

Reporting Permanent Exclusions

If you have a Permanent exclusion then you should send the file **within 24 hours** of the exclusion.

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 Permanent Exclusions Export** report in the list.
- Click on the **Generate** 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 date and your school as follows:

The XXXX should be your 4 digit DFE number and DDMMYY 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_PEXC_DDMMYYYY.csv

The file is now 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**