



Run GQ Report from SameGoal to Import into Student Information for Related Service Codes

Pgs. 1-3

1. Run Report in SameGoal:

Breadcrumb Trail; Report/State Reports/GQ report

For Related Services Codes, you will want to choose Special Education 215XXX codes (Legacy)

EMIS (GQ) Record

Reports / State Reporting / EMIS (GQ) Record

Building:

Program Codes:
Special Education 215XXX codes are not included in the current EMIS manual (Legacy).

Reading Improvement and Monitoring Plan
 Special Education
 Special Education 215XXX codes (Legacy)

District Enrollment: [?](#)
Pre-Enrolled and Enrolled students are "active". All others are "inactive".

You can choose your enrollment status.

Pre-Enrolled
 Enrolled
 Transferred
 Withdrew
 Dropped Out
 Graduated
 Historical/Other
 Historical/Idle

Fiscal Year: FY24 (7/1/23 - 6/30/24) v



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2. Choose your Settings: For Related Service codes you will want to choose 215xxx codes(Legacy)

EMIS (GQ) Record

Reports / State Reporting / EMIS (GQ) Record

Building:

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Program Codes:
Special Education 215XXX codes are not included in the current EMIS manual (Legacy).

- Reading Improvement and Monitoring Plan
- Special Education
- Special Education 215XXX codes (Legacy)

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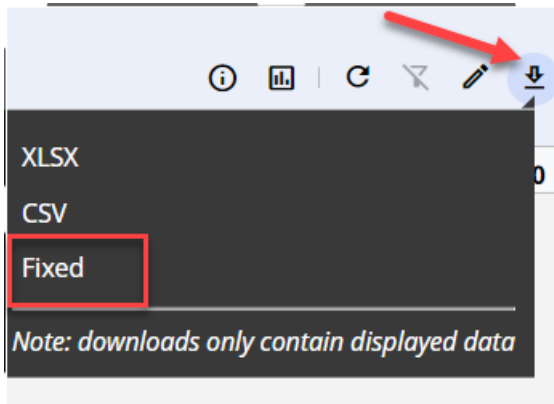
Fiscal Year:

FY24 (7/1/23 - 6/30/24) ▼



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3. Download the report as a fixed report:



4. Open the file in Notepad

5. Save the file as a text file (*.txt) You will want to make sure it has .txt at the end of the file name

