

# 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.

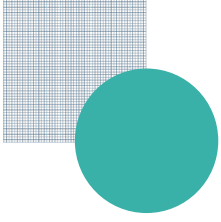
## Step 2

[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 and download a 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 watch a brief video of how to order reports and get the cost estimate, please use this [link](#).



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

- **District Reports:** Standard main report(s) are automatically included in your survey administration. You do not need to proactively do anything to receive these. Districts that have enough responses will receive this report.
- **District Topical Reports:** For districts that qualify, a School Climate Report Card (SCRC), Mental Health Report (MHR), and School Boredom Report (SBR) are provided at no additional cost.
- **CHKS/CSSS/CSPS School-level Reports:** These must be ordered through the Coordinator Portal.
- **School-level Topical Reports:** When school-level CHKS reports are ordered, schools who qualify will automatically receive a School Climate Report Card (SCRC), Mental Health Report (MHR), and School Boredom Report (SBR) at no additional cost.

**Please note.**

For details on report eligibility, see our [Guide to Qualifying for Reports.](#)

- **Data Dashboard:** This is a 2-year subscription for a private data dashboard. This private 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 up to six years. If you want access to this private 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.

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## 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](mailto:calschls@wested.org) with a clear subject line so we can route your question to the appropriate support personnel.*