



# STUDENT DESIGNATIONS BY SCHOOL

The report will give a school a list of Designated Students sorted by Primary designation and last name. The Secondary Designations will not show on this report. It includes whether they are currently enrolled in Student Services (in MyED) Students must be Active in Student Services in MyEd to have an Active IEP. The report also provides totals for each type of designation as well as total of designated students for the school.

## STEP #1 - FILTERING FOR STUDENTS

1. Login to MyEd
2. School View
3. Students Top Tab
4.  Filter = Active with Designation

## STEP #2 – RUNNING THE SAVED REPORT

1.  Quick Print Menu
2. Quick Print Report
3. Saved Report
4. Designation List bs
5. Click Finish