



CalSCHLS Reporting Check List

Use this document to guide you when you are ready to order your reports.

[Update enrollments](#) if your enrollments for targeted grades have changed since registering for the survey under “Enrollments” tab.

[Select reports](#) you wish to order under “Order Reports” tab. To watch a brief video of how to order reports and get a cost estimate, please use this [link](#).

Reporting breakdown:

- District Report – automatically included.
- Data Dashboard – 2-yr subscription for private data dashboard. If the option button is clickable, there is no active subscription.
- District Raw Data – data file in Stata, SPSS, SAS, or the format of comma-separated values (CSV) for analysis by researchers and educators.
- CHKS/CSSS/CSPS Reports – school-level student, staff, and parent reports.

[Click “Save” and “Submit Order” buttons](#) under “Order Reports” tab after you complete ordering your reports. CalSCHLS will not receive your order until the “Submit Order” button is clicked.

Submit your report order without selecting any reports if you wish to **only** receive a district report and no school reports are needed.

[Review Cost Estimate](#) under “Cost Estimate” tab. Contact calschls@wested.org if you have any questions.

Generate a PO if you need one to bill. CalSCHLS Team will invoice after reports have been received.

Email TA or calschls@wested.org to notify your district is finished with survey administration (student, staff, or parent).

Note: If you have a protected data dashboard subscription, you can view your school-level data at any time even before you are done surveying:

<https://calschls.org/my-surveys>