# City Year Data Request Protocol:
Teacher Section Assignment in CSV

City Year's data team would like to request that school partners provide a **Teacher Section Assignment Report** and a **District Courses Report** in a **specific format** that will optimize our ability to identify and track focus list students as early in the school year as possible. Specific instructions are detailed below, we are requesting that this data be provided **as soon as possible.**

City Year will only collect outcome data for students we provide direct services to via whole class support, focused interventions, and Extended Learning Spaces.
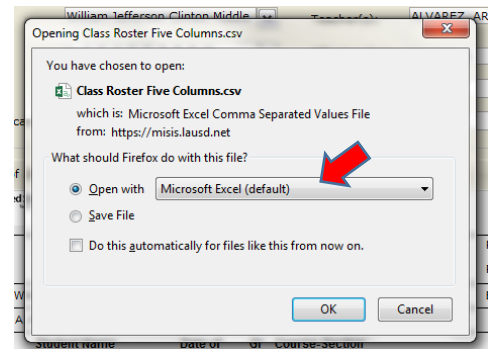
Teacher Section Assignment Report Export Process:

1. Log into MiSiS Account

2. Locate the **Teacher Section Assignment Report** under the *Pre-Commits* reports

3. Configure the report as follows:

   a. **Local District**, **Campus**, and **School(s):** *Info should pre-populate to your school (select all schools, including magnet)*

   b. **Term:** (location code of your choice if you have various schools on your campus) 2021-2022 A-Track Fall

   c. **Scenario:** select "Active" scenario

   d. **Teacher(s):** "All Teachers"

4. Once filters are set, click **View Report**

5. Report will populate under the **Report Filters**. To download the report, select the **Save Icon** and **download the file as CSV (Comma delimited)**.
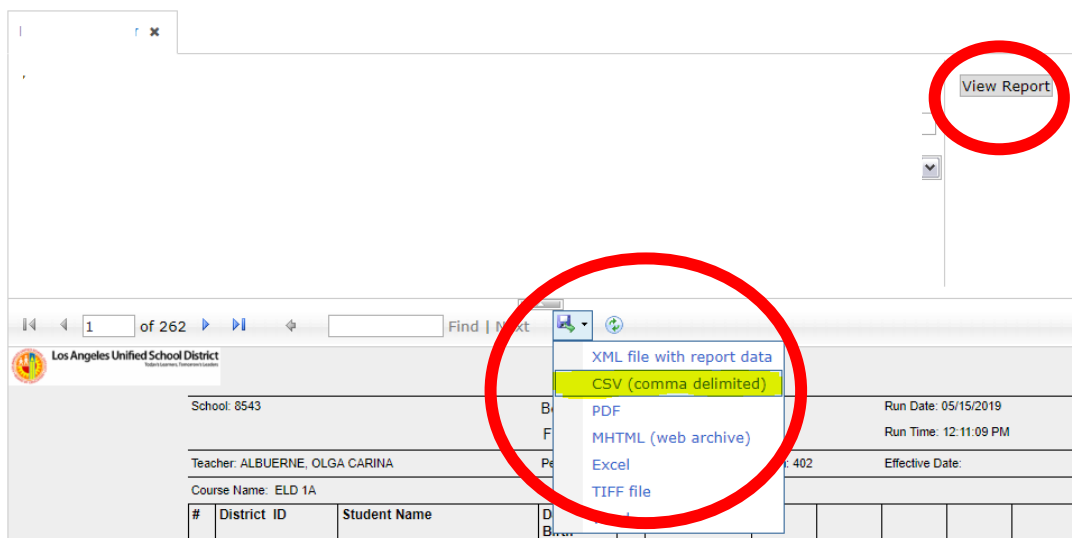
6. **Open file with** <mark>**Microsoft Excel (default)**</mark>**,**
   save copy of the file and
   provide it to your City Year Program Manager.

File should look like the example below (not exact example):

7. City Year Program Managers please rename these files and upload them to Cyconnect as **"Your Schools Name_Teacher Roster Report".** If you already have an existing report uploaded, please **replace the older file** with the new one keeping the file name identical.

District Course Report Export Process:

1. Log into MiSiS Account

2. Locate the **District Course Report**

3. The report will automatically run when selected

4. Click **View Report**

5. Report will populate under the **Report Filters**. To download the report, select the **Save Icon** and **download the file as CSV (Comma delimited)**.

6. Name the report "Your School's Name_District Course Report"

Thank You!

If you have any questions or concerns, please contact your City Year Program Manager or Chris Bischel (City Year Impact Analytics Director) at 213-596-5897 or cbischel@cityyear.org