

Chapter 2

GENERAL PROCEDURE

There are two ways to request reports and files:

By creating an INDICATOR Dataset

Appendix J which is found in the DOE Information Data Base Volume II: Appendices describes a procedure at NWRDC named XMITFINR. The updated procedure, found in DPS.DISTRICT.PROCLIB, will be used to request any reports listed in this volume. The updated JCL to execute this procedure is found in DPS.DISTRICT.JCL.Yyyyy. Fill in the parameters on the last four lines of job XMITFINR with the following:

GG	is equal to GQ for Student or GU for Staff or EU for Finance
FFFFFF	is the file number described in Section III (next page)
TT	is your district number
yyyy	is the current fiscal or school year
Survey	should equal the appropriate survey
Type	is equal to 'REPORT', 'FILE', 'VALIDATE' or 'XCEPTION'
* SSSS	is equal to school number (this is used for the Student Course Listing, the Individual Student FTE Listing and Teacher Class Listing only)
* F	is the FTE indicator (used for the Student Course Listing)

Replace 'F' with one of the following:

L	=	Students with total FTE less than .5
G	=	Students with total FTE greater than .5
A	=	All Students

* These are special parameters needed for Reports 62124, 62125 and 60876 which are further described on pages 3-101, 3-103 and 3-105.

Through the on-line program RRPT-Reports on Request

RRPT, the Report on Request on-line screen is on the Student Component Menu screen. You can browse the reports available and then mark with an 'S' the reports you wish to have generated.