Hope Scholarship Program

School Administrator Reports Feature

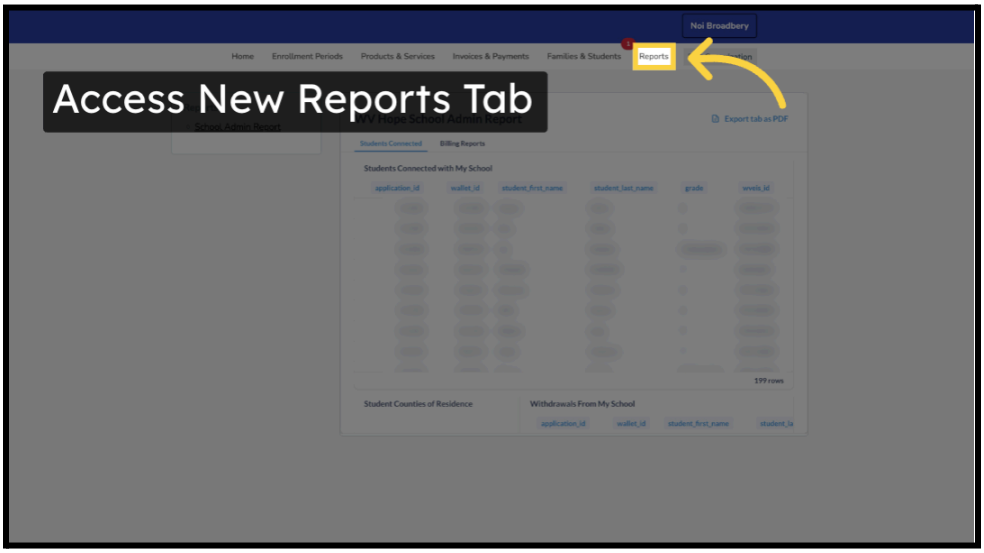
1. Overview

Welcome to the Hope Scholarship Platform Reports feature for School Administrators! The West Virginia State Treasurer's Office and Student First Technologies are thrilled to introduce this powerful new tool designed to give you greater insight into your student data.

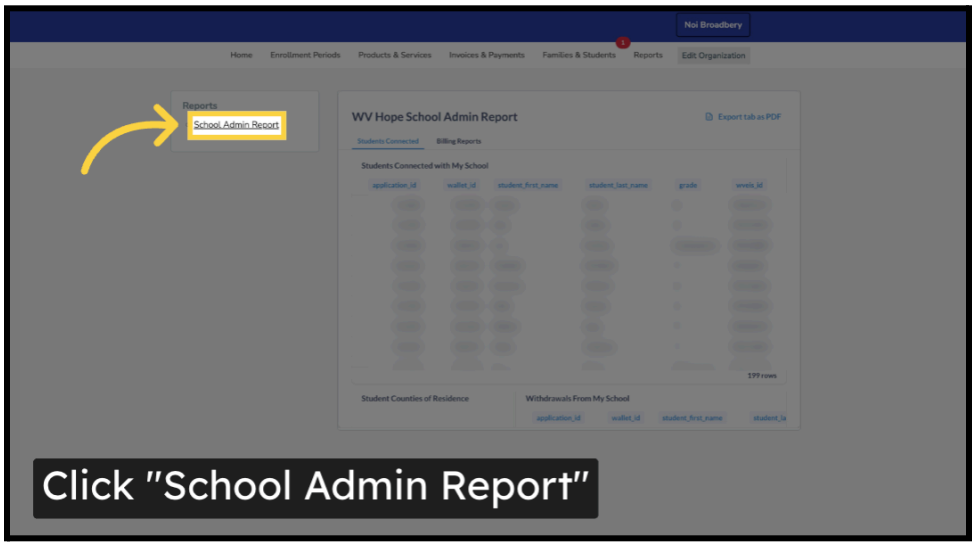
The Reports feature empowers you with data that can help you better understand your student population and provide necessary information to County School Boards of Education when required.

2. Using the School Admin Report

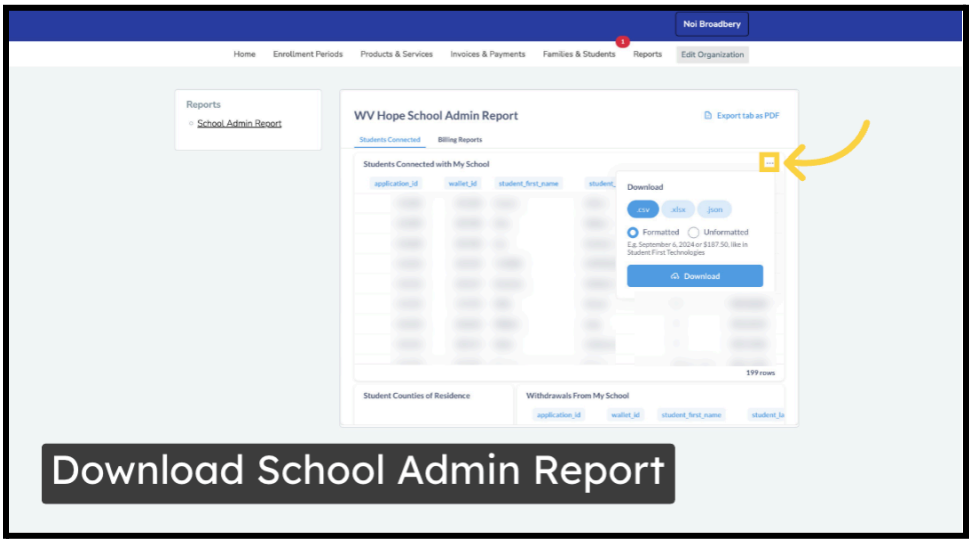
- **Navigate to the Reports Tab**
    - Log into your School Administrator portal
    - Locate and click on the "Reports" tab in the main navigation menu



- **Access School Admin Report**
    - Click on the "School Admin Report" option
    - This will take you to a new page where data can be viewed and exported

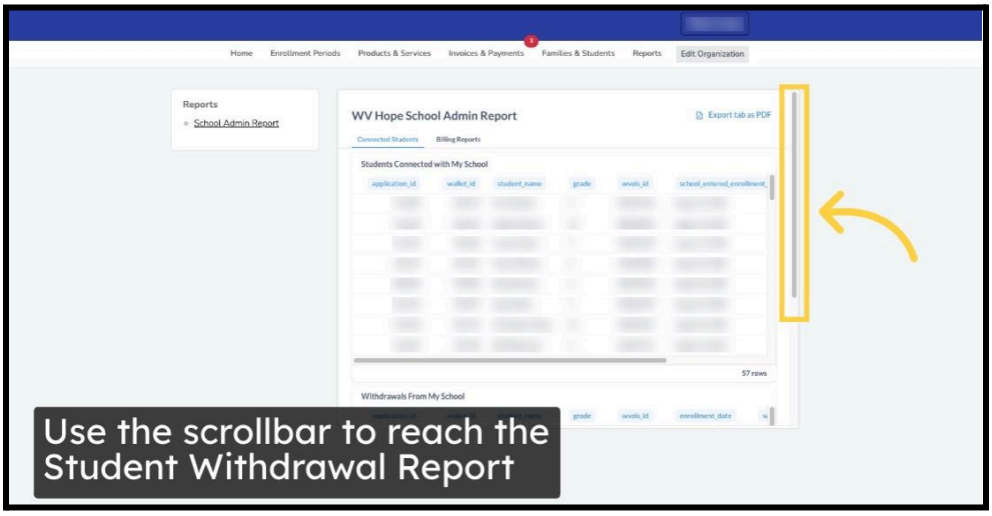


- **Download Your Report**
    - Locate the ellipses (three dots) menu on the report page
    - Click the ellipses to open the download menu
    - Select your preferred format (CSV or Excel)
    - Save the file to your computer



3. Accessing the School Withdrawal Report

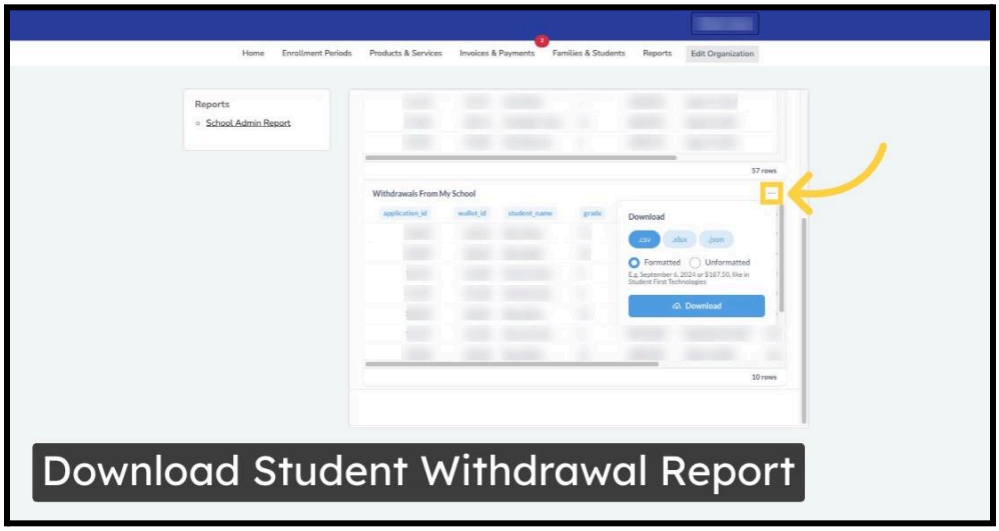
- **Navigate to the Withdrawals Section**
    - While on the Reports tab screen, locate the large scrollbar on the right side of your screen
    - Scroll downward until you find the section titled "Withdrawals From My School"
    - This section displays all students who have officially withdrawn from your school



- **Review Student Withdrawal Data**
    - The withdrawal report provides comprehensive information for each withdrawn student:
        - Application ID
        - Account (or Wallet) ID
        - Student Name
        - Grade Level
        - WVEIS ID
        - Enrollment Date
        - Withdrawal Date
        - County of Residence

- **Download Your Withdrawal Report**
    - Locate the ellipses (three dots) button within the withdrawal section

- Click the ellipses to access the download options
- Select "Download results" from the menu that appears
- Choose between formatted or unformatted versions of the report
- Select your preferred file format and save to your computer



4. Benefits of the Reports Feature

- Export student data for your own record-keeping and analysis
- Generate reports needed for submission to County Boards of Education
- Gain deeper insights into your student population
- Better manage enrollment and withdrawal information

5. Start Using Your New Reports Feature!

The Hope Scholarship Program is committed to empowering School Administrators with the tools needed to effectively participate in and manage your role in the program. The Reports feature is just one way we're working to enhance your experience.

6. Need Help?

If you have any questions about using the Reports feature, please contact the Hope Engagement Center for assistance. You can reach them by email at help@hopescholarshipwv.com and by phone at (681)-999-HOPE (4673).

Thank you for your continued partnership in providing quality educational opportunities to West Virginia students.