



Lexile Checkout History Report – Request Form

If multiple libraries in the district desire the same options, those libraries may be included together on one form. Otherwise, please submit a separate form for each library requesting this service.

General Information:

- Three reports will be provided. The included data will be based upon the answers provided below.
 - **Building Summary Report:** condensed report that includes all data, with page breaks based upon the selected sort (.pdf format)
 - **Individual Student Report:** includes data for each student, with page breaks that allow for printing individual student reports (.pdf format)
 - **Spreadsheet Report:** Excel spreadsheet that includes all data (.xlsx format)
- The Lexile score that displays is the one currently associated with the title, which may or may not be the score associated with that title at the time of the checkout. Lexile information from the first 521 Lexile tag on the record will display.
- The report will not include renewals. However, if the student checked out the same title more than once within a non-consecutive time period, the title will appear more than once.

1. **Name:** _____

2. **District:** _____

3. **Library for which the report should be run:** _____

4. **Email:** _____

5. **Privacy** (select one):

- Provide reports that include the title
- Provide reports that don't include the title

6. **Report delivery** (select one):

- Provide the reports via email to the above address
- Mail a data CD with the reports to the individual listed above

7. **Checkout Period:** Provide the **checkout date range** to include on the reports (*not to exceed a 1-year period*)

First Report Package: **Start Date** _____ **to End Date** _____

Second Report Package: **Start Date** _____ **to End Date** _____

Typically, for the **second report package, schools request a comprehensive report for the entire year, using the same start date as for the first report package.*

8. **Interlibrary loan:** The report will include only transactions that occurred under a library staff login assigned to the library listed above. If students borrow items from libraries other than the above and if those items should be included on the report, please provide the Sirsi library codes here:

9. **Patrons:** If a patron record was deleted or if the user ID changed, the patron name will **not** display on the report. Should these records be included? (If *yes*, the 14-digit user ID will appear with no name.)

- Yes
- No

10. **Titles without Lexiles:** Not all titles have Lexiles. Should titles without Lexiles display on the report? (If *no*, then the answer to question 11 below must also be *no*.)

- Yes
- No

11. **Deleted items/titles:** If an item or title was deleted after the checkout occurred, no title or Lexile will display on the report. Should these records be included? (If *yes*, the 14-digit item ID will appear with a title of 'Unavailable' and no Lexile will display.)

- Yes
- No

11-opt. If *No* was selected for #11 above, then you may also elect to *exclude* certain item groups from the report. This option is only available if *No* was selected for #11. Please list any item groups that should be *excluded* or indicate *none*:

12. **Sort:** Select a sort option for the reports. Each sort option will conclude by sorting on the student last name.

- Grade
- Grade/Homeroom
- Grade/Teacher
- Homeroom/Teacher
- Homeroom
- Teacher
- Teacher/Homeroom

For current pricing, please contact Connect Library Services.

Please submit this form via email, fax, or postal mail along with a copy of the PO to:

Connect

Attn: Library Services

5700 West Canal Road

Valley View, OH 44125

Cherwell helpdesk: library-cherwell@ohconnect.org

Fax: 216.520.6969