How to Add Special Programs

Agencies may add their own unique Special Programs to identify students/clients served based on program/funding option. Here are screenshots showing where to access Special programs in TE to add a new Special Program record to an account.

➢ TE > Organization > Special Programs > New > Enter Special Program Code, Name, and Start/End Date > Save

➢ Special Program Names may be a repeat of the program code or the full program name.
The agency's Special Programs will be added at the beginning of the Special Program Entries table in the Student Record.

Use the Student Records lister to identify students per Special Program.
Use the Export function to output the information.

Reports may be generated by Special Program with filtering the In Program Years lister from the Report Setup Navigator.

For example, to report the number of tests administered per Special Program, filter Reports > CASAS eTests > Test Administrations report by In Program Years > Aggregated Special Programs and generate the report by Agency or by Site.

From the Test Administrations report setup, you may also export the list of students per Special Program together with test results and demographics by selecting Tests from the Report Setup Navigator.
You may also select to Print a customized report of the list of students per Special Program together with test results and demographics by selecting Tests from the Report Setup Navigator.