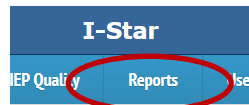


I-Star Medicaid Students Report (Summer)

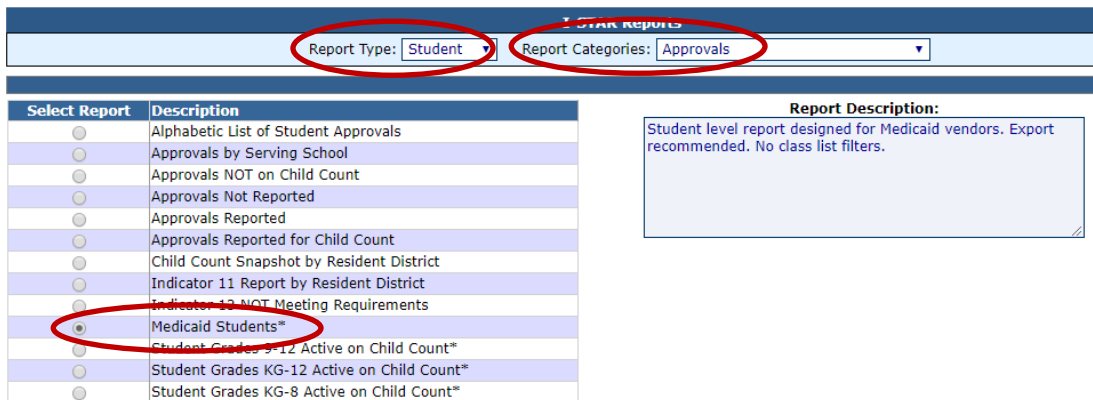
IMPORTANT: Before you begin, be sure your Excel program and any Excel worksheets are closed.

1. Login to I-Star



2. From the Landing Page, Click **Reports**

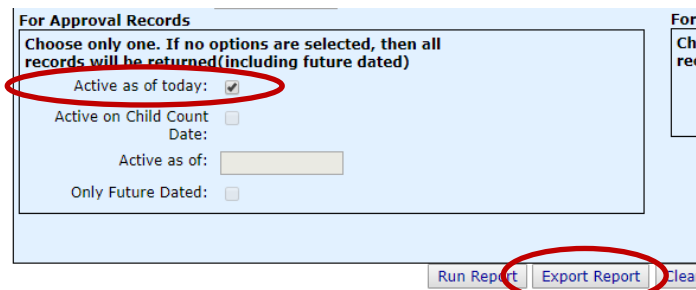
3. For Report Type, choose **Student**. For Report Categories, choose **Approvals**. Then click the radio button next to **Medicaid Students***



Select Report	Description
<input type="radio"/>	Alphabetic List of Student Approvals
<input type="radio"/>	Approvals by Serving School
<input type="radio"/>	Approvals NOT on Child Count
<input type="radio"/>	Approvals Not Reported
<input type="radio"/>	Approvals Reported
<input type="radio"/>	Approvals Reported for Child Count
<input type="radio"/>	Child Count Snapshot by Resident District
<input type="radio"/>	Indicator 11 Report by Resident District
<input type="radio"/>	Indicator 12 NOT Meeting Requirements
<input checked="" type="radio"/>	Medicaid Students*
<input type="radio"/>	Student Grades 9-12 Active on Child Count*
<input type="radio"/>	Student Grades KG-12 Active on Child Count*
<input type="radio"/>	Student Grades KG-8 Active on Child Count*

Report Description:
Student level report designed for Medicaid vendors. Export recommended. No class list filters.

4. Select **Active as of today**, then click **Export Report** button



For Approval Records
Choose only one. If no options are selected, then all records will be returned (including future dated)

Active as of today:

Active on Child Count Date:

Active as of:

Only Future Dated:

Run Report | **Export Report** | Clear

5. A window will open with "Processing..." The report is already created even though it looks like it is still processing. I-Star automatically names the report "ReportExportResults.xlsx" and will save it to your computer's default download location.

6. Last, address an email to info@tameshrs.com, attach the report you just created, and send.