

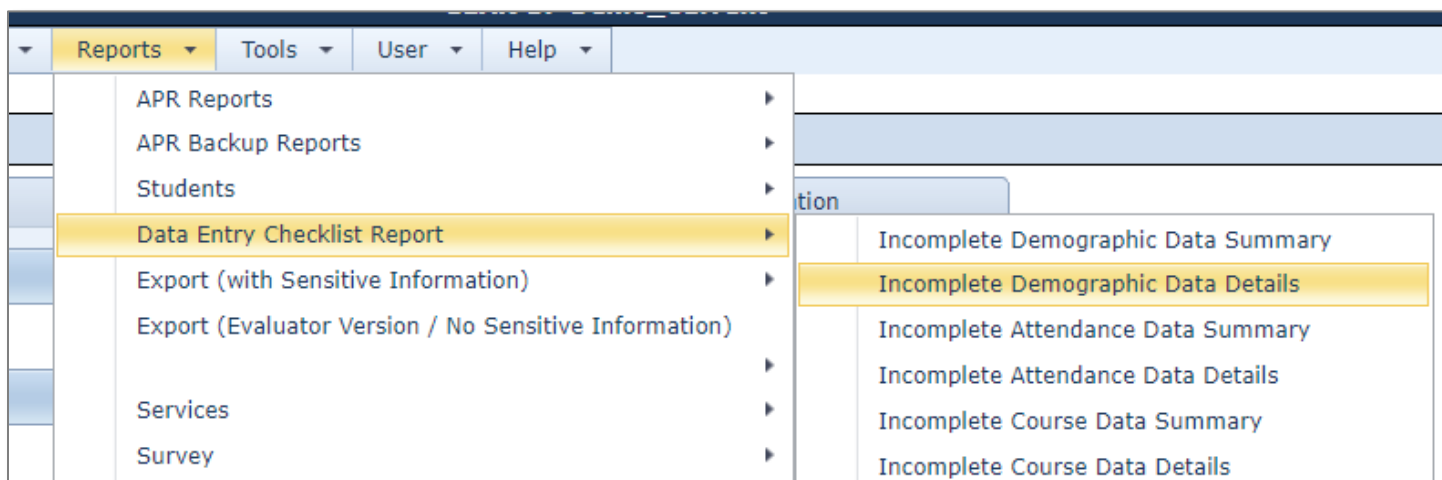
## How to Run an Incomplete Demographic Data Details Export

This export displays which students have demographic data in SCRIBE and which students do not. The Details reports (as opposed to the Summary reports) list all students enrolled in SCRIBE for the selected School Year, School(s) and Grade Level(s) and indicate whether the student has data in SCRIBE for particular fields.

This is a useful report to run after you have entered demographic data in SCRIBE, typically while enrolling students, to ensure the data was added to SCRIBE accurately and to identify any missing data. Running this report on a regular basis allows for missing data to be sought out and entered into SCRIBE well before the APR or other reports requiring demographic data are due.

### Run an Incomplete Demographic Data Details Export

1. From the SCRIBE main menu, click **Reports > Data Entry Checklist Report > Incomplete Demographic Data Details**.



2. Select the **School Year** from the dropdown menu. Select the **School(s)** and **Grade Level(s)**. Select CSV or PDF under **Report Format** (CSV is recommended so the export can be filtered, sorted, etc.).

## How to Run an Incomplete Demographic Data Details Export

[SCRIBE Home](#) > **Incomplete Demographic Data Details**

This report lists the specific students with incomplete demographic data.

**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: \*** 2019 - 2020 ▼

**School(s): \***

☐ Instance - GEAR UP Demo\_Current  
☒ District - Training District  
☐ Bayside Middle School  
☐ College  
☐ West Beverly High School

**Entry Code:**

☐ Enrolled☐ No Entry Code  
☐ Select All  
☐ Enrolled From Same School District

**Entry Date:**  ▼ To  ▼

**Exit Code:**

☐ 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  
☐ Select All

**Exit Date:**  ▼ To  ▼

**Report Format: \*** ☐ EXCEL ☒ PDF

Generate Report

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 displayed in the export. For example, by checking Enrolled for Entry Code, only students who are currently enrolled in SCRIBE will be displayed in the export. 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).

3. Click **Generate Report**.

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4. The Incomplete Demographic Data Details export contains the following fields:
- a. District: student's district
  - b. School: student's school
  - c. Grade Level: student's grade level
  - d. Student Name: student name written as Last Name, First Name
  - e. Student ID: unique identifier for student used in SCRIBE.

For the following fields, an **X** means the student DOES NOT have data for that field:

- f. ESL
- g. Reduced Price Lunch
- h. IEP
- i. Ethnicity
- j. Gender
- k. Homeless
- l. In Foster Care

## How to Run an Incomplete Demographic Data Details Export

### Sample Incomplete Demographic Data Details Export

	A	B	C	D	E	F	G	H	I	J	K	L
1	<b>Incomplete Demographic Data - Details</b>											
2	School Year: 2019 - 2020											
3	School(s) : West Beverly High School											
4	This report lists the specific students with incomplete demographic data. An 'X' means student does not have data for that particular field.											
5												
6	<b>Students with Incomplete Demographic Data</b>											
7	<b>District</b>	<b>School</b>	<b>Grade Level</b>	<b>Student Name</b>	<b>Student ID</b>	<b>ESL</b>	<b>Reduced Price Lunch</b>	<b>IEP</b>	<b>Ethnicity</b>	<b>Gender</b>	<b>Homeless</b>	<b>In Foster Care</b>
8	Training District	West Beverly High School	9	Kilmonger, Erik	456788	X	X	X		X	X	
9	Training District	West Beverly High School	9	Marvel, Captain	123457		X				X	X
10	Training District	West Beverly High School	9	Maximoff, Wanda	246810		X				X	
11	Training District	West Beverly High School	9	Rhodes, James	852058		X				X	
12	Training District	West Beverly High School	9	Rogers, Steve	108642		X				X	
13	Training District	West Beverly High School	9	Stark, Anthony	678911		X			X	X	
14	Training District	West Beverly High School	10	Carter, Peggy	108643						X	
15	Training District	West Beverly High School	10	Fury, Nick	123458						X	
16	Training District	West Beverly High School	10	Jones, Jessica	321012	X	X	X	X	X	X	X
17	Training District	West Beverly High School	10	Palmer, Christine	951158						X	
18	Training District	West Beverly High School	10	Panther, T'Challa	456789						X	
19	Training District	West Beverly High School	10	Potts, Pepper	678912					X	X	X

All students enrolled in SCRIBE for the School Year and School(s) selected when generating the report (see Step #2 above) will be listed in the Incomplete Demographic Data Details export, whether they have demographic data in SCRIBE or not.

If a student does not have demographic data for a field recorded in SCRIBE, they will have an X under the field(s) where they do not have demographic data. In the example above see Erik Killmonger (row 1) and note he is missing ESL, Reduced Price Lunch, IEP, Gender and Homeless data (an X is in columns F, G, H, J and K indicating missing demographic data).

If the export is in CVS format (not PDF), users can sort and/or filter the export which may help to figure out which students are missing what data. This can also help reveal patterns. In the example above, note that all students are missing Homeless data (column K) and all 9<sup>th</sup> grade students are missing Reduced Price Lunch data (column G). Try filtering or sorting by grade level, by district and/or by school.

### Additional Resources

[How to Enroll a Student Manually](#)

[Video: How to Enroll a Student Manually](#)

[How to Enroll a Student via Import](#)

[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.