

How to create report

Follow the steps below to create a report in SELP Online.

Note: In order to view the report, you will need click Main on the left pane and choose to View Reports.

1. Logon to Rapid Reports and select ""Create Report"" from the Main page.
2. Enter the following information: Report Type, Region, District, School and Class (for the Class Proficiency Report). If creating a Student Report you must also select the student.
3. Click on Submit Request to create the report.

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