

**Cognos Report Request Form**  
**eSchoolPlus Student Management System**

District: \_\_\_\_\_ New Report: \_\_\_ Modify Existing: \_\_\_

Submitted by: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Please complete the following to accurately describe the report you are requesting:

**Purpose of this Report:**

**Report Heading:** *What do you want the title of this new report to be? Or existing report title to modify*

**Body of Report:** *What information do you want included on the report, give specific field names, for Example: student name, grade, homeroom, guardian address. etc...*

**Report Totals:** *Describe any counts or totals to be included on the requested report*

**Prompts:** *What information will be included or excluded from this report? For example, do you want to prompt a specific building or grade? Do you want to prompt school year or only for current? etc..*

**Sorting Requirements:** *What order do you want the data on the report to be in? For example, Alphabetically by student last name, alphabetically by grade by name.*

**Page Break:** *When should the report start a new page? For example: grade, student ID, bldg, etc..*

**Additional Information:** *Please note any additional information that needs to be considered in the development of this report? If you have a sample of a previously used report please send to my attention*

**To be completed by Center staff:**

Date Received: \_\_\_\_\_

Programmer Assigned: \_\_\_\_\_ Projected Completion Date: \_\_\_\_\_

Estimated Programming Time: \_\_\_\_\_ Date Published: \_\_\_\_\_

Actual Programming Time: \_\_\_\_\_ Service Now Ticket # \_\_\_\_\_

Report Name: \_\_\_\_\_

Path / Database(s): \_\_\_\_\_

Programmer Notes:

Upon receipt of request, district will be provided an estimated delivery date and cost estimate if applicable.