

## Reporting Fixed Term Exclusions

If you have any Fixed Term exclusions then you should send the file on a **weekly** basis.

There is NO NEED to send any files if there have been no fixed term exclusions.

Enter the exclusion data in the pupil record under the exclusions tab and save the record. For more information about entering this see your Facility User Guide.

From the Facility main menu go to **Reports | Reports | Derbyshire | Exclusions**

- Select the **EXLA Fixed Term Exclusions Export** report in the list.
- Click on **Generate** button on the right
- Do not click any tick boxes and click on **OK**
- Amend the week's **start date** and **Modify**
- Amend the week's **end date** and **Modify**
- Click on the **Store** button to save these dates for next time
- Click on **Continue**.
- Click on **OK**
- The exclusion data will show
- **Right click** within the list somewhere
- Select **Exporting | Export**

Part of the file name has already been entered for you. You will need to amend the file name so that it reflects the file name and your school as follows:

The XXXX should be your 4 digit DFE number and DDMMYYYY should be the date you run the export. Take care not to remove any of the other text especially backslashes.

The finished file name should be SIMILAR to this but with YOUR DFE number and the correct date.

**C:\AVCOLEAExtract\XXXX\_FTEXC\_DDMMYYYY.csv**

The file has been saved to your AVCOLEAExtract folder on your Local Disk C: NB: If your AVCOLEAExtract folder is not on your C drive you will need to amend the drive letter as well.

- Click on **Export**. The file will now be in your AVCOLEAExtract folder ready to upload.

Upload via **Data Transfer**