

# Consolidated School Report Survey Instructions for the Forms Application

[Ohio law](#) requires all public school districts requires all public school districts, including joint vocational school districts, to annually report on a specified set of data to the Ohio Department of Education through the Consolidated School Report survey. This fall is the first time that the department is required to collect this data in one data collection tool. The purpose of the survey is to consolidate reporting requirements for districts by collecting the information at one time and in one tool. Public school districts, including joint vocational school districts, are required to report data from the 2018-2019 school year through this survey in the [OH|ID web portal](#) within the **Forms** application. The survey is open from Nov. 1-30, 2019.

Those identified in the Ohio Education Directory System (OEDS) as Superintendent or Superintendent Designee for the district can access and complete the survey.

The instructions below will help you complete the survey in the [OH|ID Web Portal](#) Forms application. The Department recommends using the Chrome internet browser to complete the survey.

- Step 1:** Log on to your OH|ID Portal. For Instructions on the OH|ID web portal visit the [Department of Education OH|ID portal help webpage](#).
- Step 2:** Go to the **Forms** system.
- Step 3:** From the Forms Dashboard - **Click on Select Program Icon** (upper left hand side of the Dashboard under Ohio Department of Education)



- Step 4:** Select "Consolidated School Report".
- Step 5:** Ensure the Program Period is listed as **Consolidated School Report Program Year - 2019** on the Forms Search Page.
- Step 6:** Click on the  icon under the Details column.
- Step 7:** Go to the "Questions Tab".
- Step 8:** Click on the details icon  for the **Consolidated School Report 2018-2019 School Year**.
- Step 9:** Select and complete each section of the survey by responding to each question. Question #4 in Section 2 (2018-2019 School Year Consolidated Report Questions) requires the upload of the districts annual report on compliance with nutrition standards. Please upload the required information utilizing the  document upload icon. Press the **Save** button.
- Step 10:** When all of the survey questions have been answered (identified by the  icon for sections 2 and 3) and the requested document uploaded, press the **Submit** button.