Instructions for using the TN pulse reports

for proportionate share reserve calculations

Retrieving the Reports:

Step 1: Log in to your TN PULSE website. On the *HOME / DASHBOARD* page, click on the *ADMIN* and then *SCHOOL SYSTEM* tab.

Step 2: Click on *TN PULSE Everyday* box in the *REPORTS* tab.

Step 3: To view your report, click on the report after it appears in the *Recently Run Report(s)* section. Scroll down to locate *the Final IDEA Child Count* and *Final All Student Export (txt)–2026 Update* reports that ran on **December 1, 2026**.

IDEA Preschool (3-5) Proportionate Share Reserve Calculation (Row A):

Step 1: Open the *Final IDEA Child Count* report. Locate the "Students Included in report" section at the bottom of the report.

Step 2: With the report open in Excel, select the row containing column headers, then click Editing -> Sort & Filter -> Filter.

Step 3: Locate the *Age* column (15 or O) and click the down arrow. Select only students who are age 3, 4, or 5 in this column.

Step 4: Locate the *IEP/ISP* column (26 or Z) and click the down arrow. Select only students *IEP* in this column. Save this count as the number of students aged 3-5 with IEPs. It will be used for Row A in the calculation. If using the Proportionate Share Template, add this value to cell B3.

Step 5: Keep the *IDEA Child Count* report open with filtering in place. Open the *Final All Student Export (txt)-2026 Update* report. The .txt data needs to be copied into Excel. With the .txt file open, click Edit -> Select All -> Copy. Open a new Excel file, then select the first cell and past.

Step 6: With the *Final All Student Export (txt)-2026 Update* report open in Excel, select the top row, then click Editing -> Sort & Filter -> Filter.

Step 7: Locate the *Eligible* column (38 or AL) and click the down arrow. Select only students *Yes* in this column.

Step 8: Locate the *Status* column (43 or AQ) and click the down arrow. Select only students *A* in this column.

Step 9: Locate the *IEPEndDate* column (26 or Z) and click the down arrow. Select only students for whom the IEP End Date is blank or is a date of 11/30/26 or prior.

Step 10: Locate the *ISP End Date* column (64 or BL) and click the down arrow. Select only students for whom the ISP End Date is blank or is a date of 11/30/26 or prior.

Step 11: Locate the *EligibleNoPlan* column (76 or BX) and click the down arrow. Select only students with *No* in this column.

Step 12: Locate the *Age* column (11 or K) and click the down arrow. Select only students who are aged 3, 4, or 5 in this column.

Step 13: Locate the *PrimaryDisability* column (7 or G) and click the down arrow. Select only students who are NOT Functional Delay or Intellectually Gifted in this column.

Step 14: **IF** there are no students remaining visible in the *Final All Student Export (txt)-2026 Update* report following steps 5-12, **THEN** Row A for your calculation is the number you saved in step 4, and you may skip the next two steps. If using the Proportionate Share Template, add 0 to cell C3. Keep the *Final All Student Export* report open with filtering in place.

Step 15: If there are students still showing in the report, you will need to review those student records to determine how many were enrolled in a **PUBLIC** school on 12/1/26. The *SchoolName* column may be helpful in this process, as students assigned to one of your district's schools are very likely to have been enrolled in that school on 12/1/26, whereas students assigned to your district's Special Ed Service School **MAY** have been enrolled in a **PRIVATE** school. *However, preschool students may attend a private school recognized as their least restrictive environment (LRE) and will receive services under an IEP. These students will be part of your* ***PUBLIC*** *Count.*

It may be useful to mark students as PUBLIC or PRIVATE as you review this list.

Note: Students assigned to your district's Sample School are test students and should be excluded.

Step 16: Once you have determined the number of eligible PUBLIC school students without plans in the All Student Export, add this number to the number you save

in step 4. If using the Proportionate Share Template, add this value to cell C3. The sum of these numbers is your Row A for this calculation.

IDEA Preschool (3-5) Proportionate Share Reserve Calculation (Row B):

Step 1: Return to the *IDEA Child Count* report and locate the *IEP/ISP* column (26 or Z) and click the down arrow. Change the filtering to select only students *ISP* in this column. Save this count as the number of students aged 3-5 who are Parentally Placed in Private School. It will be used for Row B in the calculation. If using the Proportionate Share Template, add this value to cell B4.

Step 2: Return to the *Final All Student Export (txt)-2026 Update* report open in Excel with multiple filters applied. Again, use *SchoolName* to help you determine how many students were eligible without a plan and enrolled in a PRIVATE school on 12/1/26. **Do not count any private preschool students who will receive services under an IEP due to the private school being considered the least restrictive environment. These students should have been counted in your PUBLIC count.** If using the Proportionate Share Template, add this value to cell C4. Add this number to the number identified in the previous step. The sum of these numbers is your Row B for this calculation.

IDEA Part B (3-21) Proportionate Share Reserve Calculation (Row A):

Step 1: Return to the *IDEA Child Count* report and reset all filters

Step 2: Locate the *Age* column (15 or O) and click the down arrow. Change the filter to select only students who are aged 6 through 21 in this column.

Step3: Locate the *IEP/ISP* column (26 or Z) and click the down arrow. Change the filtering back to select only students *IEP* in this column. Save this count as the number of students aged 6-21 with IEPs. It will be used for Row A in the calculation. If using the Proportionate Share Template, add this value to cell E3.

Step 4: Keep the *IDEA Child Count* report open with filtering in place. Return to the *Final All Student Export (txt)-2026 Update* report open in Excel with multiple filters applied. Reset the filters for *Age* column (11 or K), *PrimaryDisability* column (7 or G), and *SchoolName* (if applicable).

Step 5: Locate the *Age* column (11 or K) and click the down arrow. Change the filter to select only students who are aged 6 through 21 in this column.

Step 6: Locate the *PrimaryDisability* column (7 or G) and click the down arrow. Select only students who are NOT Functional Delay or Intellectually Gifted in this column.

Step 7: Again, use *SchoolName* to help you determine how many students were eligible without a plan and enrolled in a PUBLIC school on 12/1/26. If using the Proportionate Share Template, add this value to cell F3. Add this number to the number identified from the *Final IDEA Child Count* in step 1 above. The sum of these numbers will be used in the next step.

Step 8: Locate the number from Row A of your previous IDEA Preschool (3-5) calculation. Add this number to the number derived in the previous step. The sum of these two numbers is your Row A for the IDEA Part B (3-21) calculation. If using the Proportionate Share Template, this value will auto-calculate in cell G3.

IDEA Part B (3-21) Proportionate Share Reserve Calculation (Row B):

Step 1: Return to the *IDEA Child Count* report that is filtered for students aged 6 through 21 and locate the *IEP/ISP* column (26 or Z) and click the down arrow. Change the filtering back to select only students *ISP* in this column. Save this count as the number of students aged 6-21 who are Parentally Placed in Private School. If using the Proportionate Share Template, add this value to cell E4. It will be used for Row B in the calculation.

Step 2: Return to the *Final All Student Export (txt)-2026 Update* report open in Excel with multiple filters applied. Again, use *SchoolName* to help you determine how many students were eligible without a plan and enrolled in a PRIVATE school on 12/1/26. If using the Proportionate Share Template, add this value to cell F4. Add this number to the number identified from the *Final IDEA Child Count* in step 1 above. The sum of these numbers will be used in the next step.

Step 3: Locate the number from Row B of your previous IDEA Preschool (3-5) calculation. Add this number to the number derived in the previous step. The sum of these two numbers is your Row B for the IDEA Part B (3-21) calculation. If using the Proportionate Share Template, this value will auto-calculate in cell G4.