MEM10 - Shared Student Enrollment Report

The MEM10 Shared Student Enrollment Report shows all memberships for LEA-submitted students. This report can be filtered for either an entire fiscal year or overlapping concurrences

1. Select **Fiscal Year** and **Local Education Agency** in the upper-right corner before running the report.

2. **Reporting Parameters:** Users must choose a School from the drop-down menus.

   - Uncheck **Include Summer Withdrawals** to exclude summer withdrawals from your LEA results.

   - **Shared Enrollment Type**:

     Concurrent: Enrollments with overlapping dates.
     All: All enrollments for the school year.

3. **View Report:** Queries results.

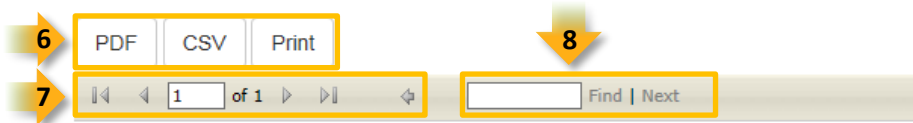4. **Collapse:** To provide more room for viewing the report, the **−** button collapses the interface.

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

6 | PDF | CSV | Print |

**7** | ◄◄ ◄ [1] of 1 ► ►► ⇦ | | **8** | [ ] Find | Next |

6. **Export Options:** Selecting Print displays the report in a print preview window; click the printer icon to print the report as it appears on the screen. Selecting CSV prompts to save or open the report as an Excel document. This allows sorting and filtering of results. Selecting PDF prompts to save or open the report as a PDF document.

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

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.

8. **Search:** Type the name of entity, or part of a name, to quickly scan the report. Matches are highlighted in blue.

MEM10		Mesa Unified District (4235)								CTDS: 07-02-04-000
Fiscal Year: 2020		Shared Student Enrollment Report								Page: 1 of 97
School Year: 2019 - 2020										Report Date: 02/20/2020 02:12 PM

School CTDS: 07-21-90-002
School Name: ACES-Tempe (87058)

State Student ID	Last Name	First Name	School	Entry Date	Exit Date	Entry Code	Exit Code	FTE	Other School	EL	SPED	Other Entry Date	Other Exit Date	Other LEA
			ACES-Tempe (87058)	08/21/19	08/26/19	E3	W1	1.00	ACES-Peoria (7408)	N	Y	09/05/19	12/02/19	Glendale Union High School District (4285)
			ACES-Tempe (87058)	08/26/19	05/29/20	E3	P	Multiple	Irving Elementary School (4920)	N	Y	08/06/19	08/23/19	Mesa Unified District (4235)
			ACES-Tempe (87058)	08/01/19	08/01/19	E1	S1		ACES-Peoria (7408)	N	Y	08/12/19	05/29/20	Glendale Union High School District (4285)

9. **Header:** Displays 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.

10. **Sub-Header:** The School CTDS, school name, and school Entity ID display above the information for each section. If the **Page Break between Schools** box is checked on the search interface, each section displays on a separate page.

11. **Report Information:** The following information is listed per student. The results are broken down by school. The results are the same for both **Shared Enrollment Types** (Concurrent and All).
   - **State Student ID:** The unique identification number supplied by ADE
   - **Last name** and **First Name**
   - **School:** Name of school for Main enrollment
   - **Entry Date:** The date the student started
   - **Exit Date:** The date the student withdrew
   - **Entry Code:** The entry code used when enrolling the student
   - **Exit Code:** The exit code used to withdraw the student
   - **FTE:** Indicates the full-time equivalency for the student during their enrollment (0.00, 0.25, 0.50, 0.75, or 1.00). If there is more than one FTE in a membership, then the value "Multiple" will be displayed.
   - **Other School:** Other School name
   - **EL:** Indicates whether the student has an EL Program participation for the current fiscal year (Y=Yes, N=No)
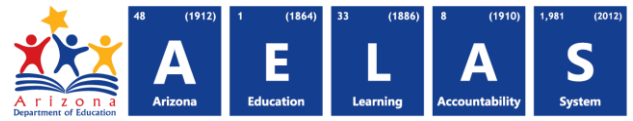
- **SPED:** Indicates whether the student has a SPED Program participation for the current fiscal year (Y=Yes, N=No)
- **Other Entry Date**: The date the student started at other school
- **Other Exit Date**: The date the student withdrew at other school
- **Other LEA**: Other LEAId