



Verify

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Only Sections for summer courses in Career and Technical Education (CTE), Dual Credit, College Preparatory English Language Arts, and College Preparatory Mathematics should be reported.

Create the following report in the applicable school year's data to verify Summer Course Completion Data.

Grade Reporting > Reports > Create Grade Reporting Report

☐ Under Demo 1 select the fields to include in the report. The following fields are recommended:

- Sch Yr
- Campus ID
- Student ID
- Last Name
- First Name

☐ Under **Prior Year/Transfer Courses** select the fields to include in the report. It is recommended that you include all fields.

□ Click **Create Report**.

- Once the report opens users can:

Sort/Filter

☐ Sort Criteria
☒ Filter Criteria

	Column	Operator	Value	Logical
☐	School Yr	=	2026	AND
☐	CRS Special Consider	=	R	OR
☐	CRS Special Consider	=	DR	OR
☐	CRS Special Consider	=	RD	

- ☐ Select **Sort/Filter**
- ☐ Select **Filter Criteria**
- ☐ Click **Add Criterion**
 - From the **Column** dropdown select **School Yr**. **NOTE:** Be sure to select **School Yr** and not **Sch Yr**.
 - From the **Operator** dropdown select “=”
 - In the **Value** field enter the year of the submission.
- ☐ Click **Add Criterion**
 - From the **Column** dropdown select “**CRS Special Consider**”
 - From the **Operator** dropdown select “=”
 - In the **Value** field enter “**R**”
- ☐ Click **Add Criterion**
 - From the Logical dropdown on the previous row select “**OR**”
 - From the **Column** dropdown select “**CRS Special Consider**”
 - From the **Operator** dropdown select “=”
 - In the **Value** field enter “**DR**”.
 - Add another criterion using the same settings and enter “**RD**” in the **Value** field.
- ☐ Click **OK**

Update