















This document provides a summary of the new Student Services Full admin reports, which were implemented this week in Production. They are presented in the order they appear on the reports menu and are rated for usefulness on a scale of 5.

1. **BC Adaptations by Course** 
Information displayed in this report is pulled from the adaptation information recorded in the IEP. The report:
 - provides a list of courses in which there are students enrolled who have adaptations required.
 - describes the adaptations, e.g. use of technology, alternate seating arrangement
2. **BC Age Monitoring Report** 
May be useful to ensure that transition IEPs are in place for students who are, or are approaching the age limit expectation for the enrolled school, e.g. a student who is returning to secondary and turning 19.
 - provides a list of students over a certain age
 - can be filtered by eligibility category
3. **BC Assistive Technology** 
Information in this report is pulled from Service Plans and IEPs.
 - provides a list of assistive technology in use, who is using it, what the equipment is, what the objective for the equipment use is, and filters by the provider of the equipment, e.g. Provider: Set-BC and then the above information for all equipment from that provider
 - Depending upon security, this can be a report for a specific school or for the district
4. **BC Audit Results** 
If the district or schools choose to enter information related to whether a student fails the audit for eligibility funding, this report will:
 - list students by category for a particular school or for the whole district and a summary of the audit results
5. **BC Case Manager Load** 
This is a very useful report to monitor the workload of Case Managers and for determining placement of students
 - provides a summary of the students assigned to each Case Manager including details for each student: birthdate; eligibility category; whether the student has an IEP or Service Plan or both, and the dates of those plans; review dates; and eligibility determination date
6. **BC Change of Ministry Category Report** 
 - provides a list of students who were given a determination of eligibility and then, subsequently, that category was discontinued and a new determination was made
 - provides the dates of the determination, the eligibility categories for students either by individual school, or for all schools in the district

7. **BC due IEP Report** 
 - provides a list of students by Case Manager who have IEP reports, and the due dates for those reports
 - lists the category for each student, the eligibility determination date, and the next IEP review date
8. **BC Emergency Contact List** 
 - provides detailed emergency contact information along with Life Threatening medical information for all students with eligibilities
 - sorted by Case Manager and can be run for a particular school or all schools in the district (as always, based on security access)
 - would be extremely useful to have in an emergency pack or a location other than the students' home school that can be easily accessed in case of emergency requiring evacuation of the school
9. **BC Goal Area Report** 
 - provides a summary of the goal areas for each student with an IEP
 - sorted by Case Manager
 - lists the student's grade, name, student number, and goals
10. **BC IEP Annual Review** 

The IEP has a life span of one year, so this report:

 - creates a list of students by Case Manager that have IEPs
 - provides the annual review date based on the date the IEP was originally created
11. **BC Initial IEP Report** 
 - provides a list of students who have received a determination of eligibility, but have not yet had an IEP created for them
 - list is displayed by school, with the determination of eligibility date, the Ministry Category, student's grade and the student number
 - can be run by school or for the district
12. **BC Overdue IEP Report** 
 - provides a listing, by Case Manager and school, of students whose IEP review date has past and for whom an amended or new IEP has not been created
13. **BC Pending Assessment Report** 
 - sorted by school (if run at the district level)
 - provides a list of all students who have been assigned an assessment and that assessment has not yet been completed
 - provides the date of the referral for assessment, the type of assessment, the area to be assessed and the Ministry category if the student has an eligibility
14. **BC Province or District Wide Exam Adaptations/Adjudication** 

This is a very useful tool for the person charged with organizing exam sessions for the school

 - provides a list of students, by course within a school, who have been identified as requiring adaptations for examinations (information pulled from the IEP)
 - includes a brief description of the required adaptations

15. BC Status of Progress Reports 🟢🟢🟢🟢

Goal progress reporting is linked to the school reporting cycle so, if the school is using online goal progress reporting for the teachers, this tool would be of assistance to Case Managers in determining progress reports that are not completed before running report cards

- provides a summary of all students who have an IEP, the goal statement, the goal progress and the person responsible

16. BC Service Provider Case Load 🟢🟢🟢🟢🟢

This report is for all students with a Service Plan and a provider assigned to those services

- lists students by Service Provider indicating the service provided; the eligibility category; whether the student has an IEP or Service Plan or both; and the dates of those
- can be run by school or by district for all schools
- an excellent tool for determining the caseload of itinerant service providers who work in multiple schools

17. BC Students using Assistive Technology 🟢🟢🟢

- provides the same information as #3, but instead of sorting by the technology provider, this report sorts by students within schools