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.

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.

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

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.