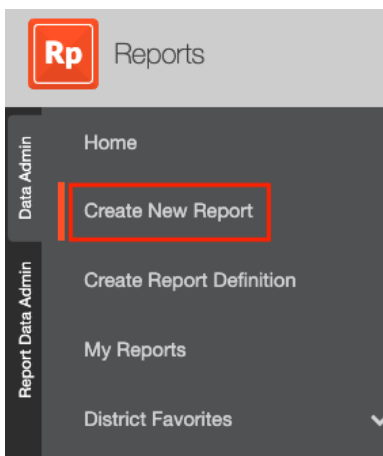# Historical Evaluation Summary Report

This report is located in the Reports Application. It allows current year Evaluators or Evaluation Monitors to print current or prior year Final Evaluations for staff.

It also allows Evaluators and Evaluation Monitors to print prior year Final Evaluations for staff that has LEFT the district. (Prior to this report's availability, the district had to add a current year evaluation record to access a way to print.)

Data Access restricted: The report does check to ensure the user has permission to see the selected Evaluatee's evaluations data either as a current year Evaluator for the selected Evaluatee or an Evaluations Monitor.

Log into SchoolData.net at [yourdistirct].schooldata.net/v2/report-manager with your SchoolData.net username and password.

Click **Create New Report > Evaluations Custom Reports > Historical Evaluation Summary** to generate the Report.
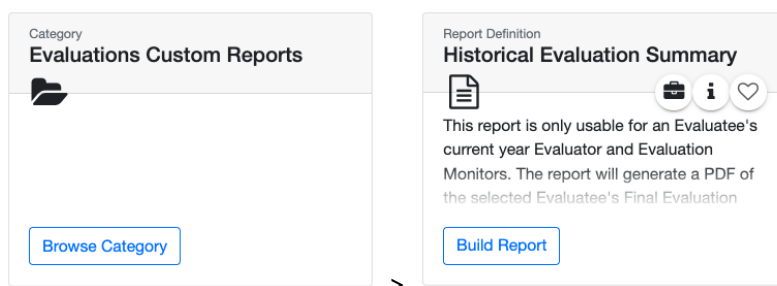
Click **Build Report.** Select a **School Year and Evaluatee**. Click **Save And Generate** or click the arrow to choose **Generate Report**.

A message will note that the report is going to be generated. You will receive an email and a notification in the application when the report is ready for downloading.

Example of Report Results