# Select Reporting Period

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# Select Reporting Period

The reporting period lookup displays all valid reporting periods for the selected campus in numeric order.

## Select a reporting period:

1. To search for a reporting period, begin typing the period in the **Search** field. The list is automatically filtered to display the periods that contain the characters you have typed.
2. When you locate the reporting period you want to retrieve, click the period. The lookup closes, and the parameter is populated with the selected reporting period.

Click **Cancel** to close the lookup without selecting a grade level.

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