**Tips to Accessing ESSA Reports**

**Accessing the ESSA District Level Report:**

Upon logging into the IDEx portal, the main page contains a listing of data collection reports for the district. The ESSA district level report is accessible on the list, but the ESSA school level reports are not.

In order to return to the main list of reports, and access the district level report, click the “Data Exchange” icon in the menu bar along the top of the page.

**Accessing the ESSA School Level Reports:**

From the district level report, you must return to the data exchange main page in order to access the school level report.
The school level reports are only accessible when you use the "search by institution" search bar.

Once the school level report is selected, only that report will be accessible in the report list. You can use the "search by institution" search bar to view another school level report.

In order to return to the main list of reports, and access the district level report, click the "Data Exchange" icon in the menu bar along the top of the page.