

# Screen Shot of Request Page from FTCE Institution Reporting System

The screenshot shows a web browser window titled "Institution Data Submission - Microsoft Internet Explorer". The address bar displays "https://educationreports.net/Reporting\_Submit1.asp". The page content includes the following sections:

## Scores By ID Request Submission Page

Please select the program you want reports for:

- FTCE
- FELE

Please select the type of reports you want:

- Score History Data
- Percentage Correct by Competency Area
- Both Reports

Please select the date range for the competency report you want (If you do not select a date range, the default previous beginning of admin year will be used. Selection of date range is not needed when requesting only Score History reports):

From: [Month] [Year] [Day] To: [Month] [Year] [Day]

Please type or paste the ID numbers to be submitted into the text box to the right. ID Numbers must be nine characters long. Do not include any hyphens or spaces. When completed, click continue. You will confirm your submission in the next step.

Technical support for the system is available weekdays, excluding holidays.  
Contact Customer Service at 800 998-3787.

[Return to Reporting Menu](#)

[Exit this system](#)

The browser's status bar at the bottom shows "Done" and "Internet".