

## Running the LEA Notification report in the State Database

1. From the State Database home screen go to Management → LEA and SEA Notification and Referral
2. Then use the drop down options to pick the corresponding Fiscal Year (fy), quarter (fq) and leave fiscal month as ALL and limit the notification to only MISSING LEA

### LEA and SEA Notification and Referral Report

FacilityCode School District Fiscal Year Fiscal Quarter Fiscal Month Only Late Notifications? Only Missing LEA Notified?

PIC All FY 25 Q1 All No Yes

Export View Report ☐ Enable Paging?

3. Review the spreadsheet. Check for correct contact information. Also check the main home page of the State Database Waitlist for kids age 30-33 months since they are eligible but haven't had their enrollment IFSP yet. Follow up with provider if no IFSP to let them know of the need for timeliness, if there is an IFSP signed off, then enter it and add to spreadsheet manually.

## Welcome to the Alaska EI/ILP Database

**Reminders:**

Enrolled Children Without Family Service Coordinator (under 3): 0 [Open](#)

Children With Status Undetermined/Unknown/Waitlist (under 3): 62 [Open](#)

Enrolled Past 3rd Birthday: 5 [Open](#)

CAPTA Referrals with Duplicates: 0 [Open](#)

CAPTA no FSC: 0 [Open](#)

**PIC Facility Summary (under 3):**

Enrolled: 271 [Open](#)

PartC: 268 [Open](#)

Pending: 36 [Open](#)

Undetermined: 54 [Open](#)

Unknown: 0 [Open](#)

Waitlist: 8 [Open](#)

4. You can directly export the report to excel. Save it to the [ASD EED Notifications](#) folder in the corresponding Fiscal Year and Quarter sub folders
5. In Panda Docs there's an ASD EED Report that looks like this: Purple is ASD, Orange is PIC



ASD Transfer Report as of [Document.CreatedDate]

 Signature

Select date 

Received date

 Click to upload a file

 Signature

Select date 

date sent

Initials


Updated State Database with LEA Notification date

Send Panda Doc to [ilp@asdk12.org](mailto:ilp@asdk12.org) (already set up) with the following example body:

Here is the LEA Notification Report from the State DB that covers Q# FY##, covering dates X/XX-X/XX.  
We will continue to publish this weekly and send it to you.

6. Manually add the current date as LEA notification per the report

**School District**

Anchorage Schools 

**EED Opt-Out** ☐

**LEA Notified**

**Delay Reason Transition**