![Eastern Suffolk BOCES logo] **How to...** **My Teachers & My Students Reports**

1. Start at the NYC Charter Data Central website at https://nyccharterdatacentral.esboces.org

   Hover over Secure
   Click on Level 1>ReportNet

   Hover →

Secure ˅	Calendar	Help ˅	
Level 0			
Level 1 >	**ReportNet**	← Click to login
NYSED Portal	Account Management	
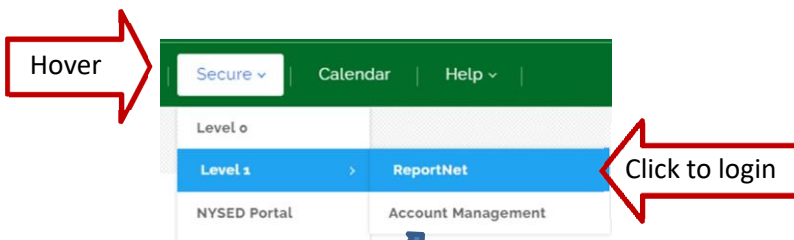
2. Select COGNOS/ReportNet from the dropdown and login.

   Select Namespace ˅
   - **COGNOS / ReportNet**
   - State Reporting / L2RPT
   - Select Namespace

   License...
   Copyrig...
   IBM, the IBM logo, ibm.com and Cognos are trademarks or registered trademarks of International Business Machines Corp., registered in many jurisdictions worldwide.
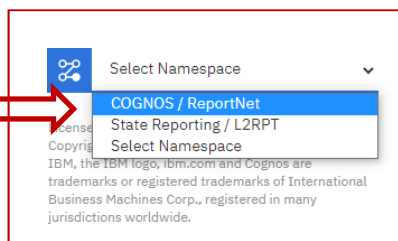
   > If you forgot your Username or password, return to our NYC Data Central website and use **Account Management** to reset your password.

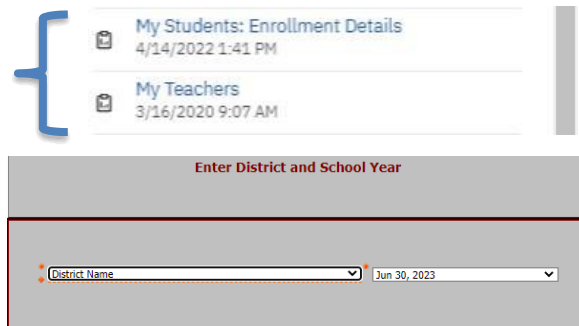3. Click on the following folders:

   Team Content Folder>
   District>
   NYC Charters>

   Eastern Suffolk BOCES

   - 🏠 Home
   - 🔍 Search
   - 📁 My content
   - 📂 **Team content**

   ← 📁 > District > **NYC Charters** + ▽ ↑↓

   📁 Extracts
   10/27/2021 1:05 PM

   📋 My Students: Enrollment Details
   4/14/2022 1:41 PM

   📋 My Teachers
   3/16/2020 9:07 AM
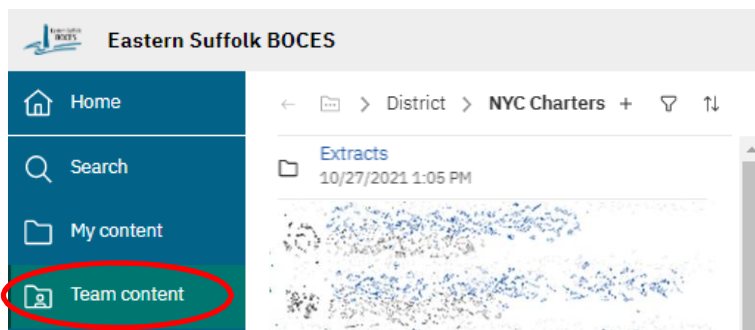
4. Select a report (students or teachers)

   - Select the school's name
   - Select the end date of current year
   - Tap on FINISH

   Enter District and School Year

   | District Name ˅ | Jun 30, 2023 ˅ |

5. A PDF will open in your browser. This can be printed or saved.

   Cancel | Finish

   ![Eastern Suffolk BOCES logo]
   My Students: Enrollment Details
   CHARTER SCHOOL
   School Yr End: Jun 30, 2023
   Report Run on: Dec 12, 2022
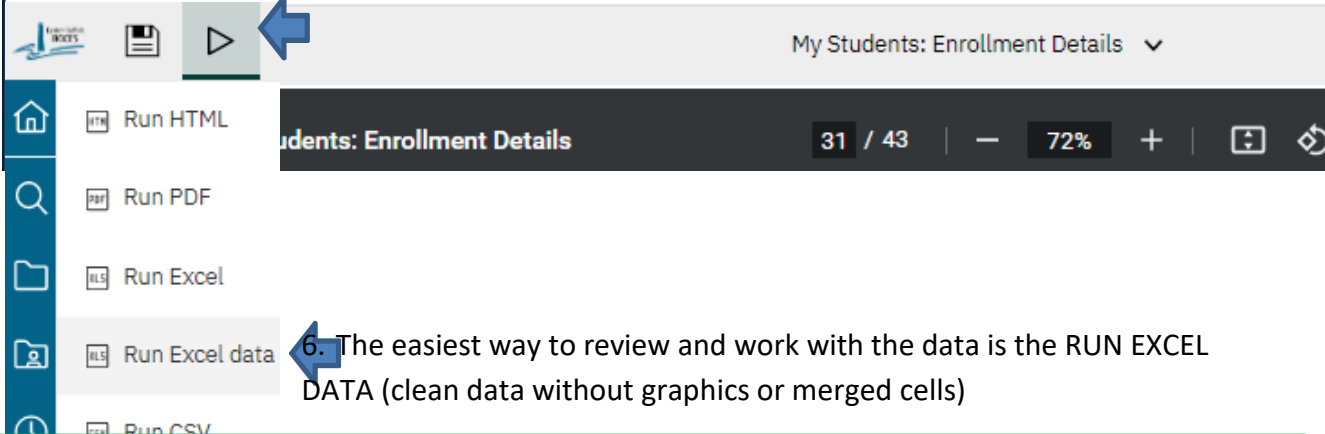
Student Name	Student ID	Grade	Start Date	Enroll Code	End Date	Exit Code	Exit Desc
		07	7/1/22	0011			
		05	7/1/22	0011	7/1/22	153	Transferred to another school in this district or an out-of-district placement
		07	7/1/22	0011			
		07	7/1/22	0011			

Call us if you need us **631-218-4134**

How to... My Teachers & My Students Reports

The report might be very long. The data can also be downloaded as an Excel file.

NOTE: any IBM Cognos report in ESBOCES' ReportNet, or NYSED's L2RPT, can be downloaded as Excel, using the "play" ▷ prompt at the top of the screen.

6. The easiest way to review and work with the data is the RUN EXCEL DATA (clean data without graphics or merged cells)

	A	B	C	D	E	F	G	H	I	J	K	L
1	Location	Student Name	ID	Grade	Start Date	Enroll Code	End Date	Exit Code	Exit Desc			
2	84A123	Last, First 1	000000001	01	2022-07-01	0011						
3	84A123	Last, First 2	000000001	08	2022-07-01	0011	2022-07-01	170	Transferred to another NYS public school outside this district with documentation			
4	84A123	Last, First 3	000000001	02	2022-07-02	0011	2022-09-08	170	Transferred to another NYS public school outside this district with documentation			
5	84A123	Last, First 4	000000001	05	2022-07-01	0011						
6	84A123	Last, First 5	000000001	08	2022-07-01	0011						
7	84A123	Last, First 6	000000001	08	2022-07-01	0011						
8	84A123	Last, First 7	000000001	07	2022-07-01	0011						
9	84A123	Last, First 8	000000001	04	2022-07-01	0011						
10	84A123	Last, First 9	000000001	07	2022-07-01	0011						
11	84A123	Last, First 10	000000001	02	2022-07-01	0011						
12												

Student Enrollment data is sourced from ATS. Any questions should be directed to the NYCDOE and repaired in ATS. NOTE- ONLY ATS has live enrollment data. ESBOCES' Enrollment data is updated each Monday based on ATS data from the prior WEDNESDAY, at the close of business.

Staff data is sourced from Staff Snapshot. All corrections must be made in Level 0. ReportNet is updated approximately every 15 minutes following the L1 Data Prep process in Level 0. All staff data corrections must be made in Level 0. Contact ESBOCES if you need help at 631.218.4134.

Eastern Suffolk BOCES

My Teachers
CHARTER SCHOOL

School Year: Jun 30, 2023

Report Run on: Dec 12, 2022

Location	Staff Name	State ID	Hire Date	Exit Date
CHARTER SCHOOL	A	00	2016-08-18	
	A	00	2021-08-16	
	A	00	2019-08-16	
	A	00	2019-01-22	
	B	00	2019-08-16	
	B	00	2022-08-18	

This report lists
- teachers A-Z by last name
- shows TEACH IDs
- lists hired & exited dates as reported in Staff

Also downloadable as Excel.

Call us if you need us **631-218-4134**