

Creating a Report using the Application Receipt Date

Follow the steps below to create a report of student records using “Application Receipt Date” using the MAP system:

1. Access MAP via the GAP Access portal.
2. Access the Student List Eligibility: View by clicking the Student tab along the top of the screen.
3. Access the Filter screen by clicking on the Filter tab.
4. Locate ‘Application Receipt Date’ and enter a date range using the pop-up calendars (i.e., February 28, 2018-April 4, 2018).

Optional: If a user is creating a report identifying students released from suspension the ‘Application Receipt Date’ and the ‘MAP suspend; fields could be added to the report for each student. If so,

- Access the Columns screen by clicking on the Columns tab.
 - Locate “Application Receipt Date” and “MAP Suspend” field name under Unselected Column and move them to the bottom of the Selected Columns list by highlighting them and clicking the top right arrow.
 - Highlight each fieldname and click the up arrow to move them to the desired screen location.
5. Click the View tab.
 6. **The Student List Eligibility: View now displays a listing of the students falling within the specified Application Receipt Dates.**
 7. To review a printable listing of these student records, click the View Report or Excel buttons at the bottom of the screen.
 8. To print this report, click on the print icon on your browser’s tool bar.