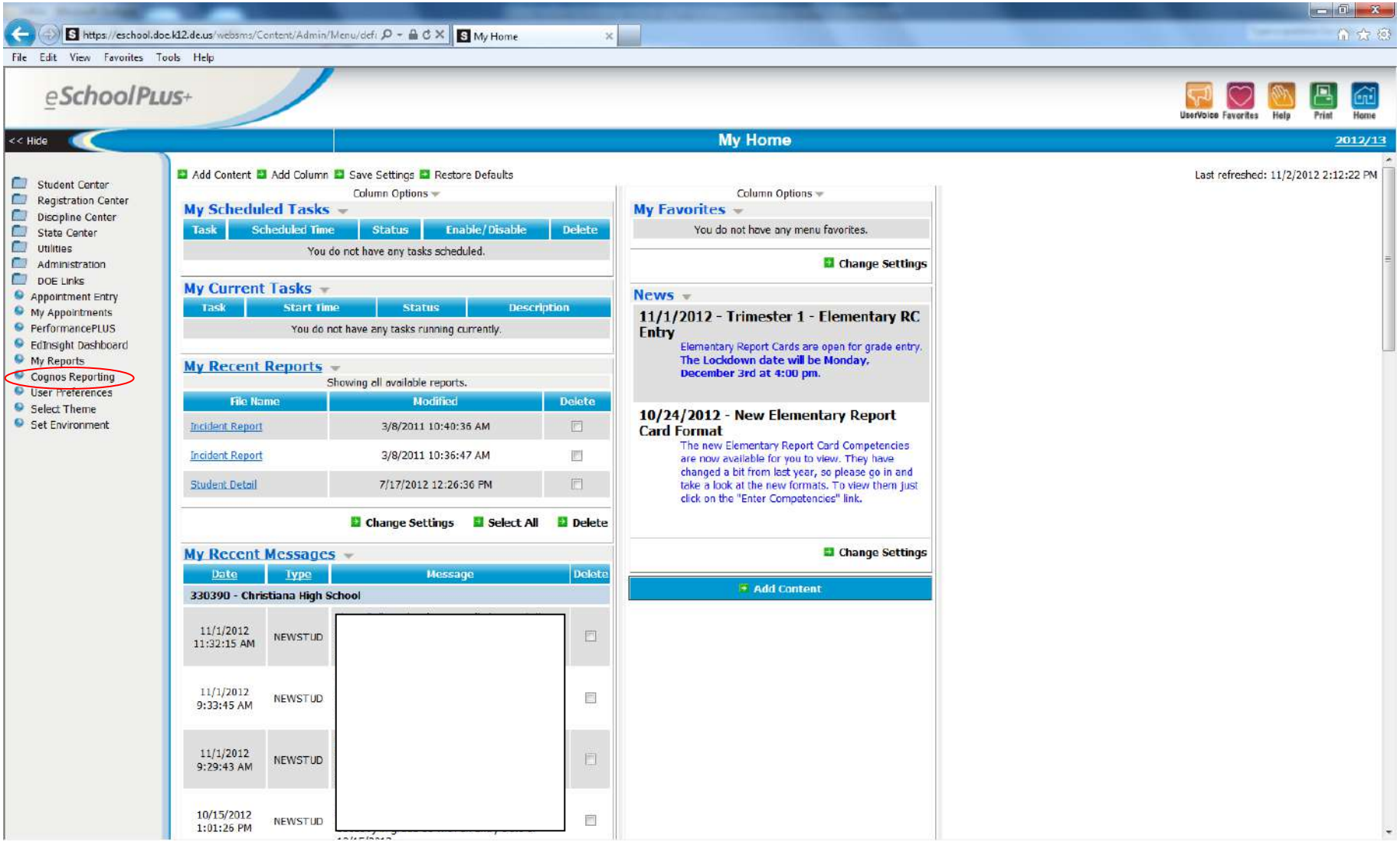
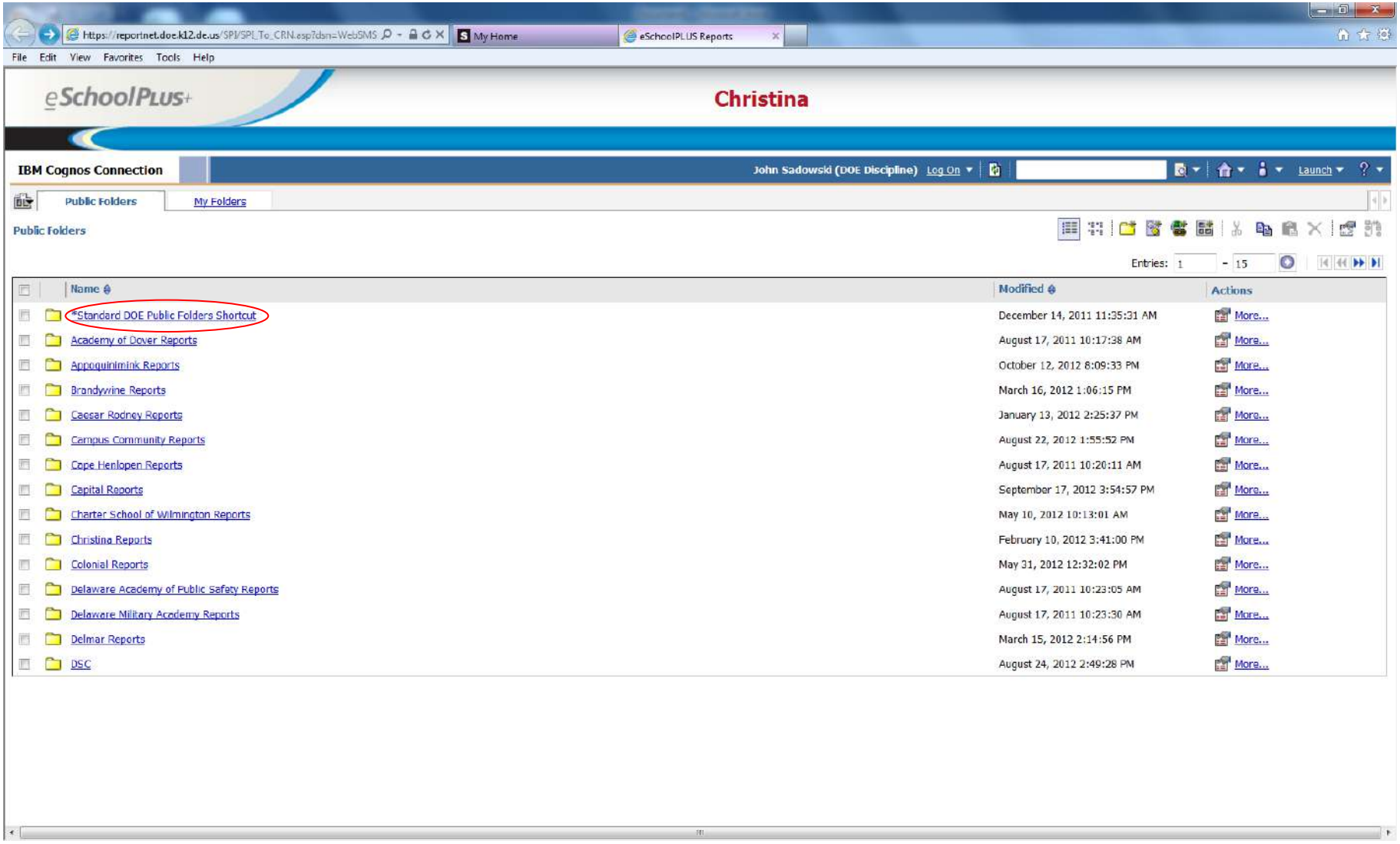
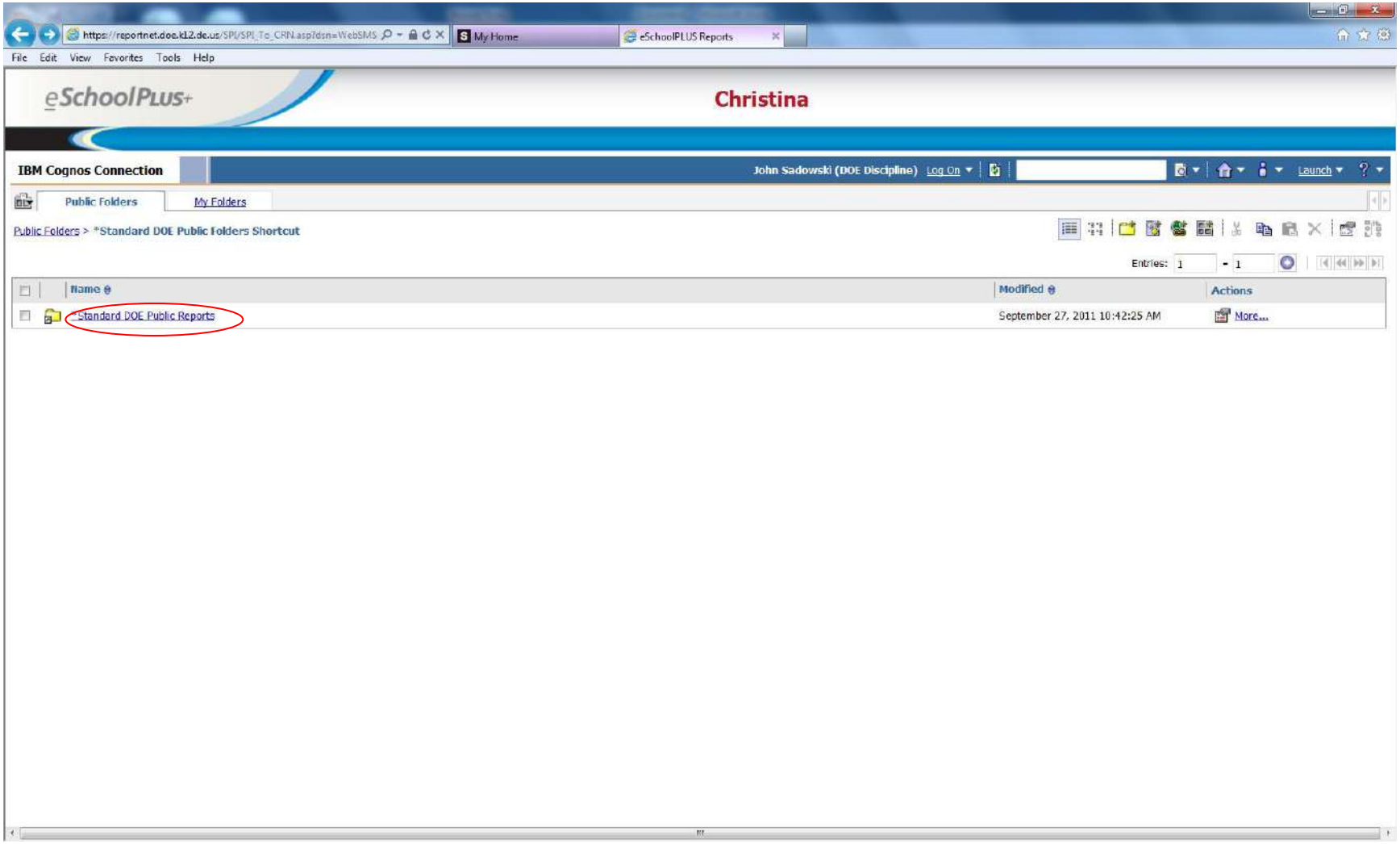
1. Click on “Cognos Reporting” to the left.



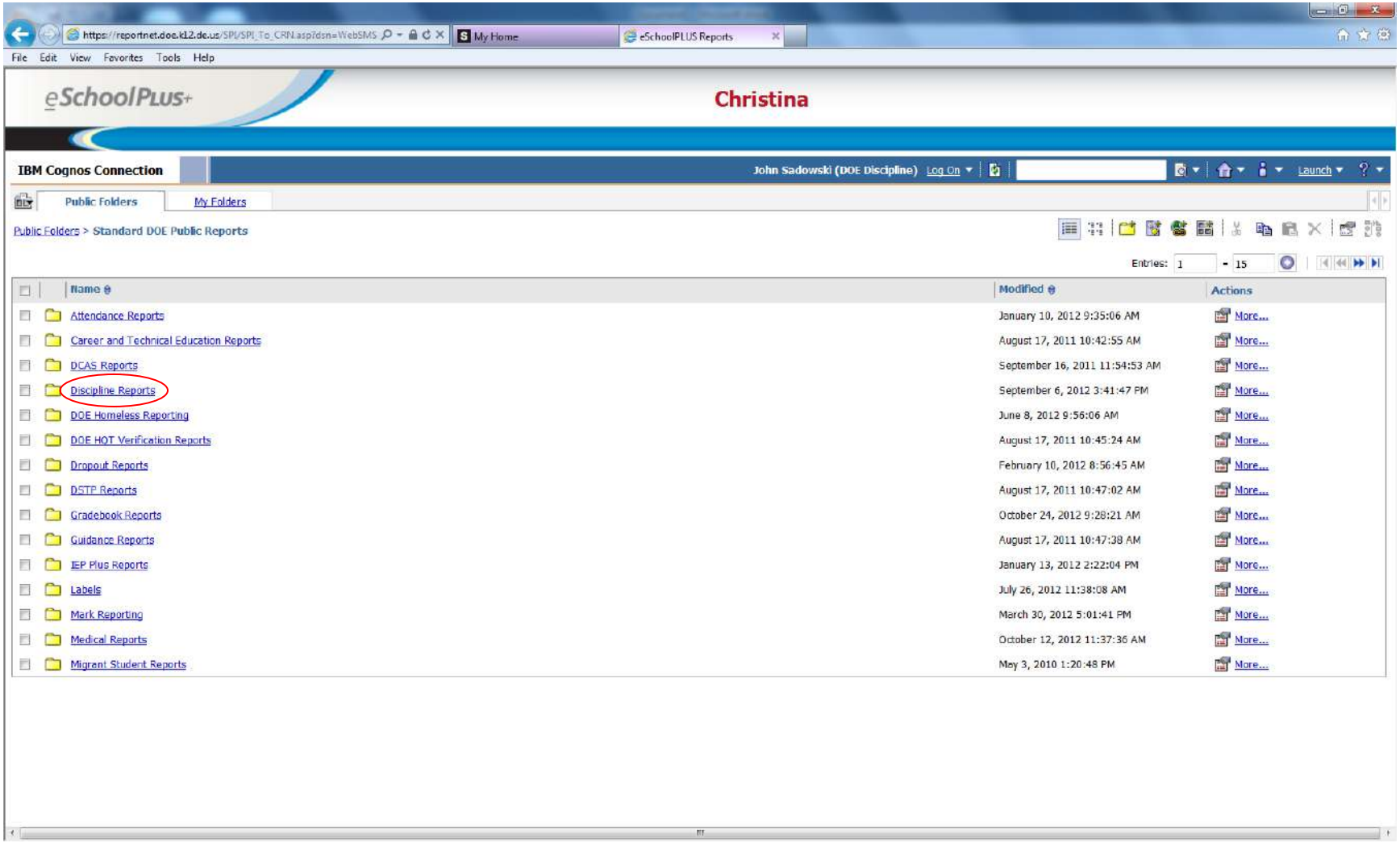
2. Click on “Standard DOE Public Folders Shortcut.”



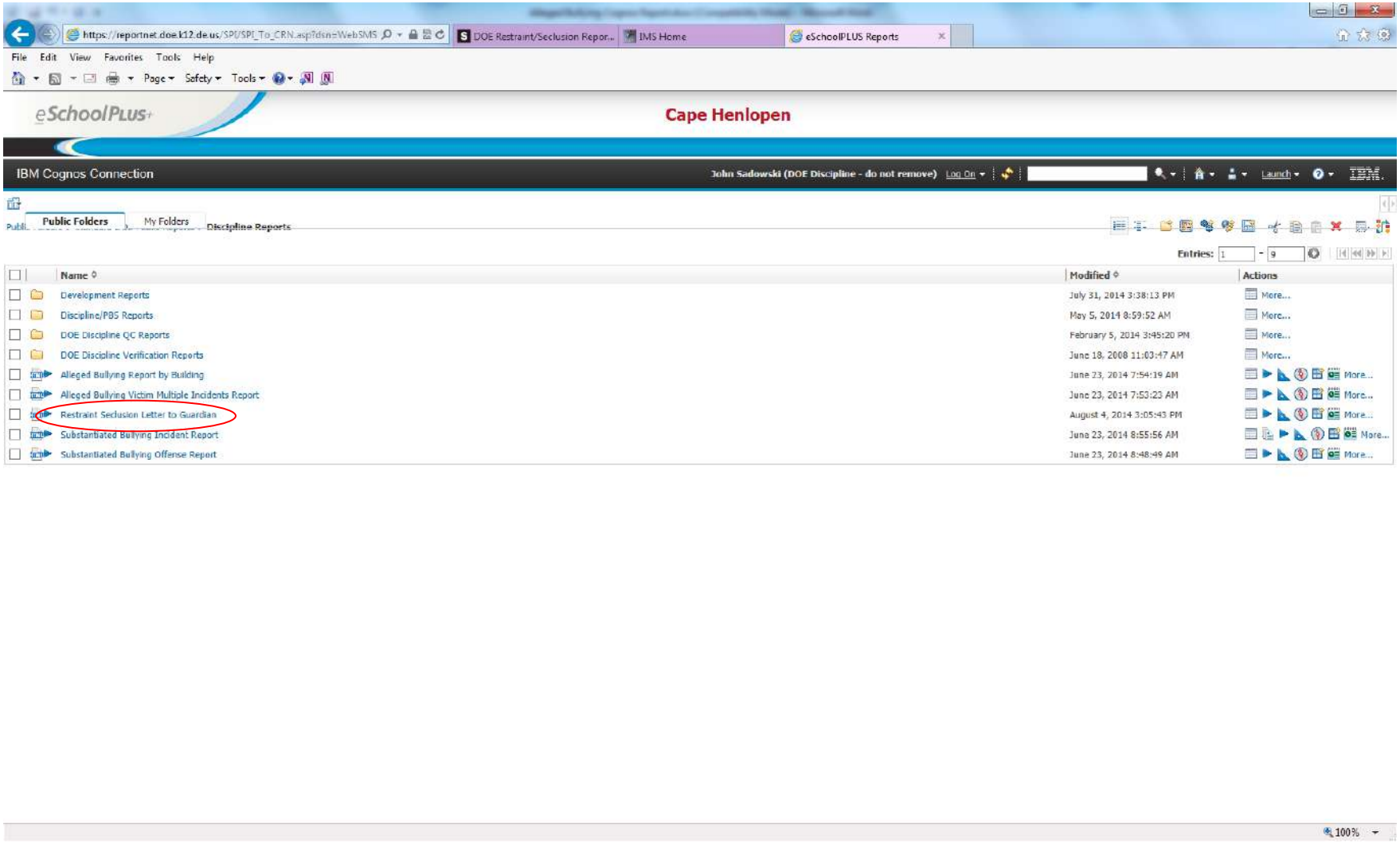
3. Click on “Standard DOE Public Reports.”



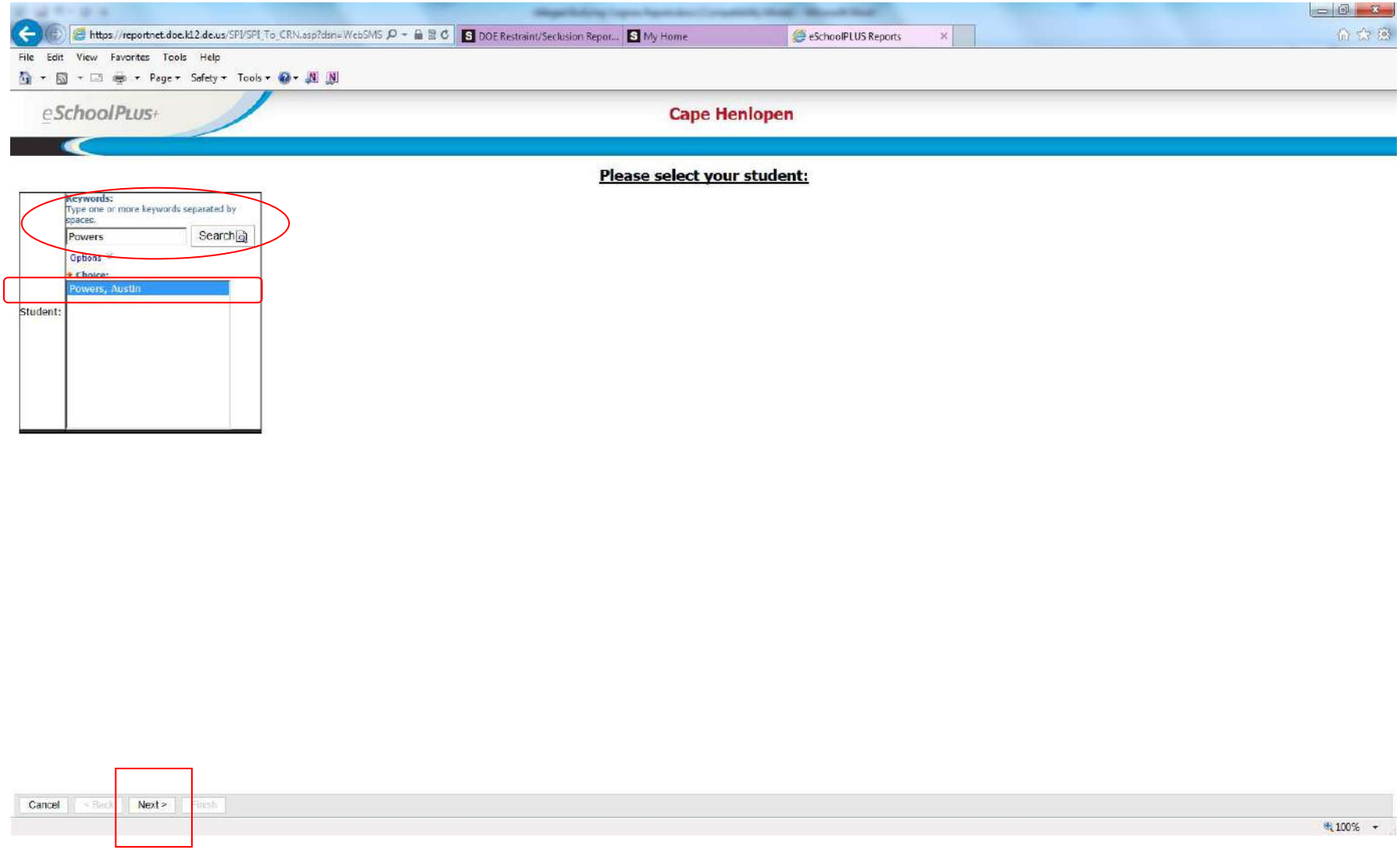
4. Click on “Discipline Reports.”



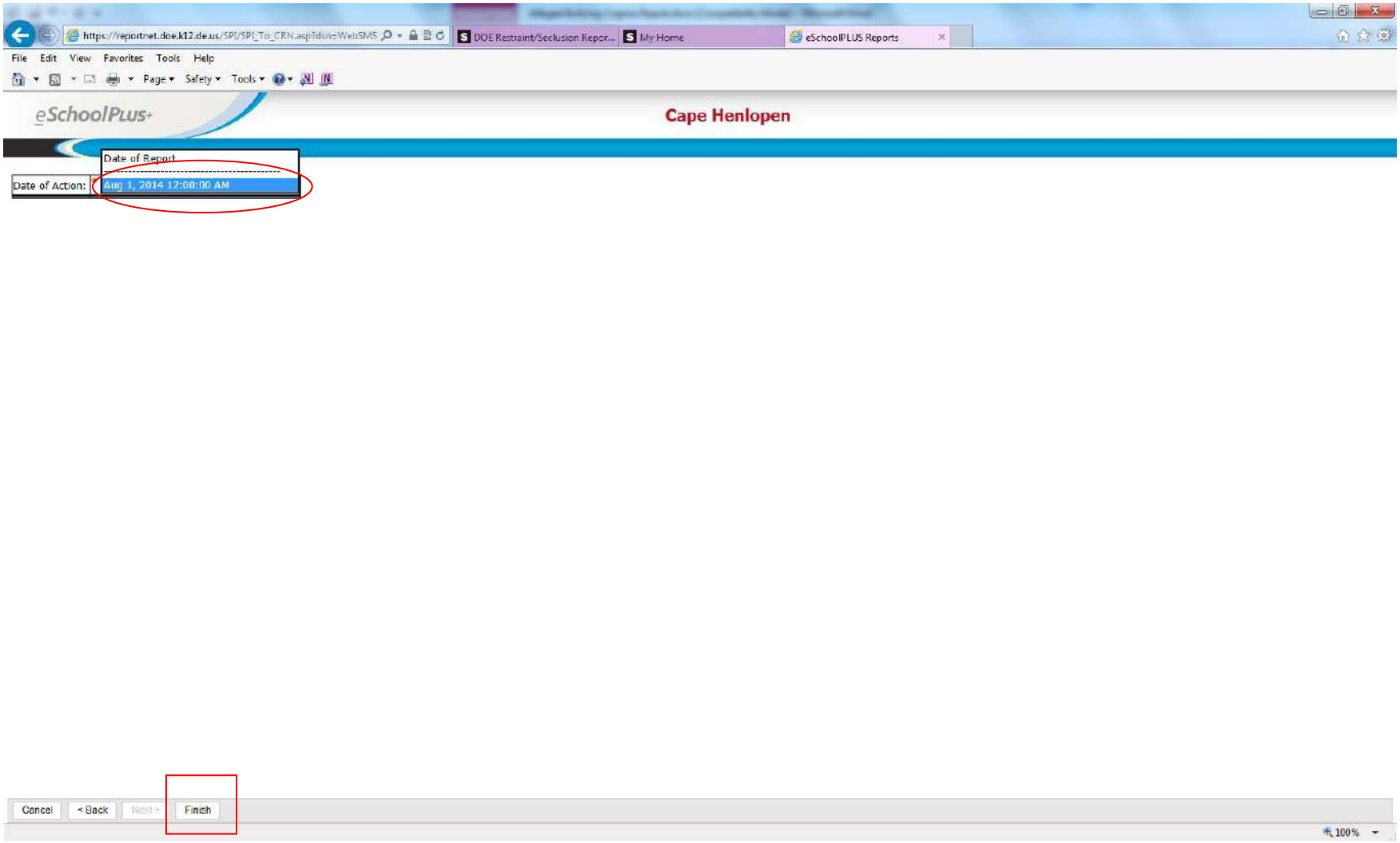
5. Click on “Restraint Seclusion Letter to Guardian.”



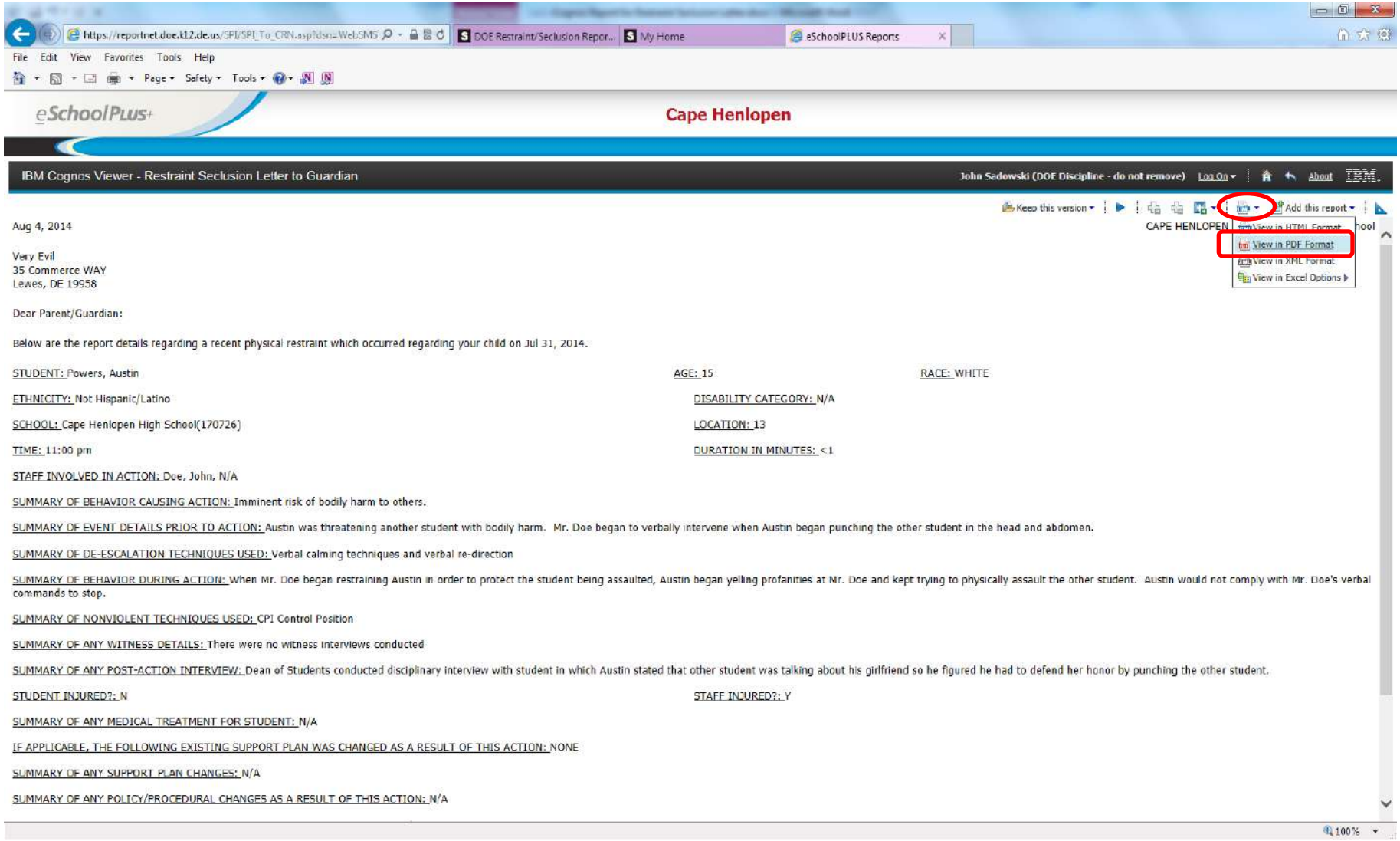
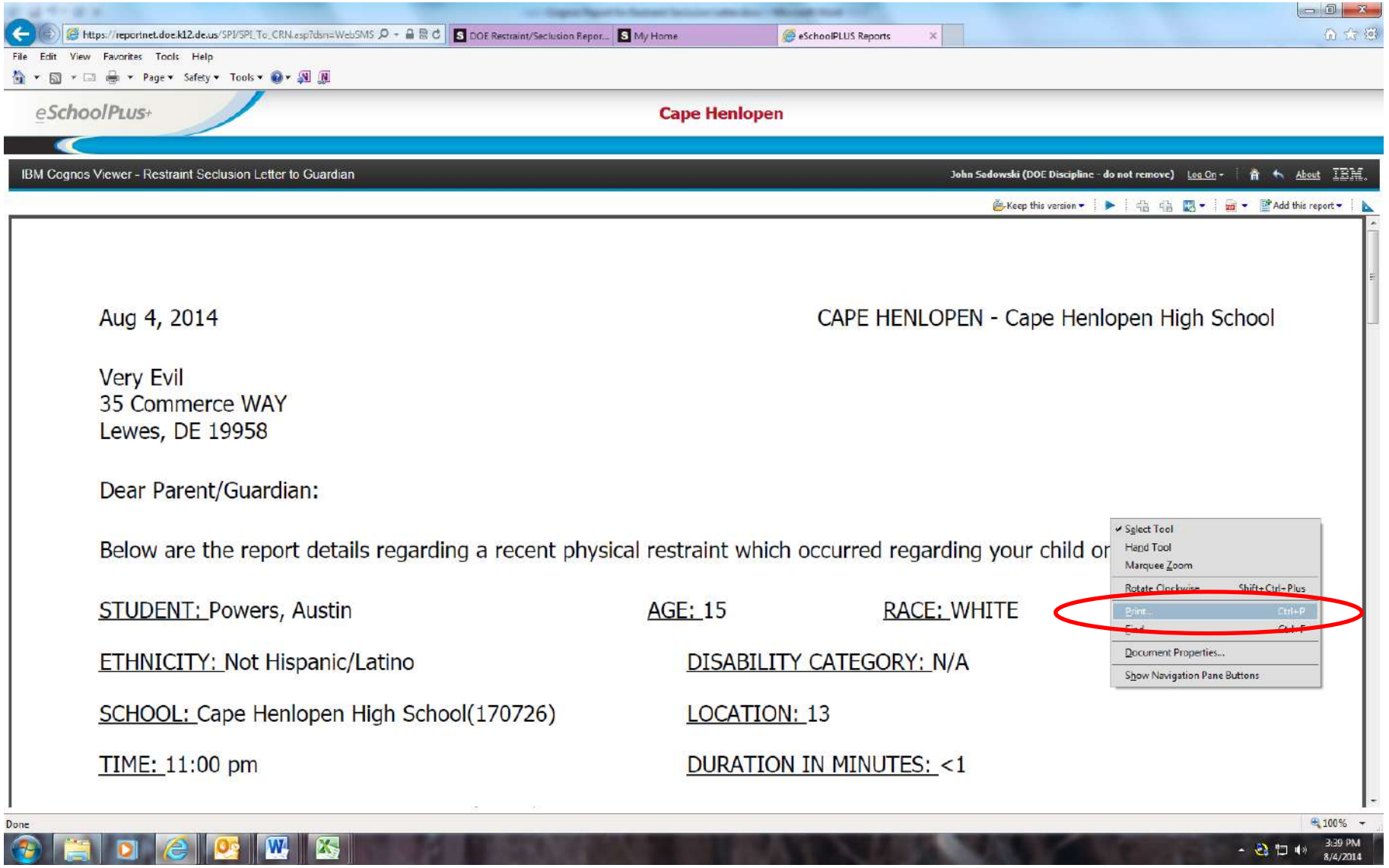
6. Type in student's last name and click on "search."
7. Highlight the appropriate student name.
8. Click the "next" button at the bottom.



9. Highlight the date of the desired report. If the student has multiple reports then multiple dates will be listed. The date is connected to the date the report was entered in eSchool.
10. Click on the "finish" button at the bottom.



11. Report can be converted from a HTML view to a PDF view for printing. To do this, click on the "view" icon arrow (circled in red) to produce the dropdown menu and then select "view in PDF format."



12. Once the PDF version appears, right click inside the report and select “print” from the menu that appears. Follow the printing prompts to print your guardian letter.