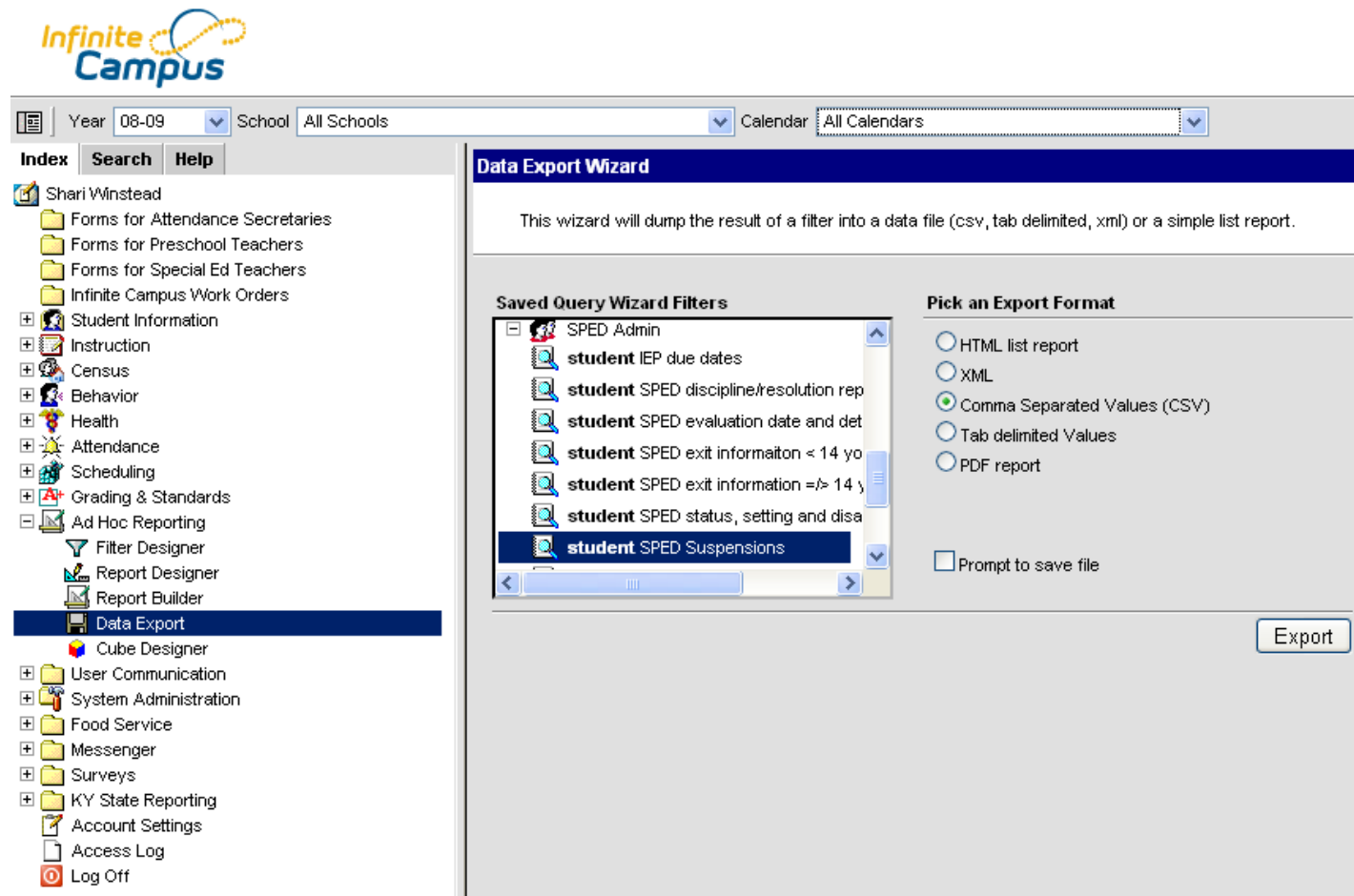


# How to Run Special Education Suspension Reports

Launch Infinite Campus.

Under the Index tab, expand Ad Hoc Reporting. Click on Data Export.

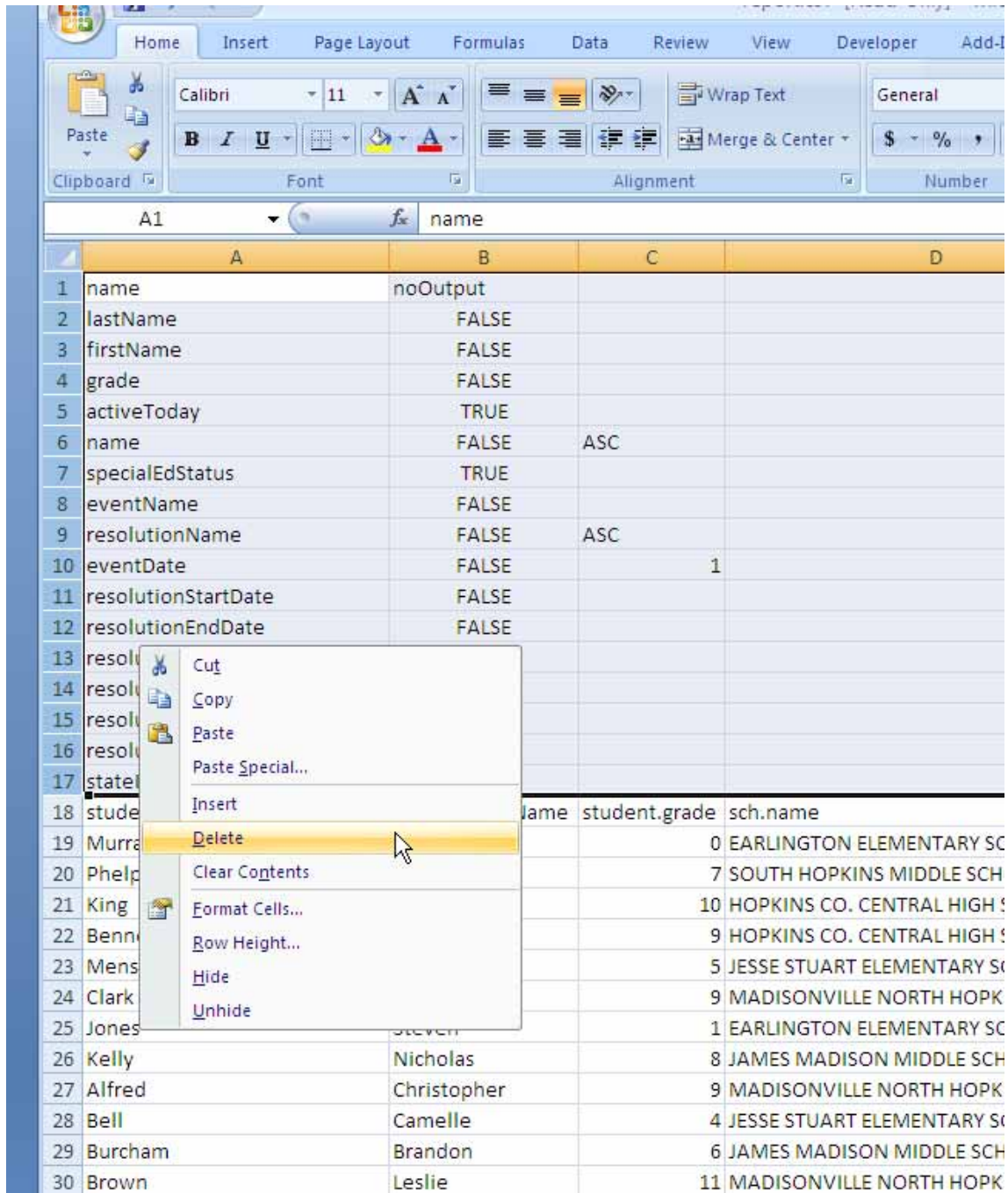
In the right pane, expand SPED Admin (or SPED Admin Read Only). Locate the filter named “student SPED Suspensions”. Select Comma Separated Values (CSV). Click Export.



The screenshot shows the Infinite Campus web application interface. At the top, there are dropdown menus for 'Year' (08-09), 'School' (All Schools), and 'Calendar' (All Calendars). Below these are tabs for 'Index', 'Search', and 'Help'. The 'Index' tab is active, showing a tree view of the application's structure. Under 'Ad Hoc Reporting', 'Data Export' is selected. The main content area is titled 'Data Export Wizard' and contains the following text: 'This wizard will dump the result of a filter into a data file (csv, tab delimited, xml) or a simple list report.' Below this text are two sections: 'Saved Query Wizard Filters' and 'Pick an Export Format'. The 'Saved Query Wizard Filters' section contains a list of filters, with 'student SPED Suspensions' selected. The 'Pick an Export Format' section contains radio buttons for 'HTML list report', 'XML', 'Comma Separated Values (CSV)', 'Tab delimited Values', and 'PDF report'. The 'Comma Separated Values (CSV)' option is selected. There is also a checkbox for 'Prompt to save file' which is unchecked. An 'Export' button is located at the bottom right of the wizard.

You will open this report in Excel.

You will want to highlight rows 1-17 and delete them.



If needed, you can sort by columns to see in a listing by school.