CalSCHLS

Guide to Ordering and Receiving Reports

CalSCHLS offers a variety of reports from which you can study and leverage your data. This Guide will walk you through the steps for ordering reports, highlighting important considerations to keep in mind so you can receive your reports in a timely manner.

Step 1

Update enrollments under the "Enrollments" tab in the Coordinator Portal if your enrollments have changed since you registered for the survey.

Step 2

Select the reports you wish to order under the "Order Reports" tab in the Coordinator Portal. Once your report order has been submitted, you may view the cost estimate.

Please note.

The cost estimate is only an **estimate** of your final charge. Please do not pay from the cost estimate. You will receive the final invoice once the reports have been delivered.

To receive a copy of your cost estimate, please contact your Technical Advisor.

To understand what types of reports are available to you and when, please review this breakdown:

- **District Report:** A main district PDF report is included in your registration fees. Districts that have enough responses will receive this report.
- **Data Dashboard:** This is a 2-year subscription for a password-protected data dashboard. This password-protected dashboard allows users to view district- and school-level data for elementary, secondary, staff, and parents. Users can also view school comparisons and trend data. If you want access to this dashboard, you must select the option on the report order tab, submit the order, and add dashboard users in the Coordinator Portal. Your TA will provide you with instructions.
- **CHKS Reports:** These are school-level reports and may include additional special reports if the school meets reporting requirements. Ask your TA for more information.
- **CSSS Reports:** These are school-level staff reports.
- **CSPS Reports:** These are school-level parent reports.

Step 3

Press the "Save" and "Submit Order" buttons under the "Order Reports" tab after you are done ordering your reports. CalSCHLS will not receive your order until the "Submit Order" button is clicked. Once you submit your report order, the cost estimate will update to reflect order changes.

If you wish to only receive a district report (so no school reports are needed), submit your report order without selecting any reports.

If you have additional questions, please email calschls@wested.org with a clear subject line so we can route your question to the appropriate support personnel.