

Creating a Report for the Release of Shutdown Records

Records released from limited shutdown display a new "R" code in the Shutdown field. To identify these records in MAPnet, create a report and filter based on the Shutdown field.

- Access the Student List Eligibility screen.
- Click on the Filter Tab.
- Check the "Shutdown" box.
- Click on the View Tab to view a listing of the students' records with "R" codes.
- At the bottom of the list, click the "View Report" button. The listing will appear in report format.
- The report can be printed or saved by using the commands in the browser toolbar.