INSTRUCTIONS FOR RUNNING THE 5S1 FOLLOW UP REPORT

1. Click on Reports
2. Click on Reports
3. Click on Federal
4. Click on Secondary 5S1: Follow Up – Low Pct
5. Click on Next
6. Fill in information for the following:
   - Report Year (This is the year for the Federal Reports being submitted – pulls previous years seniors)
   - Template
   - Report Type
   - Audit Type
   - Data Source
7. Click on Save and save the report on your computer.
8. Click on OK.