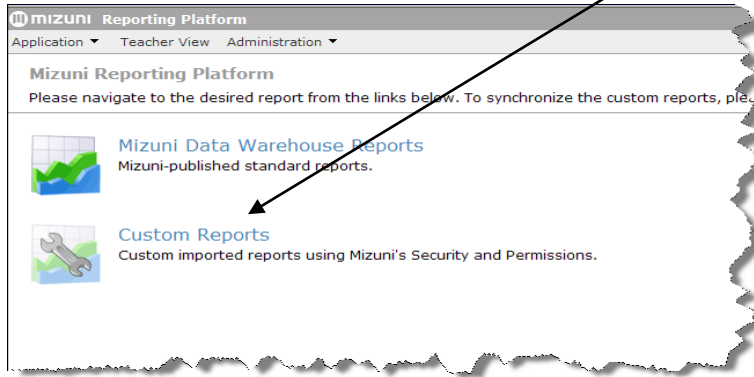
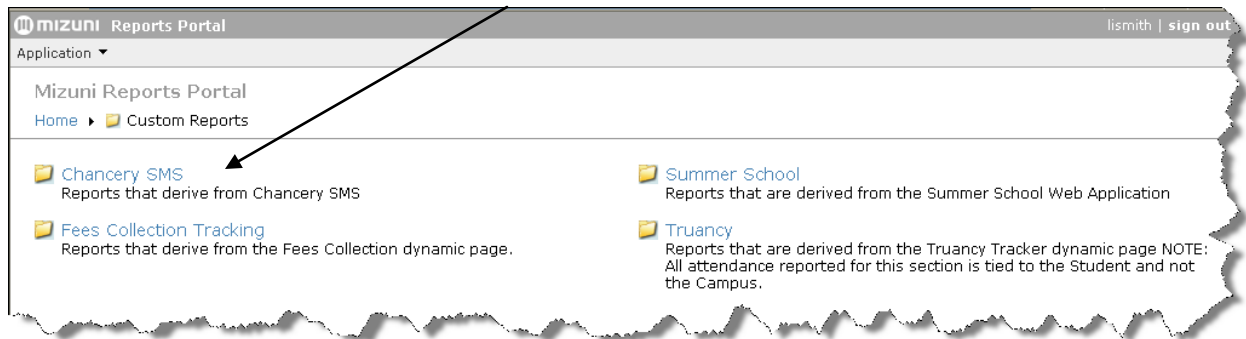


How to run a master list from Mizuni

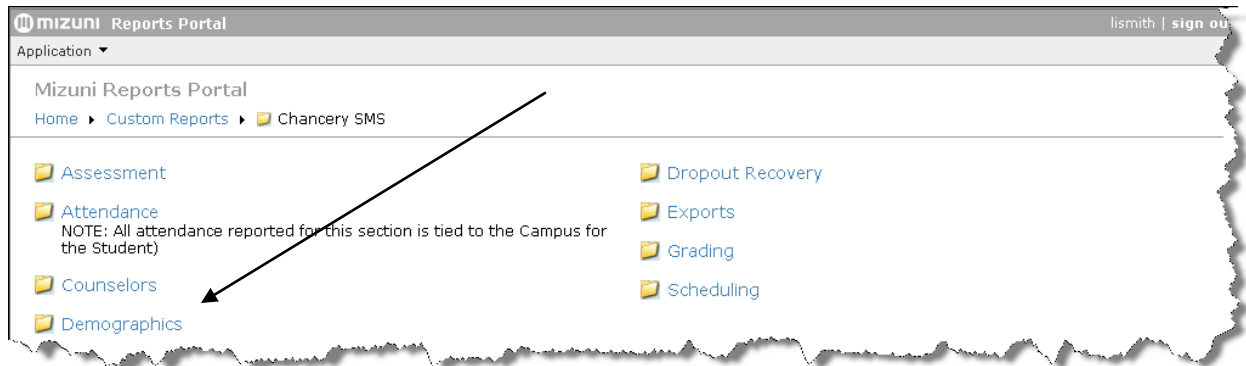
- 1) Logon to Mizuni
- 2) Go to the report portal. Click on Custom reports



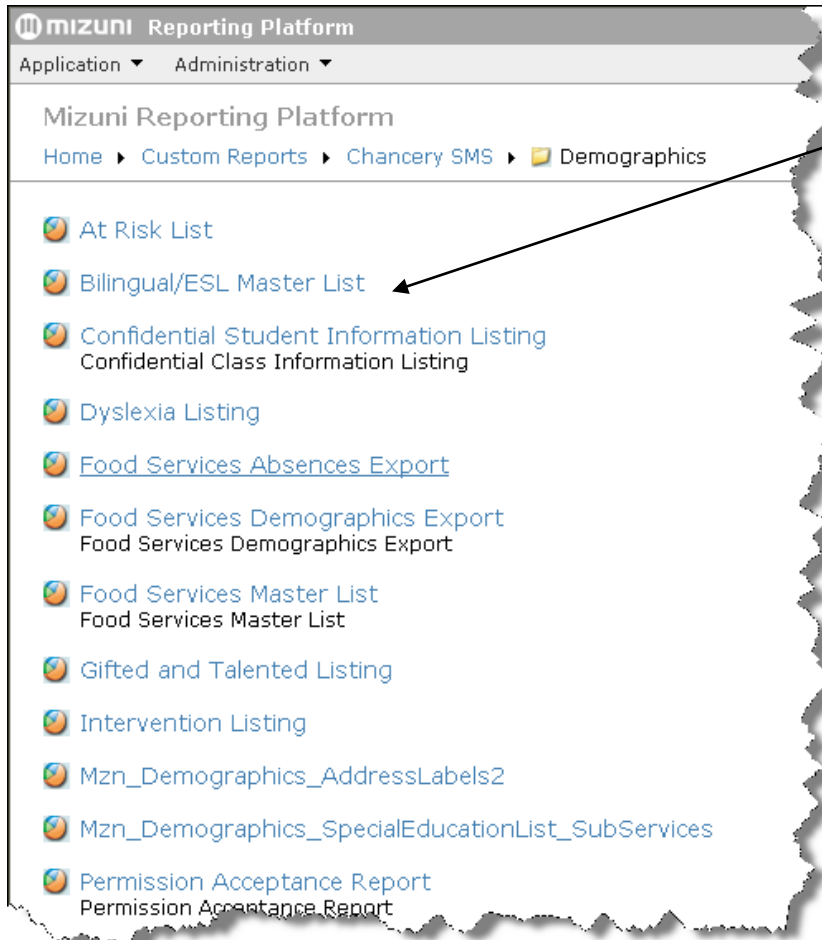
- 3) Click on Chancery SMS.



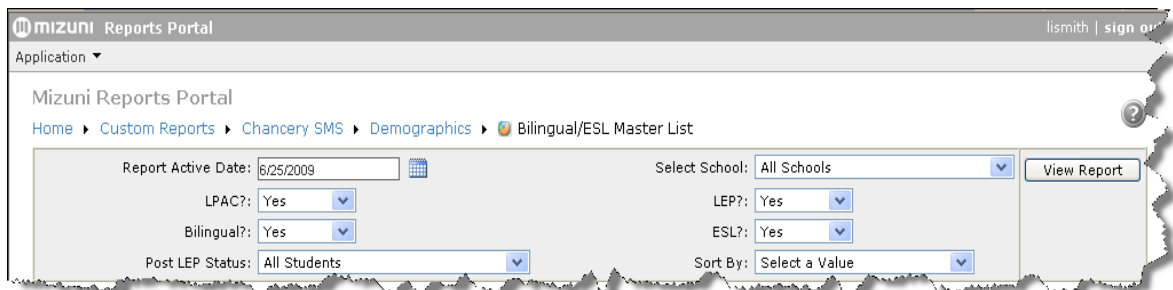
- 4) Click on Demographics.



5) Click on Bilingual/ESL Master List.



6) To run your report for all **LEP students** at your campus – select your school, select LPAC – yes, select LEP – yes, select Bilingual – yes or no, select ESL – yes or no, select Post LEP status – all students. Sort by – select the value that is appropriate for your school. Remember to ALWAYS make your selections from Left to Right. Click View Report.



- 7) To run your report for all **LEP served Bilingual students** at your campus – select your school, select LPAC – yes, select LEP – yes, select Bilingual – yes, select ESL – no, select Post LEP status – all students. Sort by – select the value that is appropriate for your school. Remember to ALWAYS make your selections from Left to Right. Click View Report.

The screenshot shows the Mizuni Reports Portal interface. The breadcrumb trail is: Home > Custom Reports > Chancery SMS > Demographics > Bilingual/ESL Master List. The form contains the following fields and values:

- Report Active Date: 6/25/2009
- Select School: All Schools
- LPAC?: Yes
- LEP?: Yes
- Bilingual?: Yes
- ESL?: Yes
- Post LEP Status: All Students
- Sort By: Select a Value

A "View Report" button is located to the right of the "Select School" dropdown.

- 8) To run your report for all **LEP served ESL students** at your campus – select your school, select LPAC – yes, select LEP – yes, select Bilingual – no, select ESL – yes, select Post LEP status – all students. Sort by – select the value that is appropriate for your school. Remember to ALWAYS make your selections from Left to Right. Click View Report.

The screenshot shows the Mizuni Reports Portal interface. The breadcrumb trail is: Home > Custom Reports > Chancery SMS > Demographics > Bilingual/ESL Master List. The form contains the following fields and values:

- Report Active Date: 6/25/2009
- Select School: All Schools
- LPAC?: Yes
- LEP?: Yes
- Bilingual?: Yes
- ESL?: Yes
- Post LEP Status: All Students
- Sort By: Select a Value

A "View Report" button is located to the right of the "Select School" dropdown.

- 9) To run your report for all **LEP parent denial students** at your campus – select your school, select LPAC – yes, select LEP – yes, select Bilingual – no, select ESL – no, select Post LEP status – all students. Sort by – select the value that is appropriate for your school. Remember to ALWAYS make your selections from Left to Right. Click View Report.

The screenshot shows the Mizuni Reports Portal interface. The breadcrumb trail is: Home > Custom Reports > Chancery SMS > Demographics > Bilingual/ESL Master List. The form contains the following fields and values:

- Report Active Date: 6/25/2009
- Select School: All Schools
- LPAC?: Yes
- LEP?: Yes
- Bilingual?: Yes
- ESL?: Yes
- Post LEP Status: All Students
- Sort By: Select a Value

A "View Report" button is located to the right of the "Select School" dropdown.

10) To run your report for all **Monitor 1 students** at your campus – select your school, select LPAC – yes or no, select LEP – yes or no, select Bilingual – yes or no, select ESL – yes or no, select Post LEP status – F-1st year monitoring after LEP exit. Sort by – select the value that is appropriate for your school. Remember to ALWAYS make your selections from Left to Right. Click View Report.

The screenshot shows the Mizuni Reports Portal interface. The breadcrumb trail is: Home > Custom Reports > Chancery SMS > Demographics > Bilingual/ESL Master List. The form contains the following fields and controls:

- Report Active Date: 6/25/2009 (with a calendar icon)
- Select School: All Schools (dropdown menu)
- View Report (button)
- LPAC?: Yes (dropdown menu)
- LEP?: Yes (dropdown menu)
- Bilingual?: Yes (dropdown menu)
- ESL?: Yes (dropdown menu)
- Post LEP Status: All Students (dropdown menu)
- Sort By: Select a Value (dropdown menu)

11) To run your report for all **Monitor 2 students** at your campus – select your school, select LPAC – yes or no, select LEP – yes or no, select Bilingual – yes or no, select ESL – yes or no, select Post LEP status – S-2nd year monitoring after LEP exit. Sort by – select the value that is appropriate for your school. Remember to ALWAYS make your selections from Left to Right. Click View Report.

12) Then select a format and export.

The screenshot shows the Mizuni Reporting Platform interface. The breadcrumb trail is: Home > Custom Reports > Chancery SMS > Demographics > At Risk List. The interface includes a navigation bar with the following elements:

- Navigation icons: back, forward, search, and refresh.
- Page indicator: 1 of 33.
- Go button.
- Export options: Acrobat (PDF) format (dropdown menu) and Export (button).

The main content area shows a table with columns for Name, Address, Phone, and Email, but the data is blurred.