



Guide to Using Summary Report Features to Generate District, ISD and State-Level Summary Reports

Many of our summary reports are now being released as Microsoft Excel Spreadsheets with the ability to select district, intermediate school district (ISD) or state-level summary reports. The following instructions illustrate the steps to obtain the desired report.

1. To view the data from a local education agency (LEA), public school academy (PSA), or ISD (personnel working for the ISD):
 - A. Select the district from the drop-down list in the district name box.
 - B. Select the "District" radio button.

	Code	Name
District:	82095	Livonia Public Schools (82095)
ISD:	82	Wayne RESA
Select a level to view:	<input checked="" type="radio"/> District	<input type="radio"/> ISD Total <input type="radio"/> State Total

2. To view the summary for all of the districts in the same ISD as the district selected in the district name box:
 - A. Select the "ISD Total" radio button.

	Code	Name
District:	82095	Livonia Public Schools (82095)
ISD:	82	Wayne RESA
Select a level to view:	<input type="radio"/> District	<input checked="" type="radio"/> ISD Total <input type="radio"/> State Total

3. To view the summary at the state level:
 - A. Select the "State Total" radio button.

	Code	Name
District:	82095	Livonia Public Schools (82095)
ISD:	82	Wayne RESA
Select a level to view:	<input type="radio"/> District	<input type="radio"/> ISD Total <input checked="" type="radio"/> State Total

NOTE: The district code, ISD code and ISD name will populate automatically. When printed, the instruction box will not appear on the report. The report title will indicate the appropriate level: district, ISD or state.