: 11/12/2015 10:46 AM". Callout 9 points to the sub-header information: "School CTDS: 00-00-00-000", "School Name: High School (0000)", and "Grade Level: 1". Callout 10 points to the first table row for student Morgan Andrew. Callout 11 points to the summary totals at the bottom of the second table section.

District Student ID	State Student ID	Last Name	First Name	Middle Name	Birth Date	Memb Type	Track #	Enroll Code	Start Date	Exit Code	Exit Date	Reported Absence Days	Reported Attendance Minutes	District Of Residence
001	00000000	Morgan	Andrew		09/21/99	M	1	E3	06/11/14	W1	10/31/14	1.00	0	Unified District
Grade - Total Unduplicated Students: 1      Total Records: 1														
Grade Level: 12														
District Student ID	State Student ID	Last Name	First Name	Middle Name	Birth Date	Memb Type	Track #	Enroll Code	Start Date	Exit Code	Exit Date	Reported Absence Days	Reported Attendance Minutes	District Of Residence
00000000	00000000	Thurman	Bree		09/21/99	M	1	E3	11/03/14	W1		4.00	1200	Chandler Unified District #00
Grade - Total Unduplicated Students: 1      Total Records: 1														
School - Total Unduplicated Students: 9      Total Records: 9														
District - Total Unduplicated Students: 3      Total Records: 3														

**(8) Header:** The report name, fiscal year, and school year display on the top-left corner of each results page. The LEA name, Entity ID, and type of verification report display on the center of each results page. The CTDS number, page number, and date of the report display on the top-right corner of each results page.

**(9) Sub-Header:** The School CTDS, school name, school Entity ID, and grade level display above the information for each section (if changed). If the **Page Break between Schools** and/or **Grade Level** box is checked on the search interface, each section displays on a separate page.

**(10) Report Information:** The following information is listed per student. The results are broken down by grade, and if ran for multiple schools, by school as well.

- **District Student ID:** The identification number supplied by the LEA
- **State Student ID:** The unique identification number supplied by ADE
- **Last name, First Name, Middle Name** (if available), and **Birthdate**
- **Birth Date:** The date on which student was born
- **Enroll Code:** The enrollment code used to enroll the student
- **Start Date:** The date associated with the Enrollment Code
- **Exit Code:** The exit code used to withdraw the student, if applicable. With the exception of codes added in FY2016, these codes were used previously with SAIS
- **Exit Date:** The date associated with the Exit Code
- **Cohort:** The cohort year for the student

**(11) Totals:** Displays the total number of unduplicated students and total records submitted at the end of each section. A discrepancy in these numbers indicates a student was submitted multiple times. At the end of the report, additional totals for all unduplicated students and total records for that school are shown.