

NYS Student Lite and Entry Exit - Level 0

****Please Note the Following****

1. You will need to know Withdraw Dates for all students withdrawn after the 1st Day of School. A Report has been created for all schools to assist in identifying those students
2. Each Withdrawn Student **MUST** have a Withdraw Reason listed
3. Each Student withdrawn after the 1st Day of School will need to have a Tracking Entry entered
4. Run your Student Lite and Entry Exit Reports and Save files to your desktop

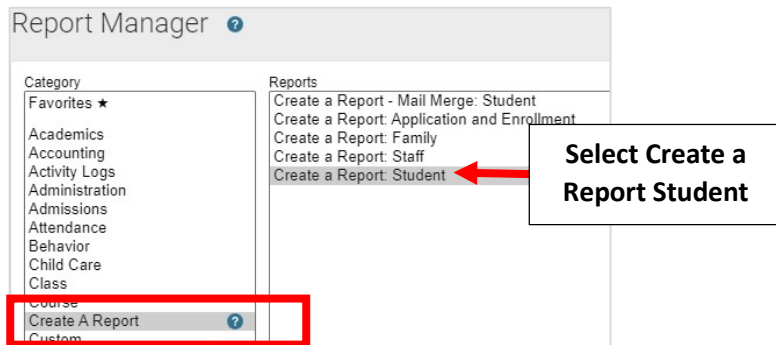
****Please Note: NY State Student Lite and NY State Entry Exit must be run Sequentially****

Step 1: Run "Student Withdrawals by Date" Report

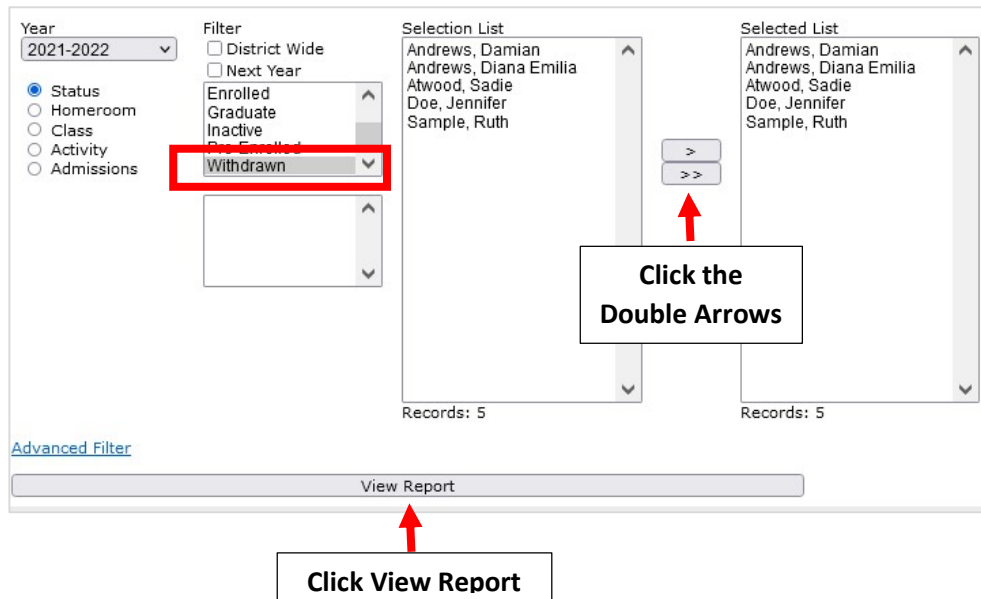
Once logged into FACTS please select **Report Manager**



Select Create a Report > Create a Report Student



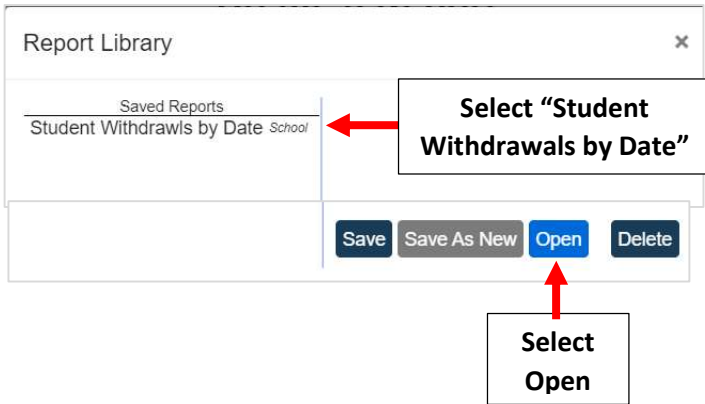
Select **Withdrawn** as Filter and Click the Double Arrows to move all Students to "Selected List" and Click **View Report**



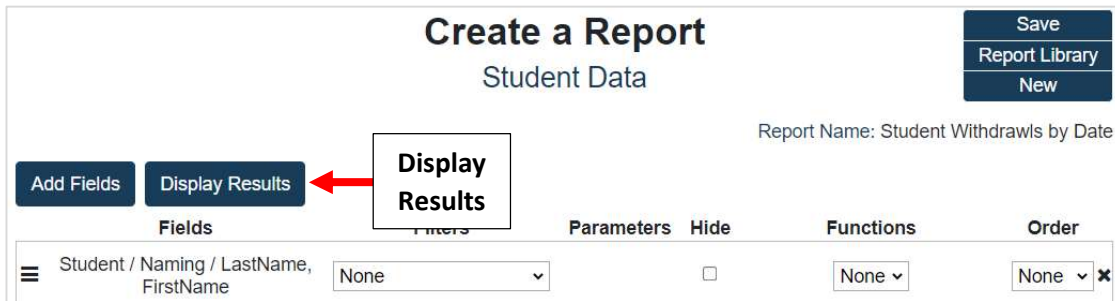
Select **“Report Library”** located in Right Corner of Screen



Select **“Student Withdrawals by Date”**



Select **Display Results**



Once Report Completes Select **“Export to Excel”**



An Excel Document will Open. Tracking Records will need to be Entered for Students Withdrawn **AFTER** the First Day of School.

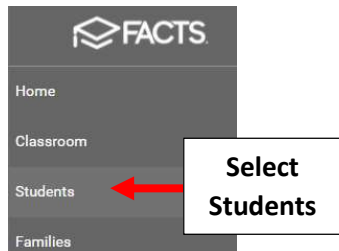
****Please Note: Missing Withdraw Reasons will need to be Updated****

LastName	FirstName	Status	Grade Level	Withdraw date	Withdraw reason	Enroll date
Doe, James		Withdrawn	2	11/08/2021	Moved	
Jones, Enily		Withdrawn	6	09/13/2021		
Smith, Patricia		Withdrawn	3	09/29/2021	Financial	
Tomas, Robert		Withdrawn	8	6/1/2021	Other	08/12/2020

Missing Withdraw Reasons Will Need to be Updated

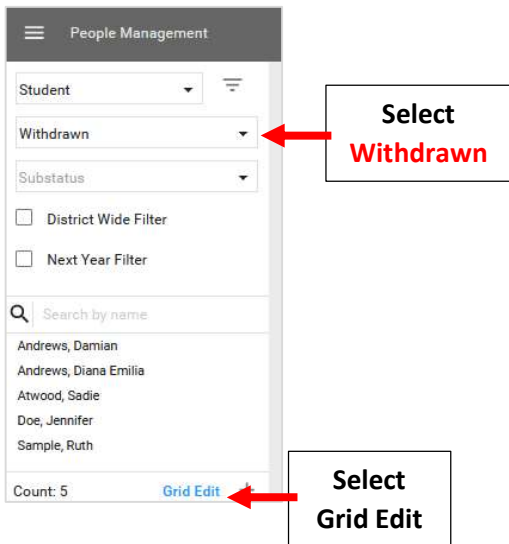
Step 2: Update Missing Withdraw Reason

Once logged into FACTS please select **Students** from the Left Side Menu

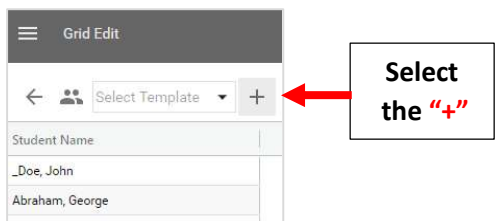


****Please Note: Save Often To **
Avoid Loss of Data Entered**

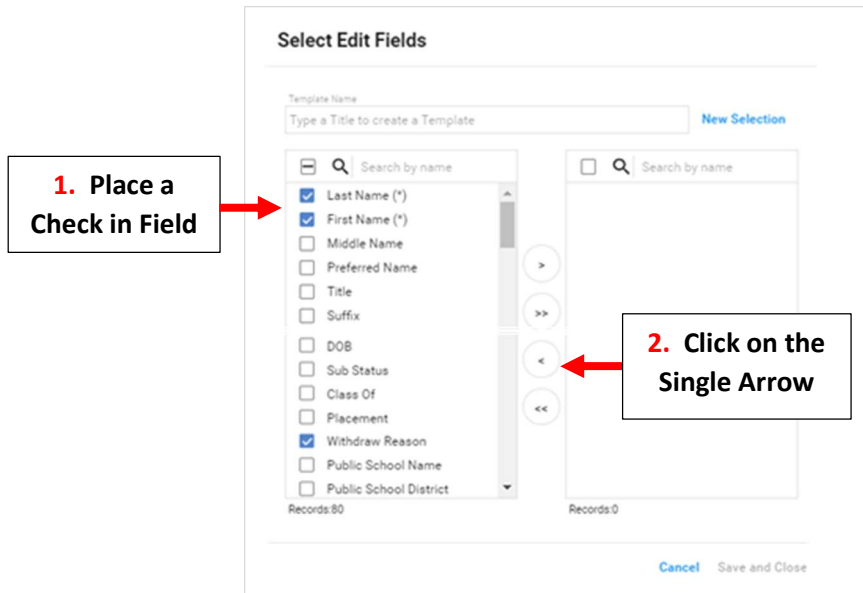
Select **Withdrawn** as the Student Status and Select **Grid Edit**



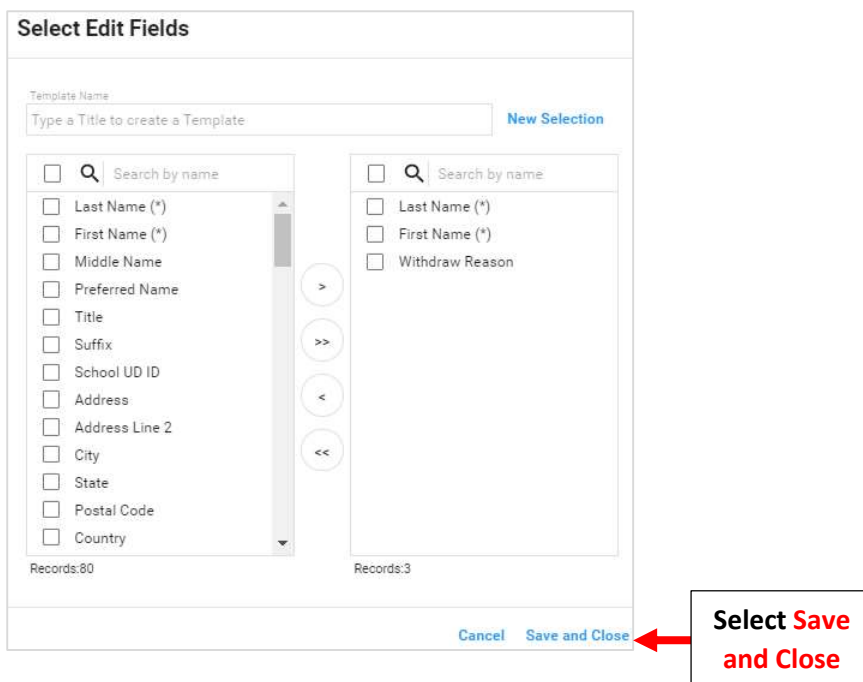
Select the **“+”**



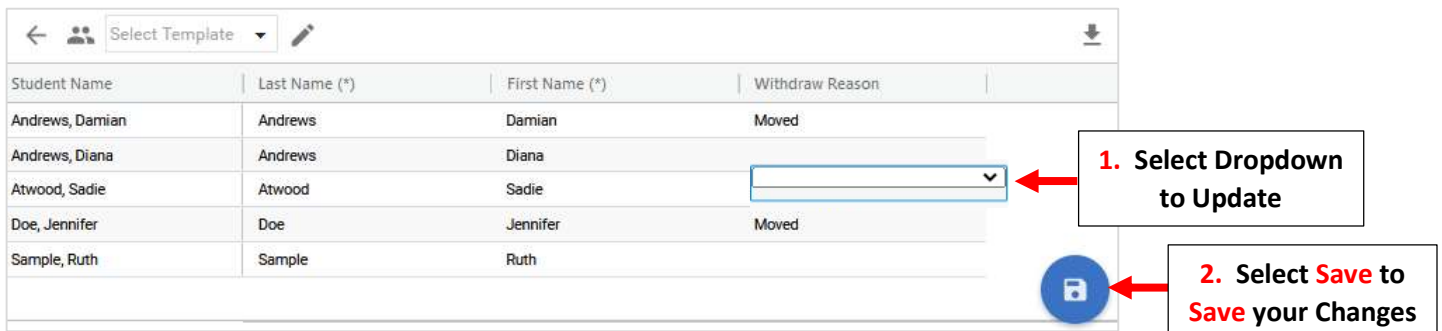
Place a Check in front of the Fields: **Last Name, First Name, Withdraw Reason** and and Click on the **Single Arrow** to move fields to the Right



Select **Save and Close**

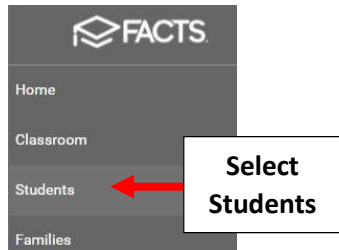


Select Dropdown to **Update Withdraw Reason**. Select **Save** to **Save** your Changes. If no Updates are Needed, s Continur on to Step 3: **Enter a Tracking Record**



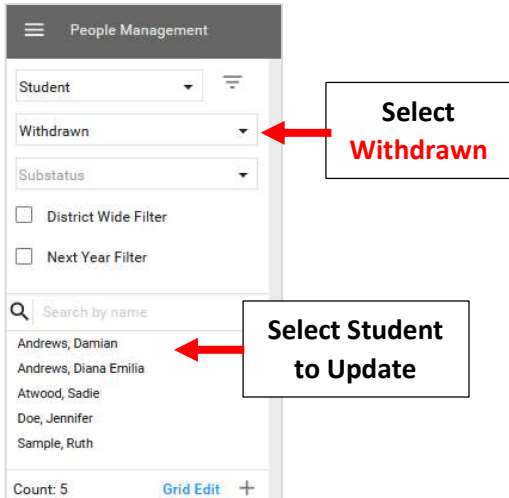
Step 3: Enter a Tracking Record

Once logged into FACTS please select **Students** from the Left Side Menu

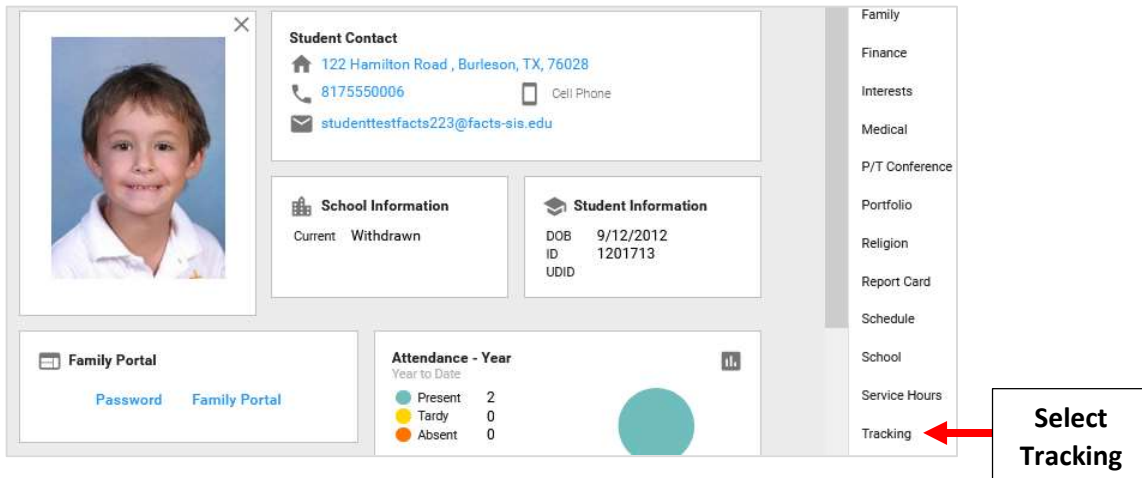


****Please Note: Save Often To **
Avoid Loss of Data Entered**

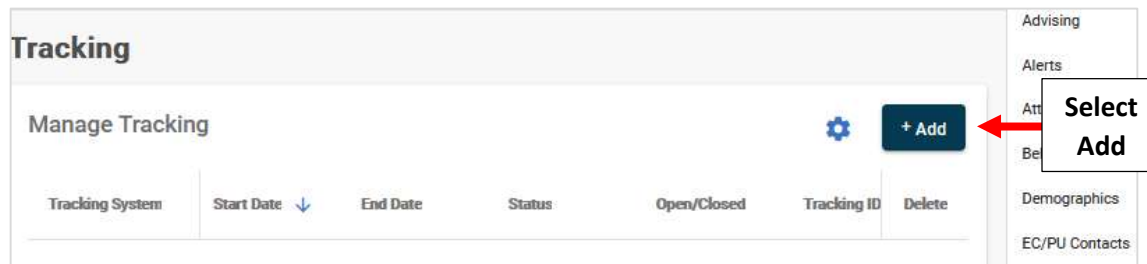
Select **Withdrawn** as the Student Status and **Select Student** to Update



Select **Tracking** from the Right Side menu



Select **Add**



Enter **Withdrawn** as Status. Click on **Start Date** and **End Date** equals the Withdraw Date from the **“Student Withdrawals by Date” Report**

Add Tracking ×

* Indicates required field

Tracking ID

Status * Open

Start Date *

End Date

2. Start Date and End Date equals the Withdraw Date from the “Student Withdrawals by Date” Report

LastName	FirstName	Status	Grade Level	Withdraw date	Withdra
Doe, James		Withdrawn	2	11/08/2021	Moved
Jones, Enily		Withdrawn	6	09/13/2021	
Smith, Patricia		Withdrawn	3	09/29/2021	Financi
Tomas, Robert		Withdrawn	8	6/1/2021	Other

Select **NY State** from Tracking System Dropdown.

Tracking System Select NY State

Program Intensity Complete Sent

Select **Exit Reason Code 1** Dropdown

Edit Tracking ×

SCHOOL EXIT COMMENT Complete Sent

EXIT REASON CODE 1 Complete Sent

EXIT REASON CODE 2 Complete Sent

EXIT REASON CODE 3 Complete Sent

Select 1 of the 6 Exit Codes Listed below:

153	Transferred to another school in this district or to an out-of-district placement*
170	Transferred to another NYS public school outside this district with documentation. Note: documentation of transfer is not required for preschool students with disabilities.
204	Transferred to a NYS religious and independent (nonpublic) school with documentation
221	Transferred to a school outside NYS with documentation. Note: documentation of transfer is not required for preschool students with disabilities.
238	Transferred to homebound instruction provided by this district
255	Transferred to home schooling by parent or guardian

Select Exit Code

The screenshot shows the 'Add Tracking' dialog box with a dropdown menu for 'EXIT REASON CODE 1'. The dropdown is open, showing six options corresponding to the exit codes in the table above. The option '170 (Transferred to another NYS public school out...)' is highlighted. A callout box with the text 'Select Exit Code' and a red arrow points to this option.

Select Add Tracking

Select Add Tracking

The screenshot shows the 'Add Tracking' dialog box with the 'EXIT REASON CODE 1' dropdown set to '170'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Add Tracking'. A callout box with the text 'Select Add Tracking' and a red arrow points to the 'Add Tracking' button.

You will now see the Tracking Record Listed. **Double Click** on Tracking Record to Open it.

Tracking							
Manage Tracking ⚙️ + Add							
Tracking System	Start Date ↓	End Date	Status	Open/Closed	Tracking ID	Notes	Delete
NY State	Nov 08, 2021	Nov 08, 2021	Withdrawn	<input checked="" type="checkbox"/>	7		

Double Click on Tracking Record

Click on **Slide Bar** to Change Status to Close

Edit Tracking ✕

* Indicates required field

Tracking ID 8	Status * Withdrawn	<input checked="" type="checkbox"/> Open
Start Date * 11/8/2021	End Date 11/8/2021	

Click on Slide Bar to Change Status to Close

Scroll down to **Exit Reason Code** that was just entered and Click on **Complete**. Click on **Slide Bar** to Change Status to Close. Select **Save** to **Save** your Changes

Edit Tracking ✕

<input type="text"/>	<input type="checkbox"/> Complete	<input type="checkbox"/> Sent
SCHOOL EXIT COMMENT	<input type="checkbox"/> Complete	<input type="checkbox"/> Sent
EXIT REASON CODE 1 170 (Transferred to another NYS public school out...)	<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Sent
PROGRAM ELIGIBILITY CODE 1	<input type="checkbox"/> Complete	<input type="checkbox"/> Sent

Click on Complete

Select Save to Save your Changes

Tracking Record will now Display

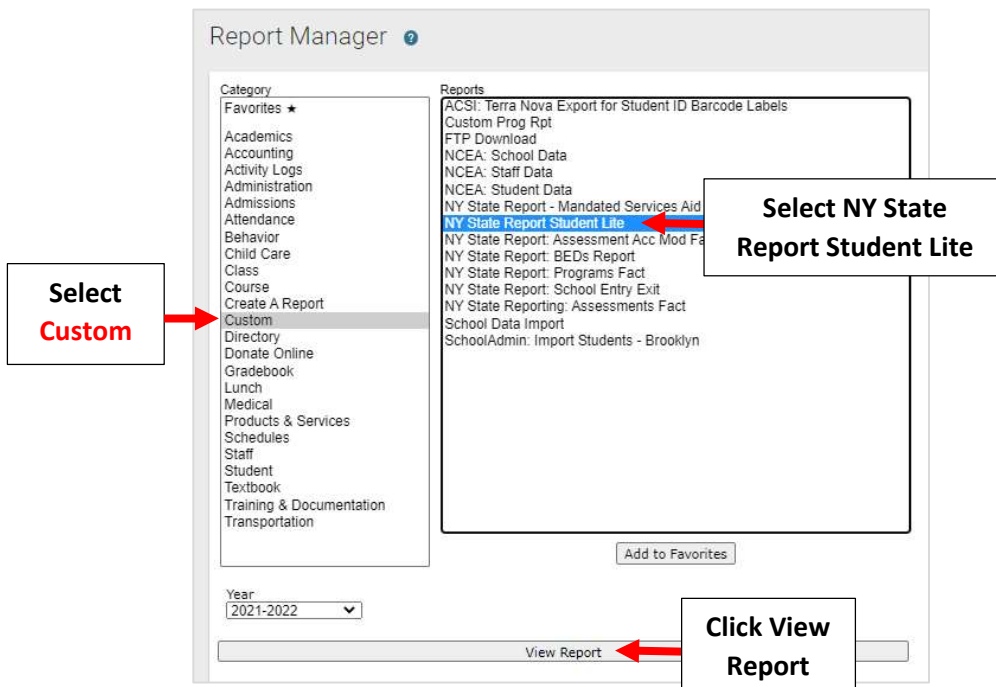
Tracking							
Manage Tracking							
Tracking System	Start Date	End Date	Status	Open/Closed	Tracking ID	Notes	Delete
NY State	Nov 08, 2021	Nov 08, 2021	Withdrawn	Closed	7		

Step 4: Run the Student Lite and Entry Exit Reports



Select Custom > NY State Report Student Lite and Click View Report

*****Please Note: NY State Student Lite and NY State Entry Exit must be run Sequentially*****



A CSV File named "StudentLite.csv" will download. Please save this to your desktop to Upload to NY State

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Year
2021-2022

View Report

StudentLite (1).csv

Save File to your Desktop

Select NY State Report School Entry Exit and Click View Report

****Please Note: NY State Student Lite and NY State Entry Exit must be run Sequentially****

Report Manager

Category

- Favorites ★
- Academics
- Accounting
- Activity Logs
- Administration
- Admissions
- Attendance
- Behavior
- Child Care
- Class
- Course
- Create A Report
- Custom
- Directory
- Donate Online
- Gradebook
- Lunch
- Medical
- Products & Services
- Schedules
- Staff
- Student
- Textbook
- Training & Documentation
- Transportation

Reports

- ACSI: Terra Nova Export for Student ID Barcode Labels
- Custom Prog Rpt
- FTP Download
- NCEA: School Data
- NCEA: Staff Data
- NCEA: Student Data
- NY State Report - Mandated Services Aid
- NY State Report Student Lite
- NY State Report: Assessment Acc Mod Fact
- NY State Report: BEDs Report
- NY State Report: Programs Fact
- NY State Report: School Entry Exit**
- NY State Reporting: Assessments Fact
- School Data Import
- SchoolAdmin: Import Students - Brooklyn

Add to Favorites

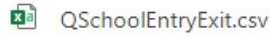
Year
2021-2022

View Report

NY State Report School Entry Exit

Click View Report

A CSV File named "QSchoolEntryExit.csv" will download. Please save this to your desktop to Upload to NY State



will download. Please save this to your desktop to Upload to NY State

Year
2021-2022

View Report

QSchoolEntryExit.csv

Save File to your Desktop

Files are now ready for upload to BOCES