

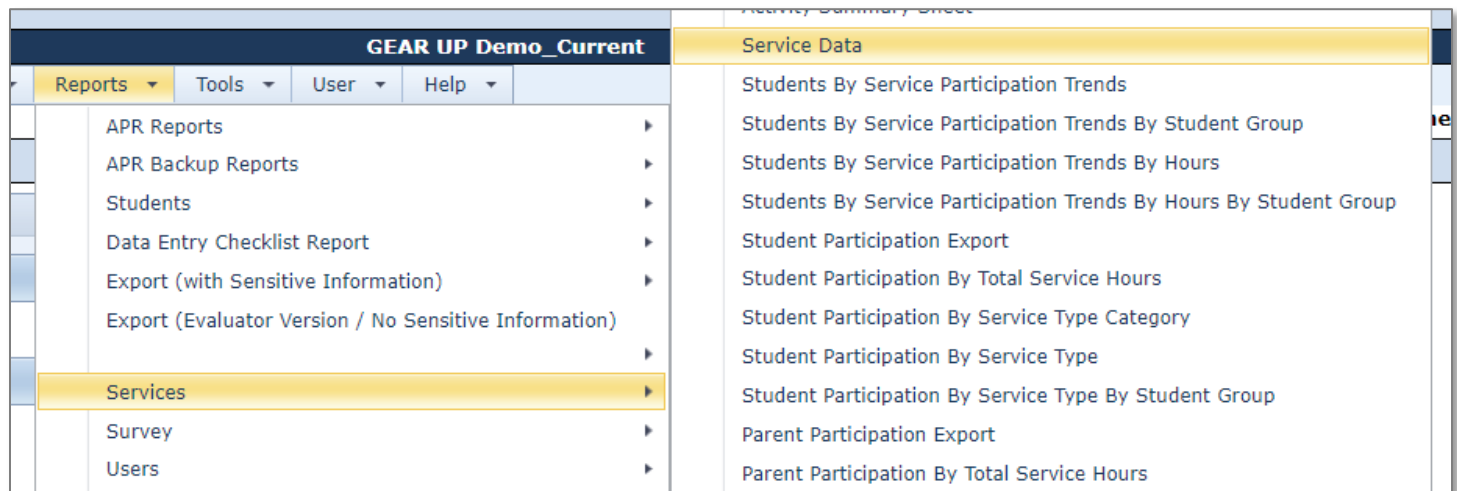
How to Run a Service Data Export

This PDF covers how to run a Service Data Export from SCRIBE which will generate a PDF that lists the overall number of people who have participated in services, separated by school and a detailed list of the number of participants for each service for each school.

This export provides a summary of participation. For a detailed list of which students, parents or staff participated in which services, [run a Participation Export](#).

Run a Service Data Export

1. From the SCRIBE main menu, click **Reports > Services > Student Service Data Export**.



2. Select the **School Year(s)** and **School(s)**.

If desired, select **Entry Code(s)** and/or **Exit Code(s)** or enter an **Entry Date** and/or **Exit Date** range to filter which students will be counted in the export. For example, by checking Enrolled for Entry Code, only students who are currently enrolled in SCRIBE will be counted in the export. By entering a date range for Entry Date, only students whose entry dates fall within that date range will be displayed in the export (note: the date range corresponds to the students' entry dates, not the date the student was entered by a user in SCRIBE).

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SCRIBE Home > Service Data

This report lists the services with total hours and participants by area and school. Only includes students with primary enrollment record set to the school.

Report Filters

Participants By Program(s):

- ☐ GEAR UP ☐ Talent Search ☐ EIP
☐ Upward Bound ☐ Outreach ☐ Not In Any Internally Tracked Program
☐ Not In Any Program

NOTE: Internally tracked programs are programs that you track service data for within SCRIBE.

School Year(s): *

- ☒ 2019 - 2020 ☐ 2016 - 2017
☐ 2018 - 2019 ☐ 2015 - 2016
☐ 2017 - 2018

School(s): *

- ☐ Instance - GEAR UP Demo_Current
☒ District - Training District
☐ Bayside Middle School
☐ College
☐ West Beverly High School

Entry Code:

☐ Select All

- ☐ Enrolled ☐ No Entry Code
☐ Enrolled From Same School District

Entry Date:

To

Exit Code:

☐ Select All

- ☐ Transferred Out Of State ☐ Dropped Out
☐ Transferred In State ☐ No Longer In Program (Enter Reason)
☐ Home School ☐ Promoted End of School Year
☐ Graduated Early ☐ Retained End of School Year
☐ Deceased ☐ No Exit Code

Exit Date:

To

Staff Status:

☐ Active ☐ Inactive

Start Date:

To

Services By Program(s):

- ☐ GEAR UP ☐ Talent Search ☐ EIP
☐ Upward Bound ☐ Outreach

Generate Report

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3. The Service Data Export will be a PDF that contains the following information:
 - a. Page 1: **Service Entered per District / School** provides a count of the number of students, parents and staff who have participated in a service, separated by school.

Service Data				
School Year: 2019 - 2020				
School(s) : West Beverly High School				
This report lists the services with total hours and participants by district and school. (Ref # 9.3)				
Service Entered per District / School				
District: Training District				
School	For Students	For Parents	For Staff	Total
West Beverly High School	51	17	15	83

Note: The number of students, parents and staff is *not a unique count*. This means that if a student, parent or staff has participated in more than one service, they will be counted more than once. If a student has participated in five services, they will be counted five times under the total For Students.

To see which students, parents or staff have participated in which services, [run a Participation Export](#).

- b. Page 2+: **List of Services Entered per District / School** provides a list of all services that have been created in SCRIBE and for which participation has been added, separated by school.

List of Services Entered per District / School								
District: Training District								
Start Date	Service Name	Nature Of Service	Students		Parents		Staff	
			# of Part-icipants	# of Hours of Service	# of Part-icipants	# of Hours of Service	# of Part-icipants	# of Hours of Service
School: West Beverly High School								
10/1/2019	Rec.TMT.AlgebraAfterSchool.Oct 2019.WBHS	Tutoring/homework assistance	6	43.5000				
10/7/2019	Rec.TMT.AlgebraAfterSchool.Oct 2019.WBHS	Tutoring/homework assistance	4	2.7500				
10/14/2019	Rec.TMT.AlgebraAfterSchool.Oct 2019.WBHS	Tutoring/homework assistance	8	24.0000				
10/15/2019	Rec.TMT.AlgebraAfterSchool.Oct 2019.WBHS	Tutoring/homework assistance	26	50.5000				
11/13/2019	OneT.CSS.UTSA.Nov2019.WBHS	College Exposure - College visit/college student shadowing	4	10.0000				
12/15/2019	Rec.MEN.peer.Dec2019.WBHS	Comprehensive mentoring	3	7.5000				
5/2/2020	OneT.GPD.Potions.May2020.WBHS	Professional development					7	26.2500
5/3/2020	OneT.GPD.Potions.May2020.WBHS	Professional development					8	36.0000
6/17/2020	OneT.PFC.FAFSAwebinar.Jun2020.WBHS	Financial aid counseling/advising			17	25.5000		

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Note: This export does not include any services that have been created in SCRIBE but do not have participation added.

The **# of Participants** for Students, Parents and Staff is not a unique count. This means that if a student, parent or staff has participated in the same service more than once *on the same date*, they will be counted more than once. If a student has participated in the Rec.TMT.AlgebraAfterSchool.Oct2019.WBHS service four times *on the same date*, they will be counted four times under the total for # of Participants *for that date*.

Instances of participation on different **Start Dates** are separated and given their own row in the export, even within the same service. In the example above, see the service Rec.TMT.AlgebraAfterSchool.Oct2019.WBHS with Start Dates of 10/1/2019, 10/7/2019, 10/14/2019, 10/15/2019 (column A). If a student participated in this service on 10/1/2019 and again on 10/14/2019, they will be counted once in the # of Participants in the 10/1/2019 row and once in the # of Participants in the 10/14/2019 row.

Uses for the Service Data Export

1. Ensure that all services were created in SCRIBE and participation was added. Compare the list of service in the Service Data export with the list of planned and/or executed services for each school. If a service is not listed in the export, it could be that the service has not been created in SCRIBE.
2. Ensure participation has been added for all services. Since services that do not have participation added in SCRIBE are not listed in the Service Data export, if a service is not listed on the export it could be that no participation has been added for that service.
3. Compare attendance between different services or between dates for the same service. Are morning events better attended than evening events for parents? Which college visits were the best attended in years past?

Additional Resources

How to Create a Service Manually [PDF](#) and [video](#)

How to Create a Service via Import [PDF](#) and [video](#)

How to Add Participation Manually [PDF](#) and [video](#)

How to Add Participation via Import [PDF](#) and [video](#)

[How to Run a Participation Export](#)

[How to Add Participation using a Student Group](#)

[Town Hall: Summer-y Reports](#) from July 10, 2020 during which this and other reports were discussed

Log into the [SCRIBE Help Desk](#) using your SCRIBE log in.