



TENNESSEE DEPARTMENT OF EDUCATION

Data Reports: CEP Student Query Instructions

To retrieve a list of CEP students for your district:

1. Go to this address - <https://doe1.tn.gov/Authorize/login.aspx> - this will take you to the "Department of Education Login" screen.
2. Enter your used id and password and click on "Login" – this will take you to the "Applications" screen.
3. For the "Data Reports" application click on the "Login as..." link – this will take you to the "Data Reports" screen.
4. Click on "Research Queries" link – this will take you to "Data Reports – Research Queries" screen and a list of available queries.
5. Click on "Student Classifications" – this will take you to the "Student Classifications" query parameter entry screen.
6. Select the following parameters:
 - a. "School Year" – should be 2014
 - b. "District" – from dropdown list select your district
 - c. "School" – from the dropdown list select "- all schools –"
 - d. "Student Classifications" – from the dropdown list select "CEP (3)"
 - i. Click "View Report" on the right
7. This will return a list of students you have submitted to EIS as being CEP.
- 8. If no students were returned either you have not submitted your CEP student classifications or you input incorrect criteria. Check the parameters.**
9. To download a copy of the report do the following:
 - a. Above the header "Ethnicity" you will see a disk symbol, click on this symbol.
 - b. You will be given two options "CSV (comma delimited" or "Excel", select the option you desire.
 - c. At the bottom of the screen you will have the option to "OPEN", "SAVE", or "CANCEL". Select the desired function.

You now have a file that you can use to determine students who are CEP and have been submitted to and accepted by EIS.

To see a video of how to navigate the Student Classification query go to this location: http://www.k-12.state.tn.us/videos/eis/Student_Classification_Research_media_player.html