



Individual Session List Report: Column Definitions

Session Information

Column	Description
Session Id	Unique identifier assigned to each tutoring session.
Series ID	Unique identifier used to group recurring sessions together.
Group Name	Name of the tutoring group associated with the session.
Initiative Name	Program or initiative connected to the session, as applicable.
Instructional Tier	Academic support level assigned to the session.
Session Date	Scheduled date of the tutoring session.
Day of the Week	Day on which the session occurs.
Session Start Time	Scheduled session start time. [Reports are in Eastern Time]
Session End Time	The scheduled session ends. [Reports are in Eastern Time]
Session Duration	Length of the session (e.g., 30 or 60 minutes).
Session Status	Current status of the session (Accepted, Cancelled, Declined, Pending Confirmation, etc.).



Student Information

Column	Description
Student District Code	District code associated with the student. [Usually an acronym]
School Name	School in which the student is enrolled.
Student Name	Student's full name.
District Student ID	Student ID provided by the district's SIS.
K12 Student Identity ID	Internal K12 system identifier for the student.
Grade	Student's grade level.
Student Email	Student email address.
Student Time zone	Time zone assigned to the student account.
Student Last Login	Date and time the student most recently logged into the platform.

Academic Information

Column	Description
Course	Course associated with the tutoring session.
Subject	Subject area being tutored (Math, English, Reading, etc.).
Lesson Code	Specific lesson or curriculum reference associated with the session.

Tutor Information

Column	Description
Tutor Name	Tutor assigned to facilitate the session.



Booking Information

Column	Description
Booked By Name	Person who scheduled the session.
Booked By Email	Email address of the individual who scheduled the session.
Booked By User Type	User role that booked the session (Student, Educator, Teacher, etc.).

Attendance & Participation

Column	Description
Number of Students	Total number of students enrolled in the session.
Students Grasp of Concept	Tutor assessment of student understanding of the lesson content.
Engagement	Tutor assessment of student engagement during the session.
Attendance	Attendance indicator for the session.
Is In Session	Indicates whether the student was <i>expected</i> to be in the session. [Students that are rescheduled or removed from sessions will still appear on this report].
Removed By	User who removed a participant from the session, if applicable.

Cancellation & Decline Tracking

Column	Description
Sub 12 HR Cancel	Indicates whether the session was cancelled within 12 hours of the scheduled start time.
Declined Date	Date for a tutor declined the session.
Cancelled Date	The date for the session was canceled.
Cancelled By User	User role responsible for the cancellation (Student, Teacher, etc.).
Session Cancellation Time	Time for the cancellation occurred.



Recommended Fields for District Administrators

Most District Administrators will focus on these key columns:

- Student Name
- District Student ID
- Grade
- School Name
- Course
- Subject
- Session Date
- Session Status
- Tutor Name
- Number of Students
- Booked By Name
- Student Last Login
- Attendance
- Cancelled Date (when applicable)

These fields provide the clearest picture of student participation, session scheduling, and tutoring utilization.