

Printing 504 Reports

Please complete the following steps to print a 504 Report:

1. From Genesis Main Menu, select Report Manager
2. Select Profile Report Icon from Report Manager
3. Click Add New
4. Type the title of your report in Report Title (504 Report)
5. Select +Student_Info_Core Table and double click your criteria (last name, first name, grade level, etc.)
6. Select Student_Fed_Stat_Proj_Ind and double click 504_Eligible
7. Click which item to sort by (for example, 504 eligible)
8. In the Drag to Desired Sort box, click the item in the box and drag to Sort-1 (repeat for sort-2, etc.)
9. Click Update
10. Click Start, an excel spreadsheet should appear after processing your students.
11. After your students have processed in the excel spreadsheet, you will need to filter your 504 students
12. Click Data; Filter; and Auto Filter
13. Click the Down Arrow in the 504 Eligible Column and select Y

NOTE: When you need to run another 504 report, please complete steps 1, 2, click the title of your report, and click Start.