

Model Services Report: A breakdown of Model Services Entered

One report that you may find useful to review as you prepare for the second semester is the Model Services report. This report will create a breakdown of Model Services by the month and Activity Category (Employability Skills, Career Association, Guidance Counseling, etc.). This is a great way to see if there are Model Service Activities you are heavy/light in reporting, and can give direction as you plan future lessons.

Steps to create the Model Service Report:

- 1) Select the **Review** link in the Navigation Toolbar (red banner across the top of the page)
- 2) Select the **Report** link in the drop down menu
- 3) Select the report you wish to run: **Model Services Report**
- 4) Complete the **Parameters** you wish to run the report using. For most inquiries you will simply select your **School** and the current **School Year** to get a report of Model Service entered this year.

The screenshot shows the JAG software interface. At the top is a red navigation bar with 'Home', 'Help', 'Enter', 'Manage', 'Review', and 'Library' links. Below this is a 'Generate Reports' section with a sidebar containing 'Generate Reports', 'Generate Forms', and 'Download Data'. The main area shows a 'Generate Reports' dropdown menu with 'Reports' selected. The dropdown list includes: '5 of 5 by School', 'Aggregate Jobs Rate by School', 'Average Barrier Removed by School', 'Management Report', 'Military Service by School', and 'Model Services Report' (highlighted in blue).

We have created an Activity Code breakdown to use as a guide when entering model services. The breakdown is as follows: **Employability Skills** 30%-60%, **Career Association** 25%-30%, **Community Service** 10%-30%, **Guidance Counseling** 5%-10%, **Field Trips/Guest Speakers** 5%-10%, **Work-Based Learning** >5%-10%, **Academic Remediation** is mainly for Middle School use >5%-10%, **Group/Social Recreation** Middle School Only >5%-10%, and **Other** use very sparingly.

Model Services Report

ES - Employability Skills Training CA - Career Association CS - Community Service GC - Guidance Counseling FT - Field Trips / Guest Speakers AR - Academic Remediation WL - Work-based Learning GR - Group/Social Recreation OT - Other

Year	Month	ES	CA	CS	GC	FT	AR	WL	GR	OT	Total
20XX	8	29.42	0	0	0.25	0	0	0	0	0	29.67
		2.45	0	0	0.02	0	0	0	0	0	2.47
20XX	9	109.83	33.67	4.00	3.33	10.83	0	0	0	0	161.67
		9.15	2.81	0.33	0.28	0.90	0	0	0	0	13.47
20XX	10	91.92	111.50	6.00	0	0	0	0	0	0	209.42
		7.66	9.29	0.50	0	0	0	0	0	0	17.45
20XX	11	52.50	22.92	0	0	0.83	0	0	0	0	76.25
		4.38	1.91	0	0	0.07	0	0	0	0	6.35
	Total	283.67	168.08	10.00	3.58	11.67	0	0	0	0	477.00
		23.64	14.01	0.83	0.30	0.97	0	0	0	0	39.75
	Percent	59.47%	35.24%	2.10%	0.75%	2.45%	0.00%	0.00%	0.00%	0.00%	100.00%

• Top number in each cell represents total contact hours delivered for all participants. Bottom number represents the average contact hours delivered per participant.