BIE Enrollment Summary

Last Modified on 10/22/2022 10:14 am CDT

Report Logic | Report Editor | Report Generation

Classic View: BIE Reports > BIE Enrollment Summary

Search Terms: Enrollment Summary

The **BIE Enrollment Summary** lists a breakdown of enrollments grouped by BIE School, BIE Grade, Gender, and Federal Race / Ethnicity. The report may be generated by BIE School, BIE Region, or ERC. Students flagged as "No Show" are not included in the report.

BIE Enrollment Summary Report

Report Logic

The BIE Enrollment Summary includes totals of students enrolled in selected schools based on an entered enrollment effective date.

Report Editor

The following information details the BIE Enrollment Summary.

Option	Description
Enrollment Effective Date *Required*	This required field is used to return actively enrolled students as of the entered date. It defaults to the current date but can be changed by selecting the calendar icon to the right of the field, or entering the date manually in MMDDYYYY format.
Which BIE Reporting Population would you like to generate this report on?	BIE Reporting Population options: • **BIE School** ○ All Schools *(default)* ○ List of individual schools • **BIE Regions** ○ ALL BIE School Types (Regions) *(default)* ○ BOS: Bureau Operated Schools ○ NBO: Navajo Bureau Operated Schools ○ NTC: Navajo Tribally Controlled Schools ○ TCS: Tribally Controlled Schools • **ERC** ○ All ERCs *(default)* ○ ABQBOS: Albuquerque (BOS) ○ ABQTCS: Albuquerque (TCS) ○ BELBOS: Belcourte (BOS) ○ BISTCS: Bismarck (TCS) ○ CHINAV: Chinle (NAV) ○ CRONAV: Crownpoint (NAV) ○ FLATCS: Flandreau (TCS) ○ KYLTCS: Kyle (TCS) ○ MINTCS: Minneapolis (TCS) ○ NASTCS: Nashville (TCS) ○ PHXBOS: Phoenix (BOS) ○ PINBOS: Pine Ridge (BOS) ○ SEATCS: Seattle (TCS) ○ SHINAV: Shiprock (NAV) ○ TUBNAV: Tuba City (NAV) ○ WINNAV: Window Rock (NAV) Only one option can be selected at any given time.
Which Schools would you like to include in the report?	This report can be generated for multiple schools in the chosen BIE Reporting Population or a single school. At least one School, Region, or ERC needs to be selected.

Option	Description

Which BIE Calendar Types would you like to include in the report?	At least one BIE Calendar Type must be selected in order to report student enrollment data.
	• BIE Calendar Types include:
	   ◦ 21: 21st Century
	   ◦ A: Alternative
	   ◦ B: Homebound
	   ◦ F: Face
	   ◦ H: Homeschool
	   ◦ I: Instructional
	   ◦ O: Other
	   ◦ R: Residential
	   ◦ S: Summer
	   ◦ X: Outside District

Which BIE student population would you like to include in the report?	The student populations include: • All Students • ISEP Students (Not PK) • Non-ISEP Students Only one option can be selected.
How would you like to format the report?	The report can be generated using the Original Format or the Tall Format. The **Original Format** will print race / ethnicities across the top of the report and grade levels vertically. This is the default option. The **Tall Format** will print the grade levels across the top of the report and the Race / Ethnicities vertically. • The report will print in portrait layout when there are eight or fewer grade levels for all schools included in the report. • The report will print in landscape layout when there are more than eight grade levels reported for any of the schools included in the report.
What types of enrollments would you like to include in the report?	Users can select to print only students who have a certain enrollment type chosen on their enrollment record. Enrollment records fall into three categories: • P: Primary • S: Partial • N: Special Ed Services All types can be chosen at one time for display on the report (this is the default selection). At least one enrollment type must be selected in order for the report to generate.

Option	Description
Report Options	The following can be selected when generating the BIE Student Enrollment Summary: • Include enrollments marked BIE Exclude. • Only print Race / Ethnicities in which there is at least one student with that designation. • Include Schools with 0 student counts on the Effective Date.
Report Format	Indicates how the report generates: • PDF (*default)* • DOCX • HTML • CSV
Generate Report	To display the results of the report immediately, click the **Generate Report** button. This is best if the selection criteria is small (one or two calendars, a short date range, a smaller student selection, etc.). To display the results of the report at a later time, click the **Submit to Batch** button. The Batch Queue tool is used by some districts /states to generate large, system-intense reports. This tool helps prevent report time-out errors and/or system performance issues. See the Batch Queue article for more information

Report Generation

1. Enter the **Enrollment Effective Date**.
2. Select the **BIE Reporting Population** to include on the report.
3. Select the **Schools** to include in the report.
4. Select the **Calendar Types** to include on the report.
5. Select the **BIE Student Population** to include on the report.
6. Select the desired format of the report (Original or Tall).
7. Select which types of **Enrollments** to include on the report.
8. Select which **Report Options** to include on the report.
9. Select the desired **Report Format**.
10. Click either the **Generate Report** or the **Submit to Batch** button.