

Data Collection Guide

Viewpoint Data Warehouse Sunset Planning

Reports and data available through June 30, 2025.

Recommendations

Communicate with Administrators and data teams to establish need.

1. Does your charter school or district need data for Fall 2025 planning?
2. What data is needed for 2025 Summer School planning?
3. Will you need individual student records (Viewpoint Student Detail reports, i.e. cumulative files)?
4. Are there specific favorite reports you may wish to save or print?
5. Be sure to allow ample time to collect any data, reports or information you may need from the Viewpoint application.

1. Fall 2025 Educational Plans

These reports or data will vary by charter school or district, where specifics are determined by the local data teams or administration. The Viewpoint Support Team is available to assist with determining the best reports for your specific situation. Contact the Help Desk at:

viewpointhelpdesk@erdc.k12.mn.us

Commonly used:

- Demographic Reports
 - Student Detail
- Rules Reports
 - Tri-Rule Explorer
 - Venn Breakdown
- Assessment Reports
 - Test Performance
- Custom Reports
- Placement Reports



2. Summer School Planning

Data and reporting are determined by the local charter school or district.

3. Individual Student Records

Best practice is to batch print/save Student Detail Reports (cumulative files) following the last day of school. These reports can include all students' history. Please see the help document titled, "Batch Printing Student Details Sections" under the Viewpoint *Resources* tab/Help Docs/all Users.

4. Favorite Reports

Data and reporting are determined by the local charter school or district.

5. Data Collection Timeline

Your Viewpoint application will be available through June 30, 2025. After this date, you will no longer be able to access Viewpoint. Please plan accordingly to confirm you have collected all the reports and data as determined by your administration or data teams.

Please communicate with the Viewpoint Help Desk for additional information or guidance.

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