Appendix A

Diocesan & Intermediate Unit – Search Screens

Diocesan Users
Diocese users enter and/or submit data for all of the schools within the diocese. A search screen provides the Diocesan users with the ability to locate a specific school within the dioceses.

Search
To view a list of schools by Status;

- Select Status from Drop-Down List
  - All
  - Not Started
  - Started
  - Submitted to Diocese
  - Submitted to PDE
  - Accepted

- Click Search

Specific School
To search for a specific school;

- In the appropriate box, enter one of the following;
  - Institution name
  - First few letters of the name
  - An asterisk and part of the name
  - AUN

- Click Search
Search Results
The screen displays;

- Total Number of Schools in Diocese
  - Listed Alphabetically
- Number of Submitted Reports
- Ten Schools Display per Page with;
  - Institution Name
  - AUN
  - Status

Private and Nonpublic Schools - Enrollment

To access a specific school or view additional search results screens;

- Click Institution Name – Displays Selected School’s Data Entry Enrollment tabs
- Next or Previous – View Additional Search Result Pages
- Click Clear – Removes Search Criteria and Results

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>AUN</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNPE Sacrament School</td>
<td>123456788</td>
<td>Not Started</td>
</tr>
<tr>
<td>PNPE Cathedral</td>
<td>123456788</td>
<td>Not Started</td>
</tr>
</tbody>
</table>
Intermediate Unit Users

Intermediate unit users enter and submit enrollment information for the Amish schools and to some Mennonite schools. A search screen allows the IU users to locate a specific school to enter and submit enrollment data.

Search

The search screen provides the option to search for schools for which the IU enters the school’s data; or to search for all schools in a selected category.

To search for IU data entry schools;

- Check IU Entry
- Click Search

To search for all schools in a selected category;

- Uncheck or leave blank IU Entry
- Click Search

To search for schools by school district;

- Select School District from Drop-Down
- Click Search

To view a list of schools by Status;

- Select Status from Drop-Down List
  - All
  - Not Started
  - Started
  - Submitted
  - Accepted
• Click Search

**Note:** If only a few Amish schools in the IU, select All.

**Specific School**
To search for a specific school;
• In the appropriate box, enter one of the following;
  o Institution name
  o First few letters of the name
  o An asterisk and part of the name
  o AUN
• Click Search

**Search Results**
The screen displays;
• Total Number of Schools in Diocese
  o Listed Alphabetically
• Number of Submitted Reports
• Ten Schools Display per Page with;
  o Institution Name
  o AUN
  o Status

**Note:** Schools for which the IU does not enter data have read-only access.

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>AUN</th>
<th>School District</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNPE Amish School</td>
<td>123456789</td>
<td>Area SD</td>
<td>Not Started</td>
</tr>
</tbody>
</table>

**Navigation**
To access a specific school or view additional search results screens;
• Click Institution Name – Displays Selected School’s Data Entry Enrollment tabs
• Next or Previous – View Additional Search Result Pages
• Click Clear – Removes Search Criteria and Results