How to Import Pupil Premium Reports into SIMS

For All Schools

How to import the Pupil Premium Reports into SIMS

If you wish to use the attached Pupil Premium reports, please follow the instructions which follow.

Detached the **Pupil Premium History reports** folder from the email and save it in a shared drive.

Navigate to where you saved the folder and **Extract All**.
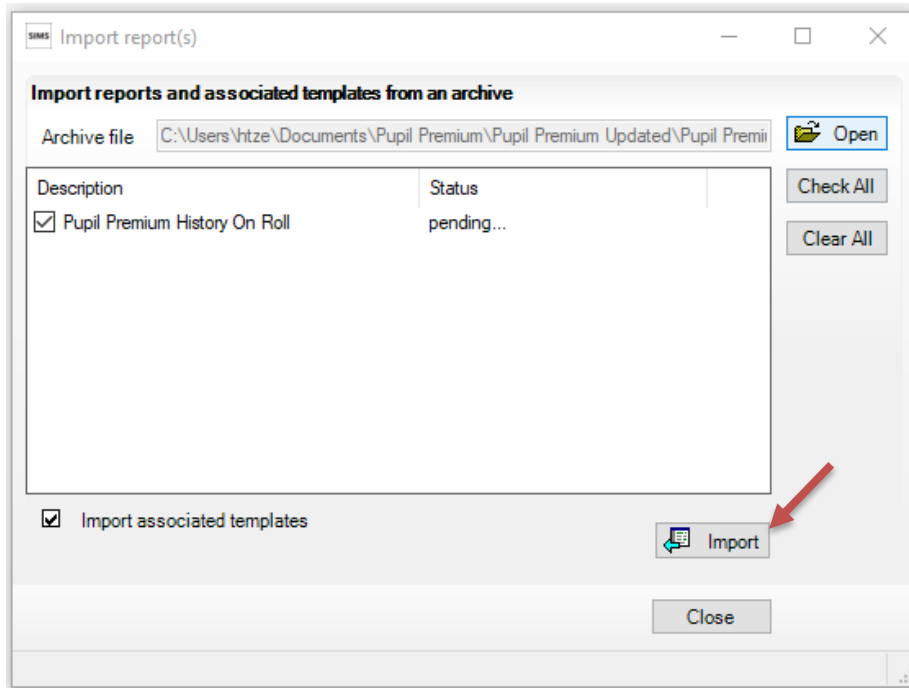The zip folder contains two Pupil Premium Reports.

Pupil Premium History for Leavers.RptDef
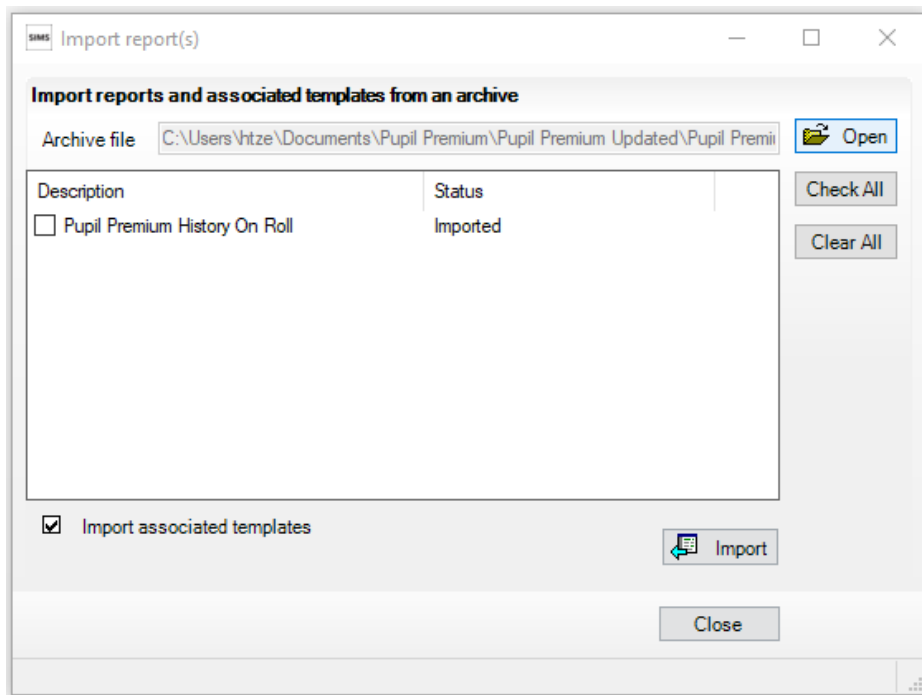Pupil Premium History On Roll.RptDef

In SIMS:

Reports / Import Reports

Click **Open** alongside the Archive file and find the first report.

Click **Import** which will alter the status of pending to being a status of Imported.

Repeat this process for the second report. Once imported, you will find both reports in the Student Folder.