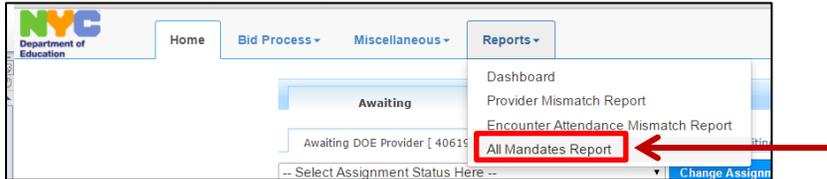


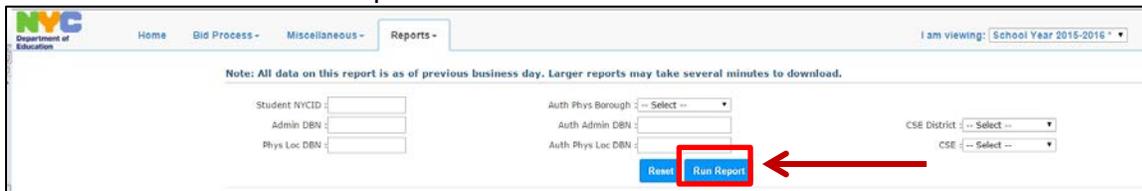
This guide provides staff with an understanding of the **All Mandates Report** in Provider Assignment. The **All Mandates Report** will display mandates from all tabs in Provider Assignment.

## Create an All Mandates Report

1. Click the *Reports* dropdown menu and select **All Mandates Report**.



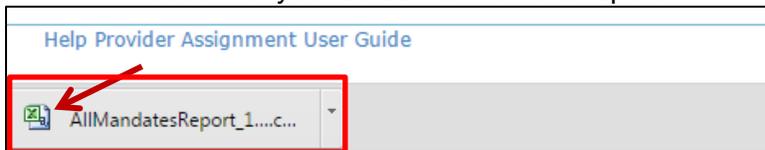
2. Enter the search criteria and then click **Run Report**. The results will be filtered from the search criteria and the report will download in Microsoft Excel.



Click **Reset** to clear the search criteria fields, and create a new search.

3. How you open the report will vary depending on your internet browser, see the examples below.

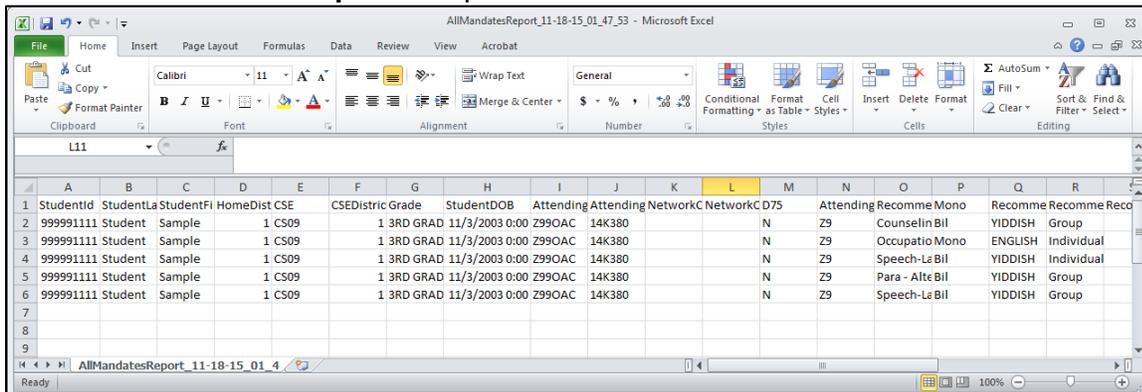
- a. Example 1: Internet Explorer 11 – double click the **All Mandates Report** file at the bottom of your screen to view the report.



- b. Example 2: Google Chrome v. 46.0 – click **Open** at the bottom of your screen to view the report.



4. The **All Mandates Report** will open in Microsoft Excel.



## Viewing the All Mandates Report

1. See the chart below for a description of each heading on the **All Mandates Report**.

Column	Heading	Description
A	StudentId	Student NYC ID #
B	StudentLastName	Last Name
C	StudentFirstName	First Name
D	HomeDistrictValue	Home District – the school district for which the student is zoned
E	CSE	CSE
F	CSEDistrict	CSE District
G	Grade	Grade
H	StudentDOB	Student Date of Birth
I	AttendingAdminDBN	School where student is enrolled
J	AttendingPhysicalLocationDBN	School location where student attends class
K	NetworkCluster	N/A
L	NetworkCFN	N/A
M	D75	Y = school is D75; N = school is not D75
N	AttendingAdminDistrict	District where Admin DBN school is located
O	RecommendedServiceType	Recommended service from the student's IEP
P	Mono	Mono = monolingual Bil = bilingual
Q	RecommendedLanguage	Language of Service from IEP Recommended Special Education Programs and Services
R	RecommendedGroupSettingDescription	Group or Individual from IEP Recommended Special Education Programs and Services
S	RecommendedGroupSize	Group size from IEP Recommended Special Education Programs and Services
T	RecommendedFrequency	Frequency of Service from IEP Recommended Special Education Programs and Services
U	RecommendedDurationDescription	Duration from IEP Recommended Special Education Programs and Services
V	RemainingFrequency	Remaining frequency for split mandates
W	ProviderType	DOE, Contract Agency or Independent
X	ActualProviderName	Name of the provider
Y	MandateStatusName	Mandate Status
Z	AssignmentStatusName	Assignment Status
AA	AuthorizedAdminDBN	School where student is authorized to receive services
AB	AuthPhysicalLocationDBN	School location where D75 and D79 students are authorized to receive services
AC	AuthPhysicalLocationBorough	NYC Borough in which student is enrolled
AD	ServiceStartDate	Service Start Date
AE	FirstAttendDate	First Attend Date for the service
AF	DaysSinceIEPStartedToDisplay	Number of days since the student was added to Provider Assignment
AG	TabName	The name of the tab in which the student's mandate assignment displays