

# Reports

## Applications

This section is for applicants not yet enrolled.

Scholarship Certification & Application Application

Export Applications (new)  
Import Applications (new)

Scholarship Recertification of Eligibility  
Enrollment Report | View Submissions

Forms Deletion  
Delete Submissions

Reports  
Export Applicant Report

Import Applicant Report

Applicant Report for active Applicants. Click "Tools" to save as excel or print.

+	schoolyear	ssn	lname	fname	addr 1	addr 2	addr 3	phone	semail	exportschool	importscool	parent	pemail	status	appstatus
	2018														
	2019														
	2020														

Tools



Click Import applicant

Select 2020 for the 19-20 reports.

Click on the carrot for tools and select EXCEL

Words of caution – you may receive all years not just 2019-20 in the Excel worksheet. Review the information carefully. Each academic year is separated by an empty line so be sure to delete all extra information before sharing.