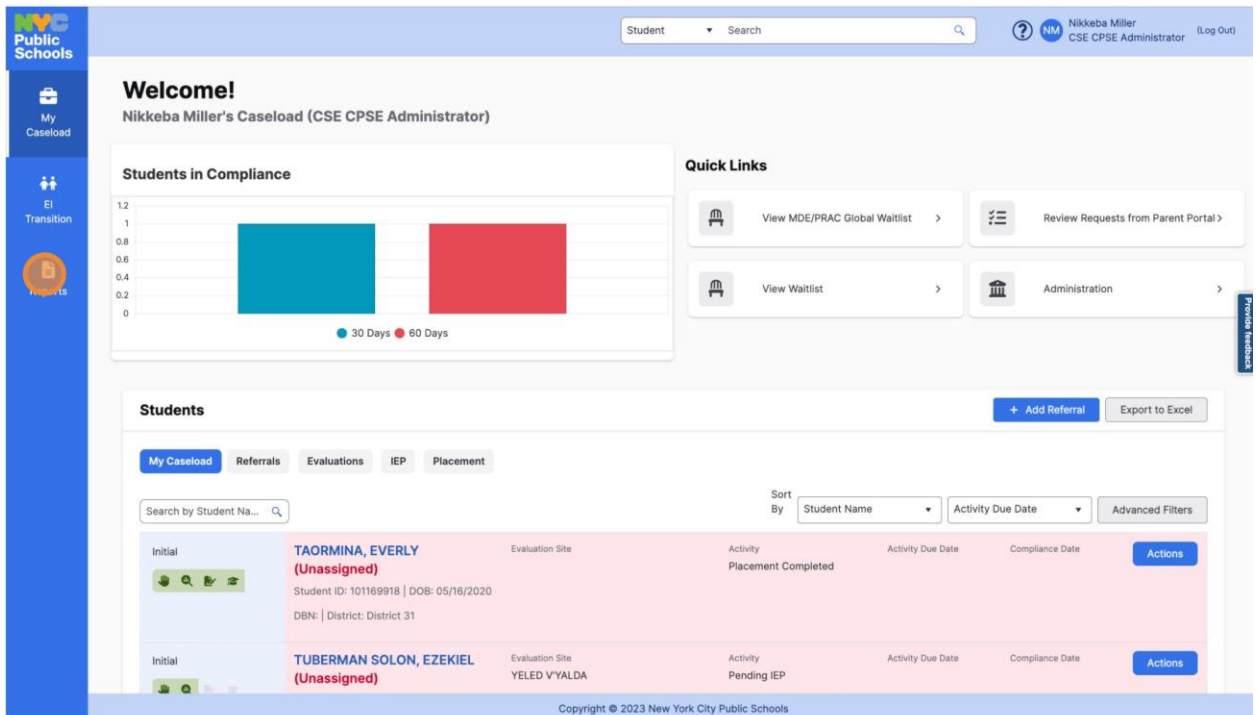


How to Access Reports

This guide instructs users on how to access Reports in ATLAS.

Note: Student data included in this reference guide is entirely fictional and has been created for training and support purposes only. Any resemblance to actual students is purely coincidental.

1. From the dashboard click on the **Reports** button on the blue vertical menu on the left side of the screen.



Tip: If the page doesn't load properly, you likely have a pop-up blocker enabled on your browser. Disable the pop-up blocker and reload the page.

- You will be directed to *Reports*. All reports are listed by category on the menu on the left. Below is an example of one of reports that may be available - in this instance, the *Early Intervention Document Transfer Operational Report* is shown.

The screenshot shows the 'Reports' page with the 'Early Intervention' category selected in the left sidebar. The main content area displays the 'Early Intervention Document Transfer Operational Report' with a table of student data. The table has the following columns: Row Number, Child Student ID, Child EI ID, Child First Name, Child Last Name, Child Date of Birth, Child Year of Birth, Child Home District, Child CSE / CPSE District, and Child District CS. The data is as follows:

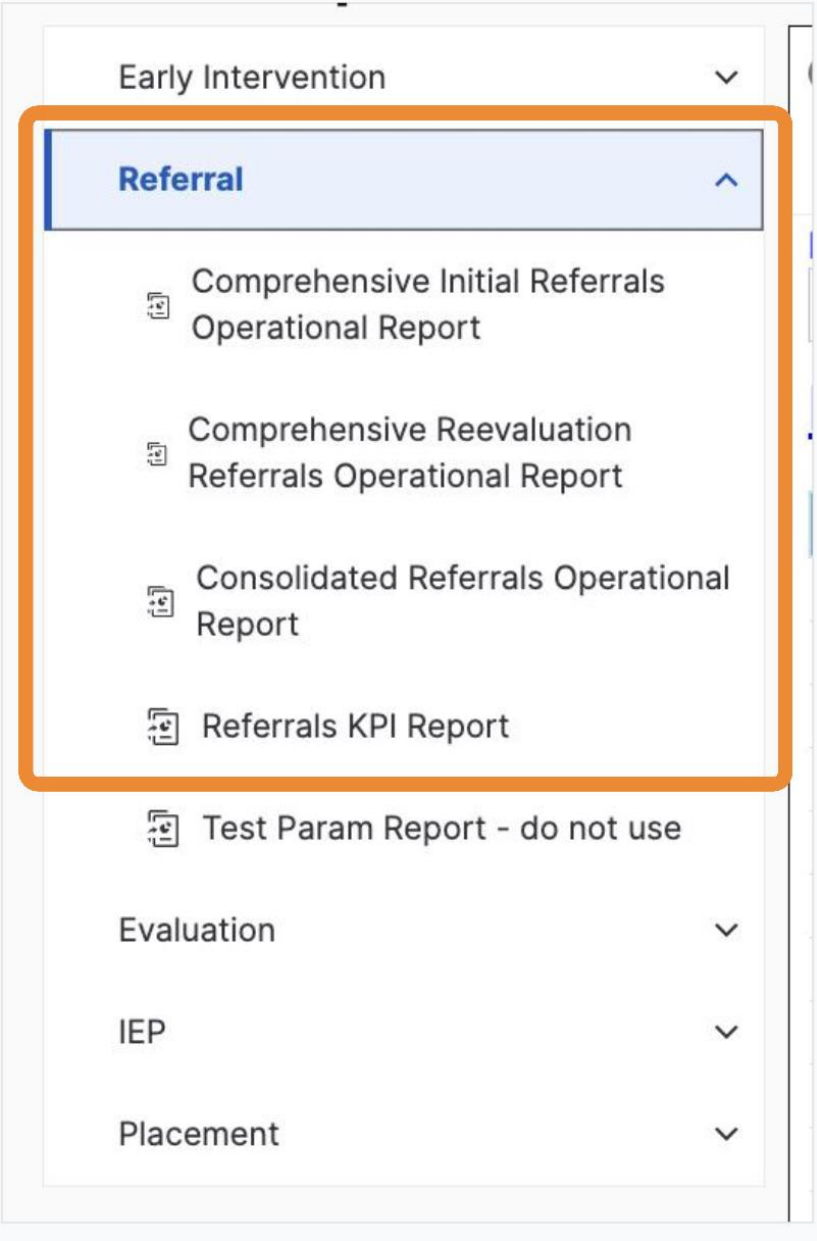
Row Number	Child Student ID	Child EI ID	Child First Name	Child Last Name	Child Date of Birth	Child Year of Birth	Child Home District	Child CSE / CPSE District	Child District CS
1	250103357	782861	A MIRACLE	PETTIS LIVINGST	11/25/2021	2021	District 08		02
2	250103357	930739	A MIRACLE	PETTIS LIVINGST	11/25/2021	2021	District 08		02
3	250162399	912674	AAHRON	CHAZAN	02/02/2022	2022	District 17		06
4		936969	Aalam	Zerbo	04/21/2022	2022	District 10		01
5		936969	Aalam	Zerbo	04/21/2022	2022	District 10		01
6		936969	Aalam	Zerbo	04/21/2022	2022	District 10		01
7		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
8		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
9		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
10		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
11		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
12		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
13		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
14		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
15		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
16		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
17		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
18		915847	Aamillah	Odtallah	05/09/2022	2022	District 31		10
19		915847	Aamillah	Odtallah	05/09/2022	2022	District 31		10
20	250137018	940172	AARON	MOREIRA	01/04/2022	2022	District 28		03

- Open each category by clicking on the down arrow to see the associated reports.

The screenshot shows the 'Reports' page with the 'Early Intervention' category expanded in the left sidebar, revealing sub-categories like 'Referral', 'Evaluation', 'IEP', and 'Placement'. The main content area displays the 'Early Intervention Document Transfer Operational Report' with a table of student data. The table has the following columns: Row Number, Child Student ID, Child EI ID, Child First Name, Child Last Name, Child Date of Birth, Child Year of Birth, Child Home District, Child CSE / CPSE District, and Child District CS. The data is as follows:

Row Number	Child Student ID	Child EI ID	Child First Name	Child Last Name	Child Date of Birth	Child Year of Birth	Child Home District	Child CSE / CPSE District	Child District CS
1	250103357	782861	A MIRACLE	PETTIS LIVINGST	11/25/2021	2021	District 08		02
2	250103357	930739	A MIRACLE	PETTIS LIVINGST	11/25/2021	2021	District 08		02
3	250162399	912674	AAHRON	CHAZAN	02/02/2022	2022	District 17		06
4		936969	Aalam	Zerbo	04/21/2022	2022	District 10		01
5		936969	Aalam	Zerbo	04/21/2022	2022	District 10		01
6		936969	Aalam	Zerbo	04/21/2022	2022	District 10		01
7		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
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9		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
10		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
11		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
12		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
13		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
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18		915847	Aamillah	Odtallah	05/09/2022	2022	District 31		10
19		915847	Aamillah	Odtallah	05/09/2022	2022	District 31		10
20	250137018	940172	AARON	MOREIRA	01/04/2022	2022	District 28		03

4. After you click the down arrow, you will be able to see all reports for that category.



- Click on the report title to display the report. The information will appear on the screen.

Early Intervention

 Edit
 HTML

El Case Is Active

Yes Filters

Early Intervention Document Transfer Operational Report

Row Number	Child Student ID	Child EI ID	Child First Name	Child Last Name	Child Date of Birth	Child Year of Birth	Child Home District	Child CSE / CPSE District	Child District CS
1	250103357	782861	A MIRACLE	PETTIS LIVINGST	11/25/2021	2021	District 08		02
2	250103357	930739	A MIRACLE	PETTIS LIVINGST	11/25/2021	2021	District 08		02
3	250162399	912674	AAHRON	CHAZAN	02/02/2022	2022	District 17		06
4		936969	Aalam	Zerbo	04/21/2022	2022	District 10		01
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19		915847	Aamillah	Odtallah	05/09/2022	2022	District 31		10
20	250137018	940172	AARON	MOREIRA	01/04/2022	2022	District 28		03

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