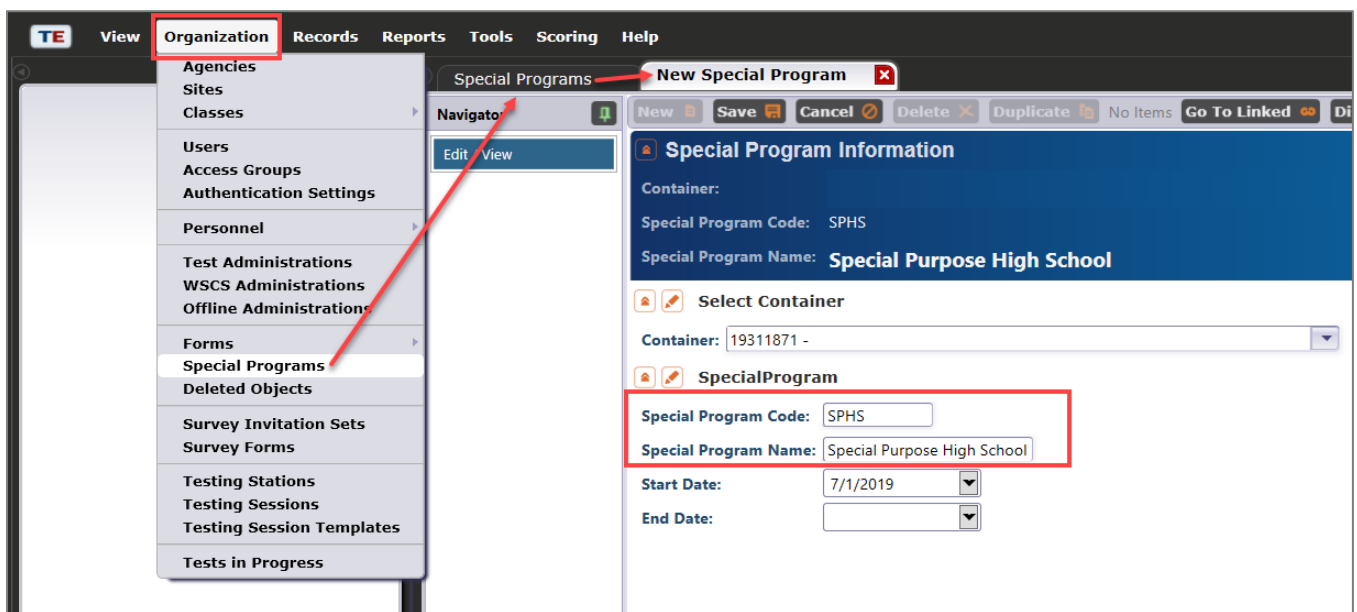


Steps to Add Special Programs

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.**

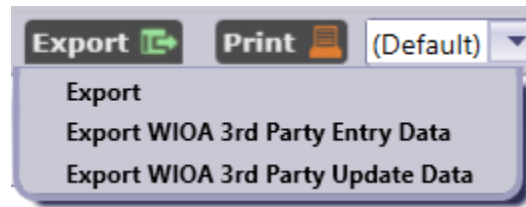
Container	Special Program Code	Special Program Name	Start Date
AD	AD	AD	7/1/2019
DW	DW	DW	7/1/2019
EMPLR	EMPLR	Emplr/Pre-reg	7/1/2019
FAE&T	FAE&T	FAE&T	7/1/2019
ISY	ISY	ISY	7/1/2019
OSY	OSY	OSY	7/1/2019
PATH	PATH	PATH	7/1/2019
SPHS	SPHS	Special Purpose High School	7/1/2019
TAA	TAA	TAA	7/1/2019

- The agency's Special Programs will be added at the beginning of the Special Program Entries table on the Student Record.

- Use the Student Records lister to identify students per Special Program.

Student ID	Record Date	Special Program Entries
BRASE0107	10/2/2019	PATH
BROKR0304	10/2/2019	PATH
BISJO0707	10/2/2019	AD
CIFNA0826	10/1/2019	Emplr/Pre-reg
TURKY0316	10/1/2019	PATH
OFFAL1106	10/1/2019	PATH
JARBR1005	10/1/2019	Emplr/Pre-reg
KOLVI0429	10/1/2019	Emplr/Pre-reg
SWAKI0710	10/1/2019	PATH
TRUCO0125	10/1/2019	OSY

- Use the Export function to output the information.



- Reports can be generated by Special Program when 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.

CASAS													
Test Administrations													
10/31/2019 17:59:41		by Site										Page 1 of 1 CTA3	
Program Year: 2019-2020							Agency:						
Site	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
01	8	4	5	5	0	0	0	0	0	0	0	0	22
02	0	2	4	16	0	0	0	0	0	0	0	0	22
03	4	8	8	2	0	0	0	0	0	0	0	0	22
04	36	18	40	32	0	0	0	0	0	0	0	0	126
05	12	12	14	6	0	0	0	0	0	0	0	0	44
06	12	6	8	2	0	0	0	0	0	0	0	0	28
07	23	39	32	44	0	0	0	0	0	0	0	0	138
08	16	12	10	8	0	0	0	0	0	0	0	0	46
Total:	111	101	121	115	0	0	0	0	0	0	0	0	448

From the Test Administrations report setup, you can also **Export** the list of students per Special Program together with test results and demographics information by drilling down on the **Total** cell to display the list of students and their tests.

Student ID	Assessment Date	Form	Scale Score	Gender	Age	Birth Date	Native Language	Ethnicity	Races	Highest Year of School	School Outside US	Highest Degree or Diploma	Earned Outside US
CHETH1002	10/31/2019	905R	237	Female	22	10/2/1997							
GOOLA327	10/31/2019	905R	229	Female	24	3/27/1995							
GOOLA327	10/31/2019	913M	213	Female	24	3/27/1995							

You can also use the **Print** function to customize a report of the list of students per Special Program together with their test results and demographics information.

Student ID	Assessment Date	Form	Scale Score	Gender	Age	Birth Date	Native Language	Ethnicity	Races	Highest Year of School	School Outside US	Highest Degree or Diploma	Earned Outside US
CHETH1002	10/31/2019	905R	237	Female	22	10/02/1997							
GOOLA327	10/31/2019	905R	229	Female	24	03/27/1995							
GOOLA327	10/31/2019	913M	213	Female	24	03/27/1995							
ANGKA1230	10/31/2019	907R	244	Female	24	12/30/1994							
MAROR0113	10/31/2019	907R	232	Female	23	01/13/1996							