

SASlxp Sample Reports

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Contents

Chapter 1: Student	2
Three Across Student Directory Report (STU01)	3
Student Directory Report (STU02)	5
Student Name and Address Labels (STU03)	7
Student Class Rank and GPA (STU05)	9
Student Schedules (STU07)	11
Student Add-Drop Listing (STU08)	13
Student Data Labels (STU09)	15
Student Master List (STU10)	17
Student Enrollment Report (STU12)	19
Student Name and School Labels (STU21)	21
Student Birthday Listing (STU25)	23
Locator Card 2 Across (STU31)	25
Locator Card 1 Across (STU32)	27
Class Rosters/No Schedules Report (STU40)	29
Class Rosters /With Schedules Report (STU41)	31
Special Class List Report (STU43)	33
Student Register (STU45)	35
Grid Distribution Report (STU97)	37
Ethnic Distribution Report (STU98)	39
Payment Summary (PMT01)	41
Payment Detail Report (PMT02)	43
Student Withdrawal (STU96J)	45
Chapter 2: Using Reports	47
Chapter 3: Attendance	52
Gain/Loss (ATD01)	53
Monthly Attendance (ATD02)	55
Monthly Attendance Summary (ATD03)	57

Perfect Attendance List (ATD06)	59
Perfect Attendance Labels (ATD06A)	61
Daily Absence Listing (ATD07)	63
Daily Absence Listing (ATD07A)	65
Student Absences (ATD09)	67
Quarterly Attendance Report (ATD40)	70
Attendance Summary (ATD41)	73
Student Attendance (ATD42)	75

Chapter 4: Class Attendance	77
Class Attendance Summary (ATP17)	78
Teachers Not Taken Attendance (CLS01)	81
Class Attendance Summary (Daily) (ATD17)	83

Chapter 5: Period Attendance	85
Calendar Report (ATC01)	86
Master Absence List (ATP07)	88
Cut List (ATP08)	90
Student Absent N Times (ATP09)	92
Students Absent N Periods (ATP11)	97
Report by Student (ATP13)	99
Absence List by Teacher (ATP18)	101
Hourly Attendance Report (ATP20)	104
Hourly Attendance Audit Trail (ATP21)	106
Absence List by Student (ATP25)	108
Perfect Attendance List (ATP26)	110
Perfect Att Labels (ATP26A)	112
Add- Drop List (ATP28)	114
Absence List by Grade (ATP33)	116
Course Attendance (ATP38)	118
Gain - Loss (ATP51)	120
Monthly Attendance Report (ATP52)	122
Monthly Attendance Summary (ATP53)	124
Attendance Summary (ATP54)	126
Summer School Attendance Report (ATP60)	128
Possible Non-Reported Absences (ATP64)	130

All Day Master Absence (ATP65)	132	Transcript Laser Labels (GRD07A)	209
Chapter 6: Basic Scheduling	135	Mark Exception Report (GRD08)	213
Repeat Courses Report (CLS07)	136	Mark Exception by Teacher Report (GRD09)	216
Less Than Full Sched (CLS19)	138	Mark Distribution Analysis by Teacher (GRD10)	220
More Than Full Sched (CLS20)	140	Mark Distribution Analysis by Course (GRD11)	224
Class Schedule (CLS32)	142	Students with a Failing Semester (GRD12)	228
Student Schedule (CLS33)	144	Student Mastery Report Card (GRD13J/14J)	230
Sections List (MST02)	146	One-Mark Transcript Label (GRD27)	233
Master Schedule Listing (MST09)	148	Mark Verification By Teacher Report (GRD15)	237
Class Load Analysis (MST12)	150	Honor Roll(GHDO3J)	240
CLS Ld Analys-Per/Crs (MST21)	152	Chapter 10: Course History	244
Class Listing (MST24)	154	Graduation Requirements Report (HSG01)	245
Teacher Schedules (MST25)	156	High School Graduation Status Report (HSG02)	247
Open Periods Day Combinations (MST51)	158	Transcript Labels (CHS06)	249
Chapter 7: Discipline	160	Transcript Labels w/ Attendance (CHS07)	251
Discipline Report (DIS01)	161	Transcripts (CHS12)	253
Discipline Listing (DIS02)	163	Chapter 11: Health/Emergency	260
Student Demerits (DIS03)	165	Immunization Record (IMM01)	261
Discipline Summary (DIS04)	167	Health Code Count (IMM02)	263
Discipline Report (DIS01J)	169	Immunization Count (IMM03)	265
Chapter 8: District	172	Immunization Compliance(IMM04)	267
District Alpha Directory (DST02)	173	Student Immunization Summary (IMM05)	269
One Per Family Labels (DST23)	175	Emergency Report (EMG01)	271
Chapter 9: Grade Reporting	178	Chapter 12: Progress	276
Honor Roll Report (GHD01)	179	Progress Report Cards (PRG04)	277
Eligibility Report (GHD02)	183	Mark Listings by Student (PRG05)	281
Cumulative Honor Roll Report (GHD03)	185	Mark Verification by Teacher (PRG06)	283
Report Cards (GRD04)	190	Mark Exception Reports (PRG08)	285
Mark Listing by Student (GRD05)	200	Mark Distribution Analysis by Teacher (PRG10)	287
Mark Verification by Teacher (GRD06)	204	Chapter 13: Mass Scheduling	290
Transcript Labels (GRD07)	206	Sections List (SMS02)	291

Totals by Course ID (SMS09)	294	Textbook Vendor List (TXV01)	363
Class Load Analysis (SMS12)	296	Textbook Title Assignment List (TXT01)	365
Class Listing (SMS24)	299	Textbook Title Course List (TXT02)	367
Teacher Schedules (SMS25)	301		
Open Periods Day Combination (SMS51)	303	Chapter 17: Teacher Leave	370
Course Request Tally (SSS03)	305	Leave Summary Report (TCL01)	371
Reverse Verification Listing (SSS04)	307	Cumulative Leave Report (TCL02)	373
Potential Conflict Matrix (SSS06)	309		
Course Request Verification (SSS07)	311	Chapter 18: Student Activities	376
Scheduling Reject Analysis (SSS08)	313	Summary by Student Report (ACT01)	377
Class Load Analysis by Course/Section (SSS10)	315	Summary by Activity Report (ACT02)	379
Prescheduling Edit List (SSS17)	317	Activity History Report (ACT03)	381
Students w/ Less Than N Requests (SSS18)	319	Change of Eligibility Report (ACT04)	383
Students With Less Than Full Schedules (SSS19)	321	Teacher Mandate Report (ACT05)	385
Students w/More Than Full Schedule (SSS20)	323		
Class Load Analysis by Period/Course (SSS21)	325	Chapter 19: Community Service/Learning	388
Locator Cards (SSS31)	327	Community Service Agency Sign-off (CSL01)	389
Class Schedule (SSS32)	329		
Student Schedule (SSS33)	331	Chapter 20: School of Choice	392
		School Reason Report (SCR01)	393
Chapter 14: Nonstudent Info (Locker)	333	SOC District Direct Report (DDA02)	395
Assignment Report (LKR01)	334	Attendance Appr Reason Code Report (SCR03)	399
Unassigned Lockers (LKR02)	336		
Students W/O Lockers (LKR03)	338	Chapter 21: Special Education	403
		December Count Eligibility (SP01)	404
Chapter 15: Test History	342	Case Load List (SP02)	406
Test Results (TES01)	343	Student Master List (SP03)	408
Standard Test Results (TES02)	346	Data Edit/Cleanup (SP04)	410
Detailed Test Results (TES03)	348		
Student Comparison (TES04)	350		
Chapter 16: Textbook	354		
Course Textbook Assignment List (TAC01)	355		
Student Textbook Assignment List (TAS01)	357		
Textbook Assignments (TXB01)	359		
Textbook Damage Report (TXD01)	361		

Student

This section includes sample reports from the Student module:

- STU01 – Three Across Student Directory Report
- STU02 – Student Directory Report
- STU03 – Student Name and Address Labels
- STU05 – Student Class Rank and GPA
- STU07 – Student Schedules
- STU08 – Student Add-Drop Listings
- STU09 – Student Data Labels
- STU10 – Student Master List
- STU12 – Student Enrollment Report
- STU21 – Student Name School Labels
- STU25 – Student Birthday Listing
- STU31 – Locator Card 2 Across
- STU32 – Locator Card 1 Across
- STU40 – Class Rosters/No Schedules Report
- STU41 – Class Rosters/With Schedules Report
- STU43 – Special Class List Report
- STU45 – Student Register
- STU96J – Student Withdrawal
- STU97 – Grid Distribution Report
- STU98 – Ethnic Distribution Report
- PMT01 – Payment Summary
- PMT02 – Payment Detail Report
- STU96J – Student Withdrawal

Three Across Student Directory Report (STU01)

Report Highlights

Atom Access: Basic Scheduling

The Three Across Student Directory report shows student name, gender, grade level, and birthdate. Data displays or prints for three students in a row. This report is sorted alphabetically in ascending order by the student's last name, then first name.

Custom Sort Fields

The custom sort fields for the Three Across Student Directory are gender, grade, birthdate, last name, first name, middle name, and NO SORT.

Custom Report Subtitle Prints below the report title. To print no subtitle, leave the default value, Generic Report.

Custom ID Renames the Report ID. Prints above the page number.

Sort Field 1-6 Determines the order in which items are listed on the report.

A/D 1-6

A= Ascending, D= Descending

New Page 1-6

Whether the records for each sort field should start on a new page.

Query Condition

Enter a specific query to filter the report data.

Report Parameters

Report Title Select the report you want to print. Choices include the By Name report and a user-defined custom report. If you don't make a selection, the By Name report prints.

Grade Select the starting and ending grades to include on the report. If left blank, all grade levels are included.

Gender Select the gender to include. If left blank, both genders are included.

Advisor Number/Teacher Number Enter the starting and ending teacher numbers to print on the report. If left blank, all teachers are included.

Note: Depending on the type of school, the report interface either displays the *Advisor Number* or *Teacher Number* field. For elementary schools, the SASlxp software displays and prints the teacher number. For secondary schools, the SASlxp software displays and prints the Advisor number.

Student Status Select the student status to print on the report from the drop-down list. If left blank, only active students print.

```

                                Secondary Demo
                                THREE ACROSS STUDENT DIRECTORY                                STU01

03/16/99
13:29                                By Name                                Page    1

Student Name      Gen  Grd  Birthdate  Student Name      Gen  Grd  Birthdate  Student Name      Gen  Grd  Birthdate
Abbasi, Elisa      F   09   04/17/84
Abber, Clara R.    F   10   11/07/83
Abbott, Christine A. F   09   11/11/84
Ackerman, Brian    M   11   11/15/82
Acosta, Andrew     M   10   02/18/84
Acosta, Bill       M   10   01/06/84
Acosta, Kimberly M. F   09   01/23/84
Acosta, Stacey     F   11   12/11/82
Addicks, Amber W.  F   12   08/20/81
Aguilar, Mike A.   M   12   12/16/81
Alaev, Dianna E.   F   11   02/01/82
Alexander, Christopher M  11   05/10/82
Alexander, Rebecca S. F   09   07/24/84
```

Student Directory Report (STU02)

Report Interface

STUDENT DIRECTORY

By Name Report ID: STU02

Enter Parameters for STUDENT DIRECTORY:

Grade: 09 - 12 Gender:
 Advisor Number: - Student Status:
 Relation 1: Other Relation 2:

Buttons: Setup Custom Save Close Queue Preview

Report Highlights

Atom Access: Basic Scheduling

The Student Directory lists the students enrolled in the currently active school. Data includes student name, gender, grade level, birthdate, phone number, parent/guardian name, home address, and father and mother's work numbers.

Custom Sort Fields

These fields include track, gender, grade, birthdate, telephone, parent/guardian, mailing address, city, state, zip code, last name, first name, middle name, status, unlisted telephone number, and NO SORT. This report sorts alphabetically in ascending order by the student's last name, then first name. Data is organized first by school and then by student.

Report Parameters

Report Title

Select the report you want to print. Choices include the By Name, By Name With Full Address, Address Student Directory, and a user-defined custom report. To print the By Name report, leave blank.

- The Student directory with Full Address report prints the city instead of the father's and mother's work phone numbers.
- The Address Student Directory report sorts the Student Directory report alphabetically in ascending order by street name, street type, and direction, then numerically in ascending order by street address number.

Grade

Select the starting and ending grades to include on the report. If left blank, all grade levels are included.

Gender

Select the gender to include. If left blank, both genders are included.

Advisor Number/ Teacher Number

Enter the starting and ending teacher numbers to print on the report. If left blank, all teachers are included.

Note: Depending on the type of school, the report interface either displays the *Advisor Number* field or the *Teacher Number* field. For elementary schools, the SASlxp software displays and prints the teacher number. For secondary schools, the SASlxp software displays and prints the Advisor number.

Student Status

Select the student status to print on the report from the drop-down list. If left blank, only active students print.

Relation 1

Select up to four parent/guardians or relations to include on the report. If left blank, all relations print on the report.

Relation 2

Select the second parent or guardian you want on the report.

Secondary Demo STUDENT DIRECTORY							STU02		
By Name							Page	1	
Student Name	Gen	Grd	Birthdate	Phone Number	Parent/Guardian	Address	ZipCode	Fathers Work	Mothers Work
Abbasi, Lisa	F	09	04/17/84	111-111-1111	Ahmad Farsaie	P.O. Box 5555	95118		
Abber, Clara R.	F	10	11/07/83	720-555-5529	Joyce Alder	329 Apple Av	92653		714-555-3270
Aguilar, Mike A.	M	12	12/16/81	714-555-9104	M/M Reynaldo Aguilar	727 Brea Bl	92653	714-555-1111	
Ballard, Aimee A.	F	11	03/08/82	714-555-4406	M/M David Ballard	1930 Heather Cr	92653	714-555-2880	
Ban, Kristyn L.	F	10	06/15/83	714-555-9679	M/M Jeong Woo Ban	269 Cattail Cr	92653	714-555-1117	
Banas, Ryan (Jude) J.	M	12	04/21/81	714-555-8605	M/M Louis Banas Jr	806 Shadowgrove St	92653	714-555-5409	
Banuelos, Michael M.	M	10	12/27/83	714-555-3404	Margarita Rivera	2697 Wayward Ct	92653		714-555-5212
Carter, Ann Marie R.	F	11	06/28/82	714-555-9307	M/M Casey Carter	408 Alder St	92653	714-555-5276	714-555-5276
Carter, Jenelle A.	F	09	11/04/84	714-555-9307	M/M Casey Carter	408 Alder St	92653	714-555-5276	714-555-5276
Castaneda, Nathan	M	11	03/08/82	714-555-6416	M/M Terry Crane	945 Redbud St	92653	714-555-1345	714-555-0040
Delgado, Eric J.	M	11	09/30/82	714-555-1387	M/M Robert Delgado	650 Tamarack Av #1401	92653	714-555-6406	
Dennis, Randall R.	M	12	03/14/81	714-555-1262	M/M Paul Dupre	135 Lilac Ln	92653	714-555-4236	
Derrick, Jason	M	10	10/26/83	714-555-7420	Mrs Cynthia Welch	2350 Diamond Bar Blvd	92653		714-555-7802
Edwards, Amy S.	F	09	10/06/84	714-555-3155	Karen Edwards	1412 W Carey Av	92653		714-555-8422
Edwards, Jared M.	M	12	11/22/81	714-555-3155	Karen Edwards	1412 W Carey Av	92653		714-555-8422
Eliason, Katherine L.	F	11	08/09/82	714-555-4244	Mr Stephen Eliason	850 Filbert Pl	92653	714-555-6595	
Fish, Anissa A.	F	10	06/27/83	714-555-7006	M/M William R Fish	2900 E Primrose Ave	92653	714-555-4424	
Foster, Alan A.	M	09	03/15/84	714-555-7552	Ms Pamela Foster	2110 Wildflower Cr	92653		
Frausto, Scott R.	M	10	04/15/83	714-555-2120	M/M Jose Frausto	2101 Wildflower Cr	92653	714-555-3120	
Garcia, Michael M.	M	11	12/05/82	714-555-1628	Mr Javier Garcia	360 Hillhaven Cr	92653	714-555-8238	
Garvin, Jose	M	12	03/09/81	714-555-9693	M/M Roger Garvin	701 Wagon Wheel Cr	92653	714-555-2891	
Gladwin, Maurice R.	M	11	06/30/82	714-555-0513	M/M Stephen Gladwin	1250 Tamarack Av	92653	714-555-4412	714-555-0317

Student Name and Address Labels (STU03)

Report Highlights

Atom Access: Basic Scheduling

These labels are printed for use on mailings to parents. Each label includes Parent/Guardian Name, Student Name and Address, and 25-Character Message that prints on the first line of each label.

These labels are sorted alphabetically in ascending order by the student's last name, then first name. Labels are printed two or three across using a dot matrix or laser printer.

Note: The address data that prints on the label is controlled by your selections on the Localization tab of the School atom. If you select either the *Display Country* or *Display Province* checkboxes, the label includes the data you select in the *Address 1* and *Address 2* fields. If you select neither checkbox, the label includes the student city, state, and zip code.

Report Parameters

Report Title	Select the report you want to print. Choices include the Generic report, One Per Family, and a user-defined custom report. If left blank, the Generic report prints.
Grade	Select the starting and ending grades to include on the report. If blank, all grade levels are included.
Student Status	Select the student status to print on the report from the drop-down list. If blank, only active students print.
Advisor Number / Teacher Number	Enter the starting and ending advisor numbers to print. If blank, all advisors are included. Note: Depending on the type of school, the report interface either displays the <i>Advisor Number</i> or <i>Teacher Number</i> field. For elementary schools, the SASlxp software displays and prints the teacher number. For secondary schools, the SASlxp software displays and prints the Advisor number.
Section Number	Enter the starting and ending section numbers to print. If blank, all sections are included.
Label Style	Select the style of labels to print from the drop-down list. If blank, the Three Across Labels on a Laser style applies.
Label 1st Line	Enter up to 25 alphanumeric characters to print on the first line of each label. If blank, this line doesn't print.
One Per Family	Prints only one label for each family (based on ASTU.familyNum field) and the RE:Student Name doesn't print. To display one label per student with the RE: Student Name line, leave blank.
Uppercase Letters	Prints the label in all uppercase letters, if selected.

Ahmad Farsaie
Re: Elisa Abbasi
1021 Lynwood Dr #2
Pleasantville, CA 92653

M/M Robert Ackerman
Re: Brian Ackerman
2540 Country Hills #160
Pleasantville, CA 92653

Esther Lang
Re: Stacey Acosta
234 Redbay Av
Pleasantville, CA 92653

Mr Alaev
Re: Dianna E. Alaev
737 Brea Bl
Pleasantville, CA 92653

M/M David Allison
Re: Jessica Allison
182 Morning Glory St

Joyce Alder
Re: Clara R. Abber
329 Orange Av
Pleasantville, CA 92653

M/M Philip Allen
Re: Andrew Acosta
312 Walnut Av
Pleasantville, CA 92653

M/M Bob Addicks
Re: Amber W. Addicks
544 E Imperial Hwy #E
Pleasantville, CA 92653

Sue Alexander
Re: Christopher Alexander
325 Surry Ct
Pleasantville, CA 92653

M/M Jim Abbott
Re: Christine A. Abbott
627 E Ash St
Pleasantville, CA 92653

M/M Eduardo Acosta
Re: Bill Acosta
734 Cienaga Dr
Pleasantville, CA 92653

M/M Reynaldo Aguilar
Re: Mike A. Aguilar
727 Brea Bl
Pleasantville, CA 92653

M/M Martin Alexander
Re: Rebecca S. Alexander
345 Valverde Av
Pleasantville, CA 92653

Student Class Rank and GPA (STU05)

Report Highlights

Atom Access: Basic Scheduling

The Student Class Rank and GPA report prints a listing of students showing their current class rank, in alphabetical order or by class rank.

Note: This report sorts on the value in the field you select for the Report Title. For example, if you choose By Rank 1, the report sorts on the value in the class rank 1 field of the student record. However, these values may not actually appear on your report, depending on your selections for First GPA and Rank to Display on Report and Second GPA and Rank to Display on Report.

Determination of GPA and Rank Values

If your school is defined to use both alpha and numeric grades simultaneously, the GPA and rank values on the report correspond to the Ranking Option selected in the Advanced Tab of the Grading Setup atom.

Report Parameters

Report Title

Displays report options to print. Your selection appears in the report title. Choices include: By Name, By Rank 1, By Rank 2, By Rank 3, and By Rank 4. If you don't make a selection, the report prints By Name.

Grade

Select the starting and ending grades to be included on the report. If you select BLANK, all grade levels are included on the report.

Student Status

Select whether you want to print active, inactive, or both types of students, based on enrollment status.

Sort Option

Sorts students based on name or rank.

First GPA and Rank to Display on Report

Select the first GPA and rank to include on the report. The GPAs and ranks in this list correspond to the GPA definitions you set up using the GPA Definitions atom.

Second GPA and Rank to Display on Report

Select the second GPA and rank to include on the report. The GPAs and ranks in this list correspond to the GPA definitions you set up using the GPA Definitions atom.

Note: This report sorts on the value in the field you select for the Report Title.

Example: If you choose By Rank 1, the report sorts on the value in the class rank 1 field of the student record. However, these values may not actually appear on your report, depending on your selections for First GPA and Rank to Display on Report and Second GPA and Rank to Display on Report.

Student ID	Student Name	Gender	Credit Attmpt	Credit Compl	TOT GPA	R
1	Abbasi, Lisa	F	177.000	177.000	2.0138	
3	Abbott, Christine A.	F	35.000	35.000	3.1818	
8	Acosta, Bill	M	77.500	77.500	3.2857	
9	Acosta, Kimberly M.	F	45.000	45.000	2.5833	
121	Beckley, Aaron F.	M	10.000	10.000	2.6666	
132	Berkes, Jeffrey L.	M	12.500	12.500	1.7500	
188	Brown, Jenive	F	15.000	15.000	3.0000	
196	Burgess, Lisa	F	15.000	15.000	1.7500	
201	Byrd, Luke	M	12.500	12.500	4.0000	
210	Calvert, Paul	M	12.500	12.500	2.0000	
222	Carrillo, Marc S.	M	10.000	10.000	2.0000	
226	Carter, Jenelle A.	F	10.000	10.000	1.5000	1

Student Schedules (STU07)

Report Highlights

Atom Access: Basic Scheduling

The Student Schedules report prints a listing of all students on file with their current class schedules. Organized in alphabetical order by student name, data includes student ID, gender, grade level, section ID, period, term, course title, teacher, house, and room.

Custom Sort Fields

Custom Report Subtitle	Prints below the report title. To print no subtitle, leave the default value, Generic Report.
Custom ID	Renames the Report ID. Prints above the page number.
Sort Field 1-6	Determines the order in which items are listed on the report.

A/D 1-6	A= Ascending, D= Descending
New Page 1-6	Specify whether the records for each sort field should be started on a new page.
Query Condition	Enter a specific query to filter the report data.

Report Parameters

Report Title	Select the report you want to print. Choices include the Generic report and a user-defined custom report. If you don't make a selection, the Generic report prints.
Grade	Select the starting and ending grades to include on the report. If blank, the report includes all grade levels.
Term	Select the term to include on the report. If blank, the report includes all terms.
Period	Enter the period numbers you want to sort by. If you don't make an entry, the report includes all periods.
Gender	Select the gender to be included on the report. If blank, the report includes both genders.
Advisor Number/ Teacher Number	Enter the starting and ending advisor or teacher numbers to print on the report. If you don't make an entry, all advisors or teachers are included in the report. Depending on the type of school, the report interface either displays the <i>Advisor Number</i> or <i>Teacher Number</i> field. For elementary schools, the SASlpx software displays and prints the Teacher number; for secondary schools, it displays and prints the Advisor number.
Student Status	Select the student status to print on the report: Active, Non-Active, or Both Active and Non-Active Students. If you don't make a selection, only Active students print on the report.

Secondary Demo												
03/18/99 14:45						STUDENT SCHEDULES					STU07 Page	
											1	
Student Name	Student ID	Gen	Grd	Hse	Section ID	Period Beg	End	Term	Days	Course Title	Teacher Name	Room
Abbasi, Lisa	1	F	09	1	16	01	01	YR	m t w r f	Crafts	The Duke	127
					0532	05	05	YR	m t w r f	Spanish I		
George, Gerald A.	2000040	M	09		1234			YR		PE	The Duke	
Steele, Larry	2000039	M	09		1234			YR		PE	The Duke	
Valdez, Anthony A.	2000042	M	09		16	01	01	YR	m t w r f	Crafts	The Duke	
Valdez, Karen A.	2000043	F	09		16	01	01	YR	m t w r f	Crafts		

Student Add-Drop Listing (STU08)

Report Highlights

Atom Access: Basic Scheduling

The Student Add-Drop Listing serves as an aid to teachers by providing a list of students to be added or dropped from class rosters and/or attendance scanner sheets.

Custom Sort Field

Custom Report Subtitle	Prints below the report title. To print no subtitle, leave the default value, Generic Report.
Custom ID	Renames the Report ID. Prints above the page number.
Sort Field 1-6	Determines the order in which items are listed on the report.
A/D 1-6	A= Ascending, D= Descending
New Page 1-6	Specify whether the records for each sort field should start on a new page.
Query Condition	Enter a specific query to filter the report data.

Report Interface

Report Title	Add-Drop Listing automatically prints by teacher.
Teacher Num	Enter the starting and ending teacher numbers to include in the report. To include all teachers, leave blank.
Date Range	Enter the range of dates for this report. The dates must fall within the term that you select.
Term	Select from a term to print on the report. The term you select must contain the dates entered in the date range. The term must already be set up in the School atom on the Term Duration Screen.

Secondary Demo									
STUDENT ADD-DROP LISTING									
03/16/99								STU08	
16:09		By Teacher						Page 1	
		First QuarterFrom	08/31/98		-	11/13/98			
Teacher Name: Anton, Alice									
Period	Section	Term	Course Title	STU#	Student Name	Gender	Grade	Action	Date
06	0607-01	YR	Adapted PE	774	King, Mark T.	M	09	Add	08/31/98
07	0669-02	S1	Swimming	1	Abbasi, Elisa	F	09	Add	08/31/98
				148	Blanco, Craig A.	M	10	Add	08/31/98
				380	De Witt, Ramiro	M	09	Add	08/31/98
				416	Dutra, Anahita E.	F	11	Add	08/31/98
				453	Fago, Alicia	F	11	Add	08/31/98
				807	La Flamme, Dennis	M	11	Add	08/31/98
				1283	Salas, Rolando	M	09	Add	08/31/98

Student Data Labels (STU09)

Report Highlights

Atom Access: Basic Scheduling

The student data labels show a variety of student data, including student name and ID, grade level, gender, enrollment date, parent/guardian name, home phone, and home address.

Custom Sort Fields

Custom Report Subtitle Prints below the report title. To print no subtitle, leave the default value, Generic Report.

Custom ID Renames the Report ID. Prints above the page number.

Sort Field 1-6 Determines the order in which items are listed on the report

A/D 1-6 A= Ascending, D= Descending

New Page 1-6 Specify whether the records for each sort field should start on a new page.

Query Condition Enter a specific query to filter the report data.

Report Parameters

Report Title Select the report you want to print. Choices include the Generic report and a user-defined custom report. If you don't make a selection, the Generic report prints.

Grade Select the starting and ending grades to include on the report. If blank, the report includes all grade levels.

Advisor Number/Teacher Number Enter the starting and ending advisor or teacher numbers to print on the report. If you don't make an entry, all advisors or teachers are included on the report.

Depending on the type of school, the report interface either displays the *Advisor Number* or *Teacher Number* field. For elementary schools, the SASlxp software displays and prints the teacher number; for secondary schools, it displays and prints the Advisor number.

Student Status Select the student status to print on the report: Active, Non-Active, or Both Active and Non-Active Students. If you don't make a selection, only Active students print on the report.

Label Style Select the style of labels to print. Selections include Three-Across Labels on an Image Writer printer, Three-Across Labels on a Laser printer, Two-Across Labels on a Laser printer, and Three-Across Labels with No Margin on a Laser printer. If you don't make a selection, Two-Across Labels on a Laser printer are printed.

Section Number Enter the starting and ending section numbers to print on the report. If you don't make an entry, the report includes all sections.

Elisa Abbasi 1
 Grade 09 Female 04/17/84
 Ahmad Farsaie 714-555-2764
 1021 Lynwood Dr #2
 Pleasantville 92653

Christine A. Abbott 3
 Grade 09 Female 11/11/84
 M/M Jim Abbott 714-555-0948
 627 E Ash St
 Pleasantville 92653

Andrew Acosta 6
 Grade 10 Male 02/18/84
 M/M Philip Allen 714-555-5168
 312 Walnut Av
 Pleasantville 92653

Kimberly M. Acosta 9
 Grade 09 Female 01/23/84
 M/M Cecil Acosta 714-555-0556
 250 W Central Av #502
 Pleasantville 92653

Clara R. Abber
 Grade 10 Female 11/07/83
 Joyce Alder 714-555-5529
 329 Orange Av
 Pleasantville 92653

Brian Ackerman
 Grade 11 Male 11/15/82
 M/M Robert Ackerman 714-555-4822
 2540 Country Hills #160
 Pleasantville 92653

Bill Acosta
 Grade 10 Male 01/06/84
 M/M Eduardo Acosta 714-556-2764
 734 Cienaga Dr
 Pleasantville 92653

Stacey Acosta 1
 Grade 11 Female 12/11/82
 Esther Lang 714-555-9248
 234 Redbay Av
 Pleasantville 92653

Student Master List (STU10)

Report Highlights

Atom Access: Basic Scheduling

The Student Master List report shows the student's name, grade, homeroom, teacher, emergency phone number, Social Security Number, home telephone number, and address.

Custom Sort Fields

Custom Report Subtitle Prints below the report title. To print no subtitle, leave the default value, Generic Report.

Custom ID Renames the Report ID. Prints above the page number.

Sort Field 1-6 Determines the order in which items are listed on the report

A/D 1-6 A= Ascending, D= Descending

New Page 1-6 Specify whether the records for each sort field should start on a new page.

Query Condition Enter a specific query to filter the report data.

Report Parameters

Report Title Select the report you want to print. Selections include the generic Student Master List report and any saved reports.

Grade Select the starting and ending grades to include on the report. If blank, the report includes all grade levels.

Advisor Number/Teacher Number Enter the starting and ending advisor or teacher numbers to print on the report. If you don't make an entry, the report includes all advisors or teachers.

Note: Depending on the type of school, the report interface displays either the *Advisor Number* or *Teacher Number* field. For elementary schools, the SASlxp software displays and prints the Teacher number; for secondary schools, it displays and prints the Advisor number.

Student ID Enter the starting and ending permanent ID numbers to print on the report. If you don't make an entry, the report includes all student IDs.

Relation Select up to four parent/guardians or relations to include on the report. If you don't make a selection, the report prints all relations.

000048	Aaap,	Dave	Paul		Student	Master	List		Page:	1
05/06/99										
2000048	Aaap,	Dave	Paul							
Grade:	10	Homeroom:		Teacher:						
Emergency:		0								
Home:	1022	1/2	Lynwood	Dr,	Pleasantville,		CA	92653		
1 Abbasi,		Lisa								
Grade:	09	Homeroom:		Teacher:		(10)				
Emergency:		0								
Home:	303-555-2764		P.O.	Box	5555,	San Jose,	CA	95118		
2 Abber,		Clara	R							
Grade:	10	Homeroom:		Teacher:						
Emergency:		Mother-in-law								
Home:	720-555-5529		329	Apple	Av,	Pleasantville,	CA	92653		
2000046	Abber,		Snara							
Grade:	09	Homeroom:		Teacher:						
Emergency:		Mother-in-law								
Home:	720-555-5529		329	Apple	Av,	Pleasantville,	CA	92653		
3 Abbott,		Christine	A							
Grade:	09	Homeroom:		Teacher:						
Emergency:		0								
Home:	720-555-0948		627	E Ash	St,	Pleasantville,	CA	92653		
101017	Abel,	Vince	W							

Student Enrollment Report (STU12)

Report Highlights

Atom Access: Basic Scheduling

The Enrollment report shows the number of students assigned to each teacher. Numbers are separated by gender within grade level. This report is sorted alphabetically in ascending order by teacher name. There are no custom sort fields for this report.

Report Parameters

Report Title	Select the report you want to print, either the By Teacher or a user-defined custom report. If left blank, the By Teacher report prints.
Student Status	Select the student status to print from the drop-down list. If you don't make a selection, only Active students print.

Section	Enter the starting and ending section numbers in the range to print. If blank, all sections are included.
Period	Enter the starting and ending period numbers in the range to be printed. If blank, all periods are included.
Advisor Number/Teacher Number	Enter the starting and ending advisor or teacher numbers to print. If blank, all advisor or teachers are included.

Note: Depending on the type of school, the report interface displays either the *Advisor Number* or *Teacher Number* field. For elementary schools, the SASlxp software displays and prints the teacher number; for secondary schools, it displays and prints the Advisor number.

05/06/99 11:33				STUDENT ENROLLMENT By Teacher																		Page 1	
Teacher	Grade LP			Grade 09			Grade 10			Grade 11			Grade 12			Grade PG			Totals				
	Mal	Fem	Tot	Mal	Fem	Tot	Mal	Fem	Tot	Mal	Fem	Tot	Mal	Fem	Tot	Mal	Fem	Tot	Mal	Fem	Tot		
Anton, Alice P.	-	-	-	3	2	5	1	-	1	-	2	2	1	-	1	-	-	-	5	4	9		
Arczynski, Larry	-	-	-	2	-	2	24	20	44	-	-	-	-	-	-	-	-	-	26	20	46		
Bayes, Barry	-	-	-	10	15	25	7	6	13	13	14	27	2	2	4	-	-	-	32	37	69		
Bell, Thomas	-	-	-	11	12	23	15	16	31	9	8	17	3	2	5	-	-	-	38	38	76		
Bishop, Anthony	-	-	-	26	25	51	4	1	5	-	1	1	-	-	-	-	-	-	30	27	57		
Bishop, Larry	-	-	-	4	2	6	4	1	5	4	5	9	29	19	48	-	-	-	41	27	68		
Blackburn, Sally	-	-	-	-	-	-	16	16	32	3	4	7	6	1	7	-	-	-	25	21	46		
Bridge, Louis	-	-	-	-	-	-	-	-	-	11	13	24	11	9	20	-	-	-	22	22	44		
Bridge, Walter	-	-	-	-	1	1	-	2	2	1	2	3	5	1	6	-	-	-	6	6	12		
Brotman, David	-	-	-	11	11	22	20	17	37	-	-	-	-	-	-	-	-	-	31	28	59		
Brownlee, Rod	-	-	-	20	29	49	-	-	-	-	1	1	-	-	-	-	-	-	20	30	50		
Burgard, Martin	-	-	-	18	14	32	3	3	6	1	-	1	-	-	-	-	-	-	22	17	39		
Butterfield, Mariann-	-	-	-	-	-	-	-	-	-	20	27	47	-	2	2	-	-	-	20	29	49		
Camey, Jeanne	-	-	-	11	9	20	10	17	27	-	3	3	-	-	-	-	-	-	21	29	50		
Caperton, Lee	-	-	-	19	19	38	11	6	17	6	7	13	10	5	15	-	-	-	46	37	83		
Chansler, Sandy	-	-	-	-	-	-	21	19	40	5	5	10	3	7	10	-	-	-	29	31	60		
Chew, Kathy	-	-	-	15	6	21	9	8	17	6	5	11	2	-	2	-	-	-	32	19	51		
Curry, Regina	-	-	-	13	9	22	16	15	31	5	9	14	1	3	4	-	-	-	35	36	71		
Davis, Joan	-	-	-	-	-	-	-	-	-	10	11	21	13	10	23	-	-	-	23	21	44		
Duddy, Ted	-	-	-	5	5	10	-	1	1	18	20	38	-	-	-	-	-	-	23	26	49		
Easton, Angela	-	-	-	6	1	7	-	-	-	3	3	6	9	8	17	-	-	-	18	12	30		
Erturk, Julia	-	-	-	22	16	38	3	2	5	6	7	13	1	1	2	-	-	-	32	26	58		
Finn, Judy	-	-	-	8	16	24	11	11	22	6	13	19	4	5	9	-	-	-	29	45	74		

Student Name and School Labels (STU21)

Report Interface

STUDENT NAME AND SCHOOL LABELS

Report ID: STU21

Enter Parameters for STUDENT NAME AND SCHOOL LABELS:

Grade: 09 - 12

Gender: [Dropdown]

Student Status: B

Label Style: Laser 3X

Buttons: Setup, Custom, Save, Close, Queue, Preview

Report Highlights

Atom Access: Basic Scheduling

The student name and school labels show the school name, student name, and grade level (but no address). The Student Name and School Labels are printed alphabetically in ascending order by the student's last name.

Custom Sort Fields

Custom Report Subtitle	Prints below the report title. To print no subtitle, leave the default value, Generic Report
Custom ID	Renames the Report ID. Prints above the page number.
Sort Field 1-6	Determines the order in which items are listed on the report.

A/D 1-6

A= Ascending, D= Descending

New Page 1-6

Specify whether the records for each sort field should start on a new page.

Query Condition

Enter a specific query to filter the report data.

Report Parameters

Report Title

Select the report you want to print. Selections include the Generic report and a user-defined custom report. If you don't make a selection, the Generic report prints.

Grade

Select the starting and ending grades to include on the report. If blank, the report includes all grade levels.

Gender

Select the gender to include on the report. If blank, the report includes both genders.

Student Status

Select the student status to print on the report: Active, Non-Active, or Both Active and Non-Active Students. If you don't make a selection, the report includes only Active students.

Label Style

Select the style of labels to print. If you don't make a selection, Laser 2X Labels are printed.

- Dot Matrix 3X Page Size 14": Usually used on the Macintosh for an Image Writer set for computer paper or other 14" paper.
- Dot Matrix 3X Page Size 11": Usually used for Windows printers with 11" wide paper.
- Laser 3X: Three-Across labels on a Laser printer
- Laser 2X: Two-Across Labels on a Laser printer
- Laser 3X No Margin: Three-Across labels with no margin on a laser printer

Secondary Demo Abbasi, Lisa	09	Secondary Demo Abber, Clara R.	10	Secondary Demo Abbott, Christine A.	09
Secondary Demo Ackerman, Brian	11	Secondary Demo Acosta, Andrew	09	Secondary Demo Acosta, Bill	09
Secondary Demo Acosta, Kimberly M.	09	Secondary Demo Acosta, Stacey	11	Secondary Demo Adam, Eve	10
Secondary Demo Aguilar, Mike A.	12	Secondary Demo Alaev, Dianna E.	11	Secondary Demo Alexander, Rebecca S.	09
Secondary Demo Allbright, Dick	09	Secondary Demo Allison, Jessica	12	Secondary Demo Allstun, Melissa K.	11

Student Birthday Listing (STU25)

Report Highlights

Atom Access: Basic Scheduling

The student birthday listing provides a list of student birthdays that is organized first by month, then by day. Data includes day of month, student name, age, and address.

Custom Sort Fields

Custom Report Subtitle	Prints below the report title. To print no subtitle, leave the default value, Generic Report.
Custom ID	Renames the Report ID. Prints above the page number.
Sort Field 1-6	Determines the order in which items are listed on the report.
A/D 1-6	A= Ascending, D= Descending

New Page 1-6 Specify whether the records for each sort field should start on a new page.

Query Condition Enter a specific query to filter the report data labels to print. If you don't make a selection, Laser 2X Labels are printed.

Report Parameters

Report Title Select the report you want to print. Selections include the Generic report and a user-defined custom report. If you don't make a selection, the Generic report prints.

Month Enter the month for which you want to print the report.

Secondary Demo						
Student Birthday Listing						STU25
05/06/99 11:34						Page
Month: May						
Day	Student Name	Age	Grade	Address	City	ZipCode
02	Allison, Jessica	18	12	182 Morning Glory St	Pleasantville	92653
03	Fernandez, Shiela	16	06			
05	Daucher, Nicole E.	17	11	469 Dover Cr	Pleasantville	92653
	Matulich, Lester S.	15	09	946 Avocado St	Pleasantville	92653
	Turpen, Mindy R.	17	11	617 W Erna	Pleasantville	92653
06	Arellano, Kelly	18	12	450 Barton Ln	Meigs	31765
08	Jackson, Tony	15	09	1161 Berenice Dr	Pleasantville	92653
	Martinez, Sandy M.	16	10	254 S Laurel Av	Pleasantville	92653
	Walsh, David R.	16	10	655 N Brea Bl #20	Pleasantville	92653
09	Elliott, Thomas D.	15	09	650 Tamarack Av #2614	Pleasantville	92653
10	Dickson, Ben	15	09	348 Heartwood Cr	Pleasantville	92653
11	Miller, Matthew P.	18	12	220 N Madrona St	Pleasantville	92653
12	o'toole, peter j.	15	10		Pleasantville	92653
13	Gray, Colleen N.	17	11	404 Charmingdale Rd	Pleasantville	92653
14	Beamer, Benjamin V.	18	12	315 N Associated Rd #903	Pleasantville	92653
	Scott, Ron	17	11	148 Brookside Ln	Pleasantville	92653
15	Hobday, Justin K.	18	12	17342 Chicago Av	Pleasantville	92653
	Renteria, Brenda	15	09	1717 E Birch St #104	Pleasantville	92653
16	Ramsey, Steve	18	11		Pleasantville	92653
17	Mayer, Meghan	16	10	274 St Crispen Av	Pleasantville	92653

Locator Card 2 Across (STU31)

Report Interface

Locator Cards 2 Across Report ID: STU31

Recommended Orientation: ☐ Cover Page ☐ Draft print ☐ Preview

Enter Parameters For Locator Cards

Grade: - Num Of Locator Cards:

Sort Period: Print Only For Changes: ☐

Counselor Num: - Student ID: -

Term:

Report Highlights

Atom Access: Basic Scheduling

The Locator Card 2 Across report produces locator cards in index card format. The report prints numerically in ascending order by counselor number, then alphabetically in ascending order by the student's last name, then first name.

Note: To print the locker number or number and combination on the report, select either Print Number or Print Number & Combination in the *Print Locker* field on the General page of the School atom before printing the report.

Custom Sort Fields

Custom Report Subtitle Prints below the report title. To print no subtitle, leave the default value, Generic Report.

Custom ID Renames the Report ID. Prints above the page number.

Sort Field 1-6 Determines the order in which items are listed on the report.

A/D 1-6 A= Ascending, D= Descending

New Page 1-6 Specify whether the records for each sort field should start on a new page.

Query Condition Enter a specific query to filter the report data.

Report Parameters

Report Title Select the report you want to print from the drop-down list. If you don't make a selection, the Generic report prints.

Grade Select the starting and ending grades to include. If blank, all grade levels are included.

Num of Locator Cards Enter the number of locator cards to print for each student. If blank, one locator card prints per student.

Sort Period Select the period to include on the report. If blank, all periods print.

Print Only For Changes A filled checkbox indicates that locator cards are printed only if there are changes in the student's schedule. If you don't make an entry, locator cards print for all students.

Counselor Num Enter the starting and ending permanent ID numbers to print on the report. If blank, all counselor numbers are included.

Student ID Enter the starting and ending permanent ID numbers to print on the report. If blank, all student IDs are included.

Term Select the term to include on the report. If blank, all terms print.

Abber	Clara	R	2	11/07/83	F	10	Abber	Snara	2000046				
Secondary Counselor:	Demo			05/06/99			Secondary Counselor:	Demo					
				House:	1								
S2 01	01070636	Gymnastics	(GA)	42	Caperton,	L	Gym	YR 01	01200406	English	9	150	Riley,
YR 01	16 0247	Crafts		220	The Duke			YR 02	02750406	English	9	118	Luce,
YR 02	02240558	Chemistry	(H)	45	Chansler,	S	107	YR 05	05040406	English	9	183	Waslosky
YR 03	03150708	World Hist	(H)	6	Arczynski,	L	233	YR 05	05520406	English	9	181	Van Vo
YR 03	03300492	Spanish II		21	Blackburn,	S	124						
YR 04	04500429	Wld Lit	10 (H)	30	Brotman,	D	210						
YR 05	05300506	Geometry		163	Simmerman,	G	228						
YR 06	06240472	French II		21	Blackburn,	S	124						
Joyce	Alder	555-5529	555-3270	08/31/98	Joyce Alder 555-5529 555-3270								
329	Apple Av	Pleasantville			92653	00011	329	Apple Av	Pleasantville				
Abber	Clara	R	2	11/07/83	F	10	Abber	Snara	2000046				
Abbott	Christine	A	3	11/11/84	F	09	abel	very	w	101017			
Secondary Counselor:	Demo			05/06/99			Secondary Counselor:	Demo					
				House:									
YR 01	01200406	English	9	150	Riley, B	212	YR 01	01200406	English	9	150	Riley,	
YR 01	16 0247	Crafts		220	The Duke		YR 01	16 0247	Crafts		220	The Du	
YR 02	02750406	English	9	118	Luce, J	209	YR 02	02750406	English	9	118	Luce,	
YR 03	03210541	Science	9	32	Brownlee,	R	107	YR 05	05040406	English	9	183	Waslosky
YR 05	05040406	English	9	183	Waslosky,	T	208	YR 05	05520406	English	9	181	Van Vo
YR 05	05520406	English	9	181	Van Vooren,	R	204						
YR 06	06030500	Math A		134	Meier, D	229							

Locator Card 1 Across (STU32)

The screenshot shows a web-based report interface titled "Report Interface". The main heading is "Locator Cards 1 Across". Below this, there is a dropdown menu for "By Counselor" and a text field for "Report ID" containing "STU32". To the right, there are checkboxes for "Recommended Orientation", "Cover Page", "Draft print", and "Preview". The "Recommended Orientation" checkbox is checked. Below these, there is a section titled "Enter Parameters For Locator Cards". This section contains several input fields: "Grade:" with a dropdown and a range selector, "Num Of Locator Cards:" with a text field containing "1", "Sort Period:" with a dropdown, "Print Only For Changes:" with an unchecked checkbox, "Counselor Num:" with a range selector, "Student ID:" with a text field, "Term:" with a dropdown set to "All", and "Parents/Guardians:" with two dropdowns set to "Mother" and "Father". At the bottom, there are buttons for "Setup", "Custom", "Save", "Close", "Queue", and "Preview".

Report Highlights

Atom Access: Student

The Locator Card 1 Across report produces 12 characters-per-inch (cpi) index card locator cards that accommodate split-week schedules and can be printed using NCS form #214532. The Locator Card 1 Across report prints numerically in ascending order by counselor number, then alphabetically in ascending order by the student's last name, then first name.

Custom Sort Fields

Custom Report Subtitle Prints below the report title. To print no subtitle, leave the default value, Generic Report.

Custom ID Renames the Report ID. Prints above the page number.

Sort Field 1-6 Determines the order in which items are listed on the report.

A/D 1-6 A= Ascending, D= Descending

New Page 1-6 Specify whether the records for each sort field should start on a new page.

Query Condition Enter a specific query to filter the report data. If you don't make an entry, locator cards print for all students.

Report Parameter

Report Title Select the report you want to print. Selections include the By Counselor, By Student, and a user-defined custom report. If you don't make a selection, the Generic report prints.

Grade Select the starting and ending grades to include on the report. If blank, the report includes all grade levels.

Num of Locator Cards Enter the number of locator cards you want to print for each student. If you don't make an entry, one locator card prints per student.

Sort Period Select the period to include on the report. If blank, all periods print on the report.

Print Only For Changes A filled checkbox indicates that locator cards print only if there are changes in the student's schedule. If you don't make an entry, locator cards print for all students.

Counselor Num Enter the starting and ending counselor numbers to print on the report. If you don't make an entry, the report includes all counselors.

Student ID Enter the starting and ending permanent ID numbers to print on the report. If you don't make an entry, the report includes all student IDs.

Term Select the term for which the report should print. This field defaults to ALL terms.

Parents/Guardians Select up to two parents/guardians to include on the report. Mother and Father are the default parents/guardians. If you don't want any parents/guardians to print on the report, select BLANK in both fields.

Abbasi, Elisa		F 09		04/17/84		1	
Secondary Demo				01/12/99		555-2764	
House:		Date		Printed:		03/16/99	
0491-01	YR 02	0491	Spanish	I	56	Erturk, J	123
0401-02	S1 03	0401	Drama	I	76	Henson, M	203
0401-01	S2 03	0401	Drama	I	76	Henson, M	203
0564-02	YR 04	0564	Biology	I	158	Rudd, R	108
0506-04	YR 05	0506	Geometry		163	Simmerman, G	228
0406-10	YR 06	0406	English	9	30	Brotman, D	210
0669-02	S1 07	0669	Swimming		5	Anton, A	Gym
0669-01	S2 07	0669	Swimming		5	Anton, A	Gym

Class Rosters/No Schedules Report (STU40)

Report Highlights

Atom Access: Student

The Class Rosters/No Schedules report produces a roster of students organized first by teacher, then by grade level for schools without schedules. For schools with schedules, the list includes all students unless you query to select a specific group of students. Blank lines at the end of the report enable you to write in student names.

Custom Sort Fields

Custom Report Subtitle	Prints below the report title. To print no subtitle, leave the default value, Generic Report.
Custom ID	Renames the Report ID. Prints above the page number.
Sort Field 1-6	Determines the order in which items are listed on the report.
A/D 1-6	A= Ascending, D= Descending
Query Condition	Enter a specific query to filter the report data.

Report Parameters

Report Title	Enter the starting and ending advisor or teacher numbers to print on the report. If you don't make an entry, the report includes all advisors or teachers. Depending on the type of school, the report interface displays either the <i>Advisor Number</i> or <i>Teacher Number</i> field. For elementary schools, the SASlxp software displays and prints the teacher number; for secondary schools, it displays and prints the Advisor number.
Advisor Number/Teacher Number	Select the report you want to print. If blank, the By Teacher report prints.
Grade	Select the grade or range of grades for the report.
Print Form	Select to print the report using a form. If blank, the report is not printed in grid format.
# Of Wks/# Of Stus	Select the number of weeks to print in the report header. To exclude no weeks from the report header, leave blank.
Print Half Day	Check to print half-day attendance on the report. If you don't make an entry, the report doesn't include half-day attendance.
Start Date	Select the starting and ending grades to include on the report. If blank, all grade levels are included.
Student Status	Select the student status to print on the report. If blank, only Active students print.

School		Teacher				Teacher Not Found				Year			
Secondary Demo										98-99			
		Week(Week(Week(
		03/15/99				03/22/99				03/29/99			
		04/05/99											
Student Name	Gd	Id	Phone	M	T	W	Th	F	M	T	W	Th	F
1 Abber, Clara	10	2	555-5529										
8 Acosta, Kimberly	09	9	555-0428										
9 Acosta, Stacey	11	10	555-9248										
55 Beel, Jane	09	912											
69 Bravo, Robert	11	179	555-4913										
70 Breazeale, Kevin	11	182	555-0105										
96 Charlton, Troy	10	253	555-2729										
97 Chen, Abby	11	256	555-7432										
129 Cummins, Andrew	09	350	555-6003										
164 Fago, Alicia	11	453	555-1845										
176 Flynn, Carl	09	483	555-4412										
186 Gan, John	10	508	555-3779										
187 Garcia, Denise	10	515	555-2790										
196 Goodell, Charlotte	11	549	555-3774										
197 Goodell, Rafael	10	550	555-3774										
220 Harvey, Janis	10	615	555-7157										
221 Hastings, Victor	12	618	555-7341										
234 Higgins, Robert	10	653	555-9041										

Class Rosters /With Schedules Report (STU41)

Report Interface

CLASS ROSTERS /WITH SCHEDULES Report ID: STU41

By Teacher: [dropdown]

Enter Parameters for CLASS ROSTERS /WITH SCHEDULES:

Teacher Number: 5 - 52 Student Status: A

Section Number: [] - []

Buttons: Setup, Custom, Save, Close, Queue, Print

Report Highlights

Atom Access: Student

The Class Rosters/With Schedules report produces a roster of students organized first by teacher, then by section numbers within each grade level. Data includes student name and ID, home phone, teacher number, and teacher name.

Note: To prevent unlisted phone numbers from printing on the report, select Unlisted in the *UnL* field on the First Page of the Student atom.

Report Parameters

Report Title Select the report you want to print. If blank, the By Teacher report prints.

Teacher Number Enter the starting and ending teacher numbers to print on the report. If blank, all teachers are included.

Student Status Select the student status to print on the report. If blank, only Active students print.

Section Number Enter the starting and ending section numbers to print on the report. If blank, all sections are included.

Custom Sort Fields

Custom Report Subtitle Prints below the report title. To print no subtitle, leave the default value of Generic Report.

Custom ID Renames the Report ID. Prints above the page number.

Sort Field 1-6 Determines the order in which items are listed on the report.

A/D 1-6 A = Ascending, D = Descending

New Page 1-6 Specify whether the records for each sort field should start on a new page.

Query Condition Enter a specific query to filter the report data.

To print class rosters for one semester only, such as only the second semester, enter the following query statement in the Query Condition field of the Report Interface window: **TermCode = N**, (where N would be S2 for second semester).

Secondary Demo		Sec#	0315
03	World Hist (H)		
0708	6 Arczynski, L		
98-99			
Abber, Clara R.		2	720-555-5529
De Cator, Lisa M.		375	714-555-0277
Escobar, Lauren A.		434	714-555-2755
Garcia, Denise L.		515	714-555-2790
Goodell, Rafael C.		550	714-555-3774
Hercila, Steven L.		639	714-555-8429
Lin, Sarah		858	714-555-5268
Maldonado, Lawrence E.		904	714-555-5715

Special Class List Report (STU43)

Report Highlights

Atom Access: Student

The Special Class List report produces a list of students for each section, period, course or grade, and teacher. Each row includes student name and ID, gender, grade level, and birthdate, and provides a space for comments at the end of the row for each student.

Report Parameters

Report Title	Select the report to print from the list. If you don't make a selection, the Generic report prints.
Section Number	Enter the starting and ending section numbers to print. If blank, all sections are included.

Teacher	Enter the starting and ending teacher numbers to print. If blank, all teachers are included.
Student Status	Select the student status to print. If blank, only Active students print.
Custom Sort Fields	
Custom Report Subtitle	Prints below the report title. To print no subtitle, leave the default value of Generic Report.
Custom ID	Renames the Report ID. Prints above the page number.
Sort Field 1-6	Determines the order in which items are listed on the report.
A/D 1-6	A = Ascending, D = Descending
New Page 1-6	Specify whether the records for each sort field should start on a new page.
Query Condition	Enter a specific query to filter the report data.

05/06/99 11:38		Secondary Demo SPECIAL CLASS LISTS				STU43 Page	
Section:	0101	Period:	01	Course:	Teacher Aide	Teacher:	RussoS
Student Name		Student ID	Gen	Grd	Birthdate	Comments	
Korkowski, Jose A.		787	M	09	08/01/84	<hr/>	

Student Register (STU45)

Report Highlights

Atom Access: Student

The Student Register report summarizes student information, parent/guardian contacts, and course schedules for use by school personnel who don't have access to the SASlxp software.

The information on the report includes student name, grade, gender, birthdate, home phone, student ID, address, bus and lunch information, parent/guardian name, and whether student information is restricted. For each of the student's four emergency contacts, the report includes the name, phone number, employer, and whether the contact resides with the student. The course schedule information includes the course name, room number, and teacher name for a maximum of eight courses.

The default sort for the report is by student name. If you chose a sort period on the Report Interface screen, the report selects all students who have a class in the chosen period and term. The selected students are sorted by teacher name, then by student name.

Custom Sort Fields

Custom Report Subtitle	Prints below the report title. To print no subtitle, leave the default value, Generic Report.
Custom ID	Renames the Report ID. Prints above the page number.
Sort Field 1-6	Determines the order in which items are listed on the report.
A/D 1-6	A= Ascending, D= Descending
New Page 1-6	Specify whether the records for each sort field should start on a new page.
Query Condition	Enter a specific query to filter the report data.
Report Parameters	
Report Title	Select the report you want to print.
Grade	Select the starting and ending grades to include on the report. If blank, all grade levels are included on the report.
Term	Select the term for which the report should print. This field defaults to ALL terms. (6 Char)
Advisor Number/Teacher Number	Enter the starting and ending advisor or teacher numbers to print on the report. If you don't make an entry, the report includes all advisors or teachers. (3 Num)
	Depending on the type of school, the report interface displays either the <i>Advisor Number</i> or <i>Teacher Number</i> field. For elementary schools, the SASlxp software displays and prints the Teacher number; for secondary schools, it displays and prints the Advisor number.
Sort Period	Select the period to include on the report. If blank, all periods print on the report.
Gender	Select the gender to include on the report. If blank, both genders print on the report.
Student Status	Select the student status to print on the report: Active, Non-Active, or Both Active and Non-Active Students. If you don't make a selection, only Active students print on the report.

Secondary Demo										
STUDENT REGISTER										STU45
										Page 1
STUDENT-NAME	GR	GEN	BIRTHDATE	PHONE	PARENT/GUARDIAN	RESTR	LUN	BUS	RES	
ANDERS, Arnold ID# 2000035 Pleasantville, CA 92653	10	M	09/01/84		L					
Abbas, Lisa ID# 1 1021 Lynwood Dr #2 Pleasantville, CA 92653	09	F	04/17/84	303-555-2764	L	Ahmad Farsaie				
		Step-Father:		714-555-7114		Ahmad Farsaie		Farm Auto Body		
See Counselor Fisher, M	Teacher Aide Ofc Tennison, S	Geometry 227 Curry, R	Drama I 203 Henson, M	Drama I 203 Henson, M	Biology I 108 Rudd, R	English 9 210 Brotman, D	Swimming Gym Anton			
Abber, Clara R. ID# 2 329 Apple Av Pleasantville, CA 92653	10	F	11/07/99	720-555-5529	L	Joyce Alder				
Gymnastics (GA) Gym Caperton, L	Gymnastics (GA) Gym Caperton, L	Chemistry (H) 107 Chansler, S	World Hist (H) 233 Arczynski, L	Wld Lit 10 (H) 210 Brotman, D	French II 124 Blackburn, S	Clarinet 101 Russos	SDC Voc Ed 118 Lutz, W			
Abbott, Christine A. ID# 3 627 E Ash St Pleasantville, CA 92653	09	F	11/11/00	720-555-0948	L	M/M Jim Abbott				
		Father:		714-555-2113		Jim Abbott				
Arch Draft I 112 Looney, V	Keyboarding I 221 Willburn, C	Algebra I 227 Curry, R	Draft Sur/CAD 112 Looney, V	English 9 208 Waslosky, T	Science 9 104 Henderson, R	Football Cond Gym Hampton, S				
Ackerman, Brian ID# 5 2540 Country Hills #160 Pleasantville, CA 92653	11	M	11/15/82	714-555-4822	L	M/M Robert Ackermanis a long name				
		Father:		714-555-6720		Robert Ackerman-Ackermannnn				
AP Amer Hist(H)	Am Lit/Comp 11	Spanish II	AP Calc A/B (H)	Chemistry (H)	Wrestling	Wrestling				

Grid Distribution Report (STU97)

Report Highlights

Atom Access: Student

The Grid Distribution Report shows the number of students for each point on the district or school's geographic grid, based on the grid numbers that were entered on Page 1 of the Student atom. Numbers are sorted by gender within grade level. The Grid Distribution report is printed numerically in ascending order by grade and grid code.

Custom Sort Fields

Custom Report Subtitle	Prints below the report title. To print no subtitle, leave the default value, Generic Report.
Custom ID	Renames the Report ID. Prints above the page number.
Sort Field 1-6	Determines the order in which items are listed on the report.

A/D 1-6

A= Ascending, D= Descending

New Page 1-6

Specify whether the records for each sort field should start on a new page.

Query Condition

Enter a specific query to filter the report data.

Report Parameters

Report Title

Select the report you want to print. Selections include the Generic report and a user-defined custom report. If you don't make a selection, the Generic report prints.

Grade

Select the starting and ending grades to include on the report. If blank, all grade levels are included.

SECONDARY PERIOD N/TRK W/BLK ALPHA

04/11/02
13:57

GRID DISTRIBUTION

STU97
Page

		Totals By Grade			Totals By School		
		Male	Female	All	Male	Female	All
Grade:	00						
	Grid						
		0	0	0	100	69	169
	000101	0	0	0	13	8	21
	000102	0	0	0	15	14	29
	000103	0	0	0	8	13	21
	000104	0	0	0	16	10	26
	000105	0	0	0	12	9	21
	000106	0	0	0	13	22	35
	000107	0	0	0	16	10	26
	000108	0	0	0	19	14	33
	000109	0	0	0	9	14	23
	000110	0	0	0	13	11	24
	15	0	0	0	1	0	1
	asd	0	0	0	1	0	1
	All Grids	0	0	0	236	194	430
Grade:	01						
	Grid						
		0	0	0	100	69	169
	000101	0	0	0	13	8	21
	000102	0	0	0	15	14	29
	000103	0	0	0	8	13	21
	000104	0	0	0	16	10	26
	000105	0	0	0	12	9	21
	000106	0	0	0	13	22	35
	000107	0	0	0	16	10	26
	000108	0	0	0	19	14	33
	000109	0	0	0	9	14	23
	000110	0	0	0	13	11	24
	15	0	0	0	1	0	1
	asd	0	0	0	1	0	1
	All Grids	0	0	0	236	194	430

Ethnic Distribution Report (STU98)

Report Highlights

Atom Access: Student

The Ethnic Distribution report shows the school's ethnic distribution by grade level and gender. The Ethnic Distribution report is printed numerically in ascending order by grade.

Custom Sort Fields

Custom Report Subtitle Prints below the report title. To print no subtitle, leave the default value, Generic Report.

Custom ID Renames the Report ID. Prints above the page number.

Sort Field 1-6 Determines the order in which items are listed on the report.

A/D 1-6

A= Ascending, D= Descending

New Page 1-6

Specify whether the records for each sort field should be started on a new page

Query Condition

Enter a specific query to filter the report data.

Report Parameters

Report Title

Select the report you want to print. If blank, the Generic report prints.

Student Status

Select the student status to print from the list. If blank, only Active students print.

Grade Blank	Level Inv	Gender All	Code :	A	B	F	H	I	P	W
Grade : 1				Females						
0	0	2		0	0	0	0	0	0	1
0				Males						
1	0	0		0	0	0	0	0	0	0
1				Total						
0	0	2		0	0	0	0	0	0	1
Grade : 0				Females						
0	0 0 1	0		0	0	0	0	0	0	0
0				Males						
0	0	0		0	0	0	0	0	0	0
0				Total						
0	0	0		0	0	0	0	0	0	0
Grade : 15				Females						
0	0 6	15		0	0	0	0	0	0	0
15				Males						
14	0	14		0	0	0	0	0	0	0
29				Total						
0	0	29		0	0	0	0	0	0	0
Grade : 1				Females						
0	0 7	1		0	0	0	0	0	0	0
0				Males						
1	0	0		0	0	0	0	0	0	0
1				Total						
0	0	1		0	0	0	0	0	0	0
Grade : 19				Females						
0	0 9	87		4	11	4	19	1	0	29
22				Males						
0	0	98		8	5	6	22	0	2	33
41				Total						
0	0	185		12	16	10	41	1	2	62
Grade : 4				Females						
0	0 10	70		6	8	6	17	0	1	28
22				Males						
0	0	87		7	4	2	20	1	2	29
26				Total						
0	0	157		13	12	8	37	1	3	57
Grade : 6				Females						
0	0 11	74		7	4	5	15	1	0	36
11				Males						
0	0	69		6	4	3	17	1	3	24
Total										

Payment Summary (PMT01)

Report Highlights

Atom Access: Student

The Payment Summary Report prints a list of students with the amount of their tuition, total payments made, and balance due.

Custom Sort Fields

Custom Report Subtitle	Prints below the report title. To print no subtitle, leave the default value, Generic Report.
Custom ID	Renames the Report ID. Prints above the page number.
Sort Field 1-6	Determines the order in which items will be listed on the report.
A/D 1-6	A= Ascending, D= Descending
New Page 1-6	Specify whether the records for each sort field should start on a new page.
Query Condition	Enter a specific query to filter the report data.

Report Parameters

Show Students

Select one.

- **All Students:** Prints a Payment Summary Report for all students.
- **Receives Financial Aid:** Prints a Payment Summary Report for only those students who receive financial aid.
- **Does Not Receive Financial Aid:** Prints a Payment Summary Report for only those students who don't receive financial aid.

Include Only

Prints a Payment Summary report for all departments or for one department selected from a list.

Date Range

Prints a Payment Summary Report for a specific time period. To specify a time period, enter a start date and end date.

05/06/99 12:47		Student Payment Summary					PMT01
		All Students Report for (All Departments)					Page
Student Name	Student ID	Tuition	Trans	Meals	FinanciaPrev Balance	Payments	
Abbasi, Lisa	1						
Abber, Clara R.	2	20.00			20.00		
Abber, Snara	2000046						
Abbott, Christine A.	3						
Abel, Albert	101017						
Ackerman, Brian	5	20.00			20.00		
Acosta, Andrew A.	6						
Acosta, Bill	8						
Acosta, Kimberly M.	9						
Acosta, Stacey	10						
Adams, Steve M.	1689						
Aguilar, Mike A.	13						
Alaev, Dianna E.	14						
Allstun, Melissa K.	25						
Andersen, Michael	35						
Arellano, Kelly	56						
Arriola, Lauren A.	66						
Bailes, Michael	83						
Bailes, Tiffanie	84						
Baker, Matthew	87						
Ballard, Aimee A.	90						
Ban, Kristyn L.	91						
Banas, Ryan (Jude) J.	92						
Banuelos, Michael M.	98						
Barrera, Andrea A.	107						
Battish, Lauri J.	108						
Baxley, Sharon A.	110						
Beamer, Benjamin V.	112						
Becher, Amy A.	118						
Bechtle, William	119						
Beckley, Aaron F.	121						
Berger, Sarah	130						

Payment Detail Report (PMT02)

Report Highlights

Atom Access: Student

The Payment Detail Report prints a list of students with the amounts of their tuition, each payment made, date of each payment, check number of each payment, and the balance due.

Custom Sort Fields

Custom Report Subtitle Prints below the report title. To print no subtitle, leave the default value, Generic Report.

Custom ID Renames the Report ID. Prints above the page number.

Sort Field 1-6 Determines the order in which items will be listed on the report.

A/D 1-6

New Page 1-6

Query Condition

Report Parameters

Show Students

A= Ascending, D= Descending

Specify whether the records for each sort field should start on a new page.

Enter a specific query to filter the report data.

Select one.

- **All Students:** Prints a Payment Detail Report for all students.
- **Receives Financial Aid:** Prints a Payment Detail Report for only those students who receive financial aid.
- **Does Not Receive Financial Aid:** Prints a Payment Detail Report for those students who don't receive financial aid.

Include Only

Prints a Payment Detail report for all departments or for one department selected from a list.

Date Range

Prints a Payment Detail Report for a specific time period. To specify a time period, enter a start date and end date.

Only With Payments

Click this checkbox to print a report listing only those students who have made tuition payments.

05/06/99 12:49		Student Payment Detail						PMT02 Page	
		All Students Report for (All Departments)							
Student Name	Student ID	Tuition	Trans	Meals	Financ Aid	Prev Balance	Check#	Chk Date	Payments
Abbasi, Lisa	1								
Abber, Clara R.	2	20.00				20.00			
Abber, Snara	2000046								
Abbott, Christine A.	3								
abel, very w.	101017								
Ackerman, Brian	5	20.00				20.00			
Acosta, Andrew A.	6								
Acosta, Bill	8								
Acosta, Kimberly M.	9								
Acosta, Stacey	10								
adams, Steve M.	1689								
Aguilar, Mike A.	13								
Alaev, Dianna E.	14								
Allstun, Melissa K.	25								
Andersen, Michael	35								
Arellano, Kelly	56								
Arriola, Lauren A.	66								
Bailes, Michael	83								
Bailes, Tiffanie	84								
Baker, Matthew	87								
Ballard, Aimee A.	90								
Ban, Kristyn L.	91								
Banas, Ryan (Jude) J.	92								
Banuelos, Michael M.	98								
Barrera, Andrea A.	107								
Battish, Lauri J.	108								
Baxley, Sharon A.	110								
Beamer, Benjamin V.	112								
Becher, Amy A.	118								
Bechtle, William	119								
Beckley, Aaron F.	121								
Berger, Sarah	130								
Berkes, Jeffrey L.	132								
Totals :		40.00				40.00			

Student Withdrawal (STU96J)

Report Highlights

Atom Access: Student

The Student Withdrawal report (STU96J) provides a report of student withdrawals for a given semester or all semesters.

The report prints an alphabetical listing of students by the parameters specified on an 8 1/2 by 11-inch paper. Report data includes the report title, report format, grade, student ID, term code, [R]esidence or mailing address.

Report Parameters

Report Format Select the format of the report you want to print. Choose between HTML, Applet, Text, or PDF.

See the *JReport Report Interface User Guide* for more information on these choices.

Grade Select the starting and ending grades to be included on the report. Select **Blank** to include all grade levels on the report.

Student ID To print report cards for a specific student, enter the student ID in both fields. To print for a range of students, enter the beginning ID number in the first field and the ID number in the last field. You can enter up to twelve alphanumeric characters.

Term Code Select the semester for which the report is required. You can also select all semesters.

{R}esidence or Mailing Address Enter Y if you want the residence or mailing address printed.

Secondary Demo Withdrawal Report		STU963 Page 1
03/29/03 09:00 AM		

<u>Student Name</u>	<u>Grade</u>	<u>Gender</u>	<u>Trk</u>	<u>Student ID</u>	<u>Birth Date</u>	<u>Enter Date</u>	<u>Counselor</u>
Abbasi, Elisa	10	F	A		04/17/85	09/05/00	

<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>	<u>Parent/Guardian</u>	<u>Phone Number</u>
1021 Lynwood	Mumbai	6	400089	Ahmad Parsaie	714-555-2764

<u>Withdrawal Date:</u>	<u>Reason for Leaving:</u>
<u>New Address</u>	<u>City</u>
<u>State</u>	<u>Zip Code</u>

New School:

Parent/Guardian Signature for Withdrawal:

**** Teachers please sign and indicate the average grade to date from the beginning of the current reporting the present date**

<u>Section ID</u>	<u>Period</u>		<u>Term</u>	<u>Course Title</u>	<u>Checkout Grade</u>	<u>Teacher Name</u>	<u>Teacher Signature</u>
	<u>Seg</u>	<u>End</u>					
0701-01	01	01	S2	Health		Johnson, L	
0713-01	01	01	S1	Driver Ed		Bishop, A	
0406-01	01	01	YR	English 9		Riley, B	

Using Reports

Many of the functions listed on atom menus are the reports available for SASlxp™ applications. The reports that are shown on the menus vary from atom to atom. Reports that are not available are displayed in gray.

If your workstation is attached to a printer or if it is on a network attached to a printer, you can print a report at any time. If your workstation is set up for print previews, reports will display on your monitor instead of printing out.

So that you don't tie up your workstation while a report prints, you can send a report to a job queue. Reports sent to a queue are printed in the order they are received or at the time specified when you send the report to the queue.

If you send a job to the queue, the job prints on the printer set up for the Job Queue Server you selected, no matter what printer is set up for your terminal. If you are sending jobs that use forms, make sure the queue you select has a printer that is using the correct form.

Using the Report Interface Screen

When you select a report from an application menu, the Report Interface screen appears. From it you can run a generic report, or create and run a customized version of a report:

- To run a generic report, leave most of the report setup as is and simply define parameters on a one-time basis, if necessary. Some reports require that you define parameters; some do not include parameter fields. Parameters enable you to specify the range of records to include in a report.

- To create a customized version of a generic report, you can enter a subtitle and modify the sort order in addition to defining parameters. If you save a custom report, it is stored in its own Report atom and added to the report group for the generic report (the generic version is not changed). You can access a custom report from the Report atom or from its report group in the Report Interface screen.

Note: Not all reports have customization options.

Report Interface Screen Formats

SASlxp report interface screens can be organized one of two ways: in a standard format or a tabbed format.

Standard Format

The standard screen has two sections—the print section (for printing standard reports) and the custom section (for customizing reports).

- When you first select a report from an Application Menu, the print section of the Report Interface appears. Using this section, you can print existing reports (either program-supplied or user-created), define parameters, define page setup, send reports to a job queue, and access the custom section of the screen. You can use the parameter and page setup features in creating custom reports.
- When you click the Custom button from the print section, the custom section appears. This section contains sort fields that determine how data is organized in a report. Some may contain required sort values; others will be blank. Values can be selected in all different sort fields for a multi-level sort. Sort fields work in conjunction with parameter fields to produce the range of data in the order specified.

Tabbed Format

The tabbed interface includes:

- One or more tabs to classify the kinds of information you specify on the report
- A Custom tab for customizing reports

Note: Not all screens have Custom buttons or tabs.

Guidelines for Using Sort Fields

When you first display the custom section or tab of the Report Interface window, some sort fields are blank, some contain mandatory sort values, and some contain default sort values.

Sort field values define the basic organization of a report. You can modify this organization by:

- Selecting sort values in addition to these values
- Moving mandatory or default values to different fields
- Replacing default values
- Deleting defaults (you cannot delete mandatory sort values)

To use the default: This is the school you are logged into; its number is shown in both the From and to fields.

To print a report for a range of schools: To do this, select the lowest school number you want to print in the first field and the highest school number in the To field.

Guidelines for Using the Custom Options

Custom Parameters

Custom Report Subtitle Enter a title for the custom report you are specifying.

Custom ID The identifier for the custom report. The default is the ID of the standard report.

Output Options Select the option to indicate what you want to do with the report output:

- Print on a printer
- Display on the screen
- Create a disk file

Sort Field

Select an option that indicates how you want to sort the custom report.

Each *Sort Field* pop-up list displays all the available sort options for the current report. The first one you specify is the primary sort option. You can then specify additional sort options to use in conjunction with the primary one.

Example: You might select zip code for the first sort option, then student name as the next option. The report will be sorted initially by zip code. Within identical zip codes, the data is sorted by student name.

A / D

Select ascending (A) or descending (D) order for the report data.

Example: You might select **D** for zip code sorting and **A** for student name sorting. The report data will be sorted in descending zip code order (highest zip codes first) and ascending name order (student names at the beginning of the alphabet first).

New Page

Select Yes or No to indicate whether you want a new page to start with each new occurrence of this sort item.

Example: You might select **Y** for the zip code sort, to print each zip code group starting on a new page. You might select **N** for the student name sort, to print multiple students per page.

Query Condition

Enter a query statement to further define the data you want on the report. See the “Using the Query Atom” section of the *SASlpx Query Training Guide* for additional information about using query statements.

Guidelines for Using the JReports Interface

Some SASlpx reports are created with the JReports software. Interfaces for these reports resemble this one.

The screenshot shows a window titled "Report Interface EX". At the top, there is a "Report ID" field with the value "GHD03J" and a "Recommended Orientation" dropdown set to "Portrait". Below this, the report title "Cumulative Honor Roll" is displayed, followed by a dropdown menu currently showing "By Student". To the right of the title is a "Report Format:" dropdown set to "Text". Below the title, there is a section titled "Enter Parameters for Cumulative Honor Roll:" with four tabs: "Options", "Marks", "Include", and "Custom". The "Options" tab is active, showing fields for "Report Title:" (Cumulative Principal's List), "Grade:" (11 - 12), "Student ID:" (empty), and "Advisor:" (empty). At the bottom of the window are three buttons: "Setup", "Close", and "Print".

The *Report Format* field on these screens determines the output that will be created. Select the output option you prefer from the pop-up list.

Applet	<p>The Applet report format exports the report data to an applet that you view and print using your browser.</p> <p>When you choose this report format, the system displays a dialog box so you can specify Applet format options.</p>
HTML	<p>The HTML report format exports the report data using an HTML file format that you view and print using your browser. The HTML format is the default JReport output format.</p> <p>When you choose this report format, the system displays a dialog box so you can specify HTML format options.</p>
PDF	<p>The PDF report format exports the report data using an Adobe® Acrobat® PDF (portable document format) file format that you view and print using your browser.</p> <p>When you choose this report format, the system displays a dialog box so you can specify PDF format options.</p>
Text	<p>The Text report format exports the report data using a text file format that you view and print using your browser.</p> <p>When you choose this report format, the system displays a dialog box so you can specify text format options.</p>

For more information about the JReports interface, see the *JReport Report Interface User Guide*.

Attendance

This section includes sample reports from the Attendance module:

- ATD01 – Gain Loss
- ATD02 – Monthly Attendance
- ATD03 – Monthly Attendance Summary
- ATD06 – Perfect Attendance List
- ATD06A – Perfect Attendance Labels
- ATD07 – Daily Absence Listing by teacher
- ATD07A – Daily Absence Listing
- ATD09 – Student Absences
- ATD40 – Quarterly Attendance Report
- ATD41 – Attendance Summary
- ATD42 – Student Attendance
- ATD55 – Membership Report

Gain/Loss (ATD01)

Report Highlights

Atom Access: Daily Attendance (Attendance folder)

The Gain/Loss Report shows enrollment gains and losses by date and student. This report is sorted by the effective date of the add or drop, then by the student's last and first name.

Custom Sort Fields

The custom sort fields for the Gain/Loss Report are effective, enter code, last name, first name, middle name, gender, grade, track, leave code, permanent number, ethnic code, and NO SORT.

Report Parameters

Report ID

Select the report you want to print. Choices include the Generic report and any user-defined custom reports. If you do not make a selection, the Generic report prints.

Date Range

Enter the starting and ending dates that you want the report to cover.

Grade Range

Select the starting and ending grades to include. If left blank, all grade levels are included.

Ethnic Code

Select the ethnic code to use for the report. If left blank, all ethnic codes are included.

Print Code

Select this check-box to print the enter and leave code on the report. If this box is not selected, the enter and leave codes do not print.

Track

Select the track you want the report to cover. If left blank, the report covers all tracks. The Track field displays only if your school is set up for tracks.

Elementary Demo									
REPORT OF GAINS AND LOSSES									
03/16/99						ATD01			
11:48						Page 1			
		From 09/02/98		Thru 03/16/99					
Date	Student Name	Student ID	Eth	Gen	Grade	Action	Male	Female	Total
		Starting Enrollment			6	5	11		
02/10/99	Anderson, Amy B.	2	W	F	01	LOSS			

Monthly Attendance (ATD02)

Report Highlights

Atom Access: Daily Attendance (Attendance folder)

The Monthly Attendance Report shows attendance for the month reporting period specified. Data for each student includes absence reasons for each day in the month and total number of non-enrollment days; non-apportionment absences; apportionment absences; SDD apportionment (if you are using it); and apportionment days. Students tagged with an instructional setting code will be grouped separately.

Custom Sort Fields

There are no custom sort fields for the Monthly Attendance report, but there are two program-supplied sorts: By Student and By Teacher. You do have the option of entering a query to limit the students who are included in the report.

Report Parameters

Report Title	Select the report you want to print. Choices include by Student and by Teacher. If you do not make a selection, the By Student report will print.
Reporting Period	Enter the number of the reporting period this report covers. Reporting periods are defined in the Attendance Setup atom. If no reporting periods are defined, the program assumes 4-week reporting periods and divides the calendar for you. For example, reporting period 4 would cover the fourth 4-week period of time in your calendar.
Ins Setting	Select an instructional setting if you want to limit the report to one instructional setting. If you select BLANK, all instructional settings are included on the report, listed after the students with no instructional setting.
Grade Range	Select the starting and ending grades to include on the report. If you select BLANK, all grade levels are included in the report.
Teacher Num	Enter a range of teacher numbers to include in the report. If these fields are blank, all teachers are included in the report.
Formatted Name	


Monthly Attendance Summary (ATD03)

Report Interface

ATTENDANCE MONTHLY SUMMARY Report ID:

Enter Parameters for ATTENDANCE MONTHLY SUMMARY:

Reporting Period: Total By Teacher: ☐

Recommended Orientation: 

☐ Cover Page
☐ Draft print
☒ Preview

Report Highlights

Atom Access: Daily Attendance (Attendance folder)

The Monthly Attendance Summary shows attendance for the month specified, in a summarized form. Students tagged with instructional setting codes are grouped separately.

Custom Sort Fields

There are no custom sort fields for the Monthly Attendance Summary.

Report Parameters

Report Title

Select the report you want to print. The only choice available is the default, Attendance Report 3.

Reporting Period

Enter the number of the reporting period this report is to cover. The reporting periods are defined in the Attendance Setup atom. If no reporting periods are defined, the program assumes 4-week reporting periods, and divides the calendar for you. For example, reporting period 4 would cover the fourth 4-week period of time in your calendar.

Total by Teacher

Select this check box if you want a total for each teacher number that is included. Leave this check box unselected to exclude teacher totals.

Track

Select the track you want the report to cover. If left blank, the report covers all tracks. This field displays only if your school is set up for tracks.

Elementary Demo														
ATTENDANCE MONTHLY SUMMARY														
ATD03														
03/16/99														
11:46														
Attendance Report 3														
Page 1														
Reporting Period: 1														
From 08/31/98 To 09/25/98														
Los														
Staff Dev Carry Non Actl Days Appr Appr Actl Dev Apport Aft Pctg Pctg Las														
TchDays														
Grade Num	Taught	Days	Forward	Gains	Total	Losses	Ending	Days	N/E	Abs	Abs	Attd	Appr	Attend
A.D.A.Appr ActlDay														
00 119	18	1	1	1	1	18		18.0	1.0	19.0	1.0	100.00	100.00	
00 Total	18	1	1	1	1	18		18.0	1.0	19.0	1.0	100.00	100.00	
01 14	18	1	1	1	1	18		18.0	1.0	19.0	1.0	100.00	100.00	
01 17	18	1	2	2	2	36		36.0	2.0	38.0	2.0	100.00	100.00	
01 25	18	1	1	1	1	18		18.0	1.0	19.0	1.0	100.00	100.00	
01 Total	18	1	4	4	4	72		72.0	4.0	76.0	4.0	100.00	100.00	
02 19	18	1	1	1	1	18		18.0	1.0	19.0	1.0	100.00	100.00	
02 Total	18	1	1	1	1	18		18.0	1.0	19.0	1.0	100.00	100.00	
04 14	18	1	2	2	2	36		36.0	2.0	38.0	2.0	100.00	100.00	
04 Total	18	1	2	2	2	36		36.0	2.0	38.0	2.0	100.00	100.00	
05 18	18	1	1	1	1	18		18.0	1.0	19.0	1.0	100.00	100.00	
05 Total	18	1	1	1	1	18		18.0	1.0	19.0	1.0	100.00	100.00	
06 9	18	1	1	1	1	18		18.0	1.0	19.0	1.0	100.00	100.00	
06 20	18	1	1	1	1	18	0.5	17.5	0.5	18.0	0.95	97.22	97.22	
06 Total	18	1	2	2	2	36	0.5	35.5	1.5	37.0	1.95	98.61	98.61	
Total	18	1	11	11	11	198	0.5	197.5	10.5	208.0	10.95	99.75	99.75	
Total	18	1	11	11	11	198	0.5	197.5	10.5	208.0	10.95	99.75	99.75	
1: 08/31/98 was a staff development day														
Attendance on 09/(included under Staff Dev Appr) was added to Apport Attend.														
The total number of Staff Dev Days was aTaught when calculating A.D.A.														
Sdd was removed from Apport Attend whenPctg Appr.ng														
To the best of my knowledge and belief, no unor absence due to illness, except afteroutlined in the instructions required by the														
of Public Instruction, has been included in this report.														

Perfect Attendance List (ATD06)

Report Interface

STUDENTS WITH PERFECT ATTENDANCE

Report ID: ATD06

Recommended Orientation:

☐ Cover Page
☐ Draft print
☐ Preview

Enter Parameters For Report:

Date Range: 08/31/98 - 03/19/99 Min Days Enrolled: 10

Setup Custom Save Close Queue Print

Report Parameters

Report Title	Select the report you want to print. Choices include the Generic report and any custom reports that have been saved. If you do not make a selection, To print the Generic report, leave blank.
Date Range	Enter the range of dates included in this report.
Minimum Days Enrolled	Enter the minimum days a student must be enrolled to qualify for inclusion in this report.

Report Highlights

Atom Access: Daily Attendance (Attendance folder)

Custom Sort Fields

The custom sort fields for the Perfect Attendance List are Grade, Gender, Permanent Number, Advisor, Last Name, First Name, Middle Name, Parent/Guardian Name, Telephone number, Permanent Number, and NO SORT.

Secondary Demo

03/18/99

STUDENTS WITH PERFECT ATTENDANCE

ATD06

14:33

Page 1

Students With Perfect Atten08/31/98om To 03/18/99

Student Name	Student ID	Gender	Grade	Phone	Parent/Guardian
Abbasi, Lisa	1	F	09	303-555-2764	Ahmad Farsaie
Abber, Clara R.	2	F	10	720-555-5529	Joyce Alder
Abbott, Christine A.	3	F	09	720-555-0948	M/M Jim Abbott
Ackerman, Brian	5	M	11	714-555-4822	M/M Robert Ackerman
Acosta, Andrew	6	M	09	714-555-5168	M/M Philip Allen
Acosta, Bill	8	M	09	714-555-2764	M/M Eduardo Acosta
Acosta, Kimberly M.	9	F	09	714-555-0428	M/M Cecil Acosta
Acosta, Stacey	10	F	11	444-444-4444	Esther Lang
adams, Steve M.	1689	M	10		
Addicks, Amber W.	11	F	12	714-555-3831	M/M Bob Addicks
Aguilar, Mike A.	13	M	12	714-555-9104	M/M Reynaldo Aguilar
Alaev, Dianna E.	14	F	11	714-555-5097	Mr Alaev
Alexander, Christopher	19	M	11	714-555-8888	Sue Alexander Smith
Alexander, Rebecca S.	21	F	09	714-555-3903	M/M Martin Alexander
Allison, Jessica	24	F	12	714-555-6513	M/M David Allison
Allstun, Melissa K.	25	F	11	714-555-0613	Kathy Allstun Williams
Alvarez, Janeil	30	F	12	714-555-3543	Walt Johnson

Perfect Attendance Labels (ATD06A)

Report Interface

PERFECT ATTENDANCE LABELS

Generic Report

Report ID

ATD06A

Recommended Orientation

PDF

☐ Cover Page
 ☐ Draft print
 ☐ Preview

Enter Parameters For Report:

Date Range:

09/01/98 - 03/15/99

Min Days Enrolled:

10

Label Style:

Laser 3X

Setup

Custom

Save

Close

Queue

Print

Report Highlights

Atom Access: Daily Attendance (Attendance folder)

The Perfect Attendance Labels report produces address labels to parent/guardians of all students with perfect attendance for the date range specified.

Custom Sort Fields

The custom sort fields for the Perfect Attendance Labels report are permanent number, city, mailing address, advisor, grade, last name, first name, middle name, parent guardian name, state, zip code, and NO SORT.

Report Parameters

Report Title	Select the report to print. Choices include the Generic report and any custom reports that have been saved. If you do not make a selection, the Generic report prints.
Date Range	Enter the range of dates this report is to include.
Min. Days Enrolled	Enter the minimum days a student must be enrolled to qualify for inclusion in this report.
Label Style	Select the type of label you are printing from the list.
Track	Select the track you want the report to cover. If left blank, the report covers all tracks. This field displays only if your school is set up for tracks.

The Perfect Attendance Labels report produces address labels to parent/guardians of all students with perfect attendance for the date range specified.

M/M James Balboa Re: Amy L. Balboa 710 N San Marcos St Anytown, CA 92653	M/m T. Cameron Re: Anthony W. Cameron 751 N Fort St Anytown, CA 92653	M/m Alvino Esparza Re: Chase N. Esparza 9930 E Magnolia St Anytown, CA 92653
M/m Alexander Esparza Re: Haley A. Esparza 9446 E Elmwood St Anytown, CA 92653	M/m A. Esparza Re: Steven J. Esparza 738 N San Marcos St Anytown, CA 92653	M/m A. Espinoza Re: Daniel R. Espinoza 9940 E Magnolia St Anytown, CA 92653
M/m Alexandro Espinoza Re: Douglas R. Espinoza 838 N San Marcos St Anytown, CA 92653	M/m Blake Evans Re: Angela J. Evans 9942E Magnolia St Anytown, CA 92653	M/m Ryan Evans Re: Michael W. Evans 145 N Jefferson Wa Anytown, CA 92653
M/m Joseph Evans Re: Tracy L. Evans 9362 E Quarterline Rd		

Daily Absence Listing (ATD07)

Report Highlights

Atom Access: Daily Attendance (Attendance folder)

The Daily Absence Listing shows which students were absent on the date specified. The data for this report comes from the Student (ASTU) file.

Custom Sort Fields

The custom sort fields are Last Name, First Name, Middle Name, Gender, Grade, Parent/Guardian Name, Telephone, Absence Date, Permanent Number, Absence Code 1 or 2, and NO SORT.

Report Parameters

Report Title Select the report you want to print from the drop-down list. If you do not make a selection, the Generic report prints. When you select one of these report types, the absence type fields will fill automatically, but they can be changed as needed.

Date	Enter the date this report should cover.
Grade Range	Select the beginning and ending grades to be included.
Phone Log	Select this check box to print an extra line on the report where verification information can be written. This line includes the name of the person contacted, their relationship to the student, the reason for the absences, the date of the verification, and the staff member name.
Print Absences	Select this check box to print the absence reason on the report. If it is not selected, the reason does not print.
Don't Print Tel	Select this check box to exclude the telephone number from the report.
Track	Select the track you want the report to include. If you do not select a track, all tracks are included. This field is only visible if your school uses tracks.
Absence types	Select up to four different absence reasons. The report will be limited to the reasons that are selected. Choices are unverified, not excused, excused, school activity, excused tardy, unexcused tardy, and blank. If all of the fields are blank, all absence reasons will be included in the report.

Elementary Demo									
DAILY ABSENCE LIST									
03/24/99					ATD07				
15:40	Unverified Absences				Page	1			
List For Date09/14/98									
Telephone									
Abs									
Student Name	Student ID	Gender	Grade	Parent/Guardian	Home	Work	AM	PM	
Anderson, Amy B.	2	F	01	M/M Samuel Anderson	714-555-3307		UNV		
Anderson, Daniel A.	649	M	00	M/M Samuel Anderson	714-555-3307		UNV		
Andrade, Stephen L.	103	M	04	M/M Andrew Andrade	714-555-2584	714-555-3601	UNV		
Angeletti, Sean L.	199	M	06	M/M Fred Williams	714-555-2878	714-555-2748	UNV		

Daily Absence Listing (ATD07A)

Report Highlights

Atom Access: Daily Attendance (Attendance folder)

The Daily Absence Listing shows which students were absent on the date specified. The data for this report comes from the Student (ASTU) file.

Custom Sort Fields

The custom sort fields for the Daily Absence Listing are last name, first name, middle name, gender, grade, parent/guardian name, telephone, absence date, permanent number, absence code 1 or 2, and NO SORT.

Report Parameters

Report Title Select the report you want to print from the drop-down list. If you do not make a selection, the Generic report prints. When you select one of these report types, the absence type fields are filled in automatically, but they can be changed as needed.

Date	Enter the date this report should cover.
Grade Range	Select the beginning and ending grades to be included.
Phone Log	Select this check box to print an extra line on the report where verification information can be written. This line includes the name of the person contacted, their relationship to the student, the reason for the absences, the date of the verification, and the staff member name.
Print Absences	Select this check box to print the absence reason on the report. If it is not selected, the reason does not print
Don't Print Tel	Select this check box to exclude the telephone number from the report.
Track	Select the track you want the report to include. If you do not select a track, all tracks are included. This field is only visible if your school uses tracks.
Absence types	Select up to four different absence reasons. The report will be limited to the reasons that are selected. Choices are unverified, not excused, excused, school activity, excused tardy, unexcused tardy, and blank. If all of the fields are blank, all absence reasons will be included in the report

Elementary Demo

Daily Absence Listing By Teacher

03/24/99

15:46

ATD07A

Page 1

List For Date03/17/99

Teacher: 1 Williams, Winnie

Student Name	Student ID	_ Gender	Grade	Telephone Parent/Guardian	Abs Home	Work	AM	PM
Magnusson, Lori	255	F	00	M/m Landon Magnusson	714-555-0951		UNV	
Morris, Brian A.	319	M	00	M/m D. Morris	714-555-0284	714-555-9574	UNV	
Pineda, Harry L.	382	M	00	M/m J. Pineda	714-555-8592		ILL	

Student Absences (ATD09)

Report Highlights

Atom Access: Daily Attendance (Attendance folder)

The Student Absences report shows the students who have the number of absences specified for the date range specified.

Custom Sort Fields

The custom sort fields for the Student Absences report are Stulink, absences code 1 or 2, absence date, last name, first name, middle name, grade, permanent number, and NO SORT.


Report Parameters

Report Title	Select the report you want to print. Choices include a report on unverified absences, all absences, unexcused tardies, and a generic report.
Number of Absences	Enter the number of absences to be used as a minimum for inclusion in this report.
Grade Range	Select the beginning and ending grades to be included in the report.
Date Range	Enter the range of dates this report is to include.
Abs Reasons Included	Select the absence reasons to be included in this report. If you select All Reasons , the report will include the first 11 absence reasons defined in Attendance Setup. If you select In Dialer , In Letters , or In Reports , the report will include the first 11 reasons marked Yes in the In Dialer, In Letters, or In Reports column of the Absence Reasons screen in Attendance Setup.
Track	Select the track you want the report to cover. If left blank, the report covers all tracks. This field displays only if your school is set up for tracks.

03/18/99		Secondary Demo		ATD09	
14:36		STUDENT ABSENCES		Page 1	
Students Absent Or More Times From 08/31/98 To 03/18/99					
Student Name	Student	Parent/Guardian	Phone	UNV	BUT CUT ILL SUS TDY UNX ACT WAI EXC TOT
Abbasi, Lisa	1	Ahmad Farsaie	303-555-2764	0	0 0 0 0 5 5 0 0 0 10
Abber, Clara R.	2	Joyce Alder	720-555-5529	0	0 0 0 0 5 4 0 0 0 9
Ackerman, Brian	5	M/M Robert Ackerman	714-555-4822	0	0 0 0 0 0 5 3 0 0 0 8
Acosta, Bill	8	M/M Eduardo Acosta	714-555-2764	5	0 0 0 0 0 0 0 0 0 0 5
Galaviz, Chris	501	M/M Richard Galaviz	714-000-0000	3	0 0 0 0 0 0 0 0 0 0 3
Gertz, Marsha	533	Donna Gertz	714-555-2188	3	0 0 0 0 0 0 0 0 0 0 3
Goodell, Charlotte N.	549	Mr Robert Goodell	714-555-3774	7	0 0 0 0 0 0 0 0 0 0 7

Quarterly Attendance Report (ATD40)

Report Interface

ATTENDANCE SUMMARY Report ID: ATD40 Recommended Orientation: 

☐ Cover Page
☐ Draft print
☒ Preview

Enter Parameters For Report:

Date Range: 09/01/98 - 03/15/99 Student ID: -
Teacher Num: - Grade Range: -
Abs Reasons Included: All Count Half Day Enrollment: ☒

Setup Custom Save Close Queue Preview

Report Highlights

Atom Access: Class Attendance (Attendance folder)

This report displays attendance totals for by student for the time period that the report covers. Data consists of days enrolled, days present, total absences, excused absences, unexcused absences, and tardies. The data for this report comes from the Student (ASTU) file.

Report Parameters

Report Title Select the report you want to print. If left blank, the By Teacher report prints.

Date Range Enter the range of dates this report is to include.

Teacher Number Enter the range of teacher numbers to include in the report. To include all teachers, leave blank.

Abs Reasons Included

Select the absence reasons to be included in this report. Choices are all reasons, in dialer, in letters, in reports (reasons that are marked **Yes** in the In Dialer, In Letters or In Reports column of the Absence Reasons screen in the Attendance Setup atom. If **All** is selected, all absences reasons will be included on the report, regardless of the settings in the Attendance Setup atom.

Student ID

To limit the report to a specific range of student ID numbers, enter the beginning and ending numbers for the range. To include all student numbers, leave blank.

Grade Range

Select the beginning and ending grades to be included in the report. To include all grades, leave blank.

Count Half Day Enrollment

For schools with AM and PM students, select this check box to count days enrolled, days present, and absences in half-days. For example, AM kindergarten students who are marked absent for the morning will be calculated as having .5 day of absence.

Note: Leave this check box blank to count days enrolled, days present, and absences in full days. For example, AM kindergarten students who are marked absent for the morning will be calculated as having 1 day of absence.

In both cases, tardies are always counted in full increments. d to the reasons that are selected. Choices are unverified, not excused school activity, excused tardy, unexcused tardy, and blank. If all of the fields are blank, all absence reasons will be included in the report.

Custom Sort Fields

Custom Report Sub-title	Prints below the report title. To print no subtitle, leave the default value, Generic Report.
Custom ID	Renames the Report ID. Prints above the page number.
Sort Field 1-6	Determines the order in which items are listed on the report
A/D 1-6	A= Ascending, D= Descending
New Page 1-6	Whether the records for each sort field should be started on a new page.
Query Condition	Enter a specific query to filter the report data.

Elementary Demo							
05/06/99	ATTENDANCE SUMMARY						ATD40
12:10	By Student						Page
Attendance Summary F08/31/98 To 05/06/99							
Student Name	Days Student IGrade	Days Enrl	Tot Pres	Exc Abs	Unx Abs	Tot Abs	Tdy
Anaya, Brandi C.	1 06	2	2.0	0.5	0	0.5	0
Anderson, Amy B.	2 01	12	11.5	0.5	0	0.5	0
Anderson, Daniel A.	649 00	179	179.0	0	0	0	0
Andrade, Stephen L.	103 04	68	65.5	2.5	0	2.5	4
Angeletti, Sean L.	199 06	179	176.5	2.5	0	2.5	2
Anglin, Paulette J.	296 02	179	179.0	0	0	0	0
Archuleta, Christopher A.	400 04	179	179.0	0	0	0	0
Archuno, Jennifer L.	494 05	179	179.0	0	0	0	0
Armijo, Kenrick R.	584 06	179	179.0	0	0	0	0
Armijo, Stacie	607 02	179	179.0	0	0	0	0
Armijo, Tara S.	113 03	179	179.0	0	0	0	0
Armstrong, Jessica E.	25 03	179	178.0	1	0	1	0
Armstrong, Nicholas J.	136 01	179	177.5	2	0.5	2	0
Arrieta, Jaimey W.	225 03	179	179.0	0	0	0	0
Ascot, Arron M.	313 01	179	177.0	2	0	2	0
Aubuchon, Charlie R.	424 02	179	179.0	0	0	0	0
Aubuchon, Drew M.	513 06	179	179.0	0	0	0	0
Aubuchon, Jonathan M.	591 03	179	178.5	0.5	3.0	0.5	0
Avila, Raymond J.	625 04	179	179.0	0	0	0	0
Avila, Robert L.	637 03	179	179.0	0	0	0	0
Bailey, Rayland L.	650 04	179	179.0	0	3.0	0	0
Balboa, Amy L.	11 04	179	179.0	0	0	0	0
Balboa, Turner C.	23 06	179	179.0	0	0	0	0
Baldwin, Joshua M.	34 03	179	179.0	0	0	0	0
Barba, Ashley L.	45 02	179	179.0	0	0	0	0
	4020	4009.5	11.5	6.5	11.5	6	

Attendance Summary (ATD41)

Report Highlights

Atom Access: Daily Attendance (Attendance folder)

This report summarizes attendance by student for the date range specified. Data consists of each student's totals for days enrolled, present, excused, or unexcused during the date range; and his or her totals for each absence reason.

Report Parameters

Report Title Select the report you want to print, either the report by Student and by Teacher. If left blank, the By Student report prints.

Note: If you select the by Student report, the data for the report comes from the Student (ASTU) file. If you select the by Teacher report, the data for the report comes from the Enrollment (AENR) file.

Date Range Enter the range of dates this report is to include.

Teacher Num Enter the range of teacher numbers to include. If left blank, all teachers are included.

Abs Reasons Included Select the absence reasons from the drop-down list. If All is selected, all absences reasons are included, regardless of the settings in the Attendance Setup atom.

Student ID Enter the beginning and ending numbers for the range. If no student numbers are selected, all students are included.

Grade Range Select the beginning and ending grades to be included. If left blank, all grades are included.

Count Half Day Enrollment In all cases, tardies are always counted in full increments. For schools with AM and PM students, select this check box to count days enrolled, days present, and absences in half-days. For example, AM kindergarten students who are marked absent for the morning are calculated as having.5 day of absence.

(Count Full Day Enrollment)--Leave this check box blank to count days enrolled, days present, and absences in full days. For example, AM kindergarten students who are marked absent for the morning are calculated as having 1 day of absence.

Track Select the track you want the report to cover. If left blank, the report covers all tracks. The Track field displays only if your school is set up for tracks.

Do Not Include Activities as Excused Abs Select this check box to count activities as Present.

03/18/99 14:38		Secondary Demo		ATTENDANCE SUMMARY By Student		ATD41 Page 1									
Attendance Summary08/31/98 To 03/18/99															
Totals For Each Absence Reason															
Student Name	Days Student Grade	Days Enrl	Exc Pres	Unx Abs	Abs	UNV	BUT	CUT	ILL	SUS	TDY	UNX	ACT	WAI	EXC
Abbasi, Lisa	1 09	142	142	0	0	0	0	0	0	0	0	0	0	0	0
Abber, Clara R.	2 10	142	142	0	0	0	0	0	0	0	0	0	0	0	0
Abber, Snara	2000046 09	4	4	0	0	0	0	0	0	0	0	0	0	0	0
Abbott, Christine A.	3 09	142	142	0	0	0	0	0	0	0	0	0	0	0	0
Ackerman, Brian	5 11	142	142	0	0	0	0	0	0	0	0	0	0	0	0
Acosta, Andrew	6 09	142	142	0	0	0	0	0	0	0	0	0	0	0	0
Acosta, Bill	8 09	142	142	0	0	0	0	0	0	0	0	0	0	0	0
Acosta, Kimberly M.	9 09	142	142	0	0	0	0	0	0	0	0	0	0	0	0
Acosta, Stacey	10 11	142	142	0	0	0	0	0	0	0	0	0	0	0	0
adams, Steve M.	1689 10	142	142	0	0	0	0	0	0	0	0	0	0	0	0
Addicks, Amber W.	11 12	47	47	0	0	0	0	0	0	0	0	0	0	0	0
Aguilar, Mike A.	13 12	142	142	0	0	0	0	0	0	0	0	0	0	0	0
Alaev, Dianna E.	14 11	142	142	0	0	0	0	0	0	0	0	0	0	0	0
Alexander, Christopher	19 11	48	48	0	0	0	0	0	0	0	0	0	0	0	0
Alexander, Rebecca S.	21 09	142	142	0	0	0	0	0	0	0	0	0	0	0	0
Allison, Jessica	24 12	142	142	0	0	0	0	0	0	0	0	0	0	0	0
Allstun, Melissa K.	25 11	142	142	0	0	0	0	0	0	0	0	0	0	0	0
Alvarez, Janeil	30 12	142	142	0	0	0	0	0	0	0	0	0	0	0	0
Amling, Joshua H.	32 11	142	142	0	0	0	0	0	0	0	0	0	0	0	0
Anavim, Kendra C.	34 11	142	142	0	0	0	0	0	0	0	0	0	0	0	0
Andersen, Michael	35 09	142	142	0	0	0	0	0	0	0	0	0	0	0	0
Anderson, Judith	27 06	80	80	0	0	0	0	0	0	0	0	0	0	0	0
Anderson, Steve	101008 10	82	82	0	0	0	0	0	0	0	0	0	0	0	0
Andre Jr, Virgil C.	41 10	142	142	0	0	0	0	0	0	0	0	0	0	0	0
Anspach, David	44 11	142	142	0	0	0	0	0	0	0	0	0	0	0	0
Anthony, Shirley L.	48 10	142	142	0	0	0	0	0	0	0	0	0	0	0	0
Arain, Robyn	51 12	142	142	0	0	0	0	0	0	0	0	0	0	0	0

Student Attendance (ATD42)

Report Highlights

Atom Access: Daily Attendance (Attendance folder)

Custom Sort Fields

The custom sort fields for the Student Attendance Report are permanent number, last name, first name, grade, advisor number, gender, and NO SORT.

Report Parameters

Report Title Select the report you want to print. Choices include the Generic report and any user-defined custom reports. If you do not make a selection, the Generic report will print.

Date Range	Enter the range of dates this report is to include.
Count Half Day Enrollment	For schools with a.m. and p.m. students, select this check box to count days enrolled, days present, and absences in half-days. For example, a.m. kindergarten students who are marked absent for the morning will be calculated as having.5 day of absence. Leave this check box blank to count days enrolled, days present, and absences in full days. For example, AM kindergarten students who are marked absent for the morning will be calculated has having 1 day of absence. In both cases, tardies are always counted in full increments.
Grade Range	Select the beginning and ending grades to be included in the report. If the fields are blank, all grades will be included in the report.
Track	Select the track you want the report to cover. If these fields are left blank, the report will cover all tracks. The Track field is displayed only if your school is set up for tracks.
Do not include activities as excused abs	Select this check box to count activities as Present.

03/16/99		Elementary Demo		STUDENT ATTENDANCE		ATD42																
11:44				Page		1																
From 08/31/98 Thru 03/16/99																						
Student:Anaya, Brandi C.		Grade: 06		Teacher:20 Saldana, Susan																		
Mth	Date	Mon	Tue	Wed	Thu	Fri	Date	Mon	Tue	Wed	Thu	Fri	Date	Mon	Tue	Wed	Thu	Fri				
1	08/31	SDD	A	-	-	-	09/07	HOL	-	-	-	09/14	-	-	-	09/21	-	-	-			
2	09/28	-	-	O	-	-	10/05	T	-	-	-	10/12	-	-	-	I	-	10/19	-	-	-	-
3	10/26	-	-	-	-	-	11/02	-	-	-	-	11/09	-	-	-	-	11/16	-	-	-	-	
4	11/23	-	-	-	-	-	11/30	-	-	-	-	12/07	-	-	-	-	12/14	-	-	-	-	
5	12/21	HOL	HOL	HOL	HOL	HOL	12/28	HOL	HOL	HOL	HOL	HOL	01/04	-	-	-	01/11	-	-	-	-	
6	01/18	-	-	-	-	T	01/25	-	-	-	-	02/01	-	-	-	-	02/08	-	-	-	-	
7	02/15	-	-	-	-	-	02/22	-	-	-	-	03/01	-	-	-	-	03/08	-	-	-	-	
8	03/15	-	-	-	-	-																
Days Enrolled: 130		Excused Absences: 0.5		Unexcused Absences: 1																		
Days Present: 128.5																						
Totals For Each Reason Code:																						
UNV(A)ILL(INS(OTH(O)SUS(STDY(UNX(UACT(VEXC(X)																						

Class Attendance

- ATP17 – Class Attendance Summary
- ATD17 – Class Attendance Summary (Daily)
- CLS01 – Teachers Not Taken Attendance

Class Attendance Summary (ATP17)

The screenshot shows a web-based report interface titled "Report Interface". It features a "CLASS ATTENDANCE SUMMARY" section with a dropdown menu set to "Generic Report" and a "Report ID" field containing "ATP17". Below this, there are input fields for "Date" (07/17/00 - 07/22/00) and "YTD Date" (09/06/99 - 07/22/00). There are also fields for "Section ID" and "Teacher Num" (with a range selector). A "Print Tch Verification" checkbox is checked. A "YTD Totals" dropdown is set to "B". On the right, there are checkboxes for "Cover Page", "Draft print", and "Preview", and a "Recommended Orientation" icon. At the bottom, there are buttons for "Setup", "Custom", "Save", "Close", "Queue", and "Print".

Report Highlights

Atom Access: Class Attendance (Attendance folder)

The Class Attendance Summary (period) shows what types of absences for each student for each day during the specified week, and the totals for each type of absence. The report has one page per period, sorted by teacher.

This period summary displays the types of absences for each student for each day during the specified week and includes totals for each type of absence. It also includes year-to-date absence totals for all absences (excused and unexcused), all tardies, or both during the specified date range (up to 999 absences).

If you selected the *Use Section Linking* option on the Schedule screen of the School atom, the report will calculate totals based on section linking (you can create links between sections on the Section Links screen of the Classes atom). If you selected the *Use Section Attendance* option on the Advanced screen of the Attendance Setup atom, the report will calculate totals based on section attendance.

The report has one page per period, sorted by teacher.

You can also print an extended report that includes up to 11 weeks of data in a landscape format. This report shows the one-character absence code for each day the student was absent, and a dash (-) if the student was present. Vacations and holidays are marked with an asterisk (*); non-enrollment days are marked with a pound sign (#). If you print the extended report for a date range too large to print on the paper, SASIxp will automatically adjust the date ranges so the data fits on the page (totals will reflect the adjusted dates). Enter the range of teacher numbers to include. If left blank, all teachers are included.

Do Not Include Activities as Excused Abs — Select this check box to count activities as Present.

Custom Sort Fields

There are no custom sort fields for the Class Attendance Summary.

Report Parameters

Report Title	Select the report you want to print. Choices include the Generic report and any user-defined custom reports. If you do not make a selection, the generic report prints.
Date	Enter the range of dates you want the report to cover.
YTD Date	Enter one of the dates in the week the report is to cover. The report runs from Monday through Friday (or Saturday for schools set up for Saturday classes).
Teacher Num	Enter a range of teacher numbers or leave blank to include all teachers.
Print Tch Verification	<p>Select this check box to print the following statement at the bottom of each page of the report, plus lines for the teacher's signature and a date:</p> <p>The information provided in this report presents recorded absences for teacher verification. Signing this report acknowledges the days for which absences and tardies were recorded by the teacher of record. Absence reasons included in the report are for your information only and verification of such reasons remains the responsibility of the attendance office.</p> <p>Note: Select Preview to view the formatting, print pattern, and the number of pages in the report.</p>

Secondary Demo												
03/17/99		CLASS ATTENDANCE SUMMARY REPORT								ATP17		
8:27		YTD 08/31/98 THRU 03/17/99								Page 1		
		03/15/99 THRU 03/19/99										
TEACHER:		5 Anton,	Alice	Period 6					Adapted PE		0607-01	
				Totals								
Student	ID	Student	Name	Mon	Tue	Wed	Thu	Fri	EXC	UNX	TDY	YTD
774	King,	Mark		---	---	---		0	0	0		0
The information provided in this report presents recorded absences for teacher verification. Signing this report acknowledges the days for which absences and tardies were recorded by the teacher of record. Absence reasons included in the report are for your information only and verification of such reasons remains the responsibility of the attendance office.												

Teachers Not Taken Attendance (CLS01)

The screenshot shows a 'Report Interface' window with the following fields and options:

- Report ID:** CLS01
- Report Title:** TEACHERS NOT TAKEN ATTENDANCE
- Generic Report:** (dropdown menu)
- Enter Parameters for TEACHERS NOT TAKEN ATTENDANCE:**
 - Date:** 03/09/04
 - Teacher Num:** [] - []
 - Report:**
 - ☒ Both A.M. and P.M.
 - ☐ A - A.M. Only
 - ☐ P - P.M. Only
- Orientation:** (icon of a document with a blue circle)
- Options:**
 - ☐ Cover Page
 - ☐ Draft print
 - ☐ Preview
- Buttons:** Setup, Custom, Save, Close, Queue, Print

Report Highlights

Atom Access: Class Attendance (Attendance folder)

Report Parameters

Report Title	Teachers Not Taken Attendance report prints the Generic Report by default.
Date	Enter the date you want the report to cover.
Teacher Num	Enter a range of teacher numbers or leave blank to include all teachers.
Report Duration	<p>When you set up your school to daily attendance and select the half-day enrollment option, you can print the report with the following options:</p> <ul style="list-style-type: none"> Both AM and PM. Displays teachers who did not take attendance for the entire day. A - AM Only. Displays teachers who did not take attendance for the morning (AM). P - PM Only. Displays teachers who did not take attendance for the afternoon (PM). <p>Note: When you set up your school to period attendance, you can print the report with a period range.</p>

Secondary Demo												
03/17/99		CLASS ATTENDANCE SUMMARY REPORT								ATP17		
8:27		YTD 08/31/98 THRU 03/17/99								Page 1		
		03/15/99 THRU 03/19/99										
TEACHER:		5 Anton,	Alice	Period 6					Adapted PE 0607-01			
Totals												
Student	ID	Student	Name	Mon	Tue	Wed	Thu	Fri	EXC	UNX	TDY	YTD
774	King,	Mark		---	---	---		0	0	0		0
The information provided in this report presents recorded absences for teacher verification. Signing this report acknowledges the days for which absences and tardies were recorded by the teacher of record. Absence reasons included in the report are for your information only and verification of such reasons remains the responsibility of the attendance office.												

Class Attendance Summary (Daily) (ATD17)

Report Highlights

Atom Access: Class Attendance (Attendance folder)

This daily summary report displays the types of absences for each student for each day during the specified week, as well as the totals for each type of absence. The report has one page per teacher.

If the school is set up for AM and PM attendance, two lines of totals are shown for each student. The data for this report comes from the Student (ASTU) file.

Custom Sort Fields

There are no custom sort fields for the Class Attendance Summary (Daily) report.

Report Parameters

Report Title	Class Attendance Summary (Daily) report prints the Generic Report by default.
Date	Enter the date for which you want a report. The report runs from Monday through Friday or Saturday (for schools set up for Saturday classes). The date must be a valid school calendar date.
Teacher Num	Enter a range of teacher numbers. To include all teachers, leave the field blank.
Print Tch Verification	Select this checkbox to print the following statement at the bottom of each page, as well as to print lines for the teacher's signature and the date. The statement is:

The information provided in this report presents recorded absences for teacher verification. Signing this report acknowledges the days for which absences and tardies were recorded by the teacher of record. Absence reasons included in the report are for your information only and verification of such reasons remains the responsibility of the attendance office.

Note: Select **Preview** to view the formatting, print pattern, and the number of pages in the report.

Period Attendance

This section includes sample reports from the Period Attendance atom:


- ATC01 – Calender Report
- ATP07 – Master Absence List
- ATP08 – Cut List
- ATP09 – Students Absent N Times
- ATP11 – Students Absent N Periods
- ATP13 – Report by Students
- ATP18 – Absence List by Teacher
- ATP20 – Hourly Attendance Report
- ATP21 – Hourly Attendance Audit Trail
- ATP25 – Absence List by Student
- ATP26 – Perfect Attendance List
- ATP26A – Perfect Attendance Labels
- ATP28 – Add-Drop
- ATP33 – Absence List by Grade
- ATP38 – Course Attendance
- ATP51 – Gain-Loss
- ATP52 – Monthly Attendance Report
- ATP53 – Monthly Attendance Summary
- ATP54 – Attendance Summary Report
- ATP60 – Summer School Attendance
- ATP64 – Possible Nonreported Absences
- ATP65 – All Day master Absence

Calendar Report (ATC01)

Report Interface

Attendance Calendar Report 1

Report ID: ATC01

Recommended Orientation: 

Printing Parameters (optional)

☐ Cover Page
☐ Draft print
☐ Preview

Setup Custom Save Close Queue Print

Report Highlights

Atom Access: Attendance Setup

This report prints an Attendance Calendar report showing all the dates in a school's Attendance Calendar. Non-attendance dates are identified with the same tag used to enter the Calendar itself. Columns are for the month number, week number, and each day of the school week. If your school uses rotation, the rotation code for each day is shown beside the date.

Attendance Calendar Report 1

03/16/99

ATC01

11:39

Page 1

Month	Week	Monday	Thursday	Tuesday	Friday
Wednesday			S		
1	1	08/31/98		09/01/98	
09/02/98			09/03/98		09/04/98
			H		
	2	09/07/98		09/08/98	
09/09/98			09/10/98		09/11/98
	3	09/14/98		09/15/98	
09/16/98			09/17/98		09/18/98
	4	09/21/98		09/22/98	
09/23/98			09/24/98		09/25/98
2	5	09/28/98		09/29/98	
09/30/98			10/01/98		10/02/98

Master Absence List (ATP07)

The screenshot shows a software window titled "Report Interface". Inside, the "Master Absence List" section has a dropdown menu set to "Generic Report" and a "Report ID" field containing "ATP07". To the right, there is a "Recommended Orientation" icon (a document with a blue 'P') and three checkboxes: "Cover Page" (unchecked), "Draft print" (unchecked), and "Preview" (checked). Below this, the "Enter Parameters for Master Absence List:" section contains a "Date:" field with "03/16/99", a "Period:" field with "2", and a "Grade:" field with two empty dropdown menus separated by a hyphen. At the bottom, there are buttons for "Setup", "Custom", "Save", "Close", "Queue", and "Preview".

Report Highlights

Atom Access: Period Attendance (Attendance folder)

This listing displays all students who have an unverified absence during a selected period, for any date and any track. The report is sorted by the student's last name first and their first name second.

Custom Sort Fields

The custom sort fields for the Master Absence List are StuLink, date, last name, first name, middle name, gender, grade, parent/guardian, telephone, permanent number, unlisted telephone, and NO SORT.

Report Parameters

Date	Enter the date that you want the report to cover.
Grade Range	Select the starting and ending grades to be included in the report. If left blank, all grades are included in the report.
Period	Enter the Period Number you want the report to cover.

03/19/99
10:37

Secondary Demo
Master Absence List

ATP07
Page 1

Date: 03/18/99 Period: 1

Student Name	Student ID	Gender	Grade	Parent / Guardian	T e l e p h o n e	
					H o m e	Parents Work
	1					
Abbasi, Lisa		F	09	Ahmad Farsaie	303-555-2764	714-555-7114
	2					
Abber, Clara R.		F	10	Joyce Alder	720-555-5529	714-555-3270
	101017					
Abel, Very w.		M	09			
	5					
Ackerman, Brian		M	11	M/M Robert Ackerman	714-555-4822	714-555-6720
	10					

Cut List (ATP08)

Report Interface

Cut List

Report ID: ATP08

Recommended Orientation:

☐ Cover Page
☐ Draft print
☒ Preview

Enter Parameters for Cut List:

Date: 03/16/99

Period:

Grade: 09 - 12

Buttons: Setup, Custom, Save, Close, Queue, Preview

Grade

Select the starting and ending grades to be included. Leave blank to include all grades.

Period

Select the schedule period that you want the report to cover. Leave blank to include all periods.

Track

Select the track you want the report to cover. Leave blank for the report to cover all tracks. This field displays only if your school is set up for tracks.

Report Highlights

Atom Access: Period Attendance (Attendance folder)

The Cut List report shows students who were marked present or tardy during a selected period and had an unverified absence in any other period during the day.

Note: To prevent unlisted phone numbers from printing on the report, select **Unlisted** in the *UnL* field on the First Page of the Student atom.

Custom Sort Fields

The custom sort fields for the Cut List are StuLink, date, last name, first name, middle name, gender, grade, parent/guardian, telephone, permanent number, unlisted telephone, and NO SORT.

Report Parameters

Date Enter the date that you want the report to cover.

Secondary Demo

Cut List

03/19/99
10:51ATP08
Page 1

Date: 03/18/99 Period: 2

T e l e p h o n e

Student Name	Student ID	Absences								Parent / Guardian	T e l e p h o n e	
		0	1	2	3	4	5	6	7	8	H o m e	Parents Work
Abber, Clara R.	2	A	-	A	A	-	A				720-555-5529	714-555-3270
Ackerman, Brian	5	A	-	-	-		-	-			714-555-4822	714-555-6720
Acosta, Andrew A.	6		-	A	-	-	-	-			714-555-5168	714-555-3883
Acosta, Kimberly M.	9	A	-	-	-	-	-	-	-		714-555-0428	714-555-6149

Student Absent N Times (ATP09)

Report Interface EX

Students Absent N Times Any Period Report ID: ATP09

Enter Parameters for Students Absent N Times Any Period:

Options | Absences | Custom

Date Range: 09/01/98 - 03/16/99 Grade: -

Less/More/Range: More

Number Of Abs: 1 - 1

Print Parent Phone: Home Phone

☐ Print Unlisted Phone Numbers

Buttons: Setup, Save, Close, Queue, Print

Report Highlights

Atom Access: Period Attendance (Attendance folder)

The Students Absent N Times Report shows students who have been marked absent fewer, greater, or equal to the number you specify.

The report will include attendance totals based on section attendance and section linking if the *Use Section Linking* option is enabled in the School atom and the *Use Section Attendance* option is enabled in the Attendance Setup atom.

If the *Count Block Period Sections As One Absence* option is enabled in the Attendance Setup atom, the report totals will be based on the type of block absence to count. If you select the *Count absence if any period absent* sub-option, then one absence will be counted if any period in the block contains an absence. If you select the *Count absence if all periods absent* sub-option, then one absence will be counted for the class if all periods in the block contain absences.

The report interface includes three tabs: Options, Absences, and Custom.

Print Parent Phone

Select Home Phone or Work Phone to print either phone number on the report.

Print Unlisted Phone Numbers

Select this check box to print parent phone numbers that are marked as unlisted.

Track

Select the track you want this report to cover. If left blank, all tracks are included. This field is visible only if your school is set up to use tracks.

Less/More/Range

To report students who were absent equal to or more times than the number in the Number of Absences field, select More (default). To report students who were absent equal to or fewer times than that number, select Less. To report students who were absent within the range of the numbers in the Number of Absences field, select Range.

Number Of Abs

Enter the number of absences utilized as the cut-off for inclusion in the report. If you choose Less or More in the Less/More/Range field, you need only to enter a number in the first field. If you choose Range in the Less/More/Range field, you must enter a number in both fields.

Report Title

Select the report to print from the drop-down list. The default report is the Based on Period Absence Codes.

Date Range

Enter the range of dates you want the report to cover.

Grade

Select the starting and ending grades to be included in the report. If left blank, all grades are included.

Absences Tab Parameters

Unverified Types check box	Select this check box to include all unverified absence types. If left blank, all absence types are included.
Excused Types check box	Select this check box to include all excused absence types. If no types are selected, all absence types are included.
Unexcused Tardy Types check box	Select this check box to include all unexcused tardy absence types in the report. If no types are selected, all absence types will be included in the report.
Not Excused Types check box	Select this check box to include all not excused absence types. If no types are selected, all absence types are included.
School Activity Types check box	Select this check box to include all school activity absence types. If no types are selected, all absence types are included.
Excused Tardy Types check box	Select this check box to include all excused tardy absence types. If no types are selected, all absence types will be included in the report.

Report Interface EX

Students Absent N Times Any Period

Report ID: ATP09

Recommended Orientation:

☐ Cover Page
☐ Draft Print

Enter Parameters for Students Absent N Times Any Period:

Options | **Absences** | Custom

☐ Unverified Types
☐ Excused Types
☐ Unexcused Tardy Types

☐ Not Excused Types
☐ School Activity Types
☐ Excused Tardy Types

Absence Reasons:

Absence Reasons:

Setup Save Close Queue Print

Absence Reasons

Select which absence reasons from the drop-down list should be counted on the report. Choices also include the items you've set up in the Attendance Reasons table (ATTR). You can select up to eight reasons to include.

For example, if you select the absence type "unverified" and you select the reason "In Reports," you will see unverified absences, and any reasons that were marked to be included in reports.

- To report absence reasons that were marked (in the Attendance Setup atom) for inclusion in reports, select In Reports from the list.
- To report absence reasons that were marked for inclusion in attendance letters, select In Letters. The report includes any absence types the were selected in the Types fields and any absence reasons that are selected in this field.

05/31/00
14:52

SEC PERIOD W/ROTATION N/TRK NUMERIC

Students Absent N Times Any Period

Based on Period Absence Codes
Students Absent 1 Times or More From 09/07/99 To 05/31/00

ATP09
Page 1

Student Name	Student ID	Parent / Guardian	Phone	Absences Each Period								
				0	1	2	3	4	5	6	7	8
	1											
Abbasi, Elisa		Ahmad Farsaie	714-555-2764	2	4	2						
	2											
Abber, Clara R.		Joyce Alder	714-555-5529	2	5	7	3	1				
	3											
Abbott, Christine A.		M/M Jim Abbott			3	1						
	5											
Ackerman, Brian		M/M Robert Ackerman	714-555-4822		3	5			1			
	6											
Acosta, Andrew		M/M Philip Allen	714-555-5168		5	3						
	8											
Acosta, Bill		M/M Eduardo Acosta	714-555-2764			2	3					
	10											
Acosta, Stacey		Esther Lang	714-555-9248			1						
	19											
Alexander, Christopher		Sue Alexander	714-555-8888	1	1	1	1					

Students Absent N Periods (ATP11)

Report Highlights

Atom Access: Period Attendance (Attendance folder)

The Student Absent n Periods Report shows students reported absent for a specific number of periods during the day. It can be run for any range of dates and any track. the report has two versions:

- The Generic report shows students reported absent for a specified number of periods during the day.
- The 2 Across report prints only the student ID and name, and the absence for each period, in a two-column format.

Custom Sort Fields

Custom sort fields for the Students Absent N Periods are last name, first name, middle name, grade, parent/guardian, permanent number and NO SORT.

Report Parameters

- | | |
|----------------------|--|
| Date/Date Range | cover, or enter a single date in the first field if you want the report to cover only one day. |
| Include All Day Code | Select this check box to count the All Day absence code and the period absence code in the report. If you do not select this checkbox, only the Period absence code is included in the count. |
| Abs Reason Included | Select which absence types from the drop-down list that you want counted on the report based on the settings made in the Attendance Setup atom on the Absence Reasons page. |
| Number of Absences | Enter the number of absences to be used as the cutoff point for inclusion in the report. |
| Absences to print | Select the method for calculating absences, or whether to print cumulative totals: <ul style="list-style-type: none"> ■ Blank: No Cumulative totals are printed. ■ Cumulative: Cumulative totals of absences print at the bottom of the report. ■ Consecutive Days (Periods): Looks at Period absentees; includes students with the selected number of consecutive days of absence from all scheduled periods in a day. ■ Consecutive Days (All Day): Looks at the All Day code; includes students with the selected number of consecutive days of absence as recorded in the All Day field. |
| Grade | Select the starting and ending grades to include in the report. If left blank, all grades are included. |

04/02/99		Secondary Demo										ATP11		
11:54		Students Absent										Page 1		
More Than 5 Periods From 09/13/99 To 04/02/00														
Student Name	Grade	Parent / Guardian	H o m e	Telephone		Date	Absences Each Period							
				W o r k			1	2	3	4	5	6	7	8
1Abbasi, Lisa	09	AHMAD FARSAIE	714-555-2764	714-555-7114		02/29/00	A	A	A	A	A			
2Abber, Clara R.	10	JOYCE ALDER	714-555-5529	714-555-3270		03/10/00	A	A	A	A	A			
					09/13/99	A	A	A	A	A				
					09/14/99	A	A	A	A	A				
					02/18/00	A	A	A	A	A				
					02/21/00	A	A	A	A	A				
					02/22/00	A	A	A	A	A				
Legend:	- = Present	A = Unverified	C = Truant	I = Illness	S = Suspended									
	T = Tardy	U = Unexcused	V = Activity	W = Ill Waiver	X = Excused									
Summary														
50 Students Not Absent														
2 Students Absent One Period														
40 Students Absent Two Periods														
457 Students Absent Three Periods														
2 Students Absent Four Or More Periods														
<hr/> Total Students Enrolled														

Report by Student (ATP13)

Report Highlights

Atom Access: Period Attendance (Attendance folder)

The Report By Student is a one-page report for each student, showing the period attendance data for the current term. It is sorted by the student's last name and first name. There are two versions of the report (described in the Report Parameters).

Custom Sort Field

Custom sort fields for the Report by Student are permanent number, grade, last name, first name, and NO SORT.

Report Parameters

Report Title Select the report you want to print from the drop-down list. Choose the By Student-All Students report to include students with perfect attendance that meet the other criteria you specify in the report.

Date Range Enter the range of dates you want the report to cover.

Student Status Select the status you want to report on. Choices are Active, Inactive, or both.

Student ID Enter a student ID number that you want the report to cover. if you leave this field blank, all periods are included. To limit the report to absences for a specific period, select that period in the first field.

Periods Select the range of periods that you want the report to cover. To include all periods, leave blank. To limit the report to absences for a specific period, select that period in the first field.

Abs Type Select up to two absence types that you want counted in the report. if no absences types are elected, only the absence reasons selected in the Abs Reasons included field are included in the count.

Number of Absences Enter the range of absences to use as the cutoff point for inclusion in the report. To limit the report to students with a specific number of absences, enter that number in the first field.

Abs Reasons Included Select which absence reasons (from the Attendance Reasons table--ATTR) should be counted on the report according to the settings made in the Attendance Setup atom on the Absence Reasons page.

Date Range Enter the range of dates you want the report to cover.

Secondary Demo

04/02/99
12:01

Period Attendance Report
By Student - With Absences
Period Attendance Repo09/13/99 To 04/02/00

ATP13
Page 1

Student Last Name		First Name		Middle name		Grade		Gender		SPC		Birth Date		Status	
1 Abbasi		Lisa				09		F		REG		04/17/84			
Parent/Guardian		Home Phone		Mothers Work Phone		Fathers Work Phone				Enter Date		Leave Date			
Ahmad Farsaie		303-555-2764				714-555-7114				09/07/99					
Monday		Tuesday		Wednesday		Thursday		Friday							
Date	D 1 2 3 4 5 6 7 8	Date	D 1 2 3 4 5 6 7 8	Date	D 1 2 3 4 5 6 7 8	Date	D 1 2 3 4 5 6 7 8	Date	D 1 2 3 4 5 6 7 8	Date	D 1 2 3 4 5 6 7 8	Date	D 1 2 3 4 5 6 7 8	Date	D 1 2 3 4 5 6 7 8
09/13	- A- - A	09/14	- A- - -	09/15	- -- - -	09/16	- - - - -	09/17	- A AA A	09/18	- - - - -	09/19	- - - - -	09/20	- - - - -
09/20	- -- - -	09/21	A AA A A	09/22	- -- - -	09/23	- - - - -	09/24	- - - - -	09/25	- - - - -	09/26	- - - - -	09/27	- - - - -
09/27	- -- - -	09/28	- -- - -	09/29	- -- - -	09/30	- - - - -	10/01	- - - - -	10/02	- - - - -	10/03	- - - - -	10/04	- - - - -
10/04	- -- - -	10/05	- -- - -	10/06	- -- - -	10/07	- - - - -	10/08	- - - - -	10/09	- - - - -	10/10	- - - - -	10/11	- - - - -
10/11	- -- - -	10/12	- -- - -	10/13	- -- - -	10/14	- - - - -	10/15	- - - - -	10/16	- - - - -	10/17	- - - - -	10/18	- - - - -
10/18	- -- - -	10/19	VACATION	10/20	VACATION	10/21	VACATION	10/22	VACATION	10/23	VACATION	10/24	VACATION	10/25	VACATION
10/25	VACATION	10/26	VACATION	10/27	VACATION	10/28	VACATION	10/29	VACATION	10/30	VACATION	10/31	VACATION	11/01	VACATION

Absence List by Teacher (ATP18)

The screenshot shows the 'Report Interface EX' window. At the top, the 'Report ID' is 'ATP18'. Below it, the report title is 'Absence List By Teacher' with a dropdown menu set to 'Generic Report'. To the right, there are checkboxes for 'Cover Page' and 'Draft Print', both of which are unchecked. Below the title, there are tabs for 'Options', 'Absences', and 'Custom'. The 'Options' tab is selected. In the 'Options' tab, there are fields for 'Date Range' (09/02/03 - 03/02/04), 'Teacher' (a range field), and 'Term' (a dropdown menu). There are also checkboxes for 'Absence Check' (unchecked) and 'Ignore All Day Code' (checked). At the bottom of the window, there are buttons for 'Setup', 'Save', 'Close', 'Queue', and 'Preview'.

Report Highlights

Atom Access: Period Attendance (Attendance folder)

The Absence List by Teacher report shows the students who were absent from each teacher's classes during the report period for the reasons and types you select. The report is separated by teacher, with one teacher per page. this report gives you the capability to report tardies by student.

This report can be run with or without the absence codes listed. To print the report with codes, select "with codes" from the list.

Note: Dashes print in the period columns for one of two reasons: The student does not have an absence reason or type recorded (that is, the student was present); or the student does not have one of the absence types that you selected on the report interface screen. Therefore, it is

possible that a student will have a dash under the period even if some kind of absence was recorded because the type of absence was not selected for the report.

Custom Sort Fields

The custom sort fields for the Gain/Loss Report are effective, enter code, last name, first name, middle name, gender, grade, track, leave code, permanent number, and NO SORT.

Report Parameters

Date Range	Enter the range of dates that you want the report to cover.
Teacher	Enter a range of teacher numbers or leave blank to include all teachers.
Term	Select the term the report should cover.

Absence Check	Select the Absence Check checkbox to display students and their absences for the relevant period.
---------------	---

Ignore All Day Code

Select the Ignore All Day Code checkbox to display students, whether they have an absence value in the All Day Code or not, as long as they have an absence code in any period of the day for the relevant period.

Abs Types

Select up to four different absence types to include in the report. The report will include all absence types AND all absence reasons that you select. If all of the absence type fields are left blank, the report will include all absence types that are defined on the system.

Abs Reasons

Select up to four different absence reasons to include on the report. The report will include all absence types AND all absence reasons that you select. If you leave all of the absence reason fields blank, the report will include all absence reasons that are defined on the system.

Track

Select the track you want the report to cover. If these fields are left blank, the report covers all tracks. The track field displays only if your school is set up for tracks.

Secondary Demo

Absence List By Teacher

03/17/99
8:30

ATP18
Page 1

From 09/01/98 To 03/17/99

Teacher: 5 Anton, A

Student Name		Student ID	Gr	Gn	Telephone	Date	P e r i o d s							
							1	2	3	4	5	6	7	8
Period: 07	Section ID:0669-01				Course Title:Swimming									
Abbasi, Elisa		1	09	F	714-555-2764	01/27/99							UNV	
Period: 07	Section ID:0669-02				Course Title:Swimming									

Hourly Attendance Report (ATP20)

Report Interface

Hourly Attendance Report

Generic Report Report ID: ATP20

Recommended Orientation: ☐ Cover Page ☐ Draft print ☐ Preview

Enter Parameters for Hourly Attendance Report:

Reporting Period: 01 Ins Setting:

Minutes Per Hour: Minutes Per Pass:

Grade Range: -

Setup Custom Save Close Queue Print

Report Highlights

Atom Access: Period Attendance (Attendance folder)

The Hourly Attendance Report shows one month of attendance, with each student's attendance for each period of the day during the month.

Custom Sort Fields

Custom sort fields for the Hourly Attendance Report are track, instructional setting, StuLink, last name, first name, middle name, gender, grade, permanent number, and NO SORT.

Report Parameters

Reporting Period	Select the attendance reporting period that you want the report to cover.
Ins Setting	Select the instructional setting you want the report to cover. If this field is blank, all instructional settings are included in the report.
Minutes per Hour	Enter the number of minutes to use for each class period. If your school has a bell schedule, you can skip this field.
Grade Range	Enter the range of grades you want the report to cover. If these fields are blank, all grades are included in the report.
Minutes Per Pass	Enter the number of minutes of passing time between each class. If your school has a bell schedule, you can skip this field.
Track	Select the track you want the report to cover. if these fields are left blank, the report covers all tracks. The track field displays only if your school is set up for tracks.

04/07/99
5:31

Secondary Demo

ATP20
Page 1

Hourly Attendance Report For Period 8
Based on 50 Minutes Class Periods / 5 Minutes Passing Time From 03/15/99 To 04/09/99

Student	Name	Week	Monday	Tuesday	Wdnstday	Thrsday	Friday	Hours	Hours	Appor	Total	Hours	Hours	Days	
			12345678	12345678	12345678	12345678	12345678	Excus	Unexc	Unexc	Appor	Over	Credit	N/E	
1	Abbas, Elisa	09 F	03/15	IIIIII	IIIIII	IIIIII	IIIIII	+++++	0.00	0.00	0.00	5.42	0.00	0.00	0.00
			03/22	+++++	+++++	+++++	+++++	+++++	0.00	0.00	0.00	15.00	12.08	12.08	0.00
			03/29	+++++	+++++	+++++	+++++	+++++	0.00	0.00	0.00	15.00	12.08	12.08	0.00
			04/05	+++++	+++++	+++++	+++++	+++++	0.00	0.00	0.00	15.00	12.08	12.08	0.00
			Staff	development	day	apportionment:	0.00	0.00	0.00	0.00	50.42	36.25	36.25	0.00	
2	Abber, Clara R.	10 F	03/15	+++++	+++++	+++++	+++++	+++++	0.00	0.00	0.00	15.00	12.08	12.08	0.00
			03/22	+++++	+++++	+++++	+++++	+++++	0.00	0.00	0.00	15.00	12.08	12.08	0.00
			03/29	+++++	+++++	+++++	+++++	+++++	0.00	0.00	0.00	15.00	12.08	12.08	0.00
			04/05	+++++	+++++	+++++	+++++	+++++	0.00	0.00	0.00	15.00	12.08	12.08	0.00
			Staff	development	day	apportionment:	0.00	0.00	0.00	0.00	60.00	48.33	48.33	0.00	
3	Abbott, Christine	A. 09 F	03/15	+++++	+++++	+++++	+++++	+++++	0.00	0.00	0.00	15.00	12.08	12.08	0.00
			03/22	+++++	+++++	+++++	+++++	+++++	0.00	0.00	0.00	15.00	12.08	12.08	0.00
			03/29	+++++	+++++	+++++	+++++	+++++	0.00	0.00	0.00	15.00	12.08	12.08	0.00

Hourly Attendance Audit Trail (ATP21)

Report Interface

Hourly Attendance Audit Trial Report ID ATP21 Recommended Orientation

Generic Report

Enter Parameters for Hourly Attendance Audit Trail:

Beginning Period: 1 Ending Period: 9

Ins Setting: Minutes Per Hour: 50

Grade Range: 09 - 12 Minutes Per Pass: 10

Setup Custom Save Close Queue Preview

Report Highlights

Atom Access: Period Attendance atom (Attendance folder)

The Hourly Attendance Audit Trail Report is for use by continuation schools. It is a positive attendance audit report that shows where hours over the maximum apportionment for each week are credited for each student.

Custom Sort Fields

Custom sort fields for the Hourly Attendance Audit Trail are track, instructional setting, StuLink, last name, first name, middle name, gender, grade, permanent number, and NO SORT.

Report Parameters

Beginning Period	Enter the first attendance reporting period that you want the report to cover.
Ending period	Enter the last attendance reporting period that you want the report to cover.
Ins Setting	Select the instructions setting you want the report to cover. If this is blank, all instructional settings are included in the report.
Minutes per Hour	Enter the range of grades you want the report to cover. If these fields are blank, all grades are included in the report.
Minutes Per Pass	Enter the number of minutes of passing time between each class. If your school has a bell schedule, you can skip this field.
Track	Select the track you want the report to cover. If these fields are left blank, the report covers all tracks. The track field displays only if your school is set up for tracks.

04/07/99
5:42

Secondary Demo

ATP21
Page 1

Based on 50 Minutes	Hourly Class	Attendance Periods / 5	Audit Trial For Period 8 To 8
			From 03/15/99 To 04/09/99

[illegible]

Absence List by Student (ATP25)

Report Interface

Absence List By Student

Generic Report Report ID: ATP25

Recommended Orientation

☐ Cover Page
☐ Draft print
☐ Preview

Enter Parameters for Absence List By Student:

Date Range: 09/01/98 - 03/16/99 Grade: -

Abs Types: - - - -

Abs Reason: - - - -

Setup Custom Save Close Queue Print

Report Highlights

Atom Access: Period Attendance (Attendance folder)

The Absence List by Student is in alphabetical order by student name and shows the absence reasons and types you select for each period of the day. This report gives you the capability to report on tardies by student. Periods when the student was presented, or had an absence reasons other than one you selected are marked with a dash. Periods that contain a blank are periods where the student is not scheduled for a class.

Custom Sort Fields

Custom sort fields for the Absence List by Student are track, instructional setting, StuLink, last name, first name, middle name, gender, grade, permanent number, and NO SORT.

Report Parameters

- | | |
|-------------|---|
| Date Range | Enter the range of dates to be included in the report. |
| Grade | Enter a range of grades to be included in the report. |
| Abs Types | Select up to four different absence types to be included in the report. To include all system-defined absence types, leave blank. |
| Abs Reasons | Select up to four different absence reasons to be included on the report. To include all system-defined absence reasons, leave blank. |

Note: Dashes are printed in the period columns for one of two reasons: The student does not have an absence reason or type recorded (that is, the student was present); or the student did not have one of the absence types that were selected on the report interface screen. Therefore, it is possible that a student will have a dash under the period even if some kind of absence was recorded because the type of absence was not selected for the report.e totals based on section linking (you can create links between sections on the Section Links screen of the Classes atom). If you selected the *Use Section Attendance* option on the Advanced screen of the Attendance Setup atom, the report will calculate totals based on section attendance.

- | | |
|-------|--|
| Track | Select the track to be included in the report. To include all tracks, leave blank. This field displays only if your school is set up for Tracks. |
|-------|--|

Secondary Demo

Absence List By Student

03/17/99
8:38ATP25
Page

1

From 09/01/98 To 03/17/99

Student Name	Student ID	Gr	Gn	Telephone	Date	P e r i o d s							
						1	2	3	4	5	6	7	8
Abbasi, Elisa	1	09	F	714-555-2764	09/01/98	UNV	-	-	-	-	-	-	-
					09/02/98	ILL	-	-	ILL	ILL	ILL	-	-
					12/17/98	-	-	-	CUT	-	-	-	-
					01/18/99	UNV	-	-	UNV	-	-	-	-
					01/19/99	-	-	-	CUT	-	-	-	-
					01/20/99	-	-	-	CUT	-	-	-	-
					01/21/99	-	-	UNV	-	-	-	-	-
					01/27/99	-	-	-	-	-	UNV	-	-
					02/05/99	UNV	ILL	-	-	-	-	-	-
					01/13/99	-	-	-	CUT	-	-	-	-
Abber, Clara R.	2	10	F	714-555-5529	01/15/99	-	-	-	CUT	-	-	-	-
					01/27/99	-	-	-	-	UNV	-	-	-
					02/01/99	-	UNV	-	-	-	-	-	-
					09/01/98	UNV	-	-	-	-	-	-	-
Acosta, Kimberly M.	9	09	F	714-555-0428	09/02/98	-	UNV	-	-	-	-	-	-
					09/25/98	-	-	UNV	-	UNV	-	-	-
					10/14/98	-	-	-	-	-	-	UNV	UNV
					11/12/98	-	-	-	-	-	-	ILL	-

Perfect Attendance List (ATP26)

Report Interface

STUDENTS WITH PERFECT ATTENDANCE Report ID: ATP26

Generic Report

Recommended Orientation: ☐ Cover Page ☐ Draft print ☐ Preview

Enter Parameters for STUDENTS WITH PERFECT ATTENDANCE:

Date Range: - Minimum Days of Enrollment:

Grade: - Include Parent Information: ☐

Abs Types Excluded: Abs Reasons Excluded:

Setup Custom Save Close Queue Print

Report Highlights

Atom Access: Period Attendance (Attendance folder)

The Perfect Attendance List shows students with perfect attendance for specified date range. Data includes student name and ID, gender, grade, phone and parent/ guardian name.

Custom Sort Fields

Custom sort fields for the Perfect Attendance List are track, instructional setting, StuLink, last name, first name, middle name, gender, grade, permanent number, and NO SORT.

Report Parameters

Report Title Select the report you want to print. Choices include the Generic report and any custom reports that have been saved. If you do not make a selection, the Generic report prints.

Date Range	Enter the range of dates this report is to include.
Minimum Days Enrolled	Enter the minimum days a student must be enrolled to qualify for inclusion in this report.
Grade	Select the starting and ending grades to include in the report. If you leave these fields blank, all grades are included in the report.
Include Parent Information	Select the starting and ending grades to include in the report. If you leave these fields blank, all grades are included in the report.
Abs Types Excluded	Choose up to four different absence types to exclude from the perfect attendance count. When calculating perfect attendance, the program will skip the reasons that you select here. Note: You can choose Non-enrollment to exclude students who were absent due to a religious holiday or other non-enrollment reason. This option is not used by all states.
Abs Reasons Excluded	Select which absence reasons should not be counted on the report according to the settings made in the Attendance Reasons page. choices are Blank (none), All, In Dialer, In Letters and In Reports.
Track	Select the track you want the report to cover. if these fields are left blank, the report covers all tracks. The track field displays only if your school is set up for tracks.

Secondary Demo

STUDENTS WITH PERFECT ATTENDANCE

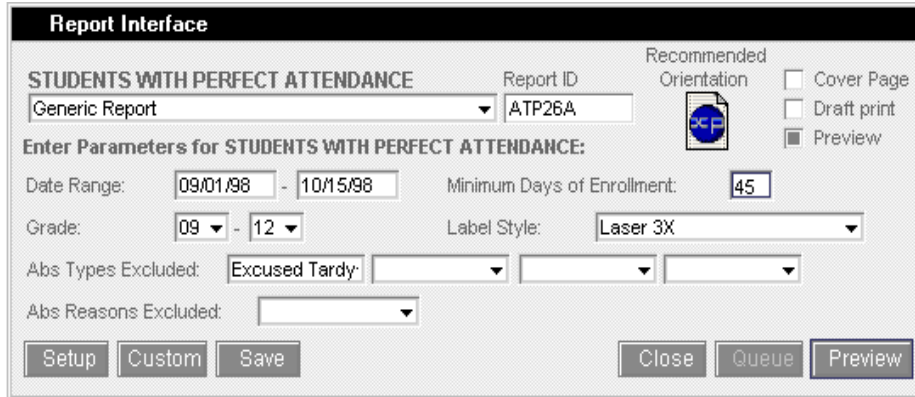
03/17/99
8:44ATP26
Page

1

Students With Perfect Attendance From 09/01/98 To 10/15/98

Student Name	Student ID	Gender	Grade	Telephone	Parent/Guardian
Ackerman, Brian	5	M	11	714-555-4822	M/M Robert Ackerman
Acosta, Andrew	6	M	09	714-555-5168	M/M Philip Allen
Acosta, Stacey	10	F	11	714-555-9248	Esther Lang
Addicks, Amber W.	11	F	12	714-555-3831	M/M Bob Addicks
Aguilar, Mike A.	13	M	12	714-555-9104	M/M Reynaldo Aguilar
Alaev, Dianna E.	14	F	11	714-555-5097	Mr Alaev

Perfect Att Labels (ATP26A)



Report Highlights

Atom Access: Period Attendance (Attendance folder)

The Perfect Attendance Labels report produces address labels to parent/guardians of all students with perfect attendance for the date range specified.

Custom Sort Fields

Custom sort fields for the Perfect Att Labels are track, instructional setting, StuLink, last name, first name, middle name, gender, grade, permanent number, and NO SORT.

Report Parameters

Report Title	Select the report you want to print. Choices include the Generic report and any custom reports that have been saved. If you do not make a selection, the Generic report prints.
Date Range	Enter the range of dates this report includes.
Minimum Days Enrolled	Enter the minimum days a student must be enrolled to qualify for inclusion in this report.
Grade	Select the starting and ending grades to include in the report. If left blank, all grades are included.
Label Style	Select the type of label you are printing from the drop-down list. <ul style="list-style-type: none">•3-up dot matrix labels for 14" paper•3-up dot matrix labels for 11" paper•3-up laser labels•2-up laser labels•3-up laser labels with no margin
Abs Types Excluded	Choose up to four different absence types to exclude from the perfect attendance count. When calculating perfect attendance, the program will skip the reasons that you select here.
Abs Reasons Excluded	From the drop-down list select which absence reasons should not be counted on the report according to the settings made in the Attendance Reasons page.
Track	Select the track you want the report to cover. If left blank, the report covers all tracks. The track field displays only if your school is set up for tracks.

Olivia Ackerman
Re: Brian Ackerman
2540 Country Hills #160
Pleasantville,CA 92653

Avis Addicks
Re: Amber W. Addicks
544 E Imperial Hwy #E
Pleasantville,CA 92653

Sue Alexander
Re: Christopher Alexander
325 Surry Ct

Doris Allen
Re: Andrew Acosta
312 Walnut Av
Pleasantville,CA 92653

Marissa Aguilar
Re: Mike A. Aguilar
727 Brea Bl
Pleasantville,CA 92653

Allison Alexander
Re: Rebecca S. Alexander
345 Valverde Av

Esther Lang
Re: Stacey Acosta
234 Redbay Av
Pleasantville, CA 92653

Mr Alaev
Re: Dianna E. Alaev
737 Brea Bl
Pleasantville, CA 92653

Dana Allison
Re: Jessica Allison
182 Morning Glory St

Add- Drop List (ATP28)

The screenshot shows a software window titled "Report Interface". Inside, there's a section "Add / Drop Attendance Report" with a dropdown menu set to "Generic Report". To the right, "Report ID" is "ATP28". Below this, "Enter Parameters for Add / Drop Attendance Report:" includes fields for "Teacher:" (with a range selector), "Date Range:" (09/01/98 - 03/17/99), "Term:" (a dropdown), and "Print:" (Add Drop - Absences). On the right side of the window, there are checkboxes for "Cover Page", "Draft print", and "Preview", along with a "Recommended Orientation" icon. At the bottom, there are buttons for "Setup", "Custom", "Save", "Close", "Queue", and "Print".

Report Highlights

Atom Access: Period Attendance (Attendance folder)

The Add- Drop Report is sorted by teacher and shows all students in each of the teacher's classes who have been absent that period during the last two weeks. You have the option of showing absences and add/drops, absences only, or add/drops only.

Custom Sort Fields

Custom sort fields for the Add-Drop List are track, instructional setting, StuLink, last name, first name, middle name, gender, grade, permanent number, and NO SORT.

Report Parameters

- | | |
|------------|---|
| Teacher | Enter the range of teacher numbers for whom you want to print reports. If these fields are blank, reports for all teachers. |
| Date Range | Enter the range of dates this report is to include. |
| Term | Select the range of dates you want the report to cover. These dates must fall within the dates defined for the term that you select in the Term field. |
| Print | Select whether to print Add/Drop and Absences, Add/Drops only, or Absences only. |
| Track | Select the track you want the report to cover. if these fields are left blank, the report covers all tracks. The track field displays only if your school is set up for tracks. |

Secondary Demo

Add / Drop Attendance Report

03/17/99
8:53

ATP28
Page

1

Second Quarter From 11/15/98 To 12/15/98

Teacher Name: Arczynski, Larry

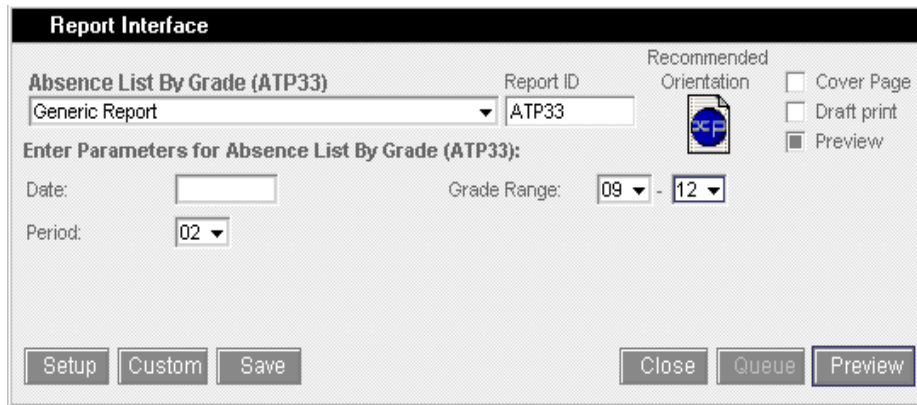
Period	Section ID	Sm	Course Title	Student ID	Student Name	Gen Gr	Action	Date
03	0708-01	YR	World Hist (H)	2	Abber, Clara R.	F 10	Left	11/30/98

Students Absent From 12/01/98 To 12/15/98

- - - Last Two Weeks - - -
F

Period	Section ID	Sm	Course Title	Student ID	Student Name	Gen Gr	T	W	R	M	T	W	R	F	M	T
--------	------------	----	--------------	------------	--------------	--------	---	---	---	---	---	---	---	---	---	---

Absence List by Grade (ATP33)



Grade Range Select the range of grades to be included in the report.

Period Select the period to be included in the report.

Report Highlights

Atom Access: Period Attendance (Attendance folder)

The Absence List by Grade report shows a list of students who were absent on a specific date for one or more periods.

The report is sorted by grade and student name. Verified absences are indicated on the report by a caret (^) next to the student name.

Custom Sort Fields

Custom sort fields for the Absence List by Grade are track, instructional setting, StuLink, last name, first name, middle name, gender, grade, permanent number, and NO SORT.

Report Parameters

Date Enter the date for which you want the report to print.

05/31/00

SECONDARY PERIOD M/TRK W/BLK ALPHA
Absence List By Grade
Absences for Period 02 on 10/30/99

Page: 1

-----	10	-----
-----	11	-----
-----	12	-----

Course Attendance (ATP38)

Report Interface

Course Attendance Report

Summary and Detail | Report ID: ATP38

Recommended Orientation: ☐ Cover Page ☐ Draft print ☒ Preview

Enter Parameters For Report:

Student ID: | Date Range: 09/01/98 - 03/17/99

Student Status: A | Grade: 09

Absence Cutoff: | Include Schedule: ☐

Setup Custom Save Close Queue Preview

Report Highlights

Atom Access: Period Attendance (Attendance folder)

The Course Attendance report shows, for each student, the absences for a specific date and track. Absences are based on scheduled periods, not hall bells.

You can select one or multiple students for the report. If a student falls within the criteria for the report, but has no absences in the specified date range, they will be excluded from the report.

Note: The report will include only attendance reasons marked with Yes in the Included in Reports field in the Attendance Setup Atom.

Report Types

This report is available in three versions:

- **Summary and Detail Report:** This version contains the information from both the Detail Only and Summary Only reports.
- **Summary Only:** This version is sorted by course. It provides a total for each absence type for each student and the student's total absences (if a student has no absences for a particular absence code, that code does not print). It also includes the total of all absences for each course (all absence reasons), and the total absences for each student.

- **Detail Only:** This version prints one line for each absence a student has during the year. It includes the date, absence code, and track, and is sorted by date and period.

Custom Sort Fields

Custom sort fields for the Course Attendance report are student link, social security number, ethic code, last name, first name, middle name, gender, birthdate, enter date, Student ID, telephone number, grade, track, status, leave date, counselor number, advisor number, and NO SORT.

Report Parameters

Student ID	Enter the ID for the student you want to print. If left blank, the report includes all students.
Student Status	Select the student status you want to report on. Choices include Active, Inactive, or Both.
Absence Cutoff	Enter the minimum number of absences a student must have to be included in the report.
Date Range	Enter the date range for which you want to print the report.
Grade Range	Select the range of grades you want the report to cover.
Track	Select the range you want the report to cover. If left blank, the report includes all tracks.
Include Schedule Check box	Select this check box to include the first page of the student schedule on the report. It lists a student's schedule with courses in the following order: current courses, dropped courses, and future courses. It includes the room number and teacher info. for each course.

03/17/99
9:00

Secondary Demo
STUDENT COURSE ATTENDANCE

ATP38
Page# 1

Report Date Range: 09/01/98 TO 03/17/99

Student: Abbasi, Elisa

Student ID: 1

Grade: 09

STUDENT INFORMATION

Counselor:

Status: A Phone#: 714-555-2764

Enter: 01/12/99 Leave:

Birth: 04/17/84

Ethnic Code: W

FIRST GUARDIAN INFORMATION

Name: Farsaie, Ahmad

Addr: 1021 Lynwood Dr #2

City: Pleasantville

Home Phone#: 714-555-2764

Work Phone#: 714-555-7114

92653

STUDENT'S CLASSES

Trm	Per	Section	ID	Course	Title	Tch	Teacher	Name	Room#	Status	Eff	Date
---	---	-----		-----	-----	---	-----	-----	-----	-----	-----	-----
YR	02	0491-01		Spanish	I	56	Erturk,	J	123	Current	01/18/99	
S2	03	0401-01		Drama	I	76	Henson,	M	203	Current	01/11/99	
YR	04	0564-02		Biology	I	158	Rudd,	R	108	Current	08/31/98	
YR	05	0506-04		Geometry		163	Simmerman,	G	228	Current	01/18/99	
YR	06	0406-10		English	9	30	Brotman,	D	210	Current	01/20/99	
S2	07	0669-01		Swimming		5	Anton,	A	Gym	Current	01/11/99	
YR	02	0506-01		Geometry		51	Curry,	R	227	CurrDrp	01/18/99	
YR	05	0491-07		Spanish	I	36	Burgard,	M	127	CurrDrp	01/18/99	
YR	06	0406-10		English	9	30	Brotman,	D	210	CurrDrp	01/20/99	
S1	03	0401-02		Drama	I	76	Henson,	M	203	Past	01/08/99	
S1	07	0669-02		Swimming		5	Anton,	A	Gym	Past	01/08/99	

Gain - Loss (ATP51)

Report Interface


REPORT OF GAINS AND LOSSES

Report ID: ATP51

Enter Parameters For Report:

Date Range: 09/02/98 - 03/17/99 Grade Range: -

Ethnic Code: BLANK Print Code: ☐

Recommended Orientation: 

☐ Cover Page
☐ Draft print
☐ Preview

Setup Custom Save Close Queue Print

Report Highlights

Atom Access: Period Attendance (Attendance folder)

The Gain-Loss Report shows enrollment gains and losses by date and student.

Custom Sort Fields

Custom sort fields for the Course Attendance report are student link, social security number, ethic code, last name, first name, middle name, gender, birthdate, enter date, Student ID, telephone number, grade, track, status, leave date, counselor number, advisor number, and NO SORT.

Report Parameters

Date Range	Enter the range of dates you want the report to cover.
Ethnic Code	Select the ethnic code to use for the report. To include all ethnic codes, leave blank.
Grade Range	Select the starting and ending grades to include in the report. If you leave these fields blank, all grades are included in the report.
Print Code	Select the checkbox to print the enter code or leave code for the enrollment changes that are shown on the report.
Track	Select the track you want the report to cover. if these fields are left blank, the report covers all tracks. The track field displays only if your school is set up for tracks.

Monthly Attendance Report (ATP52)

Report Interface

MONTHLY ATTENDANCE

By Teacher Report ID: ATP52

Recommended Orientation ☐ Cover Page
☐ Draft print
☒ Preview

Enter Parameters For Report:

Reporting Period: 01 Ins Setting:
Grade Range: 09 - 11 Teacher Num: 5 - 15
Formatted Name: 22

Setup Custom Save Close Queue Preview

Report Highlights

Atom Access: Period Attendance (Attendance folder)

The Monthly Attendance report shows attendance by student for the month specified, including absence reasons for each day in the month and total number of non-enrollment days; non-apportionment absences; apportionment absences; and apportionment days.

Custom Sort Fields

The Monthly Attendance Report has no custom sorts. A query or unique title can be used when generating report.

Report Parameters

Reporting Period	Select the reporting period this report is to cover. The reporting periods are defined in the Attendance Setup atom. If no reporting periods are defined, the program assumes 4-week reporting periods, and divides the calendar for you.
Ins Setting	Select an instructional setting if you want to limit the report to one instructional setting. If you select BLANK, all instructional settings are included on the report, listed after the students with no instructional setting.
Grade Range	Select the starting and ending numbers to include on the report. If you select BLANK, all grade levels are included on the report.
Teacher Num	Enter a range of teacher numbers to include on the report. If these fields are blank, all teachers are included in the report.
Formatted Name	Enter the number of characters to allow for printing the student's name on this report.
Track	Select the track you want the report to cover. If these fields are left blank, the report covers all tracks. The track field displays only if your school is set up for tracks.

04/07/99
6:24

Secondary Demo

ATP52
Page 1

MONTHLY ATTENDANCE

By Student

Reporting Period: 8

From 03/15/99 To 04/09/99

Grade: 09

																						Non			
Student	Name	15 Mon	16 Tue	17 Wed	18 Thu	19 Fri	22 Mon	23 Tue	24 Wed	25 Thu	26 Fri	29 Mon	30 Tue	31 Wed	01 Thu	02 Fri	05 Mon	06 Tue	07 Wed	08 Thu	09 Fri	Not Enr	App Abs	App Abs	Tot App
Abbasi, 1	Elisa	ILL	ILL	ILL	ILL	-	-	-	-	-	-	-	-	ILL	ILL	-	-	-	-	-	-	0	6	0	14
Abbott, 3	Christi	-	-	-	-	-	-	-	-	-	-	ILL	-	-	-	-	-	-	-	-	-	0	1	0	19
Acosta, 8	Bill	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	UNV	0	1	0	19	
Acosta, 9	Kimberl	-	-	UNV	UNV	ILL	ILL	ILL	-	-	-	-	-	-	ILL	ILL	ILL	ILL	ILL	ILL	ILL	0	12	0	8
Alexander, 21	Rebe	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0	20
Andersen, 35	Micha	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0	20
Arriola, 66	Lauren	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0	20
Bailes, 84	Tiffani	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0	20
Baxley, 110	Sharon	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0	20
Beckley, 121	Aaron	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0	20

Monthly Attendance Summary (ATP53)

The screenshot shows a software window titled "Report Interface". Inside, the report name "ATTENDANCE MONTHLY SUMMARY" is displayed. Below it, there is a dropdown menu currently showing "Generic Report" and a text field containing "ATP53" labeled "Report ID". To the right, there is a "Recommended Orientation" icon (a blue circle with "ccp" inside) and three checkboxes: "Cover Page", "Draft print", and "Preview", all of which are currently unchecked. Below these fields, the text "Enter Parameters for ATTENDANCE MONTHLY SUMMARY:" is followed by a "Reporting Period:" label and a dropdown menu showing "01". At the bottom of the window, there are two rows of buttons: the first row contains "Setup", "Custom", and "Save"; the second row contains "Close", "Queue", and "Print".

Report Highlights

Atom Access: Period Attendance (Attendance folder)

The Monthly Attendance Summary shows totals for days taught, total students enrolled, total gains in student enrollment, total days of absence and illness, apportionment totals, and average daily attendance.

Custom Sort Fields

There are no custom sorts available for the Monthly Attendance Summary.

Report Parameters

Reporting Period Select the number of the reporting period this report is to cover. The reporting periods are defined in the Attendance Setup atom. If no reporting periods are defined, the program assumes 4-week reporting periods, and divides the calendar for you.

Track Select the track you want the report to cover. If these fields are left blank, the report covers all tracks. The track field displays only if your school is set up for tracks.

04/07/99
6:28

Secondary Demo
ATTENDANCE MONTHLY SUMMARY

ATP53

Page 1

Reporting Period: 8
From 03/15/99 To 04/09/99

Grade	Days Taught	Staff Dev Days	Carry Forward	Gains	Total	Losses	Ending	Actl Days	Days N/E	Non Appr Abs	Appr Abs	Actl Attd	Staff Dev Appr	Apport Attend	A.D.A.	Pctg Appr	Pctg Actl	Loss After Last Day
09	20		139		139		139	2780		20		2760		2760	138.00	99.28	99.28	
10	20		131		131		131	2620		4		2616		2616	130.80	99.85	99.85	
11	20		129		129		129	2580		5	72	2503		2575	128.75	99.81	97.02	
12	20		119		119		119	2380		3	32	2345		2377	118.85	99.87	98.53	
Total	20		518		518		518	10360		32	104	10224		10328	516.40	99.69	98.69	
Total	20		518		518		518	10360		32	104	10224		10328	516.40	99.69	98.69	

To the best of my knowledge and belief, no unlawful attendance or absence due to illness, except after verification outlined in the instructions required by the Superintendent of Public Instruction, has been included in this report.

Attendance Summary (ATP54)

Report Interface

Attendance Summary Report Report ID: ATP54 Recommended Orientation:

☐ Cover Page
☐ Draft print
☐ Preview

Enter Parameters for Attendance Summary Report:

Date Range: 09/01/98 - 03/16/99 Grade: -
Ins Setting: Drop Out Code:

Setup Custom Save Close Queue Print

Report Highlights

Atom Access: Period Attendance (Attendance folder)

The Attendance Summary Report shows totals for days in session, opening and closing enrollment, number of tardies and absences, aggregate attendance, drop outs, apportionment, and average daily attendance. The totals are provided by grade, as well as by grand total.

Custom Sort Fields

Custom sort for Attendance Summary Report are grade, track, instructional setting, and student link.

Report Parameters

Date Range	Date Range ^¾ Enter the range of dates you want the report to cover.
Grade Range	Enter the range of grades you want the report to cover. If left blank, all grades are included.
Ins Setting	Select the instructional setting you want the report to cover. If left blank, all instructional settings are included.
Drop Out Code	Select the drop out code you want the report to cover. If left blank, no drop out totals are included.

Custom Parameters

Custom Report Subtitle	Text to print below the report title.
Custom ID	Text to print in place of the report ID.
Sort Field 1-6	Select up to six fields to sort the report. You can sort by Grade, Track, Instructional Setting, Student Link, Enter Date, Enter Code, Leave Date, Leave Code, Student ID, and NO SORT.
A/D 1-6	For each Sort Field selected, specify Ascending or Descending.
New Page 1-6	For each Sort Field selected, specify whether to start a new page when the value specified by the Sort Field changes.
Query Condition	Enter a specific query to filter the report data.

04/07/99
8:57

Secondary Demo
Attendance Summary Report
Attendance Summary Report

ATP54

Page 1

From 09/01/98 To 04/07/99

Grade	Days In Sess	Opening Enroll	Pupils Added	Registra tion	Pupils Left	Closing Enroll	Number Of Tardies	Number Illegal Absences	Total Absences	Aggregate Atten	Possible Aggregate Atten	Drop Outs	ADA	WADA	% Att.
	1	2	+ 3	= 4	- 5	= 6	7	8	9	+ 10	= 11	12	13	14	15
09	146	141	1	142	3	139	0.0	5.0	36.0	20510.0	20546.0	0	140.48	175.60	99.82
10	146	131	1	132	1	131	0.0	1.0	9.0	19227.0	19236.0	0	131.69	164.61	99.95
11	146	128	1	129	0	129	0.0	3.0	14.0	18669.0	18747.0	0	127.87	159.84	99.58
12	146	123	0	123	4	119	0.0	0.0	9.0	17595.0	17632.0	0	120.51	150.64	99.79

Summer School Attendance Report (ATP60)

Report Interface

Summer School Attendance Report Report ID: ATP60

Generic Report

Recommended Orientation: ☐ Cover Page ☐ Draft print ☐ Preview

Enter Parameters for Summer School Attendance Report:

Reporting Period: Minutes Per Period:

Proficiency category: Core category:

Ins Setting: Grade Range: -

Setup Custom Save Close Queue Print

Report Highlights

Atom Access: Period Attendance (Attendance folder)

The Summer School Report identifies apportionment minutes by instructional setting codes and tracks. It is a positive attendance audit report that shows minutes for both Proficiency and Core classes.

Note: You use the Summer School page of the Course atom to identify a course as either a Core or Proficiency course, and select the course's apportionment category and course type.

The Generic report is sorted by track, instructional setting, and student last name, and includes a summary section. The Summary report is sorted by apportionment category and course type, and contains the same information as the summary section of the Generic report.

Custom Sort Fields

A custom query condition can be used when generating the report.

Report Parameters

Report Title	Select the report you want to print. If you do not make a selection, the Generic report will print. To print the Summary report, type Summary in the Custom Report Subtitle field (you can use landscape or portrait orientation).
Reporting Period	Select the number of the reporting period this report is to cover. The reporting periods are defined in the Attendance Setup atom. If no reporting periods are defined, the program assumes 4-week reporting periods, and divides the calendar for you.
Minutes per Period	Enter the minutes for each period (if your school does not use bell schedules).
PROFICIENCY category	Enter the maximum allowable apportionment minutes per day for courses in the Proficiency category.
CORE category	Enter the maximum allowable apportionment minutes per summer school session for course in the Core category.
Ins Setting	Select the instructional setting you want the report to cover. If this field is blank, all instructional settings will be included in the report.
Grade Range	Enter the range of grades you want the report to cover. If these fields are blank, all grades will be included in the report.
Track	Select a range of tracks the report should cover. If these fields are blank, all tracks will be included. These fields are displayed only if your school is set up to use tracks.

Possible Non-Reported Absences (ATP64)

The screenshot shows a software window titled "Report Interface". Inside, there's a section for "Possible Non-Reported Absences" with a dropdown menu set to "Generic Report". To the right, the "Report ID" is "ATP64". Below this, a section titled "Enter Parameters for Possible Non-Reported Absences:" contains a "Date:" field with "03/16/99" and a "Teacher:" field with a range selector. On the right side of the window, there are checkboxes for "Cover Page", "Draft print", and "Preview", and a "Recommended Orientation" icon. At the bottom, there are buttons for "Setup", "Custom", "Save", "Close", "Queue", and "Print".

Report Highlights

Atom Access: Period Attendance (Attendance folder)

The Possible Non-Reported Absences Report lists students who may have incorrect or incomplete attendance records. Teachers can then be requested to check their records and verify that the student was Present for the period in question.

Students will be included on the report if:

- They were marked as Present during one period, but were reported as Absent during both the preceding and following periods.
- They were marked as Absent during the second period of the day, but were reported as Present during the first period of the day.
- They were marked as Absent during the next to last period of the day, but were reported as Present during the last period the day.

The report is sorted by teacher last name, teacher first name, beginning period, section ID, student ID, student last name, and student first name.

Custom Sort Fields

Custom sort fields for the possible Non-Reported Absence Report are Section ID, class link, last name, first name, course title, ending period, and NO SORT.

Report Parameters

- | | |
|---------|--|
| Date | Enter the date for the report. This date must be a valid date in your Attendance Calendar. |
| Teacher | Enter the range of teacher numbers to be included on the report. To limit the report to one teacher, enter a number in the first field only. If these fields are blank, all teachers will be included in the report. You can use the Teacher List atom to drag a teacher number into these fields. |

Secondary Demo

Possible Non-Reported Absences

04/07/99
10:55ATP64
Page

1

Date: 04/05/99

Teacher: 15 Bishop, Anthony

The following students were not marked absent from your class period before and the period after your class. Please check your or Absent box following each student's information. Then sign and

on the above date. However, they were marked absent both the attendance records carefully and mark the appropriate Present date this report and return it to the attendance office.

Period	Course Title	Section ID	Student Name	Grd	P e r i o d s								Pres	Abs
					1	2	3	4	5	6	7	8		
04	Driver Ed	0713-03	Green, Jay	10	A	A	A	-	A	A	A		[]	[]
			Killam, Andrea	10		A	A	-	A	A	A	A	[]	[]

All Day Master Absence (ATP65)

Report Interface

All Day Code Master Abs List

Report ID: ATP65

Recommended Orientation: ☐ Cover Page ☐ Draft print ☐ Preview

Enter Parameters for All Day Code Master Abs List:

Date Range: 09/01/98 - 03/16/99 Grade: -

Abs Types: - - - -

Abs Reasons Included: - - - -

Buttons: Setup Custom Save Close Queue Print

Report Highlights

Atom Access: Period Attendance (Attendance folder)

This report lists students with all-day absences on a specified date. The report also shows other all-day absences back to a specified earlier date. The report date is the last date in the report date range. How far back to look is the beginning date in the date range. Only students with an All Day Absence code on the last date specified in the range are included on the report. Any previous all-day absences back to the beginning date are also listed. Previous all-day absences are not listed unless the student also has an all-day absence on the report date.

The report includes the student's name, ID number, grade level, period attendance codes, the All Day code, total All Day code absences, consecutive All Day code absences, and parent/guardian name, home phone, and work phone. It is sorted by Grade Level, Student Last Name, and Student First Name.

Custom Sort Field

Custom sort fields for the All Day Master Absence List are last name, first name, middle name, student ID, grade, track, student lik, unlisted telephone number, parent guardian, telephone number, and No SORT.

Report Parameters

Date Range

Enter the range of dates you want the report to cover. The dates you enter must be defined in the Attendance Calendar as an attendance reporting day. The last date in the range is the report date.

Grade

Enter the range of grades you want the report to cover. If these fields are blank, all grades will be included in the report.

Abs Types

Select up to four absence reasons that you want counted in the report. You must choose at least one absence type.

Abs Reasons Included

Select which absence reasons should be counted on the report according to the settings made in the Attendance Setup atom on the Absence Reasons page. Choices are Blank (none), All, in dialer, In Letters, In Reports, and in the ATTR table. You must choose at least one absence reason.

- To report on absence reasons that were marked for inclusion in reports, select In Reports from the list.
- To Report on absence reasons that were marked for inclusion in attendance letters, select In Letters. The report will include any absence types that were selected in the Abs Types field and any absence reasons that are selected in this field.

Track

Select the track you want the report to cover. If you leave this field blank, the report will include all tracks. This field will only display for track schools.

Secondary Demo														
All Day Code Master Abs List														
04/07/99												ATP65		
14:44												Page		1
Grade: 09		for 09/01/98 - 04/07/99												
Student Name		Student ID	Gr	YTD	Csec	All	Absences Each Period							
Parent / Guardian Name				Abs	Abs	Day								
Home Phone	Work Phone					Code	1	2	3	4	5	6	7	8
Acosta, Kimberly M.		9	09	11	5	I	I	I	I	I	I	I	I	I
714-555-0428		Sandie Acosta												
714-555-6149														
Alexander, Rebecca S.		21	09	3	3	I								
714-555-3903		Martin Alexander												
714-555-6996														
Andersen, Michael S.		35	09	3	3	I								
714-555-0150		Eric Andersen												
714-555-2878														
Arriola, Lauren A.		66	09	3	3	I								
714-555-9202		Gilbert Arriola												
714-555-6533														
Bailes, Tiffanie		84	09	3	3	I	I	I	I	I	I	I	I	I
714-555-7131		Allen Bailes												
714-555-4446														
Baxley, Sharon A.		110	09	3	3	I	I	I	I	I	I	I	I	I
714-555-0886		John Baxley												
714-555-3064														
Beckley, Aaron F.		121	09	3	3	I	I	I	I	I	I	I	I	I
Fred Beckley														
Berkes, Jeffrey L.		132	09	3	3	I	I	I	I	I	I	I	I	I
714-555-2703		Bela Berkes												
714-555-1795														
Number of Students Printed for Grade 09:			8											

Basic Scheduling

This section includes report samples from the Basic Scheduling module:

- CLS07 – Repeat Courses Report
- CLS19 – Less Than Full Sched
- CLS20 – More Than Full Sched
- CLS32 – Class Schedule
- CLS33 – Student Schedule
- MST02 – Sections List
- MST09 – Totals by Course ID
- MST12 – Class Load Analysis
- MST21 – CLS Ld Analys-Per/Crs
- MST24 – Class Listing
- MST25 – Teacher Schedules Rotating
- MST26 – Teacher Schedules
- MST51 – Open Periods Day Combinations

Repeat Courses Report (CLS07)

Report Interface

Repeat Courses Report

Report ID: CLS07

Recommended Orientation

☐ Cover Page
☐ Draft print
☐ Preview

Enter Parameters

Grade: [] - [] Student ID: [] - []

Report Period Rng: Period 1 - Period 1

Setup Custom Save Close Queue Print

Report Highlights

Atom Access: Classes atom (Basic Scheduling folder)

The Repeat Courses Report shows students who are repeating or have repeated a previously taken course. The report includes student name, grade level, gender, course ID, course title, date, mark, and credit.

The report is sorted by name.

The report interface form includes cover page, draft print, preview, grade, student ID, and report period range.

Report Parameters

Report Title	Title of the report.
Grade Range	Range of grades to be included. To include all grade levels, leave blank.
Student ID	Permanent ID numbers to be included in the report. To include all ID numbers, leave blank.
Report Period Rng	Range of periods to be included in the report. The default is first quarter grades.

Custom Parameters

Custom Report Subtitle	Prints below the report title. To print no subtitle, leave the default value of Generic Report.
Custom ID	Renames the Report ID. Prints above the page number.
Sort Field 1-6	Determines the order in which items will print on the report.
A/D 1-6	A = Ascending, D = Descending
New Page 1-6	Whether the records for each sort field should be started on a new page.
Query Condition	Enter a specific query to filter the report data.

SECONDARY PERIOD N/TRK W/BLK ALPHA

Repeat Courses Report

03/01/02

9:00

Student Name
Abassi, ElisaStudent ID
7Gen Grd Crs ID
F 11 0211Course Title
Comp/Lit/Keybrd

Max

CLS07
Page 1

Date Mark Credit
8/1997 B 5.000

0402

Speech

10.000

6/2000 B- 5.000
6/2000 B-
6/1999 A
6/2000 A 2.500
5/2000 B 2.500
1/2000 B 2.500
6/1999 B 2.500
6/1999 B 2.500
10/1999 B 2.500
1/1999 B 2.500

0553

Biology Basics

10.000

6/2000 A
8/2000 A 5.000
8/1999 A 5.000
6/1999 A+
6/2000 A 2.500

0625

PE 10

10.000

6/2000 D+
6/1999 A
6/2000 C- 2.500
5/2000 A+ 2.500
1/2000 A+ 2.500
6/1999 A+ 2.500
6/1999 A+ 2.500
10/1999 A+ 2.500
1/1999 D 2.500

Less Than Full Sched (CLS19)

The screenshot shows a software window titled "Report Interface". Inside, the "Report ID" field contains "CLS19". Below it, the title "Students with less than full schedule" is displayed. A dropdown menu shows "Generic Report". To the right, under "Recommended Orientation", there are three checkboxes: "Cover Page", "Draft print", and "Preview", all of which are currently unchecked. Below the title, the text "Enter Parameters for Students with less than full sch" is followed by a "Number of Periods" field (containing "1") and a "Scheduling duration:" dropdown menu (set to "Entire Year"). At the bottom, there are buttons for "Setup", "Custom", "Save", "Close", "Queue", and "Print".

Report Highlights

Atom Access: Classes atom (Basic Scheduling folder)

The Students With Less Than Full Schedule report lists students who are scheduled for fewer than the specified number of periods.

Report Parameters

Number of Periods Limit for students to be included in the report. For example, enter 6 to list students with fewer than 6 periods scheduled.

Scheduling duration Time span to include in the report. The choices available in the list are determined by the setting for *Term Type* in the School atom.


Custom Parameters

Custom Report Subtitle	Text to print below the report title.
Custom ID	Text to print in place of the report ID.
Sort Field 1-6	Select up to six fields to sort the report. You can sort by Student ID, Grade, Last Name, Middle Name, First Name, and NO SORT.
A/D 1-6	For each Sort Field selected, specify Ascending or Descending.
New Page 1-6	For each Sort Field selected, specify whether to start a new page when the value specified by the Sort Field changes.
Query Condition	Enter a specific query to filter the report data.

SECONDARY PERIOD N/TRK W/BLK ALPHA					CLSL19	
Students with less than full schedule					Page	1
02/27/02						
10:29						
Student ID	Student Name	Grade	Gender	Year		
1	Abbasi, Elisa	10	F	-----		
2	Abber, Clara R.	12	F	-----		
3	Abbott, Christine A.	11	F	-----		
6	Acosta, Andrew	11	M	-----		
8	Acosta, Bill	11	M	-----		
21	Alexander, Rebecca S.	11	F	-----		
357252	Anaya, Brandi C.	10	F	-----		
35	Andersen, Michael S.	11	M	-----		
360109	Andersenn, Stephen L.	09	M	-----		
41	Andre Jr, Virgil C.	12	M	-----		
357257	Angeletti, Sean L.	10	M	-----		
48	Anthony, Shirley L.	12	F	-----		
357261	Armijo, Kenrick R.	10	M	-----		
65	Arredondo, Erik A.	12	M	-----		
66	Arriola, Lauren A.	11	F	-----		
357269	Aubuchon, Drew M.	10	M	-----		
357277	Balboa, Turner C.	10	M	-----		
91	Ban, Kristyn L.	12	F	-----		
98	Banuelos, Michael M.	12	M	-----		

More Than Full Sched (CLS20)

Report Interface

Report ID: CLS20 Recommended Orientation: 

Students with more than full schedule

Generic Report

Enter Parameters for Students with more than full schedule

Number of Periods: Scheduling duration: Entire Year

Buttons: Setup, Custom, Save, Close, Queue, Print

Report Highlights

Atom Access: Classes atom (Basic Scheduling folder)

The Students With More Than Full Schedule report students who are scheduled for more than the specified number of periods.

Report Parameters

Number of Periods Limit for students to be included in the report. For example, enter 6 to list students with more than 6 periods scheduled.

Scheduling duration Time span to include in the report. The choices available in the list are determined by the setting for *Term Type* in the School atom.

Custom Parameters

Custom Report Subtitle	Text to print below the report title.
Custom ID	Text to print in place of the report ID.
Sort Field 1-6	Select up to six fields to sort the report. You can sort by Student ID, Grade, Last Name, Middle Name, First Name, and NO SORT.
A/D 1-6	For each Sort Field selected, specify Ascending or Descending.
New Page 1-6	For each Sort Field selected, specify whether to start a new page when the value specified by the Sort Field changes.
Query Condition	Enter a specific query to filter the report data.

SECONDARY PERIOD N/TRK W/BLK ALPHA

Students with more than full schedule

02/27/02
20:01CLS20
Page 1

Student ID	Student Name	Grade	Gender	Quarter 1	Quarter 2	Quarter 3	Quarter 4
3	Abbott, Christine A.	09	F	123----	123----	12345678	12345678
196	Burgess, Lisa	12	F	-2-45678	-2-45678	12345678	12345678
317	Contreras, Lucas	12	M	1-345--8	1-345--8	12345678	12345678
381	Deck, Kiley M.	12	F	12345-78	12345-78	12345678	12345678
408	Dorado, James	12	M	1-345--8	1-345--8	12345678	12345678
440	Esqueda, Kristy L.	09	F	1-34-6--	1-34-6--	12345678	12345678
492	Frausto, Scott R.	10	M	12-4567-	12-4567-	12345678	12345678
548	Good, Jennifer R.	09	F	12-4-678	12-4-678	12345678	12345678
637	Henson, Chad T.	10	M	-2-4---8	-2-4---8	12345678	12345678
670	Hong, James	12	M	123-5678	123-5678	12345678	12345678
676	Hoskins, Robert	12	M	---45678	---45678	12345678	12345678
688	Hudson, Marsje E.	10	F	-23456-8	-23456-8	12345678	12345678
762	Killam, Andrea C.	10	F	---456-8	---456-8	12345678	12345678
864	Lombardo, Meredith L.	10	F	-234-6-8	-234-6-8	12345678	12345678
889	Luong, Jason S.	12	M	1234-67-	1234-67-	12345678	12345678
1135	Phethean, Christine	10	F	123--678	123--678	12345678	12345678
1155	Pope, Tyler W.	12	M	1234-678	1234-678	12345678	12345678
1171	Pringle, Eric M.	11	M	12-4---8	12-4---8	12345678	12345678
1267	Rouse, Matthew A.	12	M	--34-678	--34-678	12345678	12345678
1409	Smith, Naomi	12	F	--34-678	--34-678	12345678	12345678
1494	Theis, Vincent	12	M	12345678	12345678	12345678	12345678

Class Schedule (CLS32)

Report Highlights

Atom Access: Classes atom (Basic Scheduling folder)

The Class Schedule report shows the student's schedule, student information, and parent/guardian information.

Report Parameters

Grade	Select the starting and ending grades to include on the report. If you select BLANK, all grade levels are included on the report.
Counselor Number	Enter the starting and ending counselor numbers to include on the report. If you do not make an entry, all counselors are included on the report.
Sort Period	Select the period that the report should be sorted by.
Exclude Parent/Guardian Info	Check this box if you do not want any of the student's parent/guardian info to print on the report.

Term	Select the term to include on the report. If you select BLANK, all terms print on the report.
Student ID	Enter the starting and ending permanent ID numbers to print on the report. If you do not make an entry, all students IDs are included on the report.
Exclude Student Information	Check this box if you do not want any of the student's demographics to print on the report.
Track	Select the range of tracks that the report should cover. If left blank, all tracks are included on the report. Displays only for track schools.

Custom Parameters

Custom Report Subtitle	Text to print below the report title.
Custom ID	Text to print in place of the report ID.
Sort Field 1-6	Select up to six fields to sort the report. You can sort by Student ID, Grade, Last Name, Middle Name, First Name, and NO SORT.
A/D 1-6	For each Sort Field selected, specify Ascending or Descending.
New Page 1-6	For each Sort Field selected, specify whether to start a new page when the value specified by the Sort Field changes.
Query Condition	Enter a specific query to filter the report data.

SECONDARY PERIOD N/TRK W/BLK ALPHA

Brian Ackerman

Page 1 of 1

Student ID	Birthdate	Gender	Grade	Locker Number	Locker Combination	Counselor
5	11/15/82	M	11			

Date Enrolled	Date Printed	House
09/08/98	03/17/99	

Schedule Information

Section ID	Period	Term	Course ID	Course Title	Teacher Name	Room
0729-01	02	YR	0729	AP Amer Hist(H)	Butterfield, M	236
0430-03	03	YR	0430	Am Lit/Comp 11	Sepulveda, M	212
0492-03	04	YR	0492	Spanish II	Blackburn, S	124
0518-02	05	YR	0518	AP Calc A/B (H)	Bridge, W	220
0558-03	06	YR	0558	Chemistry (H)	Chansler, S	107
0660-02	07	Sl	0660	Wrestling	Hampton, S	Gym

Parent/Guardian Information

Parent/Guardian Name	Home Phone	Work Phone	Ext
Olivia Ackerman	714-555-4822		

Address	City	State	Zip

Student Schedule (CLS33)

Report Highlights

Atom Access: Classes atom (Basic Scheduling folder)

The Student Schedule report shows the student's current schedule, including period rotation and scheduling cycle days.

Report Parameters

Grade	Select the starting and ending grades to include on the report. If you select BLANK, all grade levels are included on the report.
Student ID	Enter the starting and ending permanent ID numbers to print on the report. If you do not make an entry, all student IDs are included on the report.
Counselor Number	Enter the starting and ending counselor numbers to include on the report. If you do not make an entry, all counselors are included on the report.
Print Course Id	Prints the Course ID number for each class.

Print Counselor and House	Select this checkbox if you want to print the counselor name and the houses assignment on the student info line of the schedule.
Print Home Room Number	Prints the Home Room Number for each class.
Course Col. Width	Enter the number of characters to allow for printing the course name (minimum = 8, maximum = 18).
Term	Select the term to include on the report.
Track	Select the range of tracks that the report should cover. If left blank, all tracks are included on the report. Displays only for track schools.
User Code to Print	Specify a user code.

Custom Parameters

Custom Report Subtitle	Text to print below the report title.
Custom ID	Text to print in place of the report ID.
Sort Field 1-6	Select up to six fields to sort the report. You can sort by Student ID, Grade, Last Name, Middle Name, First Name, and NO SORT.
A/D 1-6	For each Sort Field selected, specify Ascending or Descending.
New Page 1-6	For each Sort Field selected, specify whether to start a new page when the value specified by the Sort Field changes.
Query Condition	Enter a specific query to filter the report data.

03/17/99
13:03

Secondary Demo

CLS33
Page 1

Student Schedule

Term: First Quarter
Student ID: 5 Name: Ackerman, Brian Grd: 11 Gen: M
Counselor Number: House:

PER 1
8:00AM
8:55AM

PER 2
9:00AM
9:55AM

0729
AP Amer Hist(H)
Butterfield, M
236

PER 3
10:00AM
10:55AM

0430
Am Lit/Comp 11
Sepulveda, M
212

PER 4
11:00AM
11:55AM

0492
Spanish II
Blackburn, S
124

PER 5
12:30PM
1:25PM

0518
AP Calc A/B (H)
Bridge, W
220

PER 6
1:30PM
2:25PM

0558
Chemistry (H)
Chansler, S
107

PER 7
2:30PM
3:25PM

0660
Wrestling
Hampton, S
Gym

Sections List (MST02)

Report Interface

MASTER SCHEDULE LISTING

Report ID: MST02

Generic Report

Enter Print Criteria for Sections List:

Course Range: -

Teacher Range: -

Period Range: -

Recommended Orientation: ☐ Cover Page ☐ Draft print ☐ Preview

Setup Custom Save Close Queue Print

Report Highlights

Atom Access: Sections atom (Basic Scheduling folder)

This report prints a listing of each section in the Master Schedule file that has been assigned a course number. The listing is printed in section number sequence.

Report Parameters

Course Range	To limit the courses that are included on the report, enter a range of courses in these fields. To list only one course (for example, course 101), enter from 101 to 101. If these fields are blank, all courses are included in the report.
Teacher Range	To limit the report to a specific group of teachers, enter the range of teacher numbers you want on the report. If these fields are blank, all teachers are included.

Period Range	To limit the report to a specific range of periods, select the periods from the list. To include all periods, leave these fields blank.
--------------	---

Custom Parameters

Custom Report Subtitle	Text to print below the report title.
Custom ID	Text to print in place of the report ID.
Sort Field 1-6	Select up to six fields to sort the report. You can sort by section ID, beginning and ending period, term code, course ID and title, teacher number and name, room number, credit, maximum class size, total number of students, and NO SORT.
A/D 1-6	For each Sort Field selected, specify Ascending or Descending.
New Page 1-6	For each Sort Field selected, specify whether to start a new page when the value specified by the Sort Field changes.
Query Condition	Enter a specific query to filter the report data.

Section ID	Beg	End	Term	Days	Crs ID	Course Title
Tch Teacher Name	Room		Credit	Max	Total	
0100-01	01	01	S1	M T W R F	0100	Study Hall
203 RFitz			1.00	50		
0100-02	01	01	S2	M T W R F	0100	Study Hall
203 RFitz			1.00	50		
0100-03	02	02	S1	M T W R F	0100	Study Hall
203 RFitz			1.00	50		
0100-04	02	02	S2	M T W R F	0100	Study Hall
203 RFitz			1.00	50		
0100-05	03	03	S1	M T W R F	0100	Study Hall
203 RFitz			1.00	50		
0100-06	03	03	S2	M T W R F	0100	Study Hall
203 RFitz			1.00	50		
0100-07	04	04	S1	M T W R F	0100	Study Hall
					203 RFitz	1.00 50

Master Schedule Listing (MST09)

Report Highlights

Atom Access: Sections atom (Basic Scheduling folder)

The totals by Course ID report prints a listing of each section in the Master Schedule file that has been assigned a course number. The listing is printed in course ID sequence.

Report Parameters

Course Range	To limit the courses that are included on the report, enter a range of courses in these fields. To list only one course (for example, course 101) enter from 101 to 101. If these fields are blank, all courses will be included in the report.
Teacher Range	To limit the report to a specific group of teachers enter the range of teacher numbers you want on the report. If these fields are blank, all teachers will be included.

Period Range	To limit report to a specific range of periods, select the periods from the list. To include all periods, leave these fields blank.
Include Inactives	Select this check box to include inactive sections in the report.
Subtotals by Course ID	Select this check box to include subtotals by course ID (default).

Custom Parameters

Custom Report Subtitle	Text to print below the report title.
Custom ID	Text to print in place of the report ID.
Sort Field 1-6	Select up to six fields to sort the report. You can sort by section ID, beginning and ending period, term code, course ID and title, teacher number and name, room number, credit, maximum class size, total number of students, and NO SORT.
A/D 1-6	For each Sort Field selected, specify Ascending or Descending.
New Page 1-6	For each Sort Field selected, specify whether to start a new page when the value specified by the Sort Field changes.
Query Condition	Enter a specific query to filter the report data.

Secondary Demo
MASTER SCHEDULE LISTING

MST09

01121100
9:59

Page 1

Section ID	Beg	End	Term	Days	Crs ID	Course Title	Tch Teacher Name	Room	Credit	Max	Total
0100-01	01	01	S1	M T W R F	0100	Study Hall	203 RFitz		1.00	50	
0100-02	01	01	S2	M T W R F	0100	Study Hall	203 RFitz		1.00	50	
0100-03	02	02	S1	M T W R F	0100	Study Hall	203 RFitz		1.00	50	
0100-04	02	02	S2	M T W R F	0100	Study Hall	203 RFitz		1.00	50	
0100-05	03	03	S1	M T W R F	0100	Study Hall	203 RFitz		1.00	50	
0100-06	03	03	S2	M T W R F	0100	Study Hall	203 RFitz		1.00	50	
0100-07	04	04	S1	M T W R F	0100	Study Hall	203 RFitz		1.00	50	
0100-08	04	04	S2	M T W R F	0100	Study Hall	203 RFitz		1.00	50	
0100-09	05	05	S1	M T W R F	0100	Study Hall	203 RFitz		1.00	50	
0100-10	05	05	S2	M T W R F	0100	Study Hall	203 RFitz		1.00	50	
0100-11	06	06	S1	M T W R F	0100	Study Hall	203 RFitz		1.00	50	
0100-12	06	06	S2	M T W R F	0100	Study Hall	203 RFitz		1.00	50	
0100-13	07	07	S1	M T W R F	0100	Study Hall	203 RFitz		1.00	50	
0100-14	07	07	S2	M T W R F	0100	Study Hall	203 RFitz		1.00	50	
0100-15	08	08	S1	M T W R F	0100	Study Hall	203 RFitz		1.00	50	
0100-16	08	08	S2	M T W R F	0100	Study Hall	203 RFitz		1.00	50	
Totals:										800	0
0100-0000-0000-01	01	01	YR	M T W R F	0100-0000-0000	Study Hall	5 Anton		1.00	50	0
Totals:										50	0

Class Load Analysis (MST12)

Report Highlights

Atom Access: Sections atom (Basic Scheduling folder)

This report prints a listing of all the classes in the master schedule in order by period and section number.

Report Parameters

Course Range	To Limit courses that are on the report, enter a range of courses in these fields. To list only one course (for example 101), enter from 101 to 101. If these fields are blank, all courses are included in the report.
Teacher Range	To limit the report to a specific group of teachers, enter the range of teacher number you want on the report. If these fields are blank, all teachers are included.

Period Range	To limit the report to a specific range of periods, select the periods from the list. To include all periods, leave these fields blank.
--------------	---

Custom Parameters

Custom Report Subtitle	Text to print below the report title.
Custom ID	Text to print in place of the report ID.
Sort Field 1-6	Select up to six fields to sort the report. You can sort by section ID, beginning period, class link, term code, course ID and title, teacher number and name, room number, credit, gender, low and high grade, maximum class size, ending period, and NO SORT.
A/D 1-6	For each Sort Field selected, specify Ascending or Descending.
New Page 1-6	For each Sort Field selected, specify whether to start a new page when the value specified by the Sort Field changes.
Query Condition	Enter a specific query to filter the report data.

Secondary Demo
CLASS LOAD ANALYSIS

MST12

01121100
9:48

Page 1

Section ID	Beg	End	Term	Course ID	Course Title	Tch	Teacher Name	Room	Cred	Gen	Range	09	10	11	12	Tot	Left
								Max		M	F						
0100-0000-0000-01	01	01	YR	0100-0000-0000	Study Hall	5	Anton		1.00		09 12						
								50		0	0	0	0	0	0	0	50
0607-01	06	06	YR	0607	Adapted PE	5	Anton, A	Gym	10.00		09 12						
								7		1	0	1	0	0	0	1	6
0669-01	07	07	S2	0669	Swimming	5	Anton, A	Gym	5.00		09 12						
								50		3	5	4	1	2	1	8	42
0669-02	07	07	S1	0669	Swimming	5	Anton, A	Gym	5.00		09 12						
								50		5	3	3	2	3	0	8	42
0667-01	07	07	S2	0667	Tennis	6	Arczynski, L	Gym	5.00		09 12						
								45		4	2	1	5	0	0	6	39
0667-02	07	07	S1	0667	Tennis	6	Arczynski, L	Gym	5.00		09 12						
								45		4	2	1	4	1	0	6	39
0708-01	03	03	YR	0708	World Hist (H)	6	Arczynski, L	233	10.00		09 12						
								38		7	9	0	16	0	0	16	22
0708-02	04	04	YR	0708	World Hist (H)	6	Arczynski, L	233	10.00		09 12						
								38		7	6	1	12	0	0	13	25
0708-03	05	05	YR	0708	World Hist (H)	6	Arczynski, L	233	10.00		09 12						
								36		8	4	0	12	0	0	12	24
0481-01	05	05	YR	0481	German I	9	Bayes, B	125	10.00		09 12						
								32		6	5	7	3	1	0	11	21
0482-01	04	04	YR	0482	German II	9	Bayes, B	125	10.00		09 12						
								30		2	4	0	5	1	0	6	24
0483-01	03	03	YR	0483	German III	9	Bayes, B	125	10.00		09 12						
								20		1	1	0	0	2	0	2	18
0486-01	02	02	YR	0486	AP German (H)	9	Bayes, B	125	10.00		09 12						
								10		2	2	0	1	0	3	4	6
0505-10	06	06	YR	0505	Algebra I	9	Bayes, B	125	10.00		09 12						
								36		6	8	9	3	0	2	14	22
0505-11	07	07	YR	0505	Algebra I	9	Bayes, B	125	10.00		09 12						
								36		7	9	9	4	3	0	16	20

CLS Ld Analys-Per/Crs (MST21)

Report Highlights

Atom Access: Sections atom (Basic Scheduling folder)

The CLS Ld Analys-Per/Crs report shows the number of requests for each course and the number of sections of that course currently being offered to compute the average number of requests per section. Print this report after an attempt to schedule all students to see if class sizes need to be adjusted to accommodate more students.

Report Parameters

Course Range	To Limit courses that are on the report, enter a range of courses in these fields. To list only one course (for example 101), enter from 101 to 101. If these fields are blank, all courses are included in the report.
Teacher Range	To limit the report to a specific group of teachers, enter the range of teacher number you want on the report. If these fields are blank, all teachers are included.

Period Range	To limit the report to a specific range of periods, select the periods from the list. To include all periods, leave these fields blank.
Term	Time span to include in the report. The choices available in the list are determined by the setting for <i>Term Type</i> in the School atom.
Ignore Term Overrides	Excludes term overrides from the report.

Custom Parameters

Custom Report Subtitle	Text to print below the report title.
Custom ID	Text to print in place of the report ID.
Sort Field 1-6	Select up to six fields to sort the report. You can sort by Course ID, Section ID, Beginning Period, Low Grade Restriction, Gender Restriction, Ending Period, Credit, High Grade Restriction, and NO SORT.
A/D 1-6	For each Sort Field selected, specify Ascending or Descending.
New Page 1-6	For each Sort Field selected, specify whether to start a new page when the value specified by the Sort Field changes.
Query Condition	Enter a specific query to filter the report data.

SECONDARY PERIOD N/TRK W/BLK ALPHA
Class Load Analysis By Period/Course

MST21

02/27/02
10:36

MST21:Generic Report

Page

Sec ID	Beg	End	Term	Crs-ID	Course Title	Tch	Teacher Name	Room	Cred	Gen	Range	Max	M	F	00	01	02	03	04	05	06
0192-05	01	01	YR	0192	Adv Photograph	18	Bishop, L	115	10.00	09	12	35	0	0	0	0	0	0	0	0	0
0344-01	01	01	S2	0344	Marching Band	126	Mc Ginnis, K	Pa1	5.00	09	12	35	0	0	0	0	0	0	0	0	0
0345-01	01	01	S2	0345	Band Drill Unit	126	Mc Ginnis, K	Pa1	5.00	09	12	35	0	0	0	0	0	0	0	0	0
0400-01	01	01	YR	0400	Journ-Newspaper	90	Hufferd, M	205	10.00	09	12	35	0	0	0	0	0	0	0	0	0
0402-03	01	01	YR	0402	Speech	118	Sir Thom	211	10.00	09	12	35	0	0	0	0	0	0	0	0	0
0431-04	01	01	YR	0431	Am Lit 11 (H)	180	Van Geloof, C	202	10.00	09	12	35	0	0	0	0	0	0	0	0	0
0491-10	01	01	YR	0491	Spanish I	56	Erturk, J	123	10.00	09	12	35	0	0	0	0	0	0	0	0	0
0505-11	01	01	YR	0505	Algebra I	9	Bayes, B	125	10.00	09	12	35	0	0	0	0	0	0	0	0	0
0561-03	01	01	YR	0561	AP Chemistry(H)	45	Chansler, S	107	10.00	09	12	35	0	0	0	0	0	0	0	0	0
0600-04	01	01	YR	0600	PE 9	42	Caperton, L	Gym	10.00	09	12	35	0	0	0	0	0	0	0	0	0
	01	01	YR	0607	Adapted PE	5	Anton, A	Gym	10.00	09	12	35	0	0	0	0	0	0	0	0	0
0607-0600000000000																					
0621-01	01	01	S2	0621	March Band PE	126	Mc Ginnis, K	Pa1	5.00	09	12	35	0	0	0	0	0	0	0	0	0
0625-04	01	01	YR	0625	PE 10	42	Caperton, L	Gym	10.00	09	12	35	0	0	0	0	0	0	0	0	0
0636-01	01	01	S2	0636	Gymnastics (GA)	42	Caperton, L	Gym	5.00	09	12	35	0	0	0	0	0	0	0	0	0
0701-01	01	01	S2	0701	Health	96	Johnson, L	215	5.00	09	12	36	0	0	0	0	0	0	0	0	0
0344-02	01	01	S1	0708	Marching Band	126	Mc Ginnis, K	Pa1	5.00	09	12	35	0	0	0	0	0	0	0	0	0
0345-02	01	01	S1	0708	Band Drill Unit	126	Mc Ginnis, K	Pa1	5.00	09	12	35	0	0	0	0	0	0	0	0	0
0399-01	01	01	YR	0708	Journ-Yearbook	147	Pope, P	207	10.00	09	12	35	0	0	0	0	0	0	0	0	0
0406-01	01	01	YR	0708	English 9	150	Riley, B	212	10.00	09	12	35	0	0	0	0	0	0	0	0	0
0429-01	01	01	YR	0708	Wld Lit 10 (H)	30	Brotman, D	210	10.00	09	12	35	0	0	0	0	0	0	0	0	0
0430-01	01	01	YR	0708	Am Lit/Comp 11	54	Duddy, T	206	10.00	09	12	35	0	0	0	0	0	0	0	0	0
0443-01	01	01	YR	0708	English 12	183	Waslosky, T	208	10.00	09	12	35	0	0	0	0	0	0	0	0	0
0553-01	01	01	YR	0708	Biology Basics	65	Glantz, L	102	10.00	09	12	35	0	0	0	0	0	0	0	0	0
0555-01	01	01	YR	0708	Physics (H)	52	Davis, J	106	10.00	09	12	35	0	0	0	0	0	0	0	0	0
0559-01	01	01	YR	0708	AP Biology (H)	196	Zoeckler, Z	103	10.00	09	12	35	0	0	0	0	0	0	0	0	0
0560-01	01	01	YR	0708	Concept Physics	77	Henderson, R	104	10.00	09	12	35	0	0	0	0	0	0	0	0	0
0602-01	01	01	YR	0708	Weight Training	144	Perrance, J	Gym	10.00	09	12	35	0	0	0	0	0	0	0	0	0
0621-02	01	01	S1	0708	March Band PE	126	Mc Ginnis, K	Pa1	5.00	09	12	35	0	0	0	0	0	0	0	0	0
0636-02	01	01	S1	0708	Gymnastics (GA)	42	Caperton, L	Gym	5.00	09	12	35	0	0	0	0	0	0	0	0	0
0708-05	01	01	YR	0708	World Hist (H)	6	Arczynski, L	233	10.00	09	12	36	0	0	0	0	0	0	0	0	0
0713-01	01	01	S1	0708	Driver Ed	15	Bishop, A	237	5.00	09	12	36	0	0	0	0	0	0	0	0	0
0714-01	01	01	YR	0708	Wld His/Culture	99	Jones, S	235	10.00	09	12	35	0	0	0	0	0	0	0	0	0
0725-01	01	01	S1	0708	American Govt	138	Norby, T	231	5.00	09	12	35	0	0	0	0	0	0	0	0	0
0816-01	01	01	YR	0708	ESL (II)	114	Lee, M	119	10.00	09	12	35	0	0	0	0	0	0	0	0	0
0840-02	01	01	S1	0708	Study Skills	106	King, A	114	5.00	09	12	35	0	0	0	0	0	0	0	0	0
0849-02	01	01	S1	0708	Pep Squad	116	Liberty, B	Ofc	5.00	09	12	35	0	0	0	0	0	0	0	0	0
0726-01	01	01	S2	0726	Economics	192	Yates, M	232	5.00	09	12	35	0	0	0	0	0	0	0	0	0

Class Listing (MST24)

Report Interface

CLASS LISTING

Report ID: MST24

Recommended Orientation: ☐ Cover Page ☐ Draft print ☒ Preview

Enter Parameters for CLASS LISTING:

Course Range: 0207 - 0505

Teacher Range: 5 - 125

Period Range: 01 - 06

Buttons: Setup, Custom, Save, Close, Queue, Preview

Report Highlights

Atom Access: Sections atom (Basic Scheduling folder)

This report prints a master schedule listing in order by course number. the report shows the room, teacher(s) and the section(s) for each period that the course meets. If your school uses scheduling cycles and period rotation, the report shows the rotation of the classes.

Report Parameters

Course Range	To Limit courses that are on the report, enter a range of courses in these fields. To list only one course (for example 101), enter from 101 to 101. If these fields are blank, all courses are included in the report.
Teacher Range	To limit the report to a specific group of teachers, enter the range of teacher number you want on the report. If these fields are blank, all teachers are included.

Period Range To limit the report to a specific range of periods, select the periods from the list. To include all periods, leave these fields blank.

Custom Parameters

Custom Report Subtitle	Text to print below the report title.
Custom ID	Text to print in place of the report ID.
Sort Field 1-6	Select up to six fields to sort the report. You can sort by course title, room number, teacher name, section ID, beginning period, course ID, total students, and NO SORT.
A/D 1-6	For each Sort Field selected, specify Ascending or Descending.
New Page 1-6	For each Sort Field selected, specify whether to start a new page when the value specified by the Sort Field changes.
Query Condition	Enter a specific query to filter the report data.

03/16/99
15:43

Secondary Demo

MST24
Page 1

CLASS LISTING

COURSE	PERIOD 1	PERIOD 2	PERIOD 3
-----	-----	-----	-----
Photograph 1-Hr		Room: 115	Room: 115
Crs #: 0189		Bishop, L	Bishop, L
		Sect: 0189-01	Sect: 0189-03
		Tot Stu: 7	Tot Stu: 15
		Room: 115	Room: 115
		Bishop, L	Bishop, L
		Sect: 0189-02	Sect: 0189-04
		Tot Stu: 19	Tot Stu: 24
	PERIOD 4	PERIOD 5	PERIOD 6
	-----	-----	-----
	Room: 115	Room: 115	
	Bishop, L	Bishop, L	
	Sect: 0189-05	Sect: 0189-07	
	Tot Stu: 22	Tot Stu: 10	
	Room: 115		
	Bishop, L		
	Sect: 0189-06		
	Tot Stu: 13		

Teacher Schedules (MST25)

Report Highlights

Atom Access: Sections atom (Basic Scheduling folder)

This report prints a master schedule listing in order by teacher number, showing the room and course(s) for each period that the teacher has a class.

Report Parameters

Course Range	To Limit courses that are on the report, enter a range of courses in these fields. To list only one course (for example 101), enter from 101 to 101. If these fields are blank, all courses are included in the report.
Teacher Range	To limit the report to a specific group of teachers, enter the range of teacher number you want on the report. If these fields are blank, all teachers are included.

Period Range	To limit the report to a specific range of periods, select the periods from the list. To include all periods, leave these fields blank.
Term	Select the term that you want the report to cover.

Custom Parameters

Custom Report Subtitle	Text to print below the report title.
Custom ID	Text to print in place of the report ID.
Sort Field 1-6	Select up to six fields to sort the report. You can sort by teacher number, last and first name, home room, track, and NO SORT.
A/D 1-6	For each Sort Field selected, specify Ascending or Descending.
New Page 1-6	For each Sort Field selected, specify whether to start a new page when the value specified by the Sort Field changes.
Query Condition	Enter a specific query to filter the report data.

02/01/00
13:41

Secondary Demo

Page 1

TEACHER SCHEDULES

TEACHER NAME	PERIOD 5	PERIOD 6	PERIOD 7	PERIOD 8	PERIOD 4
Anton, A		Room: Gym Adapted PE Sect: 0607-01 Tot Stu:	Room: Gym Swimming Sect: 0669-02 Tot Stu:		
Arczynski, L	PERIOD 0	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4
				Room: 233 World Hist (H) Sect: 0708-01 Tot Stu:	Room: 233 World Hist (H) Sect: 0708-02 Tot Stu:
	PERIOD 5	PERIOD 6	PERIOD 7	PERIOD 8	
	Room: 233 World Hist (H) Sect: 0708-03 Tot Stu:		Room: Gym Tennis Sect: 0667-02 Tot Stu:		
Bayes, B	PERIOD 0	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4
			Room: 125 AP German (H) Sect: 0486-01 Tot Stu:	Room: 125 German III Sect: 0483-01 Tot Stu:	Room: 125 German II Sect: 0482-01 Tot Stu:
	PERIOD 5	PERIOD 6	PERIOD 7	PERIOD 8	
	Room: 125 German I Sect: 0481-01 Tot Stu:	Room: 125 Algebra I Sect: 0505-10 Tot Stu:	Room: 125 Algebra I Sect: 0505-11 Tot Stu:		

Open Periods Day Combinations (MST51)

Report Interface

Open Periods Day Combinations Report ID: MST51

Generic Report

Recommended Orientation

☐ Cover Page
☐ Draft print
☐ Preview

Enter Parameters for Open Periods Day Combinations:

Term Duration: Entire Year

Period Range: -

Setup Custom Save Close Queue Print

Report Highlights

Atom Access: Sections atom (Basic Scheduling folder)

This report prints a summary of the number of students who have open periods (no class scheduled), for each period of the day, and for each combination of class days. Totals are shown for each of the terms in which classes are scheduled. Run this report before using the Fill Open Periods atom, to show how many sections of study hall are needed.

Report Parameters

Term Duration	Select Entire Year or one of the terms that has been defined for your school.
Period Range	Select a beginning and an ending period that you want to include in the report.
Track	Select the range of tracks that the report should cover. If these are left blank, all tracks are included on the report. (Only available if your school uses tracks in the School atom).

Custom Parameters

Custom Report Subtitle	Text to print below the report title.
Custom ID	Text to print in place of the report ID.
Sort Field 1-6	Select up to six fields to sort the report. You can sort by teacher number, last and first name, home room, track, and NO SORT.
A/D 1-6	For each Sort Field selected, specify Ascending or Descending.
New Page 1-6	For each Sort Field selected, specify whether to start a new page when the value specified by the Sort Field changes.
Query Condition	Enter a specific query to filter the report data.

Discipline

This section includes sample reports from the Discipline module:

- DIS01 – Discipline Report
- DIS02 – Discipline Listing
- DIS03 – Student Demerits
- DIS04 – Discipline Summary
- DIS01J – Discipline Report

Discipline Report (DIS01)

Report Highlights

Atom Access: Discipline

Warning: The Discipline Report is used to print discipline incidents on a student-by-student basis. This report prints discipline information for each student on a separate page.

Note: If a large number of discipline codes has been defined for your use, you may receive the following message when you request this report.

Warning: Discipline description list is too long. Only the discipline codes will display on the Report Interface.

This limitation only affects the discipline code selection list on the report interface. It does not limit report information. If you have difficulty interpreting discipline code acronyms, ask your system administrator for a list of discipline codes and descriptions.

Custom Sort Fields

The custom sort fields for the Discipline Report are permanent ID number, last name, report date, discipline description, disposition days, disposition hours, referral contact person, disposition start and end dates, demerits, tag, disposition code, action taken by contact person, first name, sequence and NO SORT. The discipline report prints alphabetically in ascending order by the student's last and first name, and then by the student's permanent student ID number.

Report Parameters

Report Title	Select the report you want to print. If you do not make a selection, the Generic report prints.
Grade	Select the starting and ending grades to include on the report. If you select BLANK, all grade levels are included on the report.
Student ID	Enter the starting and ending student ID numbers to print on the report. If you do not make an entry, all students are included on the report.
Print Comments	Indicates whether to include up to seven lines of comments from the Discipline detail records on the report. If this checkbox is not selected, Discipline comments do not print on the report.
Discipline Code	Select the discipline code to include on the report. If you select BLANK, all codes are included on the report.
Disposition Code	Select the disposition code to include on the report. If you select BLANK, all disposition codes are included on the report.

Secondary Demo								
Discipline Report								
03/23/99							DIS01	
9:03							Page	1
Student Name		Grade	Gender	Trk	Student ID	Enter Date	Leave Date	Status
Abbasine, Lisa		09	F		1	02/09/99		
Address		City			State	Zip Code	Counselor	
P.O. Box 5555		San Jose			CA	95118	Bishop, Anthony	
Parent/Guardian Name		Phone Number						
Ahmad Farsaie		111-111-1111						
No.	Inc Date	Description	Days	Hours	Dsp Date/ End Date	Action Taken By/ Action Referred By	Dmts	
1	09/16/98	Fighting Detention			09/08/98 09/09/98	chvhvhg		
2	09/16/98	Fighting Suspension			11/01/98 11/02/98	The Man		
3	09/16/98	Fighting Expulsion			09/09/98 10/10/98	Thom Ratke		
4	09/16/98	Fighting Transfer			09/09/98 09/10/98	Doug cowboy		
5	10/14/98	Closed Camp Rul Expulsion	0	0.0	10/14/98 10/15/98	Me		

Discipline Listing (DIS02)

Report Highlights

Atom Access: Discipline

The Discipline Listing report produces a list of discipline incidents by student.

Note: If a large number of discipline codes has been defined for your use, you may experience the following message when you request this report:

Warning: Discipline description list is too long. Only the discipline codes will display on the Report Interface.

This limitation only affects the discipline code selection list on the report interface. It does not limit report information. If you have difficulty interpreting discipline code acronyms, ask your system administrator for a list of discipline codes and descriptions.

Custom Sort Fields

the custom sort fields for the Discipline Listing report are the student's last, first, and middle name; report date, disposition start and end dates; disposition hours; tag; demerits; disposition days and code; discipline and description code, grade; gender; permanent ID number, and NO SORT. The Discipline Listing report prints alphabetically in ascending order by the student's last and first name, and then by the student's permanent ID number.

Report Parameters

Report Title	Select the report you want to print. If you do not make a selection, the default report prints.
Date Range	Select the starting and ending discipline dates to include on the report. If you select BLANK, all dates are included on the report.
Grade	Select the starting and ending grades to include on the report. If you select BLANK, all grade levels are included on the report.
Discipline Code	Select the discipline code to include on the report. If you select BLANK, all codes are included on the report.
Disposition Code	Select the disposition code to include on the report. If you select BLANK, all disposition codes are included on the report.

03/23/99
9:04

Secondary Demo
Discipline Listing

DIS02
Page 1

Student ID	Student Name	Gen	Grade	No	Inc Date	Code	Description	Disp	Days	Hours	Disp Date	End Date	Dmts
1	Abbasine, Lisa	F	09	1	09/16/98	01	Fighting	DET			09/08/98	09/09/98	
				2	09/16/98	01	Fighting	SUS			11/01/98	11/02/98	
				3	09/16/98	01	Fighting	EXP			09/09/98	10/10/98	
				4	09/16/98	01	Fighting	TRN			09/09/98	09/10/98	
				5	10/14/98	03	Closed Camp Rul	EXP			10/14/98	10/15/98	
				6	10/14/98	03	Closed Camp Rul	NON			10/14/98	10/14/98	
				7	12/01/98	11	Firecrackers						
				8	12/25/98	02	Class Miscon						
				9	12/26/98	03	Closed Camp Rul						
				10	12/27/98	04	Tardy Referral						
				11	12/28/98	08	Drugs/alcohol						
				12	12/29/98	06	Smoking						
				13	12/30/98	09	Cheating						
5	Ackerman, Brian	M	11	1	01/15/97	07	Theft	INH	2				5
				2	12/10/96	06	Smoking	SUS	3				3
				3	11/20/96	10	Danger Weapon	SUS	5		11/20/96	11/20/96	5
				4	11/20/96	10	Danger Weapon	WRN	5		11/21/96	11/21/96	5
				5	11/20/96	10	Danger Weapon	DET	5		11/21/96	11/23/96	5
				6	11/20/96	10	Danger Weapon	NON	5		11/24/96	11/24/96	5
13	Aguilar, Mike A.	M	12	1	02/27/97	05	Truant	DET					2
353	D Adduzio, Jennifer N.	F	12	1	03/23/99	06	Smoking			2.0			3
				2	03/23/99	10	Danger Weapon		4	90.0			5
1690	Stewart, Marcus T.	M	09	1	10/30/98	14	Dress Code	WRN			10/30/98	10/30/98	

Student Demerits (DIS03)

Report Highlights

Atom Access: Basic Scheduling

The Student Demerits Report produces a list of student with a certain number of demerits or more.

Custom Sort Fields

The custom sort fields for the Student Demerits report are the student's first and last name, advisor number, grade, permanent ID number, and NO SORT. The Student Demerits report prints alphabetically in ascending order by the student's last and first name, and then by the student's permanent ID number.

Report Parameters

Report Title	Select the report you want to print. If you do not make a selection, the Generic report prints.
Minimum Demerits	Enter the minimum number of demerits for students to include on the report. If you do not make an entry, all students with discipline records are included on the report.
Date Range	Select the starting and ending discipline dates to include on the report. if you select BLANK, all dates are included on the report.
Grade	Select the starting and ending grades to include on the report. If you select BLANK, all grade levels are included on the report.

Secondary Demo				
Students Demerits				
03/23/99				
DIS03				
9:04				
1				Page
Students With 0 Or More Demerits				
Total				Total
Student Name	Student ID	Parent/Guardian Name	Phone Number	Incids
Dmts				
Abbasine, Lisa		Ahmad Farsaie	111-111-1111	9
0	1	M/M Robert Ackermanis a long name	714-555-4822	3
13	5	M/M Reynaldo Aguilar	714-555-9104	1
2	13			

Discipline Summary (DIS04)

Report Highlights

Atom Access: Discipline

The Discipline Summary Report produces a summary of discipline incidents sorted by discipline code for a selected date range and grade range. For each month in the selected range, the report lists the number of times each code was entered for a disciplinary incident. The report prints the total number of incidents per discipline code and the total number of incidents per month. Generated alphabetically in ascending order by offense, the report prints by grade level and also prints a summary sheet of incidents for all selected grade levels.

Custom Sort Fields

No custom sorts will be allowed. The Custom button is grayed out.

Report Parameters

Date Range	Select start date and end date for the time period for which you want to see discipline data. If no selection is made, these fields are populated with the default range of July 1 through June 30 of the current school year.
Grade	Select the starting and ending grades to include on the report. If left blank, all grade levels are included on the report. Values come from the GRD table.
Student Status	Select the enrollment status of students in the report. Select active or inactive; otherwise, both types of students are included in the report as the default.
Print All Offenses	Specify whether to include all offenses or only offenses with at least one incident in the selected Date Range. If this checkbox is selected, offense codes with no incidents are printed on the report.

Secondary Demo
 12/31/01
 15:03
 Discipline Summary DIS04
 Page 1
 Print Date 12/31/01
 For Grade : 09
 From : 07/01/00 To : 06/30/01

Offense	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Tot
Cheating							1		1		1		3
Class Miscon		1											1
Damage Hs Prop								1					1
Danger Weapon						1							1
Detention Serv											1		1
Dress Code										1			1
Fighting	1		1										2
Firecrackers					1								1
Harassment												1	1
Profanity				1					1				2
Tardy Referral				1									1
Theft			1										1
Totals	1	1	2	2	1	1	1	1	2	1	2	1	10

Discipline Report (DIS01J)

Report Highlights

Atom Access: Discipline

The Discipline Report (DIS01J) provides a comprehensive report on student discipline during school and non-school hours.

The report lists the number of times each code was entered for a disciplinary incident. The report prints the total number of incidents per discipline code.

Report Parameters

Report Format	Select the format of the report you want to print. Choose between HTML, Applet, Text, or PDF.
Grade	Select the starting and ending grades to include on the report. Select Blank to include all grade levels on the report.
Student ID	To print report cards for a specific student, enter the student ID in both fields. To print for a range of students, enter the beginning ID number in the first field and the ID number in the last field. You can enter up to twelve alphanumeric characters.
Discipline Code	Select the discipline code to include on the report. Select Blank to include all codes on the report.
Print Comments	Indicates whether to include up to seven lines of comments from the Discipline detail records on the report.
Disposition Code	Select the disposition code to include on the report. Select Blank to include all disposition codes on the report.

Secondary Demo
Discipline Report

DIS01J
Page 1

03/15/03
02:46 PM

<u>Student Name</u>	<u>Grade</u>	<u>Gender</u>	<u>Trk</u>	<u>Student ID</u>	<u>Enter Date</u>	<u>Leave Date</u>	<u>Status</u>
Abbasi, Elisa	10	F	A	1	09/05/00		

<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>	<u>Counselor</u>
1021 Lynwood	Mumbai	6	400089	

<u>Parent/Guardian Name</u>	<u>Phone Number</u>
Ahmad Farsaie	714-555-2764

<u>No.</u>	<u>Inc Date</u>	<u>Inc Description</u>	<u>Total Day</u>	<u>Total Hours</u>	<u>Referred By</u>	<u>Dmts</u>
	<u>Inc Comments</u>	<u>Dsp Description</u>	<u>Dsp Days</u>	<u>Dsp Hours</u>	<u>Dsp Start/End Date</u>	<u>Action Taken By</u>
1	10/08/98	Fighting				Principal
		Detention			10/08/98 /	3
2	09/27/00	Closed Camp Rul	1	1.0		
		Expulsion	1	1.0	01/01/03 01/01/03	1

District

This section includes sample reports from the District module:

- DST02 – District Alpha Directory
- DST23 – One per family Labels

District Alpha Directory (DST02)

Report Interface

District Alpha Directory

Report ID: DST02

Generic Report

Enter Parameters for District Alpha Directory:

Grade: - Gender:

Recommended Orientation

☐ Cover Page

☐ Draft print

☐ Preview

Setup Custom Save Close Queue Print

Report Parameters

Report Title	Select the report you want to print. If you do not make a selection, the Generic report prints.
Grade	Select the starting and ending grades to include on the report. If left BLANK, all grades are included.
Gender	Select the gender to include on the report. If left blank, both genders are included.

Report Highlights

Atom Access: District

The District Alpha Directory report produces a directory listing the students enrolled at each school in the district. This report is organized first by school and then by student.

Custom Sort Fields

The custom sort fields for the District Alpha Directory are: last name and first name.

Secondary Demo					
District Alpha Directory					
03/18/99					DST02
8:56					Page
Student Name	Student ID	School	Gender	Grade	Birth Date
Acosta, Andrew	6		M	09	02/18/84
Acosta, Bill	8		M	09	01/06/00
Andersen, Michael S.	35		M	09	07/09/84
Beckley, Aaron F.	121		M	09	09/24/84
Berkes, Jeffrey L.	132		M	09	10/01/84
Byrd, Luke	201		M	09	03/29/84
Calvert, Paul	210		M	09	10/20/84
Carrillo, Marc S.	222		M	09	03/21/84
Clevenger, Paul	293		M	09	08/08/84
Contreras, Timothy N.	318		M	09	11/28/84
Cortez, Miguel A.	328		M	09	02/13/84
Creagh, Jason	342		M	09	09/02/84
Cummins, Andrew	350		M	09	09/28/84
Dao, William P.	360		M	09	03/17/84
De Witt, Ramiro	380		M	09	10/27/84
Dickson, Ben	398		M	09	05/10/84
Doe, John	2000005		M	09	04/11/82
Elliott, Thomas D.	427		M	09	05/09/84
Flynn, Carl M.	483		M	09	10/22/84
Foster, Alan A.	488		M	09	03/15/84

One Per Family Labels (DST23)

Report Highlights

Atom Access: District

The One Per Family Labels report produces address labels for mailing to parents, based on the family number. The family number is automatically assigned when the Sibling atom is used to copy data from one sibling to another. Labels are printed two or three across (depending upon the label type you select), in alphabetical order.

Report Parameters

Report Title	Select the report you want to print. If you do not make a selection, the Generic report prints.
Grade	Select the grade level to include on the report. If left blank, all grades are included.
Student ID	Enter the beginning and ending student ID numbers in the range which you want to include on the report. If you do not enter any student ID numbers, all student ID numbers in the grade level you selected are included.
Label Style	Select the style of labels to print from the drop-down list. If you do not make a selection, Three-Across Labels on a Laser printer are the default.

Scott Smith and Kathy Hatch 9011 E Sunland Avenue Mesa, AZ. 85208	1	Scott Smith and Kathy Hatch 9011 E Sunland Avenue Mesa, AZ. 85208	1	Scott Smith and Kathy Hatch 9011 E Sunland Avenue Mesa, AZ. 85208	1
Mr. & Mr. Mansfield 21254 E Cornell Dr Mesa, AZ. 85210	1	Mr. and Mr. Mansfield 21254 E Cornell Dr Mesa, AZ. 85210	1	Mr. and Mr. Mansfield 21254 E Cornell Dr Mesa, AZ. 85210	1
Mr. and Mr. Mansfield 21254 E Cornell Dr Mesa, AZ. 85210	1	Mr. and Mr. Mansfield 21254 E Cornell Dr Mesa, AZ. 85210	1	Mr. and Mr. Mansfield 21254 E Cornell Dr Mesa, AZ. 85210	1
Mr. and Mr. Mansfield 21254 E Cornell Dr	1	Mr. and Mrs. Porretta 2175 W. Southern Avenue	1	100 W Nopal Place	1

Grade Reporting

This section includes sample reports from the Grade Reporting module:

- GHD01 – Honor Roll Report
- GHD02 – Eligibility Report
- GHD03 – Cumulative Honor Roll Report
- GRD04 – Report Cards
- GRD05 – Mark Listing by Student
- GRD06 – Mark Verification by Teacher
- GRD07 – Transcript Labels – 4-Mark and Laser
- GRD07A – Transcript Laser Labels
- GRD08 – Mark Exception Report
- GRD09 – Mark Exception by Teacher
- GRD10 – Mark Distribution Analysis by Teacher
- GRD11 – Mark Distribution Analysis by Course
- GRD12 – Students with a Failing Semester
- GRD13J/14J – Student Mastery Report Card
- GRD27 – One-Mark Transcript Label
- GRD15 – Mark Verification By Teacher Report
- GHDO3J – Honor Roll Report

Honor Roll Report (GHD01)

Report Interface EX

Report ID: GHD01 Recommended Orientation:

Honor Roll Report

Generic Report

Enter Parameters for Honor Roll Report:

Options | Custom

Select Report: Principal's Honor Roll

Mark: 1st Sem

☐ Clear previous honor roll tags

☐ Exclude students with blank marks

Setup Save Close Queue Print

The report program observes these rules:

- A student is reported as belonging to a maximum of one honor roll for any mark. If a student is eligible for more than one honor roll for a mark, the system reports on the one with lowest definition ID.
- The system clears all flags for students who do not qualify for any honor roll for the specified mark.
- Missing grades are ignored if the class-section term code is not one of the terms to process for the mark selected on the report interface.
- If the **Exclude from Honor Roll** flag is set while defining a repeat tag, the system excludes any mark with such a repeat tag and considers the student ineligible for the honor roll in the specified marking period.

Report Highlights

Atom Access: Grade Reporting

The Honor Roll report prints a list of students who are eligible for a specific honor roll. The criteria set in the Honor Roll/Eligibility atom determine their eligibility.

The report prints an alphabetical listing of students by grade level on 8 1/2 by 11-inch paper. Report data includes the report title, student's last, first, and middle name, gender, credits attempted, credits completed, and the GPA.

Select and print the highest honor roll first. This method ensures that students who make the top honor roll are not mistakenly repeated on future honor roll print runs.

Options Tab Parameters

Select Report	Choose the honor roll criteria for printing a list of qualifying students. Leaving this field blank prints a report for each honor roll.
Mark	Indicates the mark for grades and other eligibility data that is being evaluated. For example, if the mark titled 1ST SEM is selected, only marks earned during the first semester are evaluated to determine eligibility.
Clear Previous Honor Roll Tags	Clears the honor roll tags from the Hnr_Roll_Tag field in the ASTU file for all students on previous issues of the honor roll report. Select this option when generating an honor roll report for the first time during a grading period.
Exclude Students with Blank Marks	Excludes students with blank marks from the report.
Track	Select the track for which the report is being run. Leave blank to run a report for all tracks. This field displays only if the school uses tracks.

The screenshot shows the 'Report Interface EX' dialog box. At the top, 'Report ID' is set to 'GHD01'. Below it, 'Honor Roll Report' is selected from a dropdown menu. To the right, 'Recommended Orientation' is set to 'Portrait' (indicated by a vertical document icon), and there are checkboxes for 'Cover Page' and 'Draft Print'. The main section is titled 'Enter Parameters for Honor Roll Report:' and has two tabs: 'Options' and 'Custom'. The 'Custom' tab is active. It contains a 'Custom Report Subtitle' field with 'Generic Report' and a 'Custom ID' field with 'GHD01'. To the right of these is an 'Output Options' section with radio buttons for 'Printer' (selected), 'Screen', and 'Disk'. Below this is a table for 'Sort Field' and 'A/D New Page' with six rows: 1. DefID (A, No), 2. Grade (A, No), 3. SelectGpa2 (D, No), 4. SelectGpa1 (D, No), 5. CredEarned (D, No), and 6. LastName (A, No). At the bottom of the 'Custom' tab is a 'Query Condition' text area. At the very bottom of the dialog are buttons for 'Setup', 'Save', 'Close', 'Queue', and 'Print'.

Custom Sort Fields

Custom sort fields are gender, grade, first GPA, second GPA, total credits earned, first name, middle name, last name, def ID (the honor roll ID), and NO SORT.

05/10/02
16:52
Grade: 09

Secondary Demo
Honor Roll Report
Principal's Honor Roll

GHD01
Page 1

<u>Student Name</u>	<u>Gender</u>	<u>Credits Attempted</u>	<u>Credits Completed</u>	<u>TOT</u>
Barrios, Shana L.	F	15.000	2.500	4.000
Cudak, Kyle N.	M	15.000	2.500	4.000

Eligibility Report (GHD02)

Report Highlights

Atom Access: Grade Reporting

The Eligibility Report interface prints a list of students who are either eligible or ineligible for a specific school activity. The criteria set in the Honor Roll/Eligibility atom determine their eligibility.

Note: To print an Ineligibility Report, select Only Print Exceptions in the Eligibility Report Interface screen.

This report prints an alphabetical listing of students by grade level. Report data includes the student's last, first, and middle name, the report title, gender, credits attempted, credits completed, and the GPA.

Custom Sort Fields

Custom sort fields are gender, grade, first GPA, second GPA, total credits earned, first name, middle name, last name, def ID (the honor roll ID), and NO SORT.

Report Parameters

Select Report	Choose the honor roll criteria to print a list of qualifying students.
Mark	Indicates the mark for grades and other eligibility data that is being evaluated. For example, if the mark titled 1ST SEM is selected, only marks earned during the first semester are evaluated to determine eligibility.
Track	This field appears only if the school is set up as a multi-track school. Select the track for which the report is being run. Leave this field blank to run a report for all tracks.
Clear Previous Honor Roll Tags Check Box	Clears the honor roll tags from the records of all students on previous honor roll reports. Check this box when generating an honor roll report for the first time during a grading period.
Exclude Students with Blank Marks	Excludes students with blank marks from the report.

Secondary Demo					GHD02	
Eligibility Report					Page	
Exception List					1	
Activity Eligibility						
04/08/99						
5:19						
Grade: 09						
Student Name	Gender	Credits Attempted	Credits Completed	ACA		
Pray, James M.	M	15.000	12.500	2.8000		
Romain, Stephanie J.	F	17.500	12.500	2.8000		
Salinas, Travis	M	15.000	12.500	2.8000		
Nieto, Faith	F	15.000	12.500	2.6667		
Moreno, Monica G.	F	15.000	12.500	2.4000		
Thompson, Yvette	F	15.000	12.500	2.3333		
Wood, Dana	F	20.000	15.000	2.2857		
Haling, Joey W.	F	17.500	15.000	2.1667		
Gomez, Zach E.	M	18.125	13.125	2.0000		
Smith, Stacie D.	F	15.000	15.000	1.8000		
Vance, Gavin C.	M	15.000	15.000	1.8000		
Galaviz, Chris	M	15.000	12.500	1.8000		
Villanueva, Jesus I.	M	20.000	12.500	1.8000		
Spurlock, Katey	F	16.250	11.250	1.8000		
King, Mark T.	M	17.500	17.500	1.6667		
Imanse, Matthew W.	M	17.500	12.500	1.6000		
Renteria, Ryan S.	M	15.000	12.500	1.6000		
Schwarze, Anna R.	F	15.000	12.500	1.6000		
Shaver, Catie A.	F	15.000	7.500	0.6000		

Cumulative Honor Roll Report (GHD03)

Report Interface EX

Report ID: GHD03J Recommended Orientation: Applet

Cumulative Honor Roll

By Student

Report Format: Applet

Enter Parameters for Cumulative Honor Roll:

Options | Marks | Include | Custom

Report Title:

Grade: -

Student ID: -

Advisor: -

Setup Close Print

Report Highlights

Atom Access: Honor Roll Eligibility

The Cumulative Honor Roll report lists students with honor roll tags who satisfy criteria that you specify for marks to be reported.

The report includes this data:

- User-specified report title
- Student ID
- Student last name
- Student first name
- Student grade level
- Advisor number

Report Format Options

Report Format Select from Applet, HTML, PDF, Text, Excel, PostScript, and Rich Text Format.

See the *JReport Report Interface User Guide* for more information on these choices.

Options Tab Parameters

Report Title Enter the title of the honor roll report you are specifying.

Example: **Cumulative Principal's List.**

Grade To limit the report to specific grades, select a grade or range of grades for the report. If you leave both fields blank, the report includes all grades.

Student ID To limit the report to specific students, enter a student ID or a range of IDs.

Advisor To limit the report to a students with specific advisors, enter an advisor ID or range of IDs.

Track To limit the report to a specific track, select a track from the list.

This field displays only if your school uses tracks.

Marks Tab Parameters

The fields on the Marks tab vary, depending on the marks set up in the Grading Setup atom. Up to 21 marks can be displayed, listed in pairs.

The sample screen is for a school with marks for four quarters, two semesters, and a year average.

Mark Fields For each mark listed, select Yes or leave blank for No to specify whether to include the mark for the cumulative report.

Include Tab Parameters

Use the Include tab to define up to nine specific rules to further limit the scope of data for the report. Each rule is in the form:

The student must have ...<condition> <count> of <honor roll>

To be included on the report, a student must satisfy every rule specified. Certain rule combinations are invalid and cannot be entered.

The number of rules listed on this tab is dynamic. When first selected, the tab displays only the All rule. If you select any other condition value, a line displays for a second rule. Once you select a condition for the second rule, a third line displays, and so on.

Student must have...

Select a value to specify the conditions for a student's honor roll membership to be included on the report.

- All – The student must belong to the specified honor roll for every specified mark.
- All except – The student must belong to the specified honor roll for every specified mark, with the exception of rules specified. This option is available only for the first rule, and must be used in conjunction with a **No less than** or **No more than** rule.
- No less than – The student must have no less than the specified count of times on the specified honor roll among the specified marks.
- No more than – The student must have no more than the specified count of times on the specified honor roll among the specified marks.

The default is **All** for the first **Student must have** field, and blank for subsequent **Student must have** fields, which appear depending on the option you select.

Count

Select the number of occurrences you want to specify in conjunction with a **No less than** or **No more than** rule. You can select from zero to the number of marks specified on the Marks tab.

The default is blank.

Honor Roll

Select the honor roll that the condition and count apply to. You can select a maximum of two instances of any single honor roll, to specify a range of valid values or to limit the honor roll to a specific count.

The list includes all honor rolls defined for the school, except for the honor rolls that have already been used in two other rules.

The default is blank.

Rule Usage Examples

By using this rule pair, you could specify a report that included only those students who appear between two and five times on the Principal's List honor roll:

The student must have ...No Less Than 2 of Principal's List

The student must have ...No More Than 5 of Principal's List

By using the next rule pair, you could specify a report that included only those students who appear exactly once on the College Prep honor roll:

The student must have ...No Less Than 1 of College Prep

The student must have ...No More Than 1 of College Prep

The screenshot shows a software window titled "Report Interface EX". At the top, there is a "Report ID" field containing "GHD03J" and a "Recommended Orientation" label. Below this, the report title "Cumulative Honor Roll" is displayed, followed by a dropdown menu currently set to "By Student". To the right, there is a "Report Format:" label and a dropdown menu set to "Applet". Below these fields is the instruction "Enter Parameters for Cumulative Honor Roll:". A tabbed interface follows, with tabs for "Options", "Marks", "Include", and "Custom". The "Custom" tab is selected and active. Within the "Custom" tab, there is a section titled "Output Options" containing three radio buttons: "Printer" (which is selected), "Screen", and "Disk". At the bottom of the window, there are three buttons: "Setup", "Close", and "Print".

Custom Tab

The custom sort fields, query condition, Save button, and Queue button are disabled for JReports such as the GRD03J – Cumulative Honor Roll.

You can choose to sort the report by student, grade, or advisor.

03/20/02
01:59 PM
Track: 1

GHD03
1 of 1

Secondary Demo

Cumulative Honor Roll Example

By Student

Grade	Advisor	Student ID	Student Name
10	0	1	Abbasi, Elisa
11	0	35	Andersen, Michael Suzanne
12	0	41	Andre Jr, Virgil C
12	0	48	Anthony, Shirley Lynn
12	0	65	Arredondo, Erik A
10	0	357269	Aubuchon, Drew M
11	0	84	Bailes, Tiffanie
09	0	360110	Barrios, Shana L
09	0	360166	Cudak, Kyle N

Report Cards (GRD04)

Report Interface EX

Report ID: GRD04 Recommended Orientation: ☐ Cover Page ☐ Draft Print

Report Cards

Generic Report

Enter Parameters for Report Cards:

Options | Print | Custom

Grade: - Student Status: A

Student ID: -

Sort on Period: 01 Sort by Term: First Quarter Grade Report

Mark to Print: No Mark

GPA to Print: No GPA - No GPA Absence to Print: None

Credits Earned: Report Period Credits

☐ Print Home Room Number User Code to Print: None

Setup Save Close Queue Print

Report Highlights

Atom Access: Grade Reporting

This program prints report cards for any mark that was previously defined in the Marks tab of the Grading Setup atom. You can print on report card forms, data mailers, and plain paper.

Note: If you want to print report cards on plain paper, you must select the Plain Paper Report Card checkbox on the Options tab of the Grading Setup atom before printing them.

You can print report cards for a single grade level, a range of grade levels, or only for specific student IDs. You can also select whether to print report cards for active students, inactive students, or both.

Depending on the report card form selected, report card data includes the school name and address, reporting period, student's name, student's ID, student's grade level, course name, period taken, teacher's

name, mark earned, credit earned, conduct code (citizenship), number of absences, teacher comments regarding the student's work habits, mailing address, GPA totals (if a GPA type is selected on the report interface), and any defined school messages.

Note: The GRD04 report prints a teacher's name on the cover page for the sort period you select on the RI. The cover page prints the school name, reporting period title, and dates of reporting period.

The **Sort by Term** option displays when you select the period you want from the **Sort on Period** list. The GRD04 report sorts student records by period and term for every teacher.

It prints "No Section In Period (X)" on the cover page instead of a teacher name for students that are not enrolled in the selected sort period (X) for the printing term.

Use the **Student Status** field in the options tab to select Active, Inactive, or both Active and Inactive student records for the report. Select the **Sort by Zip Code** checkbox to sort student records according to zip code in the report.

Note: If a mark has a repeat tag, the Print As character defined for the repeat tag is prefixed to the mark. For example, if a student receives an **A** and the Print As character defined for the mark's repeat tag is *, the mark displays as ***A**. Print As characters are similarly prefixed to numeric marks. For three-character marks, the Print As character overwrites the first character. So, if a student scores **100** and the Print As character defined for the mark's repeat tag is @, the mark displays as @**00**.

If you selected attendance options on the Attendance tab of the Grading Setup atom, they print on the report card. You can choose up to four different options including: Total Days Enrolled, Days Present, All Absences, and All Tardies, based on the All Day Absence Code.

Report cards print alphabetically by the student last name, then by zip code, if you select that option. You can sort report cards by period, section, or counselor number. If you specify a sort by period, you must also specify a term.

You can save the report card data to a file. Use a third-party database software product to arrange the data to create a unique report card.

Removing Dropped Classes From Report Cards

If classes that have been dropped by individual students are printed on report cards for those students, you can move the dropped classes using the Classes atom and the Update Grades atom, then reprint the report cards.

Reprinting Report Cards

To reprint report cards beginning with a specific student ID, select the Print tab and specify the ID where printing should restart. That student's report cards and all remaining report cards will print.

Note: When you reprint, the report card parameters on the Options tab (and Custom tab, if applicable) must match the parameters that were used in the interrupted print run.

Report Card Options Tab Parameters

The appearance of the Options tab on the Report Interface for report cards varies depending on the report card form and scan form selected on the Options tab of the Grading Setup atom.

The image displays three screenshots of the 'Report Card Options' tab interface, arranged vertically. Each screenshot shows a form with various dropdown menus and checkboxes for configuring report card printing.

Top Screenshot:

- Sort on Period: 02
- Sort by Term: First Semester Grade Report
- 1st & 2nd Mark: No Mark - No Mark
- Exam & Final: No Mark - No Mark
- GPA Mark: No Mark
- GPA to Print: No GPA - No GPA
- Credits Earned: Report Period Credits
- ☐ Print Home Room Number
- User Code to Print: None
- Buttons: Setup, Save, Close, Queue, Print

Middle Screenshot:

- Sort on Period: 01
- Sort by Term: First Semester Grade Report
- Mark to Print: No Mark
- GPA to Print: No GPA - No GPA
- Absence to Print: None
- Credits Earned: Report Period Credits
- ☐ Print Home Room Number
- User Code to Print: None
- Buttons: Setup, Save, Close, Queue, Print

Bottom Screenshot:

- Sort on Period: 01
- Sort by Term: First Semester Grade Report
- GPA Mark: No Mark
- GPA to Print: No GPA - No GPA
- Credits Earned: Report Period Credits
- ☐ Print Home Room Number
- User Code to Print: None
- Buttons: Setup, Save, Close, Queue, Print

Grade	Select the range of grades for which you want to print report cards.	Exam & Final	Select the last two marks (of four) that you want to include on the report card. This field displays only if you use the 4-mark report card form.
Student Status	Select the student status for which you want to print report cards. <ul style="list-style-type: none"> ■ A – Active ■ I – Inactive ■ B – Both active and inactive 		The pop-up list includes all marks defined on the Marks tab of the Grading Setup atom, except those marks specified as excluded from report cards. Note: Marks are not validated. Be careful not to unintentionally select the same mark twice, or select marks out of the appropriate order.
Student ID	Enter a student ID or range of student IDs for which to print report cards.		
Track	Select the track for which to print the report cards. This field displays only if your school uses tracks.	GPA to Print	Select a grade point average (GPA) or numeric grade average (NGA) to print on the report card. You can select up to two. The pop-up values include current and cumulative values for each defined GPA or NGA type marked for inclusion on report cards in the GPA Definition atom.
Sort on Period	If you want to sort the report cards by period, select a period.		
Sort by Term	If you are sorting by period, select the term for the period. This field displays only if you make a selection in the <i>Sort on Period</i> field.	GPA Mark	Select the marking period for which to calculate the specified GPA to Print. The pop-up list includes all marks defined on the Marks tab of the Grading Setup atom, except those marks specified as excluded from GPA calculations.
1st & 2nd Mark	Select the first two marks (of four) that you want to include on the report card. This field displays only if you use the 4-mark report card form. The pop-up list includes all marks defined on the Marks tab of the Grading Setup atom, except those marks specified as excluded from report cards.	Mark to Print	Select the mark that you want to print on the report card. The available marks are defined on the Marks tab of the Grading Setup atom. This field appears only if you use the 1-mark report card form.
		Absence to Print	Select the absence information to print on the report card. <ul style="list-style-type: none"> ■ None ■ All absences ■ All tardies This field appears only if you use the 1-mark report card form.

Credits Earned	Select the period of time for which you want to show credit earned on the report card. <ul style="list-style-type: none">■ Report Period Credits – The report card shows credits earned for the reporting periods.■ Year-to-date credits – The report card shows year-to-date credits earned.
Print Home Room Number	Select if you want to include homeroom numbers on the report cards.
User Code to Print	Select a user-defined code that you want to print on the report card.

Report Card Print Tab Parameters

Permit Number	If applicable, enter the school's bulk mailing permit number.
Permit City	Enter any city information to include when printing the postage paid address. The system uses this option only when you enter a Permit Number.
Sort by Zip Code	Select to sort the report cards in ascending order by zip code. If you do not select this option, report cards are sorted alphabetically by student name.
Print PRESORTED	Select to print "PRESORTED" as part of the postage paid address. The system uses this option only when you enter a Permit Number.

Start at Student ID For reprinting, enter the student ID at which you want to resume printing. If you leave this field blank, all report cards are printed.

Note: When you reprint, the report card parameters on the Options tab (and Custom tab, if applicable) must match the parameters that were used in the interrupted print run.

The screenshot shows a software window titled "Report Interface EX". Inside, there's a "Report Cards" section with a dropdown menu set to "Generic Report". Below this is the "Enter Parameters for Report Cards:" section, which has three tabs: "Options", "Print" (which is selected), and "Custom". The "Print" tab contains several input fields and checkboxes: "Permit Number:" with the value "57533", "Permit City:" with the value "Pleasantville, CA 92653", a checkbox for "Sort by Zip Code" which is unchecked, a checkbox for "Print PRESORTED" which is checked, and a "Start at Student ID" field which is empty. At the top right of the window, there are checkboxes for "Cover Page" and "Draft Print", both of which are unchecked. At the bottom of the window, there are five buttons: "Setup", "Save", "Close", "Queue", and "Print".

Custom Sort Fields

The custom sort options for report cards are the student's first name, last name, grade level, track, permanent number, zip code, class rank 1, 2, 3, or 4, class size, advisor number, counselor number, total credits earned, honor roll tag, and NO SORT.

Using the Data Mailer Option

If you select the 7 Mark Data Mailer option for the report card form on the Options tab of the Grading Setup atom, you have different options for printing the report cards.

Schools typically use the Data Mailer option for large-scale mailing of report cards.

Data Mailer Selection Tab Parameters

Grade	Select the range of grades for which you want to print report cards.
Track	Select the track for which to print the report cards. This field displays only if your school uses tracks.
Student ID	Enter a student ID or range of student IDs for which to print report cards.
Counselor Number	Enter a counselor ID or range of counselor IDs for which to print report cards.
Student Status	Select the student status for which you want to print report cards. <ul style="list-style-type: none">■ A – Active■ I – Inactive■ B – Both active and inactive

Report Interface EX

Report ID: GRD04

Report Data Mailer

Student Name: [dropdown]

Enter Parameters for Data Mailer Report

Selection: [tab] Option: [tab] Reprint: [tab] Custom: [tab]

Permit Number: 87533

Permit City: Pleasantville, CA

Print Mailing Form: Print Both Sides

☒ Print School Return Address

☒ Print Student Mailing Address

☒ Print Indicia

☐ Print Envelope Address

☐ Print Presorted Indicia

Buttons: Setup, Save, Close, Queue, Print

Data Mailer Option Tab Parameters

Permit City	Enter any city information to include when printing the postage paid address. The system uses this option only if you select the Print Indicia option.
Permit Number	If applicable, enter the school's bulk mailing permit number. The system uses this option only if you select the Print Indicia option.
Print Mailing Form	Select a value indicating the information that will be printed. <ul style="list-style-type: none"> ■ Print Report Card Side Only – Only the report card information is printed. ■ Print Both Sides – Report card information and mailing information are printed.

Print School Return Address	Specify whether to print the return address for the school. If you select this option, the school address is printed in the upper left corner of the envelope for each student included in the report.
Print Student Mailing Address	Specify whether to print the mailing address for the student. If you select this option, the address is printed in the center of the envelope for each student included in the report.
Print Envelope Address	Select this option to adjust the alignment of the student mailing address to the left of the center of the envelope.
Print Indicia	Specify whether to print markings on bulk mailings used as a substitute for stamps. If you select this option, the indicia is printed in the upper right corner of the envelope for each student included in the report.
Print Presorted Indicia	Specify whether to add PRESORTED as the first line of the indicia.

The screenshot shows the 'Report Interface EX' window with the 'Reprint' tab selected. The 'Report ID' is 'GRD04'. The 'Report Data Mailer' section has a dropdown for 'Student Name'. Below it, the 'Enter Parameters for Data Mailer Report' section has tabs for 'Selection', 'Option', 'Reprint', and 'Custom'. The 'Reprint' tab is active, showing a 'Start at Student ID' text box. At the bottom are buttons for 'Setup', 'Save', 'Close', 'Queue', and 'Print'.

Data Mailer Reprint Tab Parameters

Start at Student ID For reprinting, enter the student ID at which you want to resume printing. If you leave this field blank, all report cards are printed.

The screenshot shows the 'Report Interface EX' window with the 'Custom' tab selected. The 'Report ID' is 'GRD04'. The 'Report Data Mailer' section has a dropdown for 'Student Name'. Below it, the 'Enter Parameters for Data Mailer Report' section has tabs for 'Selection', 'Option', 'Reprint', and 'Custom'. The 'Custom' tab is active, showing a 'Custom Report Subtitle' text box with 'Generic Report', a 'Custom ID' text box with 'GRD04', and an 'Output Options' section with a 'Printer' radio button. Below these are six columns for 'Sort Field' and 'A/D New Page' with dropdown menus. At the bottom are buttons for 'Setup', 'Save', 'Close', 'Queue', and 'Print'.

Data Mailer Custom Sort Parameters

The custom sort options for data mailer report cards are the student's first name, last name, middle name, counselor, grade level, zip code, track, and NO SORT.

Secondary Demo
 9874 Hickory Stick Dr.
 Pleasantville, CA 92653

US POSTAGE PAID
 Pleasantville, CA 92653
 PERMIT NO. 87533

Abbasi, Elisa 1 10 09/05/00 10/31/00

01 Driver Ed	Bishop, A	90	0.00
02 Biology Basics	Glantz, L	85	0.00
03 US History	Kennan, E	100	0.00
04 PE 10	Perrance, J	100	0.00
05 Speech	Luce, J	95	0.00
06 Math B	Chew, K	90	0.00

Secondary Demo Thanks You for Your Support
 ** PAGE 1 OF 1 **

First Quarter Grade Report
 ACA GPA: 3.800

Ahmad Farsaie
 RE: Elisa Abbasi
 1021 Lynwood Dr #2
 Pleasantville, CA 92653

Mark Listing by Student (GRD05)

Report Interface

MARK LISTING BY STUDENT

Report ID: GRD05

Generic Report

Recommended Orientation

☐ Cover Page

☐ Draft print

☐ Preview

Enter Parameters for MARK LISTING BY STUDENT:

Options | Columns | Custom

Grade: [dropdown] - [dropdown]

Student ID: [input] - [input]

Setup Save Close Queue Print

Note: If a mark has a repeat tag, the Print As character defined for the repeat tag is prefixed to the mark. For example, if a student receives an **A** and the Print As character defined for the mark's repeat tag is *, the mark displays as ***A**. Print As characters are similarly prefixed to numeric marks. For three-character marks, the Print As character overwrites the first character. So, if a student scores **100** and the Print As character defined for the mark's repeat tag is @, the mark displays as @**00**.

Options Tab Parameters

Grade	To print listings, select the grade range. If no grade range is selected, report cards are printed for all grade levels.
Student ID	Select the range of student IDs you want to print.
Track	Select the current track. This field displays only if your school uses tracks.

Report Highlights

This report is a listing of student marks for the current grade reporting period or for all marks year-to-date. The report can be printed for a single grade level or a range of grade levels, and if applicable, a specific track.

Data is grouped by student and includes the reporting period for which data is compiled, student name and ID, grade level, the class period, course title, and teacher name. If you select to print the report for all marks year-to-date, you can select up to 21 columns of data to print on the report, including a combination of marks, conduct, attendance, attempted credit, and earned cumulative credit. These options are defined on the Marks tab of the Grading Setup atom.

The listing prints alphabetically by student name and grade level.

Report Interface

MARK LISTING BY STUDENT Report ID: GRD05

Recommended Orientation: ☐ Cover Page ☐ Draft print ☐ Preview

Enter Parameters for MARK LISTING BY STUDENT:

Options Columns Custom

Time Period: All Marks Year-To-Date

Column Headings:

Setup Save Close Queue Print

Columns Tab Parameters

- Time Period** Select an option for the time period that the report covers.
- All marks year to date
 - Marks for the current reporting period only
- Column Headings** From the pop-up lists, select the marks you want to use as column headings in the report.
- This field displays only if you select the All Marks Year-To-Date option for the time period.

Report Interface

MARK LISTING BY STUDENT Report ID: GRD05

Recommended Orientation: ☐ Cover Page ☐ Draft print ☐ Preview

Enter Parameters for MARK LISTING BY STUDENT:

Options Columns Custom

Custom Report Subtitle: Generic Report Custom ID: GRD 05

Output Options: ☒ Printer ☐ Screen ☐ Disk

	Sort Field	A/D	New Page		Sort Field	A/D	New Page		Sort Field	A/D	New Page
1.	LastName	▼ A ▼	No ▼	2.	FirstName	▼ A ▼	No ▼	3.	MiddleName	▼ A ▼	No ▼
4.	PermNum	▼ A ▼	No ▼	5.		▼ A ▼	No ▼	6.		▼ A ▼	No ▼

Query Condition

Setup Save Close Queue Print

Custom Sort Fields

The custom sort fields for this report are the student's permanent number (student ID), grade level, first name, last name, middle name, and NO SORT.

05/17/02
16:07Secondary Demo
MARK VERIFICATIONGRD 05
Page 1

First Semester Grade Report

<u>Student Name</u>	<u>Student ID</u>	<u>Grd</u>	<u>Per</u>	<u>Course Title</u>	<u>Teacher Name</u>	<u>1st Qtr</u> <u>Mrk</u>	<u>2nd Qtr</u> <u>Mrk</u>	<u>1st Sem</u> <u>Mrk</u>
Abbasi, Elisa	1	10	01	Driver Ed	Bishop, A	90	85	88
			02	Biology Basics	Glantz, L	85	55	70
			03	US History	Kennan, E	100	65	83
			04	PE 10	Perrance, J	100	75	88
			05	Speech	Luce, J	95	80	88
			06	Math B	Chew, K	90	100	95
			Cumulative YTD		55.000	0.000	0.000	
Abbott, Christine A.	3	11	01	Am Lit 11 (H)	Van Geloof, C	A	D	B-
			02	Algebra I	Heinmiller, D	90	85	88
			03	Keyboarding I	Glantz, L	B	C	B-
			04	World Hist (H)	Arczynski	B	A	A-
			05	Physics (H)	Davis, J	85	80	83
			06	Adapted PE	Anton	100	100	100
			Cumulative YTD		55.000	0.000	0.000	
Acosta, Andrew	6	11	01	Physics (H)	Davis, J	90	C	B
			02	Algebra I	Fisher, M	100	C	B+
			03	Drama I	Henson, M	100	C	B+
			04	World Hist (H)	Arczynski	85	D	C
			05	Adapted PE	Anton	65	B	C
			06	Am Lit 11 (H)	Van Geloof, C	70	A	B
			Cumulative YTD		55.000	0.000	0.000	
Alexander, Rebecca S.	21	11	01	World Hist (H)	Arczynski	90		A-
			02	Adapted PE	Anton	90	70	B-
			04	Algebra I	Chew, K	85		B
			05	Am Lit 11 (H)	Van Geloof, C	60	65	D
			06	Physics (H)	Davis, J		100	A+
			Cumulative YTD		50.000	0.000	0.000	

Mark Verification by Teacher (GRD06)

Report Highlights

Atom Access: Grade Reporting

This report provides each teacher with a list of students enrolled in the class. Students are listed with mark, conduct code, and comments awarded. Once it has been distributed, the instructor can review the list for accuracy and correct any mistakes.

Report data includes the current reporting period, sheet number, teacher number and name, selection ID, class period, course ID and description, student ID and name, term mark, conduct code, credit earned, and comments.

Note: If a mark has a repeat tag, the Print As character defined for the repeat tag is prefixed to the mark. For example, if a student receives an **A** and the Print As character defined for the mark's repeat tag is *, the mark displays as ***A**. Print As characters are similarly prefixed to numeric marks. For three-character marks, the Print As character overwrites the first character. So, if a student scores **100** and the Print As character defined for the mark's repeat tag is @, the mark displays as @**00**.

Each class prints on a separate page. An asterisk prints next to the name of students enrolled as teacher aides.

Custom Sort Fields

The custom sort fields for this report are reporting period and NO SORT.

Report Parameters

- | | |
|-------------------|--|
| Teacher Number | To print, select the teacher number associated with the class listing. If the teacher's number is unknown, cross-reference between teacher names and numbers by accessing the Teacher List atom. |
| Scan Date | Enter the scan date for which you want the report to print. Leave blank if you don't want a specific date. |
| Verification List | Select one of these choices from the drop-down list. <ul style="list-style-type: none">■ All: Includes all scanned sheets.■ Unprinted: Only include sheets that have been scanned but not printed.■ Printed: Include sheets that have been scanned and printed, but that must be reprinted. |

08/16/00
20:35Secondary Demo
MARK VERIFICATION BY TEACHERGRD06
Page 10First Quarter Grade ReportSheet: 21Teacher: ArczynskiSection ID: 0708-06Period: 06Course: 0708 World Hist (H)

<u>Student ID</u>	<u>Student Name</u>	<u>1st</u> <u>Qtr</u>	<u>Con</u>	<u>Abs</u>	<u>Tdy</u>	<u>Credit</u>	<u>Comments</u>
35	Andersen, Michael Suzanne	30		0	0	10.00	
66	Amiola, Lauren A	30		0	0	10.00	
110	Baxley, Sharon A	30		0	0	10.00	
222	Camillo, Marc S			0	0	10.00	
226	Carter, Jenelle A			0	0	10.00	
246	Chan, Yesenia			0	0	10.00	
342	Creagh, Jason			0	0	10.00	
360	Dao, William P			0	0	10.00	
398	Dickson, Ben			0	0	10.00	
427	Elliott, Thomas D			0	0	10.00	
475	Fletcher, Lori M			0	0	10.00	
592	Haling, Joey W			0	0	10.00	
700	Huntress, Joseph C			0	0	10.00	
721	Jasso, Susan			0	0	10.00	
751	Keiffer, Leeann			0	0	10.00	
835	Leaton, Phillip J			0	0	10.00	
866	Long, Emily R			0	0	10.00	
876	Lorenzetti, Jim			0	0	10.00	
895	Macedo, Andy M			0	0	10.00	
896	Macias, Abra A			0	0	10.00	
1019	Morrow, Toru G			0	0	10.00	
1051	Nicholson, Ashley C			0	0	10.00	
1055	Nieto, Faith			0	0	10.00	
1067	O'brien, Shaun A			0	0	10.00	
1136	Phillips, Jason A			0	0	10.00	

Transcript Labels (GRD07)

Report Interface

Transcript Labels
Four Marks

Report ID: GRD07

Recommended Orientation:

☐ Cover Page
☐ Draft print
☒ Preview

Enter Parameters for Transcript Labels:

Grade: [] - [] Student ID: [] - []

Mark: [] [] [] []

Term: [] Semester Code: []

GPA Options: 1

Setup Custom Save Close Queue Preview

marks. For three-character marks, the Print As character overwrites the first character. So, if a student scores **100** and the Print As character defined for the mark's repeat tag is **@**, the mark displays as **@00**.

Report Highlights

Atom Access: Grade Reporting

This report prints a transcript label for each student. You can print data on either 1-mark or 4-mark label forms:

- 1-mark labels print 12 characters per inch and 8 lines per inch. If a record consists of more than eight lines, the ninth line carries over and prints on the next label. Values for the credits attempted, credits completed, and GPA mark the last label printed for a student's record.
- 4-mark labels print 10 characters per inch and 8 lines per inch; the 13th line in a record carries over to the next label. Values for the credits attempted, credits completed, and GPA, indicate the end of a student's record. The top portion of each label shows the student's last, first, and middle name; current grade level, school year currently logged into; and school number (if using the 1-mark label). The bottom portion of each label shows credit earned per course; credits attempted; total credits completed; and the GPA.

Note: If a mark has a repeat tag, the Print As character defined for the repeat tag is prefixed to the mark. For example, if a student receives an **A** and the Print As character defined for the mark's repeat tag is *****, the mark displays as ***A**. Print As characters are similarly prefixed to numeric

Report Parameters

Grade	To print listings, select the grade range. If no grade range is selected, labels are printed for all grade levels.
Student ID	<p>To print report cards for a specific student, enter the student ID in both fields. To print for a range of student IDs, enter the beginning ID number in the first field and the last ID number in the second field. To print report cards for random student IDs, you can use the <i>Query Statement</i> field in the Custom section of the report interface.</p> <p>Note: When requesting report cards for random student IDs, make sure the <i>Grade</i> fields are blank.</p>
Mark	Select the mark or marks for the labels to print. If you are using the 1-mark format, select a mark for the first one only. If you are using the 4-mark format, select up to four marks.
Term	Enter up to 14 alphanumeric characters to define the term in which the grades were earned, for example, 2nd semester.
Semester Code	Choose the semester in which the courses were taken, for example, F for Fall, S for Spring.
GPA Options	Select 1 PRINT GPA or 2 DO NOT PRINT GPA. If 1-mark format is selected in the report title, the GPA is calculated for mark selected in the Mark field; for the 4-mark format, it's calculated for the last mark selected (either 1st, 2nd, exam, or final).
Track	If your school is a track school, select the current track.

Abbasi, Elisa
10 00-01 1

Driver Ed	A+	0.00
English 9	\$A	0.00
Biology Basics	\$B+	0.00
US History	\$A	0.00
PE 10	\$B	0.00
Speech	\$A	0.00
Algebra I	\$A+	0.00

ATT: 0.00 CMP: 0.00 GPA: 0.000

Barrios, Shana
09 00-01 1

English 9	\$A+	0.00
Science 9	B+	0.00
Math A	B	0.00

ATT: 0.00 CMP: 0.00 GPA: 0.000

Cudak, Kyle
09 00-01 1

ATT: 0.00 CMP: 0.00 GPA: 0.000

Transcript Laser Labels (GRD07A)

Report Interface EX

Report ID: GRD07A Recommended Orientation

Transcript Laser Labels

Enter Parameters for Transcript Laser Labels:

Options: Custom

Grade: [] - [] Student ID: [] - []

Mark: [] [] Semester Code: []

Term: [] GPA Options: [1] Track: []

☐ Include courses with blank marks on label

Setup Save Close Queue Print

Report Highlights

Atom Access: Grade Reporting

This report prints transcript information in a format that fits standard laser-printer labels.

The label information includes:

- Student name and grade level
- School number
- Year and term
- Course titles
- Marks for the specified grading periods
- Credits for each course
- Courses attempted and completed
- GPA
- Include courses with blank marks on label

Report Parameters

Grade Select a grade or range of grades for which to print laser labels. If you leave these fields blank, labels print for all grades.

Student ID To limit printing to specific students, enter a student ID or range of IDs for which you want to print laser labels. If you leave these fields blank, labels print for all students.

Mark Select up to four marks to print on the laser labels. You must select at least one mark. The available marks are defined on the Marks tab of the Grading Setup atom.

You can determine a mark's relative printing position from the pop-up list.

Example: If you select only a single mark from the rightmost pop-up list, that mark prints near the right edge of the label.

Term Enter an identifier or description for the term in which the grades on the label were earned. The value you enter displays next to the school year on the printed labels.

Semester Code Enter an identifier or description for the semester in which the grades on the label were earned.
Example: F for Fall, S for Spring.

The value you enter displays next to the grade level on the printed labels.

GPA Options	<p>Select an option to indicate whether to print GPAs on the labels.</p> <ul style="list-style-type: none">■ 1 – Print GPA■ 2 – Do not print GPA <p>The default is 1.</p>
Track	<p>Select the current track. This field displays only if your school uses tracks.</p>
Include courses with blank marks on label	<p>In the GRD07A report, courses for which marks are not awarded will not be printed. But if the Include courses with blank marks on label option on the Report Interface is selected, all courses will be printed, including courses with blank marks.</p>

Print Processing

When you click Print, the system sends one sheet of labels to the printer and then displays a message screen. Click Continue if the alignment is satisfactory and you want to print all the labels. Click Reprint to print the test sheet again.

Note: If a mark has a repeat tag, the Print As character defined for the repeat tag is prefixed to the mark. For example, if a student receives an **A** and the Print As character defined for the mark's repeat tag is *, the mark displays as ***A**. Print As characters are similarly prefixed to numeric marks. For three-character marks, the Print As character overwrites the first character. So, if a student scores **100** and the Print As character defined for the mark's repeat tag is @, the mark displays as @**00**.

Custom Sort Fields

The custom sort fields are first name, last name, grade, and NO SORT.

Abbasi, Elisa
GRADE:10 SCH#:999 YR:00-01¹ TERM:2

COURSE	TITLE	MRK	CRED
0713	Driver Ed	A+	0.00
0406	English 9	A	0.00
0553	Biology Basics	B+	0.00
0716	US History	A	0.00
0625	PE 10	B	0.00
0402	Speech	A	0.00
0505	Algebra I	A+	0.00

ATT: 0.00 CMP: 0.00 GPA: 0.000

Cudak, Kyle 360166
GRADE:09 SCH#:999 YR:00-01 TERM:2

COURSE	TITLE	MRK	CRED

ATT: 0.00 CMP: 0.00 GPA: 0.000

Barrios, Shana 360110
GRADE:09 SCH#:999 YR:00-01 TERM:2

COURSE	TITLE	MRK	CRED
0406	English 9	5 A+	0.00
0541	Science 9	B+	0.00
0500	Math A	B	0.00

ATT: 0.00 CMP: 0.00 GPA: 0.000

Mark Exception Report (GRD08)

marks. For three-character marks, the Print As character overwrites the first character. So, if a student scores **100** and the Print As character defined for the mark's repeat tag is @, the mark displays as **@00**.

Custom Sort Fields

The custom sort fields for this report are permanent number, grade, first name, last name, middle name, and NO SORT.

Report Highlights

Atom Access: Grade Reporting

This report prints a list of students who received a specific academic mark a specified number of times during a specified marking period. You can list all classes for each student meeting one or more of the conditions, or only the classes in which the mark was received.

Example If you want a list of all students who received one F, or one D, or one C, the report includes students meeting one or more of these conditions. If the *All Marks* checkbox is enabled, all of the specified marks were earned.

Report data includes student name and ID, grade level, course title, and period, teacher name, mark, conduct codes and comments. The default sort order is by student's last name, then first name.

Note: If a mark has a repeat tag, the Print As character defined for the repeat tag is prefixed to the mark. For example, if a student receives an **A** and the Print As character defined for the mark's repeat tag is *, the mark displays as ***A**. Print As characters are similarly prefixed to numeric

Report Parameters

Mark 1 and Counter	First condition. Select the grade and number of times a student must receive it to include on the report. For example, if F is selected as the Mark and the last Counter, any student receiving at least one F is listed on the report.
Mark 2/Counter	Second condition.
Mark 3/Counter	Third condition. Note: If a second or third mark condition is entered, any student meeting any one of the three criteria is printed.
Grade	Grade level or range of grade level to search.
Mark	Mark for which you want the report to print. Mark options correspond with the mark columns on the Grades atom. The program searches grades for the selected mark column to see if they meet the conditions defined in the <i>Mark</i> and <i>Counter</i> fields.
Track	If your school is a track school, select the current track.
All Marks	If the <i>All Marks</i> checkbox is enabled, all courses taken by the student matching one or more of the specified conditions prints, not just the courses in which the specified marks were earned.

Secondary Demo

Secondary Demo
MARK EXCEPTION REPORTGRD08
Page 1

First Quarter Grade Report

<u>Student Name</u>	<u>Student ID</u>	<u>Grd</u>	<u>Per</u>	<u>Course Title</u>	<u>Teacher Name</u>	<u>1st Qtr</u>	<u>Con</u>	<u>WH</u>	<u>Comments</u>
Abbasi, Elisa	1	10	02	Biology Basics	Glantz, L	\$A-			
			03	US History	Kennan, E	\$A-			
Andersenn, Stephen L.	360109	09	01	Wld His/Culture	Jones, S	\$A-			
			02	Math A	Bell, T	\$A-			
			03	Science 9	Brownlee, R	\$A-			
			04	English 9	Duddy, T	\$A-			
			05	PE 9	Caperton, L	\$A-			
			06	Spanish I	Camey, J	\$A-			
Andre Jr, Virgil C.	41	12	05	AP Chemistry(H)	Chansler, S	\$A-			
			06	AP Govt/Econ(H)	Kennan, E	\$A-			

Mark Exception by Teacher Report (GRD09)

Report Interface EX

Report ID: GRD09 Recommended Orientation:

MARK EXCEPTION BY TEACHER

Generic Report

Enter Parameters for MARK EXCEPTION BY TEACHER:

Options Marks Custom

Teacher Number: -

Grade: -

Setup Save Close Queue Print

Report Highlights

Atom Access: Grade Reporting (Grades atom)

This report is similar to the Mark Exception report, but it's sorted by teacher. For each teacher listed, the report includes a list of students who received a specific academic mark a specified number of times during a specified marking period. You can list all classes for each student meeting one or more of the conditions, or only the classes in which the mark was received.

Example If you want a list of all students who received one F, or one D, or one C, the report includes students meeting one or more of these conditions.

Note: If a mark has a repeat tag, the Print As character defined for the repeat tag is prefixed to the mark. For example, if a student receives an **A** and the Print As character defined for the mark's repeat tag is *, the mark displays as ***A**. Print As characters are similarly prefixed to numeric

marks. For three-character marks, the Print As character overwrites the first character. So, if a student scores **100** and the Print As character defined for the mark's repeat tag is @, the mark displays as @**00**.

Options Tab Parameters

Teacher Number Enter a teacher ID number or range of numbers to limit the report. If you leave these fields blank, the report includes all teachers.

Grade Select a grade or range of grades for which you want to print the exception report. If you leave these fields blank, the report includes all grades.

Track Select the current track. This field displays only if your school uses tracks.

Report Interface EX

Report ID: GRD09 Recommended Orientation:

MARK EXCEPTION BY TEACHER

Generic Report

Enter Parameters for MARK EXCEPTION BY TEACHER:

Options Marks Custom

Mark: 3rd Qtr

Mark 1 and Counter: -

Mark 2 and Counter: -

Num Marks Range: - Num Mark Count:

Setup Save Close Queue Print

Report Interface EX

Report ID: GRD09 Recommended Orientation:

MARK EXCEPTION BY TEACHER

Generic Report

Enter Parameters for MARK EXCEPTION BY TEACHER:

Options Marks Custom

Mark: 1st Qtr

Mark 1 and Counter: [dropdown] - [counter]

Mark 2 and Counter: [dropdown] - [counter]

Mark 3 and Counter: [dropdown] - [counter]

Marks Tab Parameters

The fields and data selections on the Marks tab vary depending on your school's selection for grade average options (specified on the Options tab of the Grading Setup atom).

Mark Marking period for which you want the report to print. Valid values are the marks from the Marks tab of the Grading Setup atom.

If your school uses numeric grade averaging, the pop-up list includes defined marks that do not have a mark cutoff value in the Grading Setup atom.

If your school uses a method other than numeric grade averaging, the pop-up list includes the mark options that are valid for the current period.

The program searches grades for the selected mark to see if they meet the conditions defined in the *Mark* and *Counter* fields.

Mark 1 and Counter For each mark/condition pair, select the grade and number of times a student must receive it to be included on the report.

Mark 2/Counter

Mark 3/Counter

Example If you select F as the Mark and 1 for the Counter, any student receiving at least one F is listed on the report.

Note: If you enter a second or third mark, any student meeting any one of the three criteria is included in the report.

Num Marks Range If your school uses numeric grade averaging, enter the range of numeric values you want to consider for the report. Valid values are numbers up to three digits. The ending range number cannot be smaller than the beginning number.

Num Mark Count If your school uses numeric grade averaging, select the number of occurrences of marks within the associated Mark Range to be included on the report.

All Marks If the *All Marks* checkbox is enabled, all courses taken by the student matching one or more of the specified conditions print, not just the courses in which the specified marks were earned.

Report Interface EX

Report ID

GRD09

Recommended Orientation

Cover Page

Draft Print

MARK EXCEPTION BY TEACHER

Generic Report

SC

PDF

Enter Parameters for MARK EXCEPTION BY TEACHER:

Options

Marks

Custom

Custom Report Subtitle

Generic Report

Custom ID

GRD09

Output Options

Printer

Screen

Disk

Sort Field	A/D	New Page	Sort Field	A/D	New Page	Sort Field	A/D	New Page
1. TchNum	▼	A ▼ Yes ▼	2. BeginPrd	▼	A ▼ No ▼	3. ClassLink	▼	A ▼ No ▼
4. LastName	▼	A ▼ No ▼	5. FirstName	▼	A ▼ No ▼	6. MiddleName	▼	A ▼ No ▼

Query Condition

Setup

Save

Close

Queue

Print

Custom Tab

The custom sort fields are student ID, grade, begin period, title, class link, first name, middle name, student link, last name, section ID, teacher number, and NO SORT.

08/16/02
21:11Secondary Demo
MARK EXCEPTION BY TEACHERGRD09
Page

First Quarter Grade Report

Teacher Name:

Anton, Alice

Student NameStudent IDGrdPerCourse TitleSection Id1st
QtrConWHComments

Amiola, Lauren A.

66

11

01

Adapted PE

0607-06

\$A-

Mark Distribution Analysis by Teacher (GRD10)

Report Interface EX

Report ID: GRD10 Recommended Orientation: ☐ Cover Page ☐ Draft Print

MARK DISTRIBUTION ANALYSIS BY TEACHER

Generic Report

Enter Parameters for MARK DISTRIBUTION ANALYSIS B

Report Options | Mark Translation | Custom

Teacher Number: -

Course ID: -

GPA mark to Print: 1stQtr

Distribution Type: Numeric

Setup Save Close Queue Print

Report Highlights

Atom Access: Grade Reporting (Grades atom)

This report prints a mark distribution analysis organized by teacher, course, and beginning period. This analysis shows totals, percentages, and GPAs for all academic marks awarded during the selected marking period. Totals are compiled for each teacher, course, and at the end of the report, for the entire school.

For each teacher listed, the following information is provided.

- Course number and title
- Class period
- Totals and percentages of students who received marks of A, B, C, D, F, and I
- Total and percentage of students who received any other mark
- GPA, on a four-point scale, of all marks given

Report Options Tab Parameters

Teacher Number	Enter a single teacher number or a range of teacher numbers for which you want the mark distribution to print. If both fields are left blank, distribution totals are calculated for all teachers.
Course ID	Enter a single course ID or a range of IDs for which you want mark distribution to print. The maximum size of this field is set in the <i>Course Length</i> field on the Schedule Tab of the School atom.
GPA mark to print	Select the mark to report on. List options reflect the values set up on the Marks tab of the Grading Setup atom. The default is the first defined mark period.
Distribution Type	Select Alpha or Numeric as the distribution type you want to use for the marks in the report.
Track	Select the appropriate track. This field displays only if your school uses tracks.

Mark Translation Tab Parameters

This tab enables you to group marks that are not in the distribution range into a specific range. For example, you might want to count E=Excellent with the A range.

Marks to translate Select marks that need to be translated to numeric values. The values in the pop-up list represent all the marks defined in the Marks Definition atom.

Translate to Select the numeric equivalent you want to use for each translated mark. The values in the pop-up list represent the midpoints of grade ranges defined in the Marks Definition atom if the distribution type is Numeric. If the distribution type is Alpha, the values are: A, B, C, D, F, and I.

Custom Sort Fields

The custom sort fields are teacher number, course ID, beginning class period, and NO SORT.

05/06/02
15:44
1st Qtr 09/05/00 - 10/31/00

Secondary Demo
MARK DISTRIBUTION ANALYSIS BY TEACHER

GRD10
Page 1

Tch#	Teacher Name	Crs ID	Course Title	Per	> 89		89-80		79-70		< 70		----- I -----		---Other---		G.P.A.		
					Total	Pct	Total	Pct	Total	Pct	Total	Pct	Total	Pct	Total	Pct			
5	Anton, A	0607	Adapted PE	01	1	50.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	85.000
		0607	Adapted PE	02	1	50.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	87.500
		0607	Adapted PE	05	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	65.000
		0607	Adapted PE	06	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	100.000
					3	50.0	1	16.7	1	16.7	1	16.7	0	0.0	0	0.0	0	0.0	0
6	Arczynski, L	0708	World Hist (H)	01	1	50.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	87.500
		0708	World Hist (H)	04	0	0.0	2	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	85.000
		0708	World Hist (H)	06	1	50.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	85.000
					2	33.3	3	50.0	1	16.7	0	0.0	0	0.0	0	0.0	0	0.0	0
9	Bayes, B	0505	Algebra I	06	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	75.000
					0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0
12	Bell, T	0503	Math B	04	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	85.000
					0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
15	Bishop, A	0701	Health	04	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	95.000
		0701	Health	06	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	95.000
		0713	Driver Ed	01	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	90.000
					3	75.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	25.0	0
18	Bishop, L	0192	Adv Photograph	03	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	100.000
		0192	Adv Photograph	04	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	85.000
		0192	Adv Photograph	05	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	80.000
					1	33.3	2	66.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
26	Bridge, L	0507	Algebra II/Trig	03	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	95.000
		0507	Algebra II/Trig	06	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	90.000
					2	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0

Mark Distribution Analysis by Course (GRD11)

- GPA, on four-point scale, all marks given. At the end of each course, distribution totals, percentages, and GPAs for all sections of that course print. At the end of the report, totals, percentages, and GPAs print for the entire school.

The screenshot shows a software window titled "Report Interface EX". Inside, there's a section for "MARK DISTRIBUTION ANALYSIS BY COURSE". Below this, it says "Generic Report" and "Enter Parameters for MARK DISTRIBUTION ANALYSIS B". The "Report Options" tab is selected, showing fields for "Teacher Number" (with a range selector), "Course ID" (with a range selector), "GPA mark to Print" (set to "1stQtr"), and "Distribution Type" (set to "Numeric"). There are checkboxes for "Cover Page" and "Draft Print". At the bottom are buttons for "Setup", "Save", "Close", "Queue", and "Print".

Report Options Tab Parameters

Teacher Number	To print distribution data, enter a single teacher number or a range of numbers.
Course ID	To print distribution data, enter a single course ID or a range of IDs.
GPA mark to print	Select the mark for which the report is to run. List options corresponding with the Mark columns in which updated grades appear on the Grades atom.
Distribution Type	Select Alpha or Numeric as the distribution type you want to use for the marks in the report.
Track	Select the current track. This field displays only if your school uses tracks.

Report Highlights

Atom Access: Grade Reporting (Grades atom)

This report is similar to the Mark Distribution by Teacher report, but it tracks the distribution of marks by course rather than by teacher. For each course listed on the report, the following information prints.

- Teacher number and name
- Class periods
- Totals and percentages of students who received marks of A, B, C, D, F, and I.
- Total and percentage of students who received any other mark.

Mark Translation Tab Parameters

Marks to translate Select marks that need to be translated to numeric values. The values in the pop-up list represent all the marks defined in the Marks Definition atom.

Translate to Select the numeric equivalent you want to use for each translated mark. The values in the pop-up list represent the midpoints of grade ranges defined in the Marks Definition atom if the distribution type is Numeric. If the distribution type is Alpha, the values are: A, B, C, D, F, and I.

Custom Sort Fields

The custom sort fields are teacher number, course ID, beginning class period, and NO SORT.

				Secondary Demo MARK DISTRIBUTION ANALYSIS BY COURSE														GRD11 Page 1	
05/06/02 16:41 1st Qtr 09/05/00 - 10/31/00																			
Crs ID	Course Title	Tch#	Teacher Name	Per	> 89		89-80		79-70		< 70				----- I -----		---Other---		G.P.A.
					Total	Pct	Total	Pct	Total	Pct	Total	Pct	Total	Pct	Total	Pct	Total	Pct	
0192	Adv Photograph	18	Bishop, L	03	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	100.000
		18	Bishop, L	04	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0.000
		18	Bishop, L	05	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	80.000
					1	33.3	2	66.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
0201	Keyboarding I	65	Glantz, L	03	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0.000
		186	Willburn, C	03	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	85.000
					0	0.0	2	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
0401	Drama I	76	Henson, M	03	1	33.3	2	66.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	100.000
					1	33.3	2	66.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
0402	Speech	118	Luce, J	01	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0.000
		118	Luce, J	05	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	95.000
		118	Luce, J	06	1	50.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0.000
					2	50.0	0	0.0	1	25.0	0	0.0	0	0.0	0	0.0	1	25.0	0
0431	Am Lit 11 (H)	180	Van Geloof, C	01	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0.000
		180	Van Geloof, C	04	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0.000
		180	Van Geloof, C	05	0	0.0	1	50.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	60.000
		180	Van Geloof, C	06	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	70.000
					1	20.0	2	40.0	1	20.0	1	20.0	0	0.0	0	0.0	0	0.0	0
0443	English 12	118	Luce, J	06	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	100.000
		147	Pope, P	06	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0.000
		183	Waslosky, T	01	2	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	95.000
					3	75.0	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
0491	Spanish I	43	Camey, J	06	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0.000
					1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0

Students with a Failing Semester (GRD12)

The screenshot shows a software window titled "Report Interface". At the top, it displays "Report ID" as "GRD12" and "Recommended Orientation" with a landscape icon. Below this, the title "Students With a Failing Semester" is shown, followed by a dropdown menu currently set to "Generic Report". A section titled "Enter Parameters for Students With a Failing Semester" contains two dropdown menus for "Grade:" separated by a hyphen. On the right side, there are three checkboxes: "Cover Page", "Draft print", and "Preview", all of which are currently unchecked. At the bottom of the window, there are five buttons: "Setup", "Custom", "Save", "Close", and "Queue", with a "Print" button located further to the right.

Report Highlights

Atom Access: Grade Reporting (Grades atom)

This report lists final grade averages for students in the specified classes. The report prints the following information.

- Student name, ID, and grade
- Course ID
- Course title
- Teacher name
- First semester grade
- Second semester grade
- Final grade

The report includes students with only one failing semester. If a student fails two semesters, he or she does not appear on the report.

The report program considers blanks to be failing grades.

School Setup Limitations

You can run this report successfully only if your school setup defines Semester 1 and Semester 2 term codes that are averaged together for a year end mark. The year end mark must be the last mark defined on the Marks tab in the Grading Setup atom. If you try to run this report with a different setup, you receive an error message.

See the *SAS/px Grade Reporting Training Guide* for additional information on setup for this report.

Custom Sort Fields

The custom sort fields are last name, first name, middle name, grade level, teacher last name, advisor, and NO SORT.

Report Parameters

Grades	Select a grade or range of grades for which you want to run the report. If you leave both fields blank, the report includes all grades.
--------	---

GRD12

05/17/02

15:05

Page

Secondary Demo
Students With a Failing Semester

Student Name	Student ID	Grd	Crs ID	Course Title	Teacher Name	1st Sem	2nd Sem
Final							
Abber, Clara R.	2	12	0601	Team Sports	Perrance, J	A	
		12	0507	Algebra II/Trig	Bridge, L	B-	
		12	0443	English 12	Pope, P	A-	
Andre Jr, Virgil C.	41	12	0507	Algebra II/Trig	Heinmiller, D	B+	
		12	0728	AP Govt/Econ(H)	Kennan, E	A	
		12	0561	AP Chemistry(H)	Chansler, S	A	
Anthony, Shirley L.	48	12	0192	Adv Photograph	Bishop, L	B	
		12	0561	AP Chemistry(H)	Chansler, S	A-	
		12	0443	English 12	Luce, J	D	
		12	0601	Team Sports	Sullenger, R	A-	
		12	0728	AP Govt/Econ(H)	Kennan, E	B+	
Arredondo, Erik A.	65	12	0443	English 12	Waslosky, T	D	
		12	0507	Algebra II/Trig	Bridge, L	A	
		12	0601	Team Sports	Sullenger, R	D	

Student Mastery Report Card (GRD13J/14J)

Report ID: GRD13J Recommended Orientation: Portrait

Student Mastery Report Card

By Student (selected) By Zipcode

Enter Parameters for: Report Format: HTML

Options

Grade: [dropdown] - [dropdown]

Student ID: [text box] - [text box]

Mark to Print: 1st Sem

GPA to Print: No GPA - No GPA

Absences to Print: None

User Code to Print: None

Track: A

☐ Include Student Mastery Information

Close Preview

Report Highlights

Atom Access: Grades atom.

This report is a modified version of the 1-Mark Report Card (GRD04).

Note: Before printing student mastery information on the GRD13J/14J report, you must run Update Grades and Update Course History atoms and select the values in the report corresponding to those selected in the atoms. The report must be generated immediately after running the atoms. Also, you must make sure that no other user is accessing the Grades Setup atom at that time.

This report is a modified version of the 1-Mark Report Card (GRD04). It also includes NCS ABACUSxp Student Mastery information (course, objective description, and mastery). The report is sorted by student last name.

Note: Before printing student mastery information on the GRD13J report, you must use the ABACUSxp Course Objective atom or Objective Course atom to link courses with objectives.

Report Format Options

Report Format Select from Applet, HTML, PDF, or Text.

See the *JReport Report Interface User Guide* for more information on these choices.

Options Tab Parameters

Report Title Select Sort by Student to print GRD13J report in student name order or Sort by Zipcode to print GRD14J report in zip code and then in student name order.

Grade Select the student grade level for which you want report cards. If no grade level is selected, report cards print for all grade levels currently enrolled.

Student ID To print report cards for a specific student, enter the student ID in both fields. To print for a range of students, enter the beginning ID number in the first field and the ID number in the last field.

Mark to Print Select the marking period displayed for the current reporting period. The default value is the first value in the list.

GPA to Print Select the GPA/NGA to print on the report.

Absences to Print Select to print an absence code as defined in the Grading Setup atom. The default value is 'None' that is, there is no absentee information to print.

User Code to Print	Select to print a User Code as defined in the Student atom.
Track	Select the track from the list, if your school is a track school. The default value is the first track in the list.
Include Student Mastery Information	Select the checkbox to print student mastery information on the report card.

Secondary Demo
9874 Hickory Stick Dr.
Pleasantville, CA 92653

Page 1 of 5

Name: Abbasi, Elisa

ID: 1

Grade: 10

Track: A

Reporting Period

From

To

Home Room : 123

Prd	Course	Teacher	Mrk	Credit Earned	Citz	W/H	Abs	Teacher Comments
01	English 9	Riley, B		.00				
01	Driver Ed	Bishop, A	A+	.00	N	O		Outstanding Effort A pleasure to have in class Satisfactory progress Excessive tardies Does not use class time wisely
02	Biology Basics	Glantz, L	A	.00	S	U		Excessive absences Does not work up to ability Performs below grade level Excessive non-suits in PE Does not turn in assignments
03	US History	Kennan, E	A-	.00	O	S		Unprepared for class Showing improvement

One-Mark Transcript Label (GRD27)

Report Interface

Transcript Labels
 One Mark (dropdown) | Report ID: GRD27

Enter Parameters for Transcript Labels:

Grade: 09 - 11 (dropdowns) | Student ID: 1 - 15 (text boxes)

Mark: 1st Sem (dropdown) | Sem1 Exam (dropdown) | (dropdown) | (dropdown)

Term: (text box) | Semester Code: (checkbox)

GPA Options: 1 (dropdown)

Buttons: Setup, Custom, Save, Close, Queue, Print

Report Highlights

Atom Access: Grade Reporting

This report prints a transcript label for each student. Depending on the option selected in the report title field, you may print data on either 1-mark, 4-mark, or laser label forms.

- 1-mark labels are printed 12 characters per inch horizontally and 8 lines per inch vertically. If a record consists of more than eight lines, the ninth line is carried over and prints on the next label. Values for the credits attempted, credits completed, and GPA mark the last label printed for a student's record.

Custom Sort Fields

The custom sort fields are last name, first name, grade level, and NO SORT.

Report Parameters

- Report Title** Select either the 1-mark, 4-mark, or laser forms.
- Report ID** This field displays GRD07 if you select the 4-mark or laser form; it displays GRD27 if you select the 1-mark form.
- Grade** Select the grade level of the students for which you want report cards. If no grade level is selected, report cards print for all grade levels currently enrolled.
- Student ID** To print report cards for a specific student, enter the student ID in both fields. To print for a range of student IDs, enter the beginning ID number in the first field and the ending ID number in the last field. To print report cards for random student IDs, you can use the *Query Statement* field in the Custom section of the report interface. For example, if you want to print report cards for student IDs 123, 456, and 789, you would type [123, 456, 789].
- Note:** When requesting report cards for random student IDs, make sure the grade fields are blank.
- Mark** Select the mark for which labels are to be printed. If using the 1-mark format, select a mark for the first field only. If using the 4-mark format, select up to four marks.
- Term** Enter up to 14 alphanumeric characters to define the term in which the grades were earned, for example, second semester.

Semester Code	Select the semester in which the courses were taken, for example, F for Fall, S for Spring. This code prints after the grade level.
GPA Options	Select 1 PRINT GPA or 2 DO NOT PRINT GPA. If the 1-mark format is selected in the report title, the GPA is calculated for mark selected in the Mark field; for the 4-marks format, it is calculated for the last mark selected (either 1st, 2nd, exam, or final).
Track	If your school is set up as a track school, select the current track.

999	99-00	09	999	99-00	10	999	99-00	09	999	99-00	09
Abbasi,	Lisa		Abber,	Clara		Abbott,	Christine		Acosta,	Bill	
Geometry		88 0.00	Teacher Aide		94 0.00	Arch Draft I		89 0.00	English 9		A+ 2.50
Drama I		90 0.00	Chemistry (H)		90 2.50	Algebra I		85 2.50	Keyboarding I		A 0.00
Biology I		94 0.00	World Hist (H)		84 2.50	Explor Wood I		88 0.00	Business Law		A+ 0.00
Spanish I		89 2.50	Wld Lit 10 (H)		93 2.50	Draft Sur/CAD		84 0.00	Spanish I		A+ 2.50
English 9		93 2.50	Geometry		89 2.50	English 9		87 2.50	Algebra I		A- 2.50
Swimming		44 0.00	French II		89 0.00	Science 9		84 2.50	Biology I		A- 2.50
			Clarinet		B+ 0.00	Football Cond		90 0.00	Soccer (GA)		A- 2.50
			SDC Voc Ed		B+ 2.50	Football V-JV		88 0.00			

Mark Verification By Teacher Report (GRD15)

Report Highlights

Atom Access: Grade reporting

This report provides each teacher with a list of students enrolled in their classes. Report data includes the teacher number and teacher name, section ID, course ID and description, class period, track number, sheet number, student ID and student name, term mark, conduct code, absences, tardies, credit earned, and credit attempted.

You can print the report for the current reporting period or for all marks, year-to-date. If you select to print the report for all marks year-to-date, you can select up to 21 columns of data to print on the report, including a combination of marks, conduct, attendance, attempted cumulative credit, and earned cumulative credit. These options are defined on the Marks tab of the Grading Setup atom.

The GRD15 report sorts students included in the report by Teacher Number, Beginning Period, Course, and Last Name/First Name/Middle Name (when applicable) in ascending alphabetical order.

Note: If a mark has a repeat tag, the Print As character defined for the repeat tag is prefixed to the mark. For example, if a student receives an **A** and the Print As character defined for the mark's repeat tag is *, the mark displays as ***A**. Print As characters are similarly prefixed to numeric marks. For three-character marks, the Print As character overwrites the first character. So, if a student scores **100** and the Print As character defined for the mark's repeat tag is @, the mark displays as **@00**.

Options Tab Parameters

Teacher ID	Enter the range of teacher IDs for which you want to print the report.
Course ID	Enter the range of course IDs for which you want to print the report
Periods	Select the range of periods for which you want to print the report.
Student Status	Select the student status for which you want to print the report. <ul style="list-style-type: none"> ■ A – Active ■ I – Inactive ■ B – Both active and inactive.
Track	Select the current track. This field displays only if your school uses tracks.

Report ID: GRD 15

Recommended Orientation: ☐ Cover Page ☐ Draft Print

Mark Verification By Teacher: Generic Report

Enter Parameters for Mark Verification By Teacher:

Options Columns Custom

Time Period: Current Reporting Period Only

Setup Save Close Queue Print

Column Tab Parameters

Time Period Select an option for the time period that the report covers.

- All marks year to date
- Current reporting period only

Column Headings From the pop-up lists, select the marks you want to use as column headings in the report. This field displays only if you select the **All Marks Year-To-Date** option for the time period.

Report ID: GRD 15

Recommended Orientation: ☐ Cover Page ☐ Draft Print

Mark Verification By Teacher: Generic Report

Enter Parameters for Mark Verification By Teacher:

Options Columns Custom

Custom Report Subtitle: Generic Report Custom ID: GRD 15

Output Options: ☒ Printer ☐ Screen ☐ Disk

Sort Field	A/D	New Page	Sort Field	A/D	New Page	Sort Field	A/D	New Page
1. TchNum	A	No	2. Course	A	No	3. Per	A	No
4. ClassLink	A	No	5.	A	No	6.	A	No

Query Condition

Setup Save Close Queue Print

Custom Sort Fields

The custom sort fields for this report are teacher number (teacher ID), course, period, and NO SORT.

08/19/02
17:01

Secondary Demo
Mark Verification By Teacher

GRD 15
Page 121

First Quarter Grade Report

Teacher:144 Perrance, J

Section ID:0625-03

Sheet: 217

Period: 04

Course: 0625 PE 10

<u>Student ID</u>	<u>Student Name</u>	<u>1st</u>	<u>1st</u>	<u>1st</u>	<u>2nd</u>	<u>1st</u>	<u>1st</u>	<u>3rd</u>	<u>3rd</u>	<u>3rd</u>	<u>4th</u>	<u>2nd</u>	<u>2nd</u>
		<u>Qtr</u>	<u>Qtr</u>	<u>Qtr</u>	<u>Qtr</u>	<u>Sem</u>	<u>Sem</u>	<u>Qtr</u>	<u>Qtr</u>	<u>Qtr</u>	<u>Qtr</u>	<u>Sem</u>	<u>Sem</u>
		<u>Mrk</u>	<u>Abs</u>	<u>Tdy</u>	<u>Mrk</u>	<u>Mrk</u>	<u>Abs</u>	<u>Mrk</u>	<u>Abs</u>	<u>Tdy</u>	<u>Mrk</u>	<u>Mrk</u>	<u>Abs</u>
1	1, Elisa				*A+	*A+		*A+				*C+	
357363	363, Anthony W												
357393	393, Ian G												
357409	409, Luis												
357446	446, Jennifer Marie												
357511	511, Le Ann M												
357596	596, Jessica E												
357598	598, Christina G												
357682	682, Charla C												
357705	705, Dwain M												
357766	766, Charles L												
357816	816, Julie												
357820	820, Daniel C												

Honor Roll(GHD03J)

The screenshot shows the 'Report Interface EX' window for the 'Cumulative Honor Roll' report (Report ID: GHD03J). The 'Options' tab is active, displaying a dropdown menu for 'Enter Parameters for Cumulative Honor Roll' with options: 'By Student' (selected), 'By Grade', and 'By Advisor'. The 'Report Format' is set to 'HTML'. Fields for 'Report Title', 'Grade', 'Student ID', 'Advisor', and 'Track' are visible. The 'Grade' field has a dropdown menu. The 'Student ID' field has two input boxes separated by a hyphen. The 'Advisor' field has two input boxes separated by a hyphen. The 'Track' field has a dropdown menu. At the bottom right are 'Close' and 'Preview' buttons.

Report Highlights

Atom Access: Honor Roll / Eligibility

The report prints an alphabetical list of students on an 8 1/2 by 11-inch paper. The Options tab includes cumulative honor roll, report title, grade, student ID, advisor, and track. The Marks tab includes reporting by quarters or semesters. The Include tab enables you to set criteria such as must have..of honor roll

Options Tab Parameters

Cumulative Honor Roll Select cumulative honor roll by either student, grade, or advisor, according to which the report must be displayed.

Report Title Enter the report title to be printed for the report.

Report Format Select the format of the report you want to print. Choose between HTML, Applet, Text, or PDF.

Grade Select the starting and ending grades in the Options tab to include on the report. Select **Blank** to include all grade levels on the report.

Student ID To print report cards for a specific student, enter the student ID in both fields. To print for a range of students, enter the beginning ID number in the first field and the ID number in the last field. You can enter up to twelve alphanumeric characters.

Advisor Enter the advisor codes from a lower range to a higher range in the Options tab to print on the report.

Track Select a track in the list if your school is a track school.

Report Interface EX

Report ID: GHD03J Recommended Orientation: Report Format: HTML

Cumulative Honor Roll
By Student1

Enter Parameters for Cumulative Honor Roll:

Options | Marks | Include

Report Title:

Grade: -

Student ID: -

Advisor: -

Marks Tab Parameters

1st Qtr/2nd Qtr - 19th sem Select the quarters or semesters in the Marks tab to be included in the report.

Report Interface EX

Report ID: GHD03J Recommended Orientation: Report Format: HTML

Cumulative Honor Roll
By Student

Enter Parameters for Cumulative Honor Roll:

Options | Marks | **Include**

Student must have...	of honor roll...
All	

Include Tab Parameters

Student must have... of honor roll... Each row represents one rule. If you select any other condition value besides 'All', a second rule is displayed. This continues till you reach a maximum of nine rules.

10/04/02
12:25 PM
Track: 2

GHD03J
1 of 1

Junior High Demo
Honor Roll
By Student

Grade	Advisor	Student ID	Student Name
08	2	360011	Gelinas, Jenna L
08	1	360012	Gilchrist, Christopher D

Course History

This section includes sample reports from the Grade Reporting module:

- HSG01 – Graduation Requirement Report
- HSG02 – High School Graduation Status Report
- CHS06 – Transcript Labels
- CHS07 – Transcript Labels w/ Attendance
- CHS12 – Transcripts

Graduation Requirements Report (HSG01)

Report Interface

Graduation Requirements

Generic Report (dropdown) | Report ID: HSG01

Enter Parameters for Graduation Requirements:

Graduation type (dropdown)

Recommended Orientation

☐ Cover Page
☐ Draft print
☐ Preview

Buttons: Setup, Custom, Save, Close, Queue, Print

Report Parameters

Graduation Type The type of requirements for which you want to print data. The Graduations Types are the same as the Requirement Groups defined in the Graduation Requirements atom.

Report Highlights

Atom Access: Grade Reporting/Course History Folder

This report prints a list of graduation requirements for each grade level enrolled at your school. Various graduation requirements may be printed depending on the Requirements Groups defined in the Graduation Requirements atom. The report prints alphabetically by subject area code. The same course is listed in up to three different subject areas, depending on subject areas assigned this course in the Course atom.

This report includes for each subject area listed, the subject code, title, the number of credits within the subject area that are required for each graduating class, and a list of every course number and title that applies to the subject area. You can also use this report to verify that the Graduation Requirements file and Course file are in agreement.

Custom Sort Fields

No custom sort fields are available.

Secondary Demo				HSG01	
Graduation Requirements High School				Page	1
03/18/99 16:05					
Subject Area	Class of 1998	1999	2000	2001	
A-American Government	0.00	0.00	0.00	0.00	
	0725 American Govt	0759 American Govt	0728 AP Govt/Econ(H)		
	Class of 1998	1999	2000	2001	
B-Economics	0.00	0.00	0.00	0.00	
	0728 AP Govt/Econ(H)	0726 Economics			
	Class of 1998	1999	2000	2001	
C-US History	0.00	0.00	0.00	0.00	
	0715 American Hist	0729 AP Amer Hist(H)	0800 Chap I Am His		
	0793 RSP Amer Hist	0792 RSP Soc Science	0716 US History		
	Class of 1998	1999	2000	2001	
D-World History	0.00	0.00	0.00	0.00	
	0706 Anc Wld History	0723 AP Eur Hist (H)	0814 Chap I Wld Hist		
	0703 Cultural Geog	0804 ESL Soc Studies	0709 European Hist		
	0823 LEP Wld History	0744 SDC Soc Sci	0745 SDC Wld Hist		
	0718 Wld His (Sem 2)	0720 Wld His(Non US)	0714 Wld His/Culture		
	0708 World Hist (H)	0712 World History			

High School Graduation Status Report (HSG02)

Report Highlights

Atom Access: Grade Reporting/Course History Folder

This option prints a one-page report showing a student's progress toward graduation. The requirements vary depending on the Graduation Type selected on the Report Interface screen. The Graduation Types from which you may select are the same as the Requirement Groups defined in the Graduation Requirements atom.

By default, the report prints in alphabetical order by the student's last name, first name, and permanent number.

When this report prints, the graduation type shows as part of the report title and is followed by the graduation type's subject area and credit requirements. The student's progress is defined as courses and credits completed, courses and credits in which the student is currently enrolled, and the number of credits in each subject area that are still needed. Credit totals are calculated for each category.

Custom Sort Fields

Custom sort fields are last, first, and middle name, grade level, permanent number, and NO SORT.

Report Parameters

Grade	The grade level of the students for which you want to print this report. If no grade level is selected, graduation status for all grade levels currently enrolled prints.
Student ID	To print this report for a specific student, enter the ID number in both fields. To print this report for a range of students, enter the beginning ID number in the first field and the last ID number in the second field. If no student ID is defined, graduation status for all students in the specified grade level prints.
Graduation	The type of requirements to which you want the student progress compared. The Graduation Types from which you can select are the same as the Requirement Groups defined in the Graduation Requirements atom. The graduation type defaults to the first option on the list.
Total Credits	Indicates whether to print reports only for students who still need a specific number of credits to graduate. For example, to print a listing for students who still need 50 credits to graduate, enter 50 in this field.
Term	To limit the report data to one semester, select the semester for which you want the report to print: Fall or Spring. If Fall is selected, courses linked to the following terms prints; YR, S1, T1, TA, Q1, Q2, QF, M1, M2, M3, and M4. If Spring is selected, then the following terms prints: YR, S2, T2, TB, Q3, Q4, QS, M5, M6, M7, and M8.

03/18/99 16:07		Secondary Demo Graduation Status High School			HSG02 Page	1
13 Aguilar, Mike A.		Grade 12				
--REQUIRED FOR GRADUATION--		--COURSES COMPLETED--		--CURRENTLY ENROLLED--		
Subject Areas	Credit	Course Title	Credit	Course Title	Credit	Still Required
American Government	0.00	-	-	-	-	0.00
Economics	0.00	-	-	-	-	0.00
US History	0.00	-	-	-	-	0.00
World History	0.00	-	-	-	-	0.00
English 9	0.00	-	-	-	-	0.00
World Literature	0.00	-	-	-	-	0.00
American Literature	0.00	-	-	-	-	0.00
English 12	0.00	English 12	7.50	English 12	2.500	0.00
Math	0.00	-	-	-	-	0.00
Life Science	0.00	-	-	-	-	0.00
Physical Science	0.00	-	-	-	-	0.00
Health	0.00	-	-	-	-	0.00
Fine Arts/Foreign Language	0.00	-	-	-	-	0.00
Vocational Ed	0.00	-	-	-	-	0.00
Phys Ed/Athletics	0.00	-	-	-	-	0.00
Electives	0.00	Algebra II/Trig	7.50	Algebra II/Trig	2.500	0.00
		Concept Physics	7.50	Concept Physics	2.500	
		-	-	Adv Art Study	2.500	
		-	-	American Govt	2.500	
		-	-	Photograph 1-Hr	2.500	
* Total:	0.00		22.50		15.00	0.00

Transcript Labels (CHS06)

Report Highlights

Atom Access: Grade Reporting/Course History folder

This option prints transcript labels from the Course History file or any month and year a course was completed. Data printed on the transcript labels includes the school ID number, the month and school year selected on the report interface, the student's grade level, first and last name, course descriptions, course marks and credit, total credits earned, credits attempted, and the student's GPA. By the default, transcript labels are sorted in alphabetical order by last then first name.

Labels are printed on 1-mark forms at 10 characters per inch and 8 lines per inch. If records consist of more than eight lines, the ninth line is carried over and printed on the next label. Values in the Credits Earned, Credit Courses, and MPA fields mark the last label in a student's record.

Custom Sort Fields

Custom sort options are first name, last name, grade (level), permanent number, and NO SORT. For example, if you want labels to print for 9th grade students before those for 10th grade students, you would select Grade for the first sort field and A for ascending order in the A/D field.

Report Parameters

Grade	Choose a single grade level or range of grade levels for which to print labels. If left blank, labels print for all grade levels.
Student ID	Include the student ID or range of student IDs for which labels are printed. To print a label for one student, type the student's ID number in both fields. To print labels for several students, enter the range of student ID numbers by typing the first ID number in the first field and the last ID number in the second field.
Month and Year	The month and year for which you want labels to print. Only the courses with terms linked to the designated month and year print. The list for Year provides a 10-year span, starting with 10 years prior to the currently selected school year.
Select GPA	Select the appropriate GPA to print the courses taken in the designated month and year.
Track	If the school is a track school, the Track field displays on the interface. Use the list to select the track for which to print labels.

999	01/99	09	999	01/99	10		
	Abbasi,	Elisa		Abber,	Clara R.		
	Drama	I	A	5.00	Journ-Newspaper	B+	5.00
	Drama	I	A	5.00	Journ-Newspaper	C+	5.00
	Geometry		A	5.00	Wld Lit 10 (H)	B+	5.00
	Geometry		A	5.00	French II	B+	5.00
	PE 9		F+	0.00	Geometry	B	5.00
					Chemistry (H)	A-	5.00
					World Hist (H)	A-	5.00

Transcript Labels w/ Attendance (CHS07)

Report Highlights

Atom Access: Grade Reporting/Course History folder

This option prints transcript labels from the Course History file for any month and year a course was completed. Data printed on the transcript labels includes the school ID number, attendance and absence types, the month and school year selected on the report interface, the student's grade level, first and last name, course descriptions, course marks and credit, total credits earned, credits attempted, and the student's GPA. By default, transcript labels are sorted in alphabetical order by last name, then first.

Labels print on 15/8" x 3 7/8" 1-mark forms at 10 characters per inch and 8 lines per inch.

Custom Sort Fields

Custom sort options are first name, last name, grade level, permanent number, and NO SORT. For example, if you want labels to print for 9th grade students before those for 10th grade students, you would select Grade for the first sort field and A for ascending order in the A/D field.

Report Parameters

Grade	Select the grade level to print to labels. If left blank, labels print for all grade levels.
Student ID	Enter the student ID or range of student IDs you want to print on the label. To print a label for one student only, type the student's ID number in both fields. To print labels for several students, enter the range of student ID numbers by typing the first ID number in the first field and the last ID number in the second field.
Month	Select the month for which you want labels to print. Only the courses with terms linked to the designated month print.
Year	Select the year for which you want labels to print. Only the courses with terms links to the designated year print. The list provides a 10-year span, starting with 10 years prior to the currently selected school year.
Attendance Type	Select two attendance types to print on the label. Note: The Attendance Types selected to print on the labels must match one of the four additional attendance totals set up on the Attendance tab of the Grading Setup atom.
Track	For track schools, select the track to print.

Abbasi, Lisa				Abber, Clara				Abbott, Christine				Ackerman, Brian				Acosta, Bill			Battish, Lauri			
99				99				99				99				99			99			
	09	1			10	2			09	3			11	5			09	8		12	108	
Geometry	50	0.00		Chemistry	A-	2.50		Algebra I	B-	2.50		AP Amer Hi	A	2.50		English 9	A-	2.50	Teacher Ai	A	2.50	
Biology I	94	2.50		World Hist	B+	2.50		English 9	B	2.50		Am Lit/Com	B	2.50		Spanish I	C	2.50				
Spanish I	89	2.50		Wld Lit 10	B+	2.50		Science 9	A-	2.50		Spanish II	A	2.50		Algebra I	B+	2.50				
English 9	95	2.50		Geometry	B+	2.50		Arch Draft	A-	2.50		AP Calc A/	C-	0.00		Biology I	B	2.50				
Drama I	92	2.50		French II	NC	0.00		Explor Woo	C+	2.50		Chemistry	B+	2.50		Soccer (GA	A-	2.50				
				Teacher Ai	B-	2.50		Draft Sur/	A	2.50						Business L	B	2.50				
								Football V	C+	2.50												

Transcripts (CHS12)

Report Highlights

Atom Access: Grade Reporting/Course History folder

This option prints student transcripts on letter size paper. By default, transcripts are sorted by the student's last name, first name, then grade level.

Each transcript is headed by a two-line transcript title. The exact information presented on the transcript is controlled by the setup in the Transcript Definition atom.

Standard information includes the date printed, the date that the student entered school, the date that the student left school or graduated (if the student is still enrolled, the Leave Date remains blank), and the student's graduation class, along with course and grade information.

If the system detects a second parent or guardian flagged for extra mailings, the program automatically prints a separate transcript for each parent or guardian.

Other fields include:

- Student's name, ID, grade level, student's legal name, type of document used to verify origin of birth, student's birthplace, date of birth
- Parent/Guardian's name, address, and telephone number
- School logo, the school's name, address, and telephone number
- Name of the student's academic counselor
- Address to which the transcript is mailed (the student, parent/guardian, or college selected in the *Send To* field)
- The student's course history (listed by grade level and year taken), work in progress, credit summary, test history, and GPA summary

Fields for each course include:

- Course ID, title, mark, absences if specified, and credit earned
- Codes identifying repeat tags, academic tags, and college preparatory and summer school courses
- Course ID, course title, and course credits for each course in which the student is currently enrolled

The Credit Summary indicates:

- Graduation subject area requirements and whether the student has met those requirements
- Subject area, number of units necessary to meet requirements, and number of units completed and not completed
- Credit totals

The transcript can show a Grade Point Average, a Numeric Grade Average, or both, depending on the setup in the Grading Setup atom.

The GPA and NGA summaries show the student's grade average and academic placement within his or her class for each GPA type defined in the GPA Definition atom. If *Numeric Grade Average and GPA* is selected

on the Options tab in the Grading Setup atom, rank information appears in only one of the two summaries that print. The setup on the Advanced tab in the Grading Setup atom determines where the rank is listed.

The titles that appear on the transcript for the GPA and NGA summaries are user-determined. If you want these fields to correspond to the GPA and NGA fields selected in Grading Setup, you need to make that modification in the GPA Definition atom.

If included, the Testing Information section of the transcript contains:

- Test ID, date taken, test score, extended test history scores, and results for each test by grade level
- Date taken and results for Proficiency tests and literacy tests

The transcript can also include:

- The student's photo
- A legend describing the repeat tags, academic tags, and the college prep and summer school course codes
- Narrative comments
- Immunization history
- A school official's signature and date

Note: To view test scores, select the option 'Yes' from the field 'Print on Transcript' in the Test Definition atom. In addition to view extended test history scores, select the check box 'Include Extended Test History' in the Test History Options tab of the Transcript Definition atom. If no 'Scores to Print' is selected, then only the Mastery title will print on the transcript.

Custom Sort Fields

Custom sort fields are last name, first name, middle name, permanent number, mailing address, city, state, zip code, parent/guardian, original year of graduation, counselor number, and NO SORT.

Report Parameters



The appearance of the report interface varies depending on the selections you make in the fields at the bottom of the screen.

Title

Each field of the two-line transcript title can be up to 25 alphanumeric characters. The title defaults to "Transcript" with the current school's name if no title is entered.

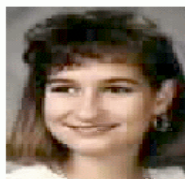
Student ID	<p>Enter the ID number of the student for which the transcript is being printed.</p> <p>While this field accommodates only two Student IDs at a time, you can use the Query Statement in the Custom Report section of the Report Interface to print transcripts for a range of the Student IDs or for specific students. For example, to print transcripts for student IDs 123 through 456, type command: ID in [123...456]. To print transcripts for random student IDs such as 123, 456, and 789, type the command: ID in [123, 456, 789].</p> <p>Note: When requesting report cards for a range of student IDs or IDs in a random order, leave the <i>Grade</i> field blank.</p>	Print Long Course ID	Select to print a longer version of the course title on the transcripts.
Grade	Choose the grade level of the student or students for which you want to print transcripts. Leaving this field and the <i>Student ID</i> field blank prints transcripts for all students.	Requirements	Select the Requirements Group for which the subject area requirements are calculated. Values display in the Credit Summary section of the transcript.
Print Bold Font	Select to print the transcript in boldface type.	Sort Period	Select a single period for which you want to print the report.
Print Course ID	Select to include the course IDs on the transcript.	Send To	Select the student or parent/guardian to whom the transcript is to be mailed.
Print Shading	Select to print the transcript with shading in the blocks that separate the data sections.	Work in Progress	<p>Select an option for printing Work in Progress (WIP) marks.</p> <ul style="list-style-type: none"> ■ Print Schedule – If you select this option, the screen displays the <i>Terms</i> field for specifying the terms for which to print schedules. ■ Print Marks – If you select this option, the screen displays the <i>Marks</i> field and <i>Selected Marks Only</i> checkbox for specifying the marks to print. <p>If this is a standard transcript, the marks are from the student schedule file (ACLS). If this is a Style 2 transcript, the marks are from the grading file (AGRD).</p>

Terms	Select a term for which to print WIP marks. You can select a single term, or select All to print WIP marks for all terms.
Marks	Select the reporting period for which you want to print transcripts, or select All to report on all periods. Reporting periods are defined on the Periods tab of the Grading Setup atom.
Selected Marks Only	Limit the transcript to just the mark for the selected reporting period, not periods that are part of it. This field displays only if you select a specific reporting period in the <i>Marks</i> field.

Student Name Abbasi, Elisa		
Student ID 1	Grade 10	Gender F
Date Of Birth 04/17/85		
Home Address 1021 Lynwood Dr #2 Pleasantville, CA 92653 Tel: 714-555-2764		

School Name/Address Secondary Demo 9874 Hickory Stick Dr. Pleasantville, CA 92653 Tel: 999-765-4321 Fax: 765-4322 School Alternate Number:	
---	--

Crs ID	Course Title	Mark	Ab	Credit	Testing Information				
Secondary Demo Grd 09 1/1999					Test History				
0401	Drama I	B+		5.000	Ele Physics	RAW	Pero	02/20/99	
0406	English 9	A+		5.000					Mastery
0491	Spanish I	A		5.000					Failed
0506	Geometry	B-		5.000					Failed
0564	H Biology I	C		5.000					Passed
0669	N Swimming	A+		5.000	Physics3			Failed	
Crd Att: 30.000 Cmp: 30.000					Physics3			Passed	
Secondary Demo Grd 09 6/2000					Ele Maths				
0402	Speech	B-		5.000	Maths555	RAW	Pero	02/21/99	
0503	Math B	B-		5.000					Mastery
0553	Biology Basics	B		5.000					107
0600	N PE 9	D+		5.000					72
0713	Driver Ed	A		5.000					30
0716	US History	B-		5.000	Maths111	55	30	Failed	
Crd Att: 30.000 Cmp: 30.000					maths222	67	41	Failed	
					Maths333	87	51	Passed	
					Maths444	97	62	Failed	
Work In Progress									
Crs ID	C N Course Title			Credit					
0406	English 9			5.000					
0503	Math B			5.000					
0505	Algebra I			5.000					
0553	Biology Basics			5.000					
0625	N PE 10			5.000					
0716	US History			5.000					
GPA Summary									
Academic GPA:		3.300							
Total GPA:		3.167							
Testing Information									
Math1	Sam	02/03	Grade						
	Math2		Math3						



Transcript is unofficial unless signed by a school official

Health/Emergency

This section includes sample reports from the Course History module:

- IMM01 - Immunization Record
- IMM02 - Health Code Count
- IMM03 - Immunization Count
- IMM04 - Immunization Compliance
- EMG01 - Student Contact Form

Immunization Record (IMM01)

Student ID	Starting and ending permanent ID numbers to be printed. If left blank, all students are included.
Grade	Starting and ending grades to be included. If left blank, all grade levels are included.
Gender	Gender to be included. If left blank, both genders are included.
Track	Track to be included. If left blank, all tracks are included (only displays if the school has been set up with tracks).

Report Highlights

Atom Access: Health and Emergency

Custom Sort Fields

Custom Report Subtitle	Prints below the report title. To print no subtitle, leave the default value, Generic Report.
Custom ID	Renames the Report ID. Prints above the page number
Sort Field 1-6	Determines the order in which items will be listed on the report
A/D 1-6	A= Ascending, D= Descending
New Page 1-6	Whether the records for each sort field should be started on a new page or not.
Report Title	Report you want to print. If you do not make a selection, the Generic report prints.

Abbasi, Elisa		04/17/84	Californi
	X		
Ahmad Farsaie		1021 Lynwood Dr #2	

Health Code Count (IMMO2)

Report Highlights

Atom Access: Basic Scheduling

The Health Code Count report is used to print a record of the total quantity of each health code reported. The report can be for a single health code or for all health codes, and for a selected group of students or for all students.

Custom Sort Fields

Custom Report Subtitle Prints below the report title. To print no subtitle, leave the default value, Generic Report.

Custom ID Renames the Report ID. Prints above the page number.

Sort Field 1-6 Determines the order in which items will print on the report.

A/D 1-6 A = Ascending, D = Descending

New Page 1-6 Whether the records for each sort field should be started on a new page.

Query Condition Enter a specific query to filter the report data.

Report Parameters

Report Title Report you want to print. If left blank, the Generic report prints.

Date Date for which you want to report the health code count.

Health Code Health code on which you want to report. To include all health codes, leave blank.

Grade Range of grades you want to include. To include all grades, leave blank.

Student ID Range of students you want to include. To include all students, leave blank.

Secondary Demo

Health Code Count

02/07/00
10:12

IMM02
Page 1

Health Code	Description	Count
BEE	Bee Sting	1
BRK	Broken Bone - little finger in PE	2
DBT	Diabetes	2
MSC	Miscellaneous - headache	3

Immunization Count (IMMO3)

Report Highlights

Atom Access: Basic Scheduling

The Immunization Count lists the total number of students that have taken each dose of the immunizations that are defined on your system. It can be run for one type of immunization or for all immunizations.

Custom Sort Fields

Custom Report Subtitle	Prints below the report title. To print no subtitle, leave the default value, Generic Report.
Custom ID	Renames the Report ID. Prints above the page number.
Sort Field 1-6	Determines the order in which items are listed on the report.
A/D 1-6	A = Ascending, D = Descending
New Page 1-6	Whether the records for each sort field should be started on a new page.
Query Condition	Enter a specific query to filter the report data.

Report Parameters

Report Title	Report you want to print. If you do not make a selection, the Generic report prints.
Grade	Range of grades you want to include in the report. If left blank, all grades are included.
Student ID	Range of students you want to include in the report. If left blank, all students are included.
Immunization	Immunization you want the report to cover. Leave blank to include all immunizations.

Secondary Demo											
Immunization Count											
03/22/99										IMM03	
16:13										Page	1
Immunization	0 Doses	1 Doses	2 Doses	3 Doses	4 Doses	5 Doses	6 Doses	7 Doses	8 Doses	9 Doses	10 Doses
Polio (OPV)	129	12	5	46	179	272					
DTP or DT/TD	130	11	4	12	133	353					
MMR	129	513	1								
HIB Meningitis	131	512	0	0	0						
Hepatitis B	131	512	0	0							
			0								

Immunization Compliance(IMMO4)

Report Highlights

Atom Access: Basic Scheduled

The Immunization Compliance report is used to print a record of the status of students' immunizations.

Note: If you have defined more than 11 immunizations in the Vaccine Definition atom, you will not be able to run this report.

Custom Sort Fields

No Sort Fields

Report Parameters

Report Title	Report you want to print. If you do not make a selection, the Generic report will print.
Grade	Range of grades you want to include in the report. If you leave this blank, all grades will be included.
Immunization	Type of immunization on which you want to report. If you leave this blank, all immunizations will be included in the report.
Student ID	Range of students you want to include in the report. If you leave this blank, all students will be included.
Include All Students	Whether to include all student records in the report. If you leave this blank, only students who are not in compliance will be included in the report.

DTP or DT/TD Student Name Polio (OPV)	HIB Meningitis MMR	Varicella Student ID Hepatitis B	Grade	Birthdate
Abber, Clara		2	11	11/07/83
N N N	N	N	N	
Hartley, Arturo		613	10	07/09/84
N N N	N	N	N	
Andre Jr, Virgil		41	11	03/07/83
N N N	N	N	N	
Harvey, Janis		615	11	12/18/83
N N N	N	N	N	
Hedlund, John		630	11	07/13/83
N N N	N	N	N	
Henson, Austin	636 11	07/14/83	N N N	N N N

Student Immunization Summary (IMM05)

The screenshot shows a web-based report interface titled "Report Interface". It features a "Student Immunization Summary" section with a dropdown menu set to "Generic Report" and a "Report ID" field containing "IMM05". To the right, under "Recommended Orientation", there are three checkboxes: "Cover Page", "Draft print", and "Preview", all of which are unchecked. Below this, a "Enter Parameters For Report:" section contains a "Student ID:" label followed by an empty text input field. At the bottom of the interface, there are two rows of buttons: the first row contains "Setup", "Custom", and "Save"; the second row contains "Close", "Queue", and "Print".

Report Highlights

Atom Access: Basic Scheduling

Custom Sort Fields

Produces a report displaying individual student immunization records with the dates of each vaccination. Also indicates student name, parent/guardian name, home address and phone number. Similar to IMM01, except you can print on plain-paper, rather than preprinted IMM forms.

Report Parameters

Student ID	Range of students you want to include in the report. If you leave this blank, all students will be included.
------------	--

Secondary Demo

Student Immunization Summary

IMM05

02/07/00

10:17

Page 1

Armijo, Kenrick R

Student ID: 357261

Grade: 09

Gender: M

Birth Date: 08/03/85

Birthplace:

Ethnic Code: H

Address: 8827 E Butte St

Parent / Guardian: M / M

Joshua Armijo

Anytown, CA 92653

Phone:

714-555-2584

Immunization Summary

Vaccination		Date 1	Date 2	Date 3
Date 4	Date 5	Date 6	Date 7	Date 8
Date 9	Date			
Polio (OPV)				
N / A	N / A	N / A	N / A	N /
DTP or DT / TD				
N / A	N / A	N / A	N / A	N /
MMR				N / A
N / A	N / A	N / A	N / A	N / A
N / A	N /			
HIB Meningitis				
N / A	N / A	N / A	N / A	N / A
N /				
Hepatitis B				
N / A	N / A	N / A	N / A	N / A
N / A	N /			
Varicella				N / A
N / A	N / A	N / A	N / A	N / A
N / A	N /			

Emergency Report (EMG01)

Report Highlights

Atom Access: Basic Scheduling

Custom Sort Fields

The Student Contact Form (EMG01).can be sent home with students so parents can verify the current emergency data for their child.

The report contains:

- The student's name, address, phone number, ID number, Social Security Number, birthdate, gender, ethnic code, and the time period for which the information is valid.
- The physician's name, phone number, health and emergency comments, and medical alert conditions 1 and 2.
- Information on up to two emergency contacts, including name, home address, phone number, and relationship to the student.
- Information on up to two parent/guardians, including name, address, relationship to the child, home phone, work phone, employer, employer's address, whether they are the legal guardian, whether they are responsible for the student, whether they reside with the student, and any parent/guardian comments. There is also space for signatures for each parent/guardian.

The report is sorted by student name.

Options Tab

Grade	Starting and ending grades to be included. If left blank, all grade levels are included.
Student ID	Starting and ending permanent ID numbers to be printed. If left blank, all students are included.
Print Option	Three print options are available, which enable you to print reports for all students, regardless if they have emergency information, to print blank forms for all students, or to print for selected students.
Health Comment	Enter a message to be printed on the report after the Emergency and Health Information. For example, "Please make sure you have completed the health questionnaire."
Contact Comment Label	Enter a message to be printed just before a series of lines where parents can write in comments. For example, "Please list all other individuals allowed to pick up your child."
Print Address?	Select this check box to print the contact addresses on the form.

Custom Sort Tab

Custom Report Subtitle	Prints below the report title. To print no subtitle, leave the default value, Generic Report.
Custom ID	Renames the Report ID. Prints above the page number.
Output Options	Displays the report the following ways: <ul style="list-style-type: none">■ Printer: Print the report out at a printer.■ Screen: Display the report on the screen (use this option to see a print preview).■ Disk: Option is not currently active.
Sort Field 1-6	Determines the order in which items are listed on the report.
A/D 1-6	A = Ascending, D = Descending
New Page 1-6	Whether the records for each sort field should be started on a new page.
Query Condition	Enter a specific query to filter the report data.

Student Information

Student: Acosta, Andrew

Student Address: 312 Walnut Av

Pleasantville, CA 92653

Phone: 714-555-5168

Student #:6

Birthdate:02/18/84

Social Security #:

Gender: M

Ethnic Code:Hispanic

Grade: 09

Attach documentation regarding unique circumstances concerning
legal guardianship of the above named student.

Emergency Contact Information

The individuals below have authorization to pick up my and can be reached during school hours at the number listed.

Name:

Home Address:

Relationship:

City, State, ZIP:

Phone:

Name:

Home Address:

Relationship:

City, State, ZIP:

Phone:

Name:

Home Address:

Relationship:

City, State, ZIP:

Phone:

Name:

Home Address:

Relationship:

City, State, ZIP:

Phone:

Contact Comments:

Emergency & Health Information

In case of serious accident or illness at syour child will be sent to an emergency medical facility.
The parent(s)/guardian(s) is responsible for all expenses.

Physician's Name:

Medical Alert 1:Bee Stings

Medical Alert 2:

Health Comments:

Phone:

Progress

This section includes sample reports from the Progress module:

- PRG04 – Progress Report Cards
- PRG05 – Mark Listings by Student
- PRG06 – Mark Verification by Teacher
- PRG08 – Mark Exception Reports
- PRG10 – Mark Distribution Analysis by Teacher

Progress Report Cards (PRG04)

Report Highlights

Atom Access: Grade Reporting/Progress Folder

Progress report cards print for the reporting period defined in the Period field on the Progress tab of the Grading Setup atom. The progress report form on which data prints is selected through the Scan Form field of the Grading Setup atom.

They are printed alphabetically by the student's last name, first name, and permanent number. Additional attendance information is printed on the progress report if the Use Add'l Attn Info field on the Progress Reporting tab is set to Yes.

If you selected attendance options on the Attendance tab of the Grading Setup atom, they print on the progress report. You can choose up to four different options including: Total Days Enrolled, Days Present, All Absences, and All Tardies. The Additional Attendance report is based on the All Day Absence Code.

Any student receiving at least one academic mark, conduct mark, or comment code receives a Progress Report card. Only those courses with a comment or mark recorded are printed on the report.

Custom Sort Fields

Custom sort fields are student's first name, last name, grade level, track, permanent number, zip code, advisor number, counselor number, total credits earned, and NO SORT.

Report Parameters

- | | |
|----------------------|---|
| Progress Report Card | Select Generic Report to print a standard progress report card on the progress report form you selected in the Progress screen of the Grading Setup atom. |
| Grade | Select the grade level of the students for which you want to print progress report cards. To print report cards for all students in the selected range of grades, leave the Student ID field blank. If no grade level is selected, report cards print for all grade levels defined in the School atom. To print for a single grade, enter the grade in both fields (for example, 8 to 8). |
| Permit Number | Enter the school mailing permit number. The default displayed in this field comes from the School atom's Permit Number field. |

GPA to Print	Select the GPA you want to print on the progress report card.
Absence to Print	Select the absence type you want to print on the progress report card.
Student ID	To print progress report cards for a specific student, enter the student's ID in both fields. To print for a range of student IDs, enter the beginning ID number in the first field and the last ID number in the second field. To print report cards for random student IDs, you may use the Query Statement field in the Custom section of the report interface. For example, to print report cards for student IDs 123, 456, and 789, type this command: ID in [123, 456, 789]. When requesting progress report cards for random student IDs, make sure the Grade fields are blank.
Permit City	Enter the city in which the school using the mailing permit is located. This information comes from the city, state, and zip code entered in the School atom.
Print Address Correction	Whether to print the Address Correction Requested message on the progress report card.
Track	If your school is set up as a track school, this field displays on the report interface. Use the list to select the track for which progress report cards are being printed. If you leave this field blank, all tracks are printed.
Sort Period	Print progress reports that are sorted in order by teacher, according to the class period specified in this field. For example, if progress reports are to be passed out in fourth period, then set 04 in this field to print progress reports, by teacher, in fourth-period order

					PRESORTED		
Secondary		Demo			FIRST CLASS	MAIL	
					US POSTAGE	PAID	
9874	Hickory	Stick	Dr.		Pleasantville,	CA	92653
	Pleasantville,	CA	92653		PERMIT NO.	123456	
	Abbasi,	Lisa		1	09	01/11/99	03/26/99
01Economics		Yates,	M		U		
04Biology	I	Rudd,	R			Outstanding	effort
05Spanish	I	Erturk,	J	C	N U		
06English	9	Brotman,	D	A			
07Swimming		Anton,	A	B	O	Excessive	tardies

Mark Listings by Student (PRG05)

Report Parameters

- Grade** Select the grade level for which you want listings to print. If no grade level is selected, the listing prints for all grade levels currently enrolled.
- Track** This field only displays if your school is set up as a track school. Use the list to select the appropriate track.

Report Highlights

Atom Access: Progress Folder and Grade Reporting

Custom Sort Fields

The Mark Listing by Student report prints a listing of students' marks for the reporting period defined on the Progress tab of the Grading Setup atom. The report may be printed for a single grade level or a range of grade levels, and if applicable, a specific track.

Data is grouped by student and includes the reporting period for which data is compiled, student name and ID, grade level, the class period, course title, teacher name, term mark, conduct and comment codes, and absence totals.

The report prints in landscape mode on 8 1/2- by 11-inch paper, and is printed alphabetically by student last name, first name, middle name, and permanent number.

Custom sort fields are the student's first name, middle name, last name, permanent number (student ID), grade level, and NO SORT.

Secondary Demo											
MARK LISTING BY STUDENT											
PRG05											
Page 1											
03/18/99											
14:21											
Third Quarter Grade Report											
Student Name Student ID Grade Per Course Title Teacher Name Mark Con WH All Abs All Tdy Comments											
Abbasi, Lisa 1 09 01 Crafts The Duke NR U S											
01 Economics Yates, M NR U											
04 Biology I Rudd, R NR											
05 Spanish I Erturk, J C N U 13 1 A = Outstanding effort											
06 English 9 Brotman, D A 2											
07 Swimming Anton, A B O D = Excessive tardies											
Abbott, Christine A. 3 09 01 Journ-Yearbook Brownlee, R NR N O H = Does not work up to ability											
03 Science 9 Brownlee, R NR 2											
04 Keyboarding I Willburn, C NR 1 B = A pleasure to have in class											
05 Algebra I Curry, R NR O											
06 Math A Meier, D NR N											

Mark Verification by Teacher (PRG06)

Report Highlights

Atom Access: Progress Folder and Grade Reporting

The Mark Verification by Teacher report provides each teacher with a list of students enrolled in his or her class and the mark, conduct code, and comments awarded. Once distributed, teachers may review the list for accuracy and correct any mistakes. Use the Progress atom to enter the corrections before printing progress report cards or any other progress reports.

Report data includes the current reporting period, sheet number and line, teacher name, class period, course description, student ID and name, term mark, conduct code, absence totals, and comments. The report prints in numeric order by teacher number, then by class period.

The Mark Verification by Teacher report prints in landscape mode on 8 1/2- by 11-inch paper. Each class prints on a separate page. An asterisk prints next the name of a student enrolled as a teacher's aide.

Custom Sort Fields

There are no custom sort fields for this report.

Report Parameters

Teacher Number Enter the teacher number or a range of teacher numbers for which you want to print class listings. You can use the Teacher List atom as a cross-reference between teacher names and numbers.

Track If your school is set up as a track school, this field displays on the interface window. Select the current track from the list options. Leave blank to print a report for all tracks.

03/18/99 14:22		MARK VERIFICATION BY TEACHER						PRG06 Page		1
Third Quarter Grade Report TeacheAnton, A		Period:	07	Section ID:	0720	Course:		Swimming		
Student ID Student Name		Sheet	Ln Mark	Con	WH	All Abs	All Tdy	Comments		

Mark Exception Reports (PRG08)

Report Highlights

Atom Access: Progress Folder and Grade Reporting

The Mark Exception Report prints a list of students who received a specific academic progress mark a specified number of times during the specified marking period. You can list all classes for each student meeting one or more of the conditions or only the classes in which the specified mark was received. For example, for a list of all students who received 1 F, or 1 D, or 1 NC, the report listing includes students meeting one or more of these conditions. If the **All Marks** check box is selected, all courses taken by the student print; not just the courses in which the specified marks were earned.

Report data includes the reporting period, student name and ID, grade level, course title and period, teacher name, mark, conduct codes and comments. The default sort order is by student last name, then first name.

This report prints in landscape mode on 8 1/2- by 11-inch paper.

Custom Sort Fields

Custom sort fields are Permanent Number, Grade, First Name, Last Name, Middle Name, and NO SORT.

Report Parameters

Mark 1 and Counter	Select the first condition. You can select the grade and number of times a student must receive it to be included on the report. For example, if an F is selected as the Mark and 1 as the Counter, any student receiving one or more F grades is listed on the report.
Mark 2 and Counter	Select the second condition.
Mark 3 and Counter	Select the third condition. Note: If a second or third mark condition is entered, any student meeting any one of the three criteria is printed.
All marks	Whether all courses taken by the student that match one or more of the specified conditions will print (not just the courses in which the specified marks were earned).
Grade	Select the grade level or range of grade levels to search
Track	If your school is setup as a track school, select the track to be printed or leave blank for all tracks.

Secondary Demo									
MARK EXCEPTION REPORT									
PRG08									
04/08/99									
19:52									
Page 1									
First Progress Report									
Student Name	Student ID	Grade	Per	Course Title	Teacher Name	Mark	Con	WH	Comments
Diianni, Andrea A.	400	11	05	Geometry	Simmerman, G	D	N	N	
Greenwood, Michelle E.	565	10	05	Geometry	Simmerman, G	F+	N	N	
Palafox, Ben H.	1097	12	05	Geometry	Simmerman, G	F-			Does not turn in assignments

Mark Distribution Analysis by Teacher (PRG10)

Report Highlights

Atom Access: Grade Reporting/Progress Folder

The Mark Distribution Analysis by Teacher report enables you to print a mark distribution analysis organized by teacher, course, and beginning period. This analysis displays totals, percentages, and GPAs for all academic marks awarded during the selected marking period. Totals are tallied for each teacher, course, and at the end of the report, for the entire school. For each teacher listed this information is provided:

- Teacher Number and Teacher Name
- Course ID and Course Title
- Class period
- Totals and percentages of students who received marks of A, B, C, D, F, and I. For districts who have set up a numeric grading system on the Grading Setup Reporting Options screen, each numeric score is converted to its character equivalent.
- Total and percentage of students who received any other mark.
- GPA, on a 4.0 point scale, of all marks given.

The report prints in landscape mode on 8 1/2- by 11-inch paper and is sorted by teacher number, course, and beginning class period.

Custom Sort Fields

Custom sort fields are teacher number, course ID, beginning class period, and NO SORT.

Report Parameters

Teacher Number	A single teacher number or a range of teacher numbers for which you want to print the mark distribution. If both fields are left blank, distributions totals calculate for all teachers.
Course ID	A single course ID or a range of IDs for which you want to print mark distribution.
Print GPA	Whether to print the GPA earned during the progress reporting period on the progress report card.
Track	This parameter displays only if your school is setup as a track school. Select track from the list.

				Secondary Demo										PRG10			
03/18/99				MARK DISTRIBUTION ANALYSIS													
14:24				By Teacher										Page			
Third Quarter Grade Report														1			
				----- A -----	B -----		C -----		D -----		F -----		I -----		---Other---		
Tch#	Teacher Name	Crs ID	Course Title	Per	TotalPct	Total Pct	Total Pct	Total Pct	Total Pct	Total Pct	Total Pct	Total Pct	Total Pct	Total Pct	Total Pct	G.P.A.	
5	Anton, A	0669	Swimming	07	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.000	
					0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.000	
30	Brotman, D	0406	English 9	06	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.000	
					1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.000	

Mass Scheduling

The reports in this section are from the Mass Scheduling module:

- SMS02 – Sections List
- SMS09 – Totals Course ID
- SMS12 – Class Load Analysis
- SMS24 – Class Listing
- SMS25 – Teacher Schedules
- SMS51 – Open Periods Day Combination
- SSS03 – Course Request Tally
- SSS04 – Reverse Verification Listing
- SSS06 – Potential Conflict Matrix
- SSS07 – Course Request Verification
- SSS08 – Scheduling Reject Analysis
- SSS10 – Class Load Analysis by Course/Section
- SSS17 – Pre-Scheduling Edit Listing
- SSS18 – Students With Less than N Requests
- SSS19 – Students With Less than Full Schedule
- SSS20 – Students With More than Full Schedule
- SSS21 – Class Load Analysis by Period/Course
- SSS31 – Locator Cards
- SSS32 – Class Schedule
- SSS33 – Student Schedule

Sections List (SMS02)

Report Interface

Report ID: SMS02 Recommended Orientation: ☐ Cover Page ☐ Draft print ☐ Preview

SCHEDULING SECTIONS LISTING

Enter Print Criteria for Sections: **SMS02: By Sections** (selected)

Course Range: -

Teacher Range: -

Period Range: -

Include Inactive Sections: ☐

Buttons: Setup Custom Save Close Queue Print

Report Highlights

Atom Access: Scheduling Sections atom (Mass Scheduling folder)

The Sections List shows each section in the Master Schedule file in section number sequence.

Report Parameters

SCHEDULING SECTIONS LISTING

You can preview the sorted data according to the following custom sort options:

- SMS02: By Sections
- SMS03: By Course ID, Period, and Teacher Number
- SMS04: By Teacher Number, Period, and Course ID
- SMS05: By Room Number, Period, and Term
- SMS06: By Teacher Name, Period, and Course ID

The following table describes what each option stands for.

Title	Report ID	Requirements
By Sections	SMS02	The Sections List sorts according to sections by default. Select this option to print records sorted by Section ID, in ascending order.
By Course ID, Period, and Teacher Number	SMS03	Select this option to print records sorted by Course ID, Beginning Period, and Teacher Number, in ascending order.
By Teacher Number, Period, and Course ID	SMS04	Select this option to print records sorted by Teacher Number, Beginning Period, and Course ID, in ascending order.

Title	Report ID	Requirements
By Room Number, Period, and Term	SMS05	Select this option to print records sorted by Room Number, Beginning Period, and Term Code (Q1, Q2, S1, S2, YR), in ascending order.
By Teacher Name, Period, and Course ID	SMS06	Select this option to print records sorted by the last and first name of the teacher in ascending order, then by Beginning Period in ascending order, and lastly by Course ID, in ascending order.

- Course Range To limit the courses included on the report, enter a range of courses in these fields. To list only one course (for example, Course 101), enter from 101 to 101. If these fields are blank, all courses are included.
- Teacher Range To limit the report to a specific group of teachers, enter the range of teacher numbers you want on the report. If these field are blank, all teachers are included.
- Period Range To limit the report to a specific range of periods, select the periods from the list. To include all periods, leave these fields blank.
- Include Inactive Sections Select this checkbox to include inactive sections in the report.

04/02/99
16:57

Secondary Demo
SCHEDULING SECTIONS LISTING

SMS02

Page 1

Section ID	Beg	End	Term	Days	Crs ID	Course Title	Tch Teacher Name	Room	Credit	Max	Total
0101		01	YR	m t w r f	0846	Ind Stdy PE	170 Tennison	Ofc	10.00	10	0
	01										
0101		01	YR	m t w r f	0846	Ind Stdy PE	170 Tennison	Ofc	10.00	10	0
	01										
0102		01	S2	m t w r f	0344	Marching Band	126 Mc Ginnis	Pal	5.00	50	
	01										
0102		01	S2	m t w r f	0344	Marching Band	126 Mc Ginnis	Pal	5.00	50	
	01										
0102		01	S2	m t w r f	0344	Marching Band	126 Mc Ginnis	Pal	5.00	50	
	01										
0103		01	YR	m t w r f	0399	Journ-Yearbook	147 Pope	207	10.00	25	10
	01										
0103		01	YR	m t w r f	0399	Journ-Yearbook	147 Pope	207	10.00	25	10
	01										
0103		01	YR	m t w r f	0399	Journ-Yearbook	147 Pope	207	10.00	25	10
	01										
0104		01	S2	m t w r f	0345	Band Drill Unit	126 Mc Ginnis	Pal	5.00	25	3
	01										
0104		01	S2	m t w r f	0345	Band Drill Unit	126 Mc Ginnis	Pal	5.00	25	3
	01										
0104		01	S2	m t w r f	0345	Band Drill Unit	126 Mc Ginnis	Pal	5.00	25	3
	01										
0105		01	YR	m t w r f	0602	Weight Training	144 Perrance	Gym	10.00	35	15
	01										
0105		01	YR	m t w r f	0602	Weight Training	144 Perrance	Gym	10.00	35	15

Totals by Course ID (SMS09)

Report Interface

SCHEDULING SECTIONS LISTING

Report ID: SMS09

Enter Print Criteria for Sections List:

Course Range: [] - []

Teacher Range: [] - []

Period Range: [] - []

Include Inactive Sections: ☐

Subtotals by Course ID: ☒

Buttons: Setup, Custom, Save, Close, Queue, Preview

Report Highlights

Atom Access: Scheduling Sections atom (Mass Scheduling folder)

The Totals by Course ID report is a listing of each section in the Master Schedule file, sorted and subtotaled by course ID.

Report Parameters

Course Range	To limit the courses included on the report, enter a range of courses in these fields. To list only one course (for example, Course 101), enter from 101 to 101. If these fields are blank, all courses are included.
Teacher Range	To limit the report to a specific group of teachers, enter the range of teacher numbers you want on the report. If these field are blank, all teachers are included.
Period Range	To limit the report to a specific range of periods, select the periods from the list. To include all periods, leave these fields blank.
Include Inactive Sections	Select this check box to include inactive sections in the report.
Subtotals by Course ID	Select this checkbox to include subtotals by course ID (default).

04/02/99
16:58

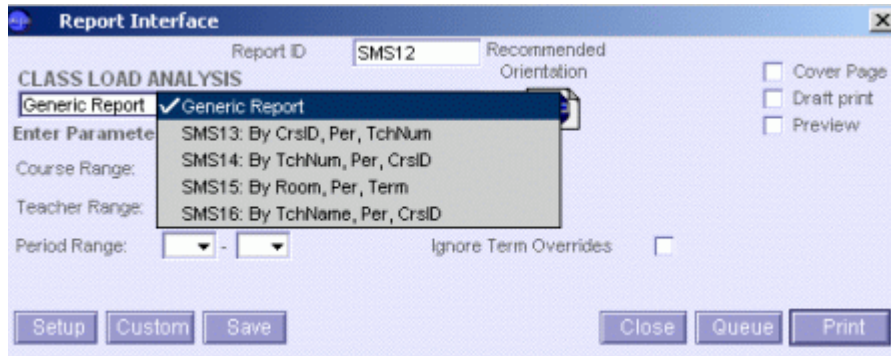
Secondary Demo
SCHEDULING SECTIONS LISTING

SMS09

Page 1

Section ID	Beg	End	Term	Days	Crs ID	Course Title	Tch Teacher Name	Room	Credit	Max	Total
0119	01	01	S1	m t w r f	0100	Study Hall	203 RFitz		1.00	50	0
0121	01	01	S2	m t w r f	0100	Study Hall	203 RFitz		1.00	50	
0121	01	01	S2	m t w r f	0100	Study Hall	203 RFitz		1.00	50	
0121	01	01	S2	m t w r f	0100	Study Hall	203 RFitz		1.00	50	
0246	02	02	S1	m t w r f	0100	Study Hall	203 RFitz		1.00	50	0
0246	02	02	S1	m t w r f	0100	Study Hall	203 RFitz		1.00	50	0
0246	02	02	S1	m t w r f	0100	Study Hall	203 RFitz		1.00	50	0
0247	02	02	S2	m t w r f	0100	Study Hall	203 RFitz		1.00	50	0
0247	02	02	S2	m t w r f	0100	Study Hall	203 RFitz		1.00	50	0
0247	02	02	S2	m t w r f	0100	Study Hall	203 RFitz		1.00	50	0
0331	03	03	S1	m t w r f	0100	Study Hall	203 RFitz		1.00	50	0
0331	03	03	S1	m t w r f	0100	Study Hall	203 RFitz		1.00	50	0
0331	03	03	S1	m t w r f	0100	Study Hall	203 RFitz		1.00	50	0
0335	03	03	S2	m t w r f	0100	Study Hall	203 RFitz		1.00	50	0
0335	03	03	S2	m t w r f	0100	Study Hall	203 RFitz		1.00	50	0
0335	03	03	S2	m t w r f	0100	Study Hall	203 RFitz		1.00	50	0
0429	04	04	S1	m t w r f	0100	Study Hall	203 RFitz		1.00	50	0
0429	04	04	S1	m t w r f	0100	Study Hall	203 RFitz		1.00	50	0
0429	04	04	S1	m t w r f	0100	Study Hall	203 RFitz		1.00	50	0
0433	04	04	S2	m t w r f	0100	Study Hall	203 RFitz		1.00	50	0

Class Load Analysis (SMS12)



Report Highlights

Atom Access: Scheduling Sections atom (Mass Scheduling folder)

The Class Load Analysis report lists all classes in the master schedule in order by period and section number.

Report Parameters

CLASS LOAD ANALYSIS

You can sort Class Load Analysis using

- SMS12: Generic Report
- SMS13: By Course ID, Period, and Teacher Number
- SMS14: By Teacher Number, Period, and Course ID
- SMS15: By Room Number, Period, and Term
- SMS16: By Teacher Name, Period, and Course ID

Select the sort option you want. The following table describes what each option stands for.

Title	Report ID	Requirements
Generic Report	SMS12	Select this option to preview or print records sorted first by beginning period and then by ending period, in ascending order.
By Course ID, Period, and Teacher Number	SMS13	Select this option to print records sorted by Course ID, Beginning Period, and then by Teacher Number, in ascending order.
By Teacher Number, Period, and Course ID	SMS14	Select this option to print records sorted by Teacher Number, Beginning Period, and lastly by Course ID, in ascending order.
By Room Number, Period, and Term	SMS15	Select this option to print records sorted by Room Number, Beginning Period, and Term Code (Q1, Q2, S1, S2, YR), in ascending order.

Title	Report ID	Requirements
By Teacher Name, Period, and Course ID	SMS16	Select this option to print records sorted by the last and first name of the teacher in ascending order, then by Beginning Period in ascending order, and lastly by Course ID, in ascending order.

Course Range	To limit the courses included on the report, enter a range of courses in these fields. To list only one course (for example, Course 101), enter from 101 to 101. If these fields are blank, all courses are included.
Teacher Range	To limit the report to a specific group of teachers, enter the range of teacher numbers you want on the report. If these field are blank, all teachers are included.
Period Range	To limit the report to a specific range of periods, select the periods from the list. To include all periods, leave these fields blank.

03/18/99
13:01

CLASS LOAD ANALYSIS

Page 1

Section ID	Beg	End	Term	Crs ID	Course Title	TchTeacher Name	Room	Cred	Gen	Range	Max	M	F	09	10	11	12	Total	Left
0401-02	02	02	SI	0401	Drama I	5 Anton	203	5.00	09	12	28	0	1	1	0	0	0	1	27
0406-01	01	01	YR	0406	English 9	12 Bell, T		10.00	09	12	30	2	0	2	0	0	0	2	28
0406-04	04	04	YR	0406	English 9	5 Anton		10.00	09	12	31	0	0	0	0	0	0	0	31
0406-05	05	05	YR	0406	English 9	5 Anton		10.00	09	12	31	0	0	0	0	0	0	0	31
0472-02	04	04	YR	0472	French II	21 Blackburn	124	10.00	09	12	31	0	0	0	0	0	0	0	31
0624	05	05	YR	0472	French II	21 Blackburn	124	10.00	09	12	31	1	1	0	1	1	0	2	29
0528	05	05	YR	0481	German I	9 Bayes	125	10.00	09	12	31	0	0	0	0	0	0	0	31
0427	04	04	YR	0482	German II	9 Bayes	125	10.00	09	12	26	0	0	0	0	0	0	0	26
0506-01	01	01	YR	0506	Geometry	9 Bayes		10.00	09	12	30	2	1	0	2	1	0	3	27
0506-03	03	03	YR	0506	Geometry	9 Bayes		10.00	09	12	37	0	3	1	1	1	0	3	34
0506-04	04	04	YR	0506	Geometry	9 Bayes		10.00	09	12	37	0	0	0	0	0	0	0	37
0506-05	05	05	YR	0506	Geometry	9 Bayes		10.00	09	12	37	0	1	1	0	0	0	1	36
0524-02	04	04	YR	0524	Alg II/Trig (H)	12 Bell	226	10.00	09	12	30	0	1	0	0	1	0	1	29
0541-01	01	01	YR	0541	Science 9	9 Bayes		10.00	09	09	30	0	1	1	0	0	0	1	29
0541-03	03	03	YR	0541	Science 9	9 Bayes		10.00	09	09	31	1	0	1	0	0	0	1	30

Class Listing (SMS24)

The screenshot shows a software window titled "Report Interface". Inside, there's a section for "CLASS LISTING" with a dropdown menu set to "Generic Report". To the right, the "Report ID" is "SMS24". Below this, a section titled "Enter Parameters for CLASS LISTING:" contains three input fields: "Course Range:" (with two text boxes separated by a hyphen), "Teacher Range:" (with two text boxes separated by a hyphen), and "Period Range:" (with two dropdown menus separated by a hyphen). On the right side of the window, there are checkboxes for "Cover Page", "Draft print", and "Preview", with "Preview" being checked. A "Recommended Orientation" icon is also present. At the bottom, there are buttons for "Setup", "Custom", "Save", "Close", "Queue", and "Preview".

Report Highlights

Atom Access: Scheduling Sections atom (Mass Scheduling folder)

The Class Listing is a master schedule listing in order by course number. It shows the room, teacher(s), and section(s) for each period that the course meets.

Report Parameters

- | | |
|---------------|---|
| Course Range | To limit the courses included on the report, enter a range of courses in these fields. To list only one course (for example, Course 101), enter from 101 to 101. If these fields are blank, all courses are included. |
| Teacher Range | To limit the report to a specific group of teachers, enter the range of teacher numbers you want on the report. If these field are blank, all teachers are included. |
| Period Range | To limit the report to a specific range of periods, select the periods from the list. To include all periods, leave these fields blank. |

03/18/99 13:03		Secondary Demo		SMS24 Page 1	
CLASS LISTING					
COURSE	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5

Drama I Crs #: 0401		Room: 203 Anton Sect: 0401-02			
English 9 Crs #: 0406				Room: Anton Sect: 0406-04	Room: Anton Sect: 0406-05
German I Crs #: 0481					Room: 125 Bayes
German II Crs #: 0482				Room: 125 Bayes Sect: 0427	Sect: 0528
Geometry Crs #: 0506	Room: Bayes Sect: 0506-01		Room: Bayes Sect: 0506-03	Room: Bayes Sect: 0506-04	Room: Bayes Sect: 0506-05
Science 9					

Teacher Schedules (SMS25)

Report Highlights

Atom Access: Scheduling Sections atom (Mass Scheduling folder)

The Teacher Schedules report is a master schedule listing in order by teacher number, showing the room and course(s) for each period in which the teacher has a class.

Report Parameters

- | | |
|---------------|---|
| Course Range | To limit the courses included on the report, enter a range of courses in these fields. To list only one course (for example, Course 101), enter from 101 to 101. If these fields are blank, all courses are included. |
| Teacher Range | To limit the report to a specific group of teachers, enter the range of teacher numbers you want on the report. If these field are blank, all teachers are included. |
| Period Range | To limit the report to a specific range of periods, select the periods from the list. To include all periods, leave these fields blank. |

03/18/99		13:04		Secondary		Demo		SMS25		Page 1	
				TEACHER		SCHEDULES					
TEACHER NAME		PERIOD 1		PERIOD 2		PERIOD 3		PERIOD 4		PERIOD 5	
-----		-----		-----		-----		-----		-----	
Anton				Room: 203 Drama I Sect: 0401-02				Room: 9 English Sect: 0406-04		Room: 9 English Sect: 0406-05	
Bayes		PERIOD 1		PERIOD 2		PERIOD 3		PERIOD 4		PERIOD 5	
								Room: 125 German II Sect: 0427		Room: 125 German I Sect: 0528	
Bell, T		PERIOD 1 Room: English 9 Sect: 0406-01		PERIOD 2		PERIOD 3		PERIOD 4		PERIOD 5	
Blackburn								Room: 124 French II		Room: 124 French II	

Open Periods Day Combination (SMS51)

The screenshot shows a software interface titled "Report Interface". It contains several input fields and buttons. At the top left, there is a dropdown menu labeled "Open Periods Day Combinations" with "Generic Report" selected. To its right is a text field for "Report ID" containing "SMS51". Below these is a section titled "Enter Parameters for Open Periods Day Combinations:" which includes a "Term Duration" dropdown set to "Entire Year" and a "Period Range" field with two dropdowns separated by a hyphen. On the right side, there is a "Recommended Orientation" icon (a document with a blue 'P') and three checkboxes: "Cover Page" (unchecked), "Draft print" (unchecked), and "Preview" (checked). At the bottom, there are two rows of buttons: "Setup", "Custom", and "Save" on the left; and "Close", "Queue", and "Preview" on the right.

Report Parameters

- | | |
|---------------|--|
| Term Duration | Select Entire Year, or one of the terms that has been defined for your school. |
| Period Range | Select a beginning and ending period to include in the report. |

Report Highlights

Atom Access: Scheduling Sections atom (Mass Scheduling folder)

The Open Periods Day Combination report is a summary of the number of students who have open periods (no class schedule), for each period of the day, and for each combination of class days. Totals are shown for each of the terms in which classes are scheduled. Run this report before using the Fill Open Periods atom, to show how many sections of study hall are needed.

03/18/99		Secondary		Demo		SMS51	
13:18						Page	
		Open	Periods	Day	Combinations		1
Period	Days	S1	Q1	Q2	Total		
01	mtwrf	485	0	1	486		
02	mtwrf	483	0	2	485		
03	mtwrf	484	0	0	484		
04	mtwrf	458	0	0	458		
	t	2	0	0	2		

Period	Total	460	0	0	460		

Course Request Tally (SSS03)

The screenshot shows a web-based report interface titled "Report Interface". It features a dropdown menu for "Course Request Tally" set to "Generic Report", a "Report ID" field containing "SSS03", and a "Recommended Orientation" icon. To the right, there are three checkboxes: "Cover Page" (unchecked), "Draft print" (unchecked), and "Preview" (checked). Below these, a section titled "Enter Parameters for Course Request Tally:" contains a checkbox for "Include alternate requests:" which is unchecked. At the bottom, there are two rows of buttons: "Setup", "Custom", and "Save" on the left; and "Close", "Queue", and "Preview" on the right.

Report Highlights

Atom Access: Scheduling atom (Mass Scheduling folder)

The Course Request Tally lists the total number of requests for each course. It shows the course number and title, total boys, total girls, and totals by grade level. Print this report after course requests have been entered, before scheduling all students.

Report Parameters

Include Alternate Requests	Select this checkbox to list the alternate course requests on this report.
----------------------------	--

Secondary Demo								
03/18/99 13:20			Course Request Tally					
			SSS03 Page					
Crs-ID	Course Title	Total	Boys	Girls	09	10	11	12
0100	Study Hall	1	0	1	1	0	0	0
0122	ROP Computers	4	3	1	0	0	0	4
0132	ROP Graphc 1-Hr	21	9	12	2	2	4	13
0141	ROP Retail CVE	1	0	1	0	0	0	1
0143	ROP Cosmetology	1	0	1	0	0	0	1
0146	ROP Rec/Leader	2	0	2	0	0	0	2
0166	ROP Foods CVE	3	1	2	0	0	0	3
0169	ROP Auto Mech	2	2	0	0	1	0	1
0184	Early Child Occ	5	4	1	0	0	2	3
0186	ROP Audio/Video	3	0	3	0	1	2	0
0189	Photograph 1-Hr	109	64	45	18	4	12	75
0190	Photograph 2-Hr	7	7	0	0	1	0	6

Reverse Verification Listing (SSS04)

Report Interface

Reverse Verification Listing

Generic Report

Report ID: SSS04

Recommended Orientation

☐ Cover Page

☐ Draft print

☒ Preview

Printing Parameters (optional)

Setup Custom Save Close Queue Preview

Report Highlights

Atom Access: Scheduling atom (Mass Scheduling folder)

The Reverse Verification listing prints a listing by course of the students who requested each course, including the student number, name, sex, and grade. Print this report after course requests have been entered, before scheduling all students

Report Parameters

This report does not have any parameter selections

Secondary Demo							
Reverse Verification Listing				SSS04			
03/17/04 14:23				Page 1			
01.92 Adv Photograph				Total Requests: 93			
Student ID	Student Name	Gender	Grade	Student ID	Student Name	Gender	Grade
3000	Abbasi, Elisa M.	F	12	3189	Abbott, Christine A.	F	12
3107	Andersenn, Stephen L.	M	13	3108	Barrios, Shana L.	F	12
3122	Bedley, Tommy	M	12	3182	Brindley, Roger	M	12
3183	Burdick, Kristan A.	F	12	3163	Cabal, Kellie T.	F	12
3102	Carpenter, Aaron A.	M	12	3103	Carpenter, Megan	F	12
3112	Chi, Lia M.	F	12	3124	Cope, Shannon E.	F	12
3141	Covington, Virginia L.	F	12	3150	Crow, Joshua M.	M	12
3162	Cruz, Alicia W.	F	12	3164	Cudak, Kyle N.	M	12
3184	Douglass, Annette A.	F	12	3187	Driggs, Richard	M	12
3186	Duggan, Chad S.	M	12	3188	Ellison Jr, Jessica E.	F	12
3098	Espe, Daniel R.	M	12	3099	Feitz, Justin	M	12
3114	Ford, Janella R.	F	12	3100	Gandy, Shawn A.	M	12
3101	Garcia, Dietra A.	F	12	3146	Getts, Jamahl M.	M	12
3104	Gonzales, Sarah L.	F	12	3105	Grady, Justin C.	M	12
3106	Hamlin, Jenni T.	F	12	3109	Hanson, Timothy L.	M	12
3110	Harrison, Jeannette E.	F	12	3111	Hartley, Charmaine L.	F	12
3113	Hoy, Anna R.	F	12	3115	Imperial, Joseph L.	M	12
3116	Inoye, Cody	M	12	3117	Jones, Matty L.	F	12
3185	Kahill, Tana R.	F	12	3118	Kaiser, Adolfo A.	M	12
3119	Kelley, Kenneth J.	M	12	3120	King, Jasmine M.	F	12
3121	Kolhepp, Rachel C.	F	12	3123	Lheureux, Joshua M.	M	12
3125	Longest, Brian M.	M	12	3126	Madsen, Victoria A.	F	12
3127	Marshall, Victor	M	12	3128	Martinez, Christopher T.	M	12
3129	Martinez, Matthew J.	M	12	3130	McCall, Peter R.	M	12
3131	McGlumphy, Trent A.	M	12	3132	McKeon, Katrina W.	F	12
3133	McKnight, Crystal C.	F	12	3134	McMahon, Stacey M.	F	12
3135	Merrix, Charlene M.	F	12	3136	Middleton, Veronica L.	F	12
3137	Miller, Michael M.	M	12	3138	Mitchell, Cassie M.	F	12
3139	Mleynek, Vincent L.	M	12	3140	Mollner, Travis A.	M	12
3142	Murietta, Stephanie M.	F	12	3145	Olson, Perry M.	M	12
3144	Olston, Jessica M.	F	12	3143	Olvera, Starla	F	12
3147	Paquette, Phillip M.	M	12	3148	Pesina, Roxanne	F	12

Potential Conflict Matrix (SSS06)

The screenshot shows a web-based report interface titled "Report Interface". It features a dropdown menu for "Potential Conflict Matrix" set to "Generic Report", a "Report ID" field containing "SSS06", and a "Recommended Orientation" icon. On the right, there are checkboxes for "Cover Page", "Draft print", and "Preview", with "Preview" being selected. Below these, a section titled "Enter Parameters for Potential Conflict Matrix:" contains a label "Process courses that have less than n requests" followed by an empty input field. At the bottom, there are buttons for "Setup", "Custom", "Save", "Close", "Queue", and "Preview".

Report Highlights

Atom Access: Scheduling atom (Mass Scheduling folder)

The Potential Conflict Matrix shows how many students have requested both courses for each cell in the matrix. It enables you to see which classes should not be taught at the same time because of the number of students who have requested both classes. Print this report after course requests have been entered, before scheduling all students.

Report Parameters

Process courses that have less than N requests	The maximum number of course requests to include on the report. If left blank, all requests are included.
--	---

03/18/99 13:38		Potential Conflict Matrix																SSS06										
																		Page	1									
Crs-ID	Course Title	Req	0100	0122	0141	0143	0146	0166	0169	0186	0262	0477	0478	0483	0486	0495	0523	0607	0731	0737	0743	0746	0790	0791	0792	0796	0853	Crs-ID
0100	Study Hall	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0100
0122	ROP Computers	4	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0122
0141	ROP Retail CVE	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0141
0143	ROP Cosmetology	1	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0143
0146	ROP Rec/Leader	2	-	-	-	-	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0146
0166	ROP Foods CVE	3	-	-	-	-	1	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0166
0169	ROP Auto Mech	2	-	-	-	-	-	-	2	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0169
0186	ROP Audio/Video	3	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0186
0262	Drafting II	2	-	-	-	-	-	-	1	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0262
0477	Japanese III	3	-	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0477
0478	Japanese IV (H)	3	-	-	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0478
0483	German III	2	-	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	0483
0486	AP German (H)	2	-	-	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	0486
0495	Spanish IV (H)	2	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	0495
0523	Geometry (H)	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	0523
0607	Adapted PE	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	0607
0731	SDC Voc Ed	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	1	-	-	-	-	-	0731
0737	SDC Math	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	3	3	3	-	-	-	-	-	0737
0743	SDC Science	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	3	3	3	-	-	-	-	-	0743
0746	SDC English	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	3	3	3	-	-	-	-	-	0746
0790	RSP English	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	1	-	-	-	0790
0791	RSP Math	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	3	-	-	0791
0792	RSP Soc Science	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	1	-	0792
0796	RSP Gen Science	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	2	-	0796

Course Request Verification (SSS07)

The screenshot shows a web-based report interface titled "Report Interface". It features a "Course Request Verification Listing" dropdown menu set to "Generic Report" and a "Report ID" field containing "SSS07". To the right, there is a "Recommended Orientation" icon (a document with a magnifying glass) and three checkboxes: "Cover Page" (unchecked), "Draft print" (unchecked), and "Preview" (checked). Below these, a section labeled "Enter Parameters for Course Request Verification Listing:" contains a "Grade:" label and a small dropdown menu. At the bottom, there are two rows of buttons: "Setup", "Custom", and "Save" on the left; and "Close", "Queue", and "Preview" on the right.

Report Highlights

Atom Access: Scheduling atom (Mass Scheduling folder)

The Course Request Verification shows course requests that were entered for each student. Use the listing to verify that all students have requested the correct number of course, and which ones they have requested. Print this report after course requests have been entered, before scheduling all students.

Report Parameters

Grade	To limit this report to one grade, select the grade from the list. If left blank, all grades are included on the report.
-------	--

03/18/99
13:40

Course Request Verification Listing

SSS07

Page 1

Student Name	Grade	Period	Range	Crs-ID	Course Title	Crs-ID	Course Title	Crs-ID	Course Title
5 Ackerman, Brian	11	00-08	0729	AP Amer Hist(H)	0430	Am Lit/Comp 11	0492	Spanish II	
			0518	AP Calc A/B (H)	0558	Chemistry (H)	0660	Wrestling	
			0660	Wrestling					
10 Acosta, Stacey	11	00-08	0560	Concept Physics	0716	US History	0791	RSP Math	
			0601	Team Sports	0430	Am Lit/Comp 11	0201	Keyboarding I	
			0323	Painting I					
83 Bailes, Michael	11	00-08	0430	Am Lit/Comp 11	0555	Physics (H)	0507	Algebra II/Trig	
			0716	US History	0493	Spanish III	0662	Baseball	
90 Ballard, Aimee A.	11	00-08	0729	AP Amer Hist(H)	0560	Concept Physics	0507	Algebra II/Trig	
			0430	Am Lit/Comp 11	0493	Spanish III	0624	Soccer (GA)	
107 Barrera, Andrea A.	11	00-08	0431	Am Lit 11 (H)	0473	French III	0560	Concept Physics	
			0716	US History	0524	Alg II/Trig (H)	0624	Soccer (GA)	
119 Bechtle, William	11	00-08	0716	US History	0611	Interm Dance	0554	Chemistry-Cs	
			0430	Am Lit/Comp 11	0493	Spanish III	0507	Algebra II/Trig	
130 Berger, Sarah	11	00-08	0430	Am Lit/Comp 11	0192	Adv Photograph	0493	Spanish III	
			0616	Girls Conditioning	0560	Concept Physics	0716	US History	
			0506	Geometry	915	Test for Mass	917	Test for Mass	
155 Bock, Dustin	11	00-08	0554	Chemistry-Cs	0430	Am Lit/Comp 11	0616	Girls Conditioning	
			0506	Geometry	0716	US History	0472	French II	
158 Boden, Chrisa	11	00-08	0621	March Band PE	0330	Band	0554	Chemistry-Cs	
			0506	Geometry	0430	Am Lit/Comp 11	0716	US History	
			0330	Band	0621	March Band PE			
170 Bradley, Christian	11	00-08	0430	Am Lit/Comp 11	0716	US History	0244	Marriage/Family	
			0192	Adv Photograph	0505	Algebra I	0601	Team Sports	
			0554	Chemistry-Cs	0238	Child Developmt			
179 Bravo, Robert	11	00-08	0716	US History	0517	Precalculus (H)	0290	Explor Wood I	
			0554	Chemistry-Cs	0430	Am Lit/Comp 11	0623	Trk/Field Cond	
			0320	Adv Art Study	0623	Trk/Field Cond			
182 Breazeale, Kevin K.	11	00-08	0238	Child Developmt	0601	Team Sports	0430	Am Lit/Comp 11	
			0560	Concept Physics	0716	US History	0506	Geometry	
			0210	Intro Business					

Scheduling Reject Analysis (SSS08)

Report Interface

Scheduling Reject Analysis

Generic Report (dropdown) Report ID: SSS08

Recommended Orientation: ☐ Cover Page, ☐ Draft print, ☒ Preview

Enter Parameters for Scheduling Reject Analysis:

Grade: (dropdown)

Buttons: Setup, Custom, Save, Close, Queue, Preview

Report Highlights

Atom Access: Scheduling Atom (Mass Scheduling folder)

The Scheduling Reject Analysis report shows the students who were rejected during the last scheduling run. **X** denotes the period in which the student was scheduled; **A** denotes that the course is available that period; and **F** denotes full classes. Print this report to analyze the reasons for each rejected schedule.

Report Parameters

Grade To limit this report to one grade, select the grade from the list. If left blank, all grades are included on the report.


Secondary Demo																		
Scheduling Reject Analysis																		
SSS08																		
Page																		
1																		
		Period																
Student	Student-Name	Grade	Range	Crs-ID	Course Title	0	1	2	3	4	5	6	7	8	Beg	End	Sec ID	Term
2000046	Abber, Snara	09	00-08		No Course Requests	-	-	-	-	-	-	-	-	-				
3	Abbott, Christine A.	09	01-08	0264	Arch Draft I	-	1	A	A	A	A	A	A	A	01	01	0217-01	S2
				0541	Science 9	-	A	2	A	A	A	A	-	-	02	02	0541-02	YR
				0201	Keyboarding I	-	A	A	3	A	A	A	A	A	03	03	0201-03	S2
				0290	Explor Wood I	-	-	-	-	4	A	-	-	-	04	04	0290-04	S1
				0260	Draft Sur/CAD	-	-	-	-	4	A	-	-	-	04	04	0260-02	S2
				0640	Football Cond	-	-	-	-	A	5	-	-	-	05	05	0769	S1
				0644	Football V-JV	-	-	-	-	-	5	-	-	-	05	05	0714	S2
				0406	English 9	-	A	A	A	A	A	6	-	-	06	06	0406-06	YR
				0505	Algebra I	-	-	-	-	A	A	-	-	-	Period conflict			
101017	abel, very w.	09	00-08		No Course Requests	-	-	-	-	-	-	-	-	-				
8	Acosta, Bill	09	00-08	0406	English 9	-	1	A	A	A	A	A	-	-	01	01	0406-01	YR
				0564	Bio Basics (H)	-	A	2	A	A	A	A	-	-	02	02	0564-02	YR
				0206	Business Law	-	A	A	3	A	A	A	A	A	03	03	0206-03	S1
				0491	Spanish I	-	-	-	-	4	A	-	-	-	04	04	0410	YR
				0624	Soccer (GA)	-	-	-	-	-	5	-	-	-	05	05	0755	YR
				0201	Keyboarding I	-	A	A	A	A	A	A	7	A	07	07	0201-07	S2
				0505	Algebra I	-	-	-	-	A	A	-	-	-	Period conflict			
9	Acosta, Kimberly M.	09	00-08	0610	Begin Dance	-	1	A	A	A	A	A	-	-	01	01	0610-01	YR
				0406	English 9	-	A	2	A	A	A	A	-	-	02	02	0406-02	YR
				0564	Bio Basics (H)	-	A	A	3	A	A	A	-	-	03	03	0564-03	YR
				0356	Theatre Tech	-	-	-	-	4	-	-	-	-	04	04	0800	YR
				0189	Photograph 1-Hr	-	A	A	-	A	5	-	-	A	05	05	0189-04	S1
				0353	Play Production	-	-	-	-	A	5	-	-	-	05	05	0286	S2
				0481	German I	-	-	-	-	-	A	6	-	-	06	06	481-06	YR
				0337	Concert Choir	-	-	-	-	-	A	A	-	-	Invalid/dupl crs			
				0505	Algebra I	-	-	-	-	A	A	-	-	-	Period conflict			
				0337	Concert Choir	-	-	-	-	-	A	A	-	-	Invalid/dupl crs			
21	Alexander, Rebecca S.	09	00-08		No Course Requests	-	-	-	-	-	-	-	-	-				
902	Allbright, Dick	09			No Course Requests	-	-	-	-	-	-	-	-	-				
903	Anaya, Dick	09			No Course Requests	-	-	-	-	-	-	-	-	-				
35	Andersen, Michael	09	00-08		No Course Requests	-	-	-	-	-	-	-	-	-				
66	Arriola, Lauren A.	09	00-08		No Course Requests	-	-	-	-	-	-	-	-	-				

Class Load Analysis by Course/Section (SSS10)

Report Interface

Class Analysis By Course and Section
Generic Report

Report ID
SSS10

Recommended Orientation


☐ Cover Page
☐ Draft print
☒ Preview

Printing Parameters (optional)

Setup Custom Save Close Queue Preview

Report Highlights

Atom Access: Scheduling atom (Mass Scheduling folder)

The Class Load Analysis by Course/Section report shows the results of a scheduling run, listing every section in the file. Print this report after an attempt to schedule all students to see if class sizes need to be adjusted to accommodate more students.

Report Parameters

This report does not have any parameter selections.

03/18/99 13:46		Class Analysis By Course and Section										SSS10					
														Page	1		
Crs-ID	Course Title	Sec ID	Beg	End	Term	TchTeacher Name	Room	Gen	Low	High	Team	Max	Boys	Girls	Total	Deviati	Note
0100	Study Hall	0100-01	01	01	S2	203Fitzgerald		09	12			20	0	0	0	0.1	
0100	Study Hall	0100-02	02	02	S2	203Fitzgerald		09	12			20	0	0	0	0.1	
0100	Study Hall	0100-03	03	03	S2	12Bell, T		09	12			20	0	0	0	0.1	
0100	Study Hall	0100-04	04	04	S2	12Bell, T		09	12			20	0	0	0	0.1	
0100	Study Hall	0100-05	05	05	S2	12Bell, T		09	12			20	0	0	0	0.1	
0100	Study Hall	0100-06	06	06	S2	12Bell, T		09	12			20	0	0	0	0.1	
0100	Study Hall	0100-07	07	07	S2	12Bell, T		09	12			20	0	1	1	0.9	
0100	Study Hall	0100-08	08	08	S2	12Bell, T		09	12			20	0	0	0	0.1	
0100	Study Hall	0246	05	05	S2	203Fitzgerald		09	12			20	0	0	0	0.1	
												Available180	Scheduled: 1		AVG. 0.1		
												Requests: 1	Rejected: 0		M.A.D. 0.1		
0101	See Counselor	0101-01	01	01	S1	15Bishop, A		09	12			20	0	0	0	0.0	
0101	See Counselor	0101-02	02	02	S1	15Bishop, A		09	12			20	0	0	0	0.0	
0101	See Counselor	0101-03	03	03	S2	15Bishop, A		09	12			20	0	0	0	0.0	
0101	See Counselor	0101-04	04	04	S2	15Bishop, A		09	12			20	0	0	0	0.0	
0101	See Counselor	0101-05	05	05	S2	15Bishop, A		09	12			20	0	0	0	0.0	
0101	See Counselor	0101-06	06	06	S2	15Bishop, A		09	12			20	0	0	0	0.0	
0101	See Counselor	0101-07	07	07	S2	15Bishop, A		09	12			20	0	0	0	0.0	
0101	See Counselor	0101-08	08	08	S2	15Bishop, A		09	12			20	0	0	0	0.0	
0101	See Counselor	0626	05	05	S1	203Fitzgerald		09	12			20	0	0	0	0.0	
												Available180	Scheduled: 0		AVG. 0.0		

Prescheduling Edit List (SSS17)

The screenshot shows a web-based report interface titled "Report Interface". It features a "PreScheduling Edit Listing" section with a dropdown menu set to "Generic Report" and a "Report ID" field containing "SSS17". Below this, the "Enter Parameters for PreScheduling Edit Listing:" section includes a "Minimum Periods" field with a small square icon and a "Scheduling duration" dropdown set to "1 Semester". On the right, a "Recommended Orientation" section contains three checkboxes: "Cover Page" (unchecked), "Draft print" (unchecked), and "Preview" (checked). At the bottom, there are buttons for "Setup", "Custom", "Save", "Close", "Queue", and "Preview".

Report Highlights

Atom Access: Scheduling atom (Mass Scheduling folder)

The Prescheduling Edit Listing shows a list of students whose course requests will cause a reject if scheduled. Print this report after course requests are entered, but before the first scheduling run.

Report Parameters

Minimum Periods The number of periods to use as the basis for inclusion in the report. For example, to list all (either fewer or more than 6), enter 6 in this field.

Scheduling Duration To limit the report to only one term, select the term from the list. The choices available in the list are determined by the setting for Term Type in the School atom. For example, if your school is set up for quarters, this list has choices for each quarter, for each semester, and for yearlong. If your school is set with a year schedule, the list includes yearlong only.

03/18/99
13:48

Prescheduling Edit Listing

SSS17
Page

1

Student ID	Student Name	Period Range	Crs-ID	Course Title	Error Detected
1	Abbasi, Lisa	00-08		57 Qtr/Per needed	Too Few Requests
2	Abber, Clara R.	00-08		50 Qtr/Per needed	Too Few Requests
2000046	Abber, Snara				No Course Requests
3	Abbott, Christine A.	01-08		54 Qtr/Per needed	Too Few Requests
101017	abel, very w.				No Course Requests
5	Ackerman, Brian	00-08		54 Qtr/Per needed	Too Few Requests
6	Acosta, Andrew	01-06		57 Qtr/Per needed	Too Few Requests
8	Acosta, Bill	00-08		54 Qtr/Per needed	Too Few Requests
9	Acosta, Kimberly M.	00-08		50 Qtr/Per needed	Too Few Requests
10	Acosta, Stacey	00-08		54 Qtr/Per needed	Too Few Requests
1689	adams, Steve M.				No Course Requests
13	Aguilar, Mike A.	00-08		54 Qtr/Per needed	Too Few Requests
14	Alaev, Dianna E.				No Course Requests
21	Alexander, Rebecca S.				No Course Requests
902	Allbright, Dick				No Course Requests
24	Allison, Jessica				No Course Requests
25	Allstun, Melissa K.				No Course Requests
30	Alvarez, Janeil				No Course Requests
822	Ameche, Don				No Course Requests
32	Amling, Joshua H.				No Course Requests
34	Anavim, Kendra C.				No Course Requests
903	Anaya, Dick				No Course Requests
35	Andersen, Michael				No Course Requests
27	Anderson, Judith				No Course Requests
101008	Anderson, Steve				No Course Requests
41	Andre Jr, Virgil C.				No Course Requests
44	Anspach, David				No Course Requests
48	Anthony, Shirley L.				No Course Requests
51	Araín, Robyn				No Course Requests
56	Arellano, Kelly				No Course Requests
62	Arnold, Ryan				No Course Requests
63	Aroutiunian, Anne				No Course Requests

Students w/ Less Than N Requests (SSS18)

Report Interface

Students With Less Than n Requests Report ID: SSS18

Generic Report

Enter Parameters for Students With Less Than n Requests:

Minimum course requests: 3

Recommended Orientation: ☐ Cover Page ☐ Draft print ☒ Preview

Setup Custom Save Close Queue Preview

Report Highlights

Atom Access: Scheduling atom (Mass Scheduling folder)

The Students w/Less Than N Requests report is a list of students who have less than a given number of course requests. Print this report after entering course requests but before scheduling all students to be sure that all students have the required number of courses requested.

Report Parameters

Minimum Course Requests	The number of courses used as a cutoff for inclusion in the report. For example, if you want to list all students with fewer than 6 courses requested, enter 6 in this field.
-------------------------	---

03/18/99
13:50

Students With Less Than 44 Requests

SSS18
Page

1

Student ID	Student Name	Grade	Course Requests
1	Abbasi, Lisa	09	6
2	Abber, Clara R.	10	9
2000046	Abber, Snara	09	0
3	Abbott, Christine A.	09	9
101017	abel, very w.	09	0
5	Ackerman, Brian	11	7
6	Acosta, Andrew	09	5
8	Acosta, Bill	09	7
9	Acosta, Kimberly M.	09	10
10	Acosta, Stacey	11	7
1689	adams, Steve M.	10	0
13	Aguilar, Mike A.	12	9
14	Alaev, Dianna E.	11	0
21	Alexander, Rebecca S.	09	0
902	Allbright, Dick	09	0
24	Allison, Jessica	12	0
25	Allstun, Melissa K.	11	0
30	Alvarez, Janeil	12	0
822	Ameche, Don	06	0
32	Amling, Joshua H.	11	0
34	Anavim, Kendra C.	11	0
903	Anaya, Dick	09	0
35	Andersen, Michael	09	0
27	Anderson, Judith	06	0
101008	Anderson, Steve	10	0
41	Andre Jr, Virgil C.	10	0
44	Anspach, David	11	0
48	Anthony, Shirley L.	10	0
51	Arain, Robyn	12	0
56	Arellano, Kelly		

Students With Less Than Full Schedules (SSS19)

The screenshot shows a software window titled "Report Interface". Inside, the main title is "Students With Less Than Full Schedule". Below this, there is a dropdown menu currently showing "Generic Report". To the right of this dropdown is a text field labeled "Report ID" containing the value "SSS19". Further right, there is a section labeled "Recommended Orientation" with a small icon of a document and a blue circle with "xcp" inside. To the right of this icon are three checkboxes: "Cover Page", "Draft print", and "Preview", all of which are currently unchecked. Below these elements is a section titled "Enter Parameters for Students With Less Than Full Schedule:". This section contains two fields: "Number of periods:" followed by an empty text box, and "Scheduling duration:" followed by a dropdown menu currently set to "Entire Year". At the bottom of the window, there are two groups of buttons. The left group contains "Setup", "Custom", and "Save". The right group contains "Close", "Queue", and "Print".

Report Highlights

Atom Access: Scheduling atom (Mass Scheduling folder)

The Students With Less Than Full Schedules report prints a listing of students who have been scheduled for fewer than a specific number of classes. The report enables you to analyze which students have an incomplete schedule. Print this report after attempts to schedule all students.

Report Parameters

Number of Periods The number of periods to use as a cutoff for inclusion in the report. For example, to list all students with fewer than 6 periods scheduled, enter 6 in this field.

Scheduling Duration To limit the report to only one term, select the term from the list. The choices available in the list are determined by the setting for Term Type in the School atom. For example, if your school is set up for quarters, this list has choices for each quarter, for each semester, and for yearlong. If your school is set with a year schedule, the list includes yearlong only.

03/18/99
13:51

Students With Less Than Full Schedule

SSS19
Page

1

Student	Student Name	Grade	Gender	Day Cd	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1	Abbasi, Lisa	09	F		--23456--	--23456--	---3-56--	---3-56--
2	Abber, Clara R.	10	F	m	--2-45---	--2-45---	--2-45---	--2-45---
46	Abber, Sara	09	F	m	-----	-----	-----	-----
3	Abbott, Christine A.	09	F	m	--2-456--	--2-456--	--2---6--	--2---6--
17	Abel, Very W.	09	M	m	-----	-----	-----	-----
5	Ackerman, Brian	11	M	m	----45---	----45---	----45---	----45---
6	Acosta, Andrew	09	M	m	-1234-6--	-1234-6--	-1234----	-1234----
8	Acosta, Bill	09	M	m	-12345---	-12345---	-12-45---	-12-45---
9	Acosta, Kimberly M.	09	F	m	-123456--	-123456--	-1234-6--	-1234-6--
10	Acosta, Stacey	11	F	m	----45---	----45---	----4----	----4----
1689	Adams, Steve M.	10	M	m	-----	-----	-----	-----
13	Aguilar, Mike A.	12	M	m	-1--45---	-1--45---	----45---	----45---
14	Alaev, Dianna E.	11	F		-----	-----	-----	-----

Students w/More Than Full Schedule (SSS20)

The screenshot shows a web-based report interface titled "Report Interface". It features a dropdown menu for "Students With More Than Full Schedule" currently set to "Generic Report". To the right, the "Report ID" is "SSS20". Below these, a section titled "Enter Parameters for Students With More Than Full Schedule:" contains two fields: "Number of periods:" with an empty input box, and "Scheduling duration:" with a dropdown menu set to "Entire Year". On the right side of the interface, there is a "Recommended Orientation" icon (a document with a blue 'x' and 'p') and three checkboxes: "Cover Page", "Draft print", and "Preview", all of which are currently unchecked. At the bottom, there are two groups of buttons: "Setup", "Custom", and "Save" on the left; and "Close", "Queue", and "Print" on the right.

Report Highlights

Atom Access: Scheduling atom (Mass Scheduling folder)

The Students w/More Than Full Schedule report is a listing of students who have been scheduled for more than a specific number of classes. This report enables you to determine which students have too many classes. Print this report after attempts to schedule all students.

Report Parameters

Number of Periods The number of periods to use as a cutoff for inclusion in the report. For example, to list all students with more than 6 periods scheduled, enter 6 in this field.

Scheduling Duration To limit the report to only one term, select the term from the list. The choices available in the list are determined by the setting for Term Type in the School atom. For example, if your school is set up for quarters, this list has choices for each quarter, for each semester, and for yearlong. If your school is set with a year schedule, the list includes yearlong only.

Secondary Demo

Students With More Than Full Schedule

04/08/99
20:01SSS20
Page

1

Student ID	Student Name	Grade	Gender	Quarter 1	Quarter 2	Quarter 3	Quarter 4
3	Abbott, Christine A.	09	F	123-----	123-----	12345678	12345678
196	Burgess, Lisa	12	F	-2-45678	-2-45678	12345678	12345678
317	Contreras, Lucas	12	M	1-345--8	1-345--8	12345678	12345678
381	Deck, Kiley M.	12	F	12345-78	12345-78	12345678	12345678
408	Dorado, James	12	M	1-345--8	1-345--8	12345678	12345678
440	Esqueda, Kristy L.	09	F	1-34-6--	1-34-6--	12345678	12345678
492	Frausto, Scott R.	10	M	12-4567-	12-4567-	12345678	12345678
548	Good, Jennifer R.	09	F	12-4-678	12-4-678	12345678	12345678
637	Henson, Chad T.	10	M	-2-4---8	-2-4---8	12345678	12345678
670	Hong, James	12	M	123-5678	123-5678	12345678	12345678
676	Hoskins, Robert	12	M	---45678	---45678	12345678	12345678
688	Hudson, Marsje E.	10	F	-23456-8	-23456-8	12345678	12345678
762	Killam, Andrea C.	10	F	---456-8	---456-8	12345678	12345678
864	Lombardo, Meredith L.	10	F	-234-6-8	-234-6-8	12345678	12345678
889	Luong, Jason S.	12	M	1234-67-	1234-67-	12345678	12345678
1135	Phethean, Christine	10	F	123--678	123--678	12345678	12345678
1155	Pope, Tyler W.	12	M	1234-678	1234-678	12345678	12345678
1171	Pringle, Eric M.	11	M	12-4---8	12-4---8	12345678	12345678
1267	Rouse, Matthew A.	12	M	--34-678	--34-678	12345678	12345678
1409	Smith, Naomi	12	F	--34-678	--34-678	12345678	12345678
1494	Theis, Vincent	12	M	12345678	12345678	12345678	12345678

Class Load Analysis by Period/Course (SSS21)

Report Interface

Class Analysis By Period and Course

Report ID: SSS21

Generic Report

Enter Parameters for Class Analysis By Period and Course:

Scheduling duration: Entire Year

Recommended Orientation

☐ Cover Page

☐ Draft print

☒ Preview

Setup Custom Save Close Queue Preview

Report Parameters

Scheduling Duration To limit the report to only one term, select the term from the list. The choices available in the list are determined by the setting for Term Type in the School atom. For example, if your school is set up for quarters, this list has choices for each quarter, for each semester, and for yearlong. If your school is set with a year schedule, the list includes yearlong only.

Report Highlights

Atom Access: Scheduling atom (Mass Scheduling folder)

The Class Load Analysis by Period/Course report shows the number of requests for each course and the number of sections of that course currently being offered to compute the average number of requests per section. Print this report after an attempt to schedule all students to see if class sizes need to be adjusted to accommodate more students.

03/18/99 13:58										Class Analysis By Period and Course													SSS21			
																							Page 1			
Beg	End	Sec	ID	Term	Crs-ID	Course Title	Tch	Teacher Name	Room	Seats	Total	Total	-----Average Requests-----													Actual
										Avail	Reqst	Sec	Total	Boys	Girls	6	7	8	9	10	11	12	Sched			
	05		0492-06	YR	0492	Spanish II	169	Tangeman, T		33	76	6	13	0	0	0	0	0	0	0	0	0	0	0		
										33			13	0	0	0	0	0	0	0	0	0	0	0		
00	00	0192-04		YR	0192	Adv Photograph	5	Anton		28	26	8	3	0	0	0	0	0	0	0	0	0	0	1		
										28			3	0	0	0	0	0	0	0	0	0	0	1		
01	01	0101-01		S1	0101	See Counselor	15	Bishop, A		20	0	9	0	0	0	0	0	0	0	0	0	0	0	0		
01	01	0112-01		YR	0112	Health Fitness	21	Blackburn, S		20	0	4	0	0	0	0	0	0	0	0	0	0	0	0		
01	01	0122-01		S1	0122	ROP Computers	93	Irwin	219	21	4	7	1	0	0	0	0	0	0	0	0	0	0	0		
01	01	0132-01		Q1	0132	ROP Graphc 1-Hr	117	Looney	112	31	22	4	6	0	1	0	0	0	0	0	0	1	1			
01	01	0152-01		YR	0152	ROP Photography	26	Bridge, L		20	0	7	0	0	0	0	0	0	0	0	0	0	0	0		
01	01	0181-01		YR	0181	ROP Pre-Sch CVE	30	Brotman, D		20	0	7	0	0	0	0	0	0	0	0	0	0	0	0		
01	01	0185-01		YR	0185	ROP Entrtnmt CC	27	Bridge, W		20	0	4	0	0	0	0	0	0	0	0	0	0	0	0		
01	01	0187-01		YR	0187	Computer Occup	32	Brownlee, R		20	0	7	0	0	0	0	0	0	0	0	0	0	0	0		
01	01	0188-01		YR	0188	Cmptr/Drft/Dsgn	36	Burgard, M		20	0	8	0	0	0	0	0	0	0	0	0	0	0	0		
01	01	0190-01		S1	0190	Photograph 2-Hr	45	Chansler, S		22	7	9	1	0	0	0	0	0	0	0	0	0	0	0		
01	01	0192-01		YR	0192	Adv Photograph	47	Chew, K		28	26	8	3	0	0	0	0	0	0	0	0	0	0	1		
01	01	0200-01		YR	0200	Begin Typing	52	Davis, J		20	0	8	0	0	0	0	0	0	0	0	0	0	0	0		
01	01	0202-01		YR	0202	Keyboarding II	58	Fisher, M		20	0	8	0	0	0	0	0	0	0	0	0	0	0	0		
01	01	0203-01		YR	0203	Computer Applic	58	Fisher, M		20	0	8	0	0	0	0	0	0	0	0	0	0	0	0		
01	01	0204-01		YR	0204	Recordkeeping	203	RFitz		20	0	8	0	0	0	0	0	0	0	0	0	0	0	0		
01	01	0205-01		YR	0205	Word Processng	65	Glantz, L		20	0	8	0	0	0	0	0	0	0	0	0	0	0	0		
01	01	0206-01		S1	0206	Business Law	66	Grigoli, C		35	30	10	3	0	0	0	0	0	0	0	0	0	0	0		
01	01	0206-31		S1	0206	Business Law	66	Grigoli, C		35	30	10	3	0	0	0	0	0	0	0	0	0	0	0		
01	01	0208-01		YR	0208	Computer Prg I	72	Hampton, S		20	0	8	0	0	0	0	0	0	0	0	0	0	0	0		
01	01	0209-01		YR	0209	Computer Prg II	91	Heeres, V		20	0	8	0	0	0	0	0	0	0	0	0	0	0	0		
01	01	0210-01		S1	0210	Intro Business	77	Henderson, R		31	22	9	2	0	0	0	0	0	0	0	0	0	0	1		
01	01	0211-01		YR	0211	Comp/Lit/Keybrd	89	Henry, Z		20	0	8	0	0	0	0	0	0	0	0	0	0	0	0		
01	01	0212-01		YR	0212	Intro Computers	76	Henson, M		20	0	7	0	0	0	0	0	0	0	0	0	0	0	0		
01	01	0215-01		YR	0215	Voc/Tec(Non US)	76	Henson, M		20	0	8	0	0	0	0	0	0	0	0	0	0	0	0		
01	01	0221-01		YR	0221	Typing I	84	Hiskey, V		20	0	8	0	0	0	0	0	0	0	0	0	0	0	0		
01	01	0222-01		YR	0222	Typing II	90	Hufferd, M		20	0	8	0	0	0	0	0	0	0	0	0	0	0	0		
01	01	0225-01		YR	0225	Computer Lit	204	Johnston		20	0	8	0	0	0	0	0	0	0	0	0	0	0	0		
01	01	0227-01		YR	0227	Bus Ed Elective	45	Chansler, S		20	0	8	0	0	0	0	0	0	0	0	0	0	0	0		
01	01	0234-01		YR	0234	Explor Foods	51	Curry, R		20	0	8	0	0	0	0	0	0	0	0	0	0	0	0		
01	01	0236-01		YR	0236	Coed Foods	54	Duddy, T		20	0	8	0	0	0	0	0	0	0	0	0	0	0	0		
01	01	0237-01		YR	0237	Life Skills	55	Easton, A		20	0	8	0	0	0	0	0	0	0	0	0	0	0	0		
01	01	0239-01		YR	0239	On Your Own	56	Erturk, J		20	0	8	0	0	0	0	0	0	0	0	0	0	0	0		

Locator Cards (SSS31)

Report Interface

Locator Cards
 By Counselor (dropdown) | Report ID: SSS31 | Recommended Orientation icon

Enter Parameters For Locator Cards

Grade: 09 - 12 | Num Of Locator Cards: 1

For Period: (dropdown) | Print Only For Changes: ☐

Counselor Num: (range) | Student ID: (range)

Term: (dropdown)

Buttons: Setup, Custom, Save, Close, Queue, Preview

Report Highlights

Atom Access: Scheduling atom (Mass Scheduling folder)

Locator Cards show the student's schedule on a preprinted form. Any classes that could not be scheduled are marked with ****Not Scheduled**** instead of showing the section number and teacher. If your school uses rotating schedules, the day the class meets is printed on the locator cards.

Report Parameters

Grade	To limit this report to one grade, select the grade from the list. If left blank, all grades are included on the report.
For Period	Print locator cards that are sorted in order by teacher, according to the class period specified in this field. For example, if locator cards are passed out in fourth period, then type "04" in this field to print cards, by teacher, in fourth-period order.
Counselor Num	To limit which locator cards print out according to the student's counselor number, enter a range of counselor numbers. If left blank, all counselors are included in the report.
Term	To limit the output to classes that are in a specific term, select a term from the list.
Num of Locator Cards	Enter the number of locator cards to print for each student.
Print Only for Changes	To print only those locator cards that reflect changes since the last printing, select this box. If not selected, all cards print.
Student ID	To limit the range of student numbers for which locator cards are printed, enter the range of student numbers to include. Locator cards for only these students print. If left blank, all student numbers are included.

Abber	Clara	R	2	11/07/83	F	10	Abber	Snara	2000046
Secondary Counselor:	Demo			05/06/99			Secondary Counselor:	Demo	
				House:	1				
	Gymnastics (GA)	***	Not	Scheduled	***			Alg For Seniors	*** Not Sc
	Chemistry (H)	***	Not	Scheduled	***			ASB Officer	*** Not Sc
	Wld Lit 10 (H)	***	Not	Scheduled	***			Computer Occup	*** Not Sc
	Gymnastics (GA)	***	Not	Scheduled	***			ESL (Math II)	*** Not Sc
	Adv Photograph	***	Not	Scheduled	***			RSP Math	*** Not Sc
YR 00 0192-04	Adv Photograph	5	Anton					SDC Math	*** Not Sc
YR 02 0506-02	Geometry	58	Fisher					World History	*** Not Sc
YR 04 04160708	World Hist (H)	6	Arczynski						
YR 05 06240472	French II	21	Blackburn			124			
	Page:	1	of	1				Page:	1 of 1
Joyce Alder	555-5529	555-3270		08/31/98			Joyce Alder	555-5529	555-3270
329 Apple Av	Pleasantville	92653	00011				329 Apple Av	Pleasantville	
Abber	Clara	R	2	11/07/83	F	10	Abber	Snara	2000046
Abbott	Christine	A	3	11/11/84	F	09	Abbott	Christine	A 3
Secondary Counselor:	Demo			05/06/99			Secondary Counselor:	Demo	
				House:					
	Algebra I	***	Not	Scheduled	***		S1 05 07690640	Football	Cond
	Algebra II/Trig	***	Not	Scheduled	***		S2 05 07140644	Football	V-JV 72 Hampton
	Coed Foods	***	Not	Scheduled	***		YR 06 0406-06	English	9 12 Bell,
	Spanish I	***	Not	Scheduled	***				
	Wld His/Culture	***	Not	Scheduled	***				
S2 01 0217-01	Arch Draft I	117	Looney			112			
YR 02 0541-02	Science 9	66	Grigoli						
S2 03 0201-03	Keyboarding I	57	Finn, J			222			
S1 04 0290-04	Explor Wood I	186	Willburn, C			111			
S2 04 0260-02	Draft Sur/CAD	192	Yates, M						
	Page:	1	of	2				Page:	2 of 2
M/M Jim AbbottGAWdThis555-0948n				08/31/98			M/M Jim AbbottGAWdThis555-0948n		

Class Schedule (SSS32)

Report Highlights

Atom Access: Scheduling atom (Mass Scheduling folder)

The Class Schedule shows the student's schedule, student information, and parent/guardian information.

Report Parameters

Report ID	Select the report you want to print. The By Teacher report is the default report.
Grade	Select the starting and ending grades to include on the report. If left blank, all grades are included on the report.
Counselor Num	Enter the starting and ending counselor numbers to include on the report. If left blank, all counselors are included on the report.
Exclude Student Information	Select this box if you do not want any of the student's demographic information to print on the report.
Sort Period	Select the period that the report should be sorted by.
Term	Select the term to include on the report. If left blank, all terms are included.
Student ID	Enter the starting and ending permanent ID numbers to print on the report. If left blank, all student IDs are included on the report.
Exclude Parent/Guardian Info	Select this check box if you do not want the student's parent/guardian information to print on the report.

03/18/99		Secondary Demo										SSS33	
14:10												Page 1	
Term: First Quarter		Student Schedule											
Student	ID: 2	Name: Abber,	Clara	R.	Grd: 10	Gen: F	Cnslr:	House: 1					
		A-Day	B-Day			C-Day		D-Day				E-Day	
PER 0													
8:00AM													
8:55AM													
PER 1													
9:00AM													
9:55AM													
PER 2	0506		0506			0506		0506			0506		
10:00AM	Geometry		Geometry			Geometry		Geometry			Geometry		
10:55AM	Fisher		Fisher			Fisher		Fisher			Fisher		
PER 3													
11:00AM													
11:45AM													
PER 4	0708		0708			0708		0708			0708		
11:50AM	World Hist (H)		World Hist (H)			World Hist (H)		World Hist (H)			World Hist (H)		
12:45PM	Arczynski		Arczynski			Arczynski		Arczynski			Arczynski		
PER 5	0472		0472			0472		0472			0472		
12:50PM	French II		French II			French II		French II			French II		
1:45PM	Blackburn		Blackburn			Blackburn		Blackburn			Blackburn		
	124		124			124		124			124		
PER 6													
1:50PM													
2:45PM													
PER 7													
2:50PM													
3:45PM													
PER 8													

Student Schedule (SSS33)

Report Highlights

Atom Access: Scheduling atom (Mass Scheduling folder)

This report shows the student's schedule including period rotation and scheduling cycle days.

Report Parameters

- | | |
|---------------------------|--|
| Grade | Select the starting and ending grades to include on the report. If left blank, all grades are included on the report. |
| Counselor Num | Enter the starting and ending counselor numbers to include on the report. If left blank, all counselors are included on the report. |
| Print Counselor and House | Select this checkbox to print the counselor name and house assignment in the student information line on the schedule. |
| Course Column Width | Enter the number of characters to allow for printing the course name. (Minimum = 8, maximum = 18) |
| Term | Select the term to include on the report. |
| Student ID | Enter the starting and ending permanent ID numbers to print on the report. If left blank, all student IDs are included on the report. |
| Print Course ID | Select this checkbox to include the Course ID number for each class on the report. If not checked, the section title, teacher name, and room number print, but the Course ID does not print. |
| Print Room Number | Select this checkbox to print the room number for each class on the report. |

Secondary Demo										
STUDENT REGISTER										
STU45										
Page 1										
STUDENT-NAME	GR	GEN	BIRTHDATE	PHONE	PARENT/GUARDIAN	RESTR	LUN	BUS	RES	
ANDERS, Arnold ID# 2000035 Pleasantville, CA 92653	10	M	09/01/84		L					
Abbasi, Lisa ID# 1 1021 Lynwood Dr #2 Pleasantville, CA 92653 See Counselor Fisher, M	09	F	04/17/84	303-555-2764 Step-Father: 714-555-7114	L Ahmad Farsaie Ahmad Farsaie			Farm Auto Body		
				Geometry 227 Curry, R	Drama I 203 Henson, M	Biology I 108 Rudd, R	English 9 210 Brotman, D			
Abber, Clara R. ID# 2 329 Apple Av Pleasantville, CA 92653	10	F	11/07/99	720-555-5529	L Joyce Alder					
Gymnastics (GA) Gym Caperton, L	Chemistry (H) 107 Chansler, S	World Hist (H) 233 Arczynski, L	Wld Lit 10 (H) 210 Brotman, D	French II 124 Blackburn, S	Clarinet 101 Russos	SDC Voc Ed 118 Lutz, W				
Abbott, Christine A. ID# 3 627 E Ash St Pleasantville, CA 92653	09	F	11/11/00	720-555-0948 Father: 714-555-2113	L M/M Jim Abbott Jim Abbott					
Arch Draft I 112 Looney, V	Algebra I 227 Curry, R	Draft Sur/CAD 112 Looney, V	English 9 208 Waslosky, T	Science 9 104 Henderson, R						
Acosta, Andrew ID# 6 312 Walnut Av Pleasantville, CA 92653	09	M	02/18/84	714-555-5168 Step-Father: 714-555-3883	L M/M Philip Allen Philip Allen					
Math A	Business Law	French I	Science 9	Begin Dance	English 9					

Nonstudent Info (Locker)

The sample reports in this section are from the Nonstudent Info module:

- LKR01 – Assignment Report
- LKR02 – Unassigned Lockers
- LKR03 – Student w/o Lockers

Assignment Report (LKR01)

Report Interface

Locker Assignment
Generic Report

Report ID: LKR01

Recommended Orientation:

Enter Parameters:

Grade: [] - []

Group: []

Sort by Period: []

Gender: []

Sort by Homeroom: ☐

Term: []

☐ Cover Page
☐ Draft print
☐ Preview

Buttons: Setup, Custom, Save, Close, Queue, Print

Report Highlights

Atom Access: Nonstudent Info (Locker)

The Assignment Report prints a locker assignment slip that lists the student name (first, middle, and last), grade, student ID, date, school name and year, locker number, and the current year's locker combination. The report prints three students per page, on plain or perforated paper.

Custom Sort Fields

The custom sort fields for the Assignment Report are last name, first name, middle name, permanent ID, locker, grade, and NO SORT.

Report Parameters

Grade

Select the starting and ending grades to be included. Leave blank to include all grades.

Group

Select the appropriate group that you want to include in the report.

Gender

Select the gender to be included. Leave blank to include all genders.

Sort by Period

Select the appropriate period that you want to include in the report.

Sort by Homeroom

Term

Select the appropriate Term that you want to include in the report.

DATE: 03/16/99 SECONDARY DEMO LKR01
LOCKER ASSIGNMENT

STUDENT NAME: Abbasi, Elisa GRADE LEVEL: 09
STUDENT ID: 1

THE FOLLOWING LOCKER AND COMBINATION HAVE BEEN
ASSIGNED TO YOU FOR THE 1998 SCHOOL YEAR:

LOCKER NUMBER: 5633 COMBINATION:

DATE: 03/16/99 SECONDARY DEMO LKR01
LOCKER ASSIGNMENT

STUDENT NAME: Abber, Clara R GRADE LEVEL: 10
STUDENT ID: 2

THE FOLLOWING LOCKER AND COMBINATION HAVE BEEN
ASSIGNED TO YOU FOR THE 1998 SCHOOL YEAR:

LOCKER NUMBER: 1234 COMBINATION:

Unassigned Lockers (LKR02)

Report Interface

Unassigned Lockers
Generic Report Report ID: LKR02

Recommended Orientation: ☐ Cover Page ☐ Draft print ☒ Preview

Enter Parameters:

MAX Low Grade Restriction: 09 MIN High Grade Restriction: 12

Gender Restriction: Reserved:

Out of Use: Condition:

Students Currently Assigned: < Max

Buttons: Setup Custom Save Close Queue Preview

Report Highlights

Atom Access: Nonstudent Info (Locker)

The Uassigned Lockers report prints the locker number, gender restriction, minimum and maximum grade restrictions, number of students allowed per locker, locker condition, out-of-use status, and reserved status for each unassigned locker.

Custom Sort Fields

The custom sort fields for the Uassigned Lockers report are locker number, low and high grade level restrictions, students per locker, gender restriction, locker condition, out-of-use status, and NO SORT.

Report Parameters

MAX Low Grade Restriction Select the maximum low grade level restriction to include on the report.

MIN High Grade Restriction

Select the minimum high grade level restriction to include on the report.

Note: If you want the report to only include lockers to which 7th and 8th grade students can be assigned, you would select a *MAX Low Grade Restriction* of 07 and a *MIN High Grade Restriction* of 08. The resulting report will contain lockers with a low grade restriction less than or equal to 07 AND a high grade restriction greater than or equal to 08.

If you leave the two fields blank, lockers assigned to all grade levels are included in the report, provided the records meet the other criteria you specify

Gender Restriction

Select the gender to be included on the report. If you leave this field blank, all genders are included in the report.

Reserved

Select whether you want to include reserved or unreserved lockers on the report. If you leave this field blank, all lockers are included in the report (provided the records meet the other criteria you specify).

Out of Use

Select whether you want to restrict the report to out-of-use lockers. If you leave this field blank, all lockers are included in the report (provided the records meet the other criteria you specify).

Condition

Select one of the school-defined locker conditions to restrict the report to lockers of that condition. If you leave this field blank, lockers in all conditions are included in the report.

Students Currently Assigned

Select whether you want to print lockers assigned to less than the maximum number of students (defined in the School atom) or assigned to less than two students. If you leave this field blank, only lockers without assignments are included in the report.

04/08/99
20:30

Secondary Demo
Unassigned Lockers

LKR02
Page 1

LOCKER NUMBER: 1234 Students Per Locker:	Gender Restriction: Condition:G	Grade Restriction Out of Use:	Min:09 Reserved:	Max: 12
LOCKER NUMBER: 3533 Students Per Locker:	Gender Restriction: Condition:G	Grade Restriction Out of Use:	Min:09 Reserved:	Max: 12
LOCKER NUMBER: 3685 Students Per Locker:	Gender Restriction: Condition:G	Grade Restriction Out of Use:	Min:09 Reserved:	Max: 12
LOCKER NUMBER: 4599 Students Per Locker:	Gender Restriction: Condition:G	Grade Restriction Out of Use:	Min:09 Reserved:	Max: 12
LOCKER NUMBER: 6722 Students Per Locker:	Gender Restriction: Condition:G	Grade Restriction Out of Use:	Min:09 Reserved:	Max: 12
LOCKER NUMBER: 7623 Students Per Locker:	Gender Restriction: Condition:G	Grade Restriction Out of Use:	Min:09 Reserved:	Max: 12

Students W/O Lockers (LKR03)

The screenshot shows a software window titled "Report Interface". Inside, there's a section "Students Not Assigned Lockers" with a dropdown menu currently showing "Generic Report". To the right, a "Report ID" field contains "LKR03". Below these, under "Enter Parameters:", there are three dropdown menus: "Grade" (with a range selector), "Group", and "Gender". To the right of these is a "Recommended Orientation" section with three checkboxes: "Cover Page", "Draft print", and "Preview". At the bottom, there are buttons for "Setup", "Custom", "Save", "Close", "Queue", and "Print".

Report Parameters

Grade

Select the starting and ending grades to be included. If you leave these fields blank, all grades are included.

Gender

Select the gender to be included. If you leave this field blank, all genders are included.

Group

Select the student group to be included. If you leave this field blank, all groups are included.

Report Highlights

Atom Access: Nonstudent Info (Locker)

The Students w/o Lockers report prints the student name (first, middle, and last), grade, and student ID for all students who have not been assigned to a locker.

Custom Sort Fields

The custom sort fields for the Students w/o Lockers report are last name, first name, middle name, student ID, locker number, grade, student group code, and NO SORT.

Test History

This section includes sample reports from the Test history module:

- TES01 – Test Results
- TES02 – Standard Test Results
- TES03 – Detailed Test Results
- TES04 – Student Comparison

Test Results (TES01)

Custom Sort Fields

The custom sort fields are last name, first name, middle name, student ID, locker number, grade, student group code, and NO SORT.

Report Highlights

Atom Access: Atom Access: Test History (Extended)

The Test Results report shows student ID, student name, birthdate, gender, entry date, grade level, counselor, ethnic code, and test part mastery status (pass/fail). You can choose to print the report for all students, for students who have failed one or more sections, for students who have missed one or more sections, or for students who either missed or failed one or more sections.

The Title of Report drop-down box allows default reports to be sorted by name, grade, gender, ethnic code, counselor, advisor, homeroom, and score value. If you select one of the default sorts, the appropriate Sort fields, A/D fields, and New Page fields in the Custom tab are filled in automatically. Depending on the size of the names of the test parts, you may want to print the report in landscape mode so the titles are not truncated.

The report interface includes three tabs: Report Options, Test Options, and Custom

Fields in the Report Options Tab

Student ID	Range of student IDs to be included on the report. If you leave these fields blank, all students are included on the report.	Ethnic Code/Gender	Option to sort by ethnic code or gender and the corresponding ethnic code or gender. Selecting either of these limits the report to students of that gender or ethnic code. If you select BLANK, both genders and all ethnic codes are included on the report.
Grade Level	Starting and ending grades to be included on the report. If you select BLANK, all grade levels are included on the report.	Couns/Adv/HmRm	Option to sort by and enter the counselor, advisor, or homeroom number. and enter the corresponding counselor, advisor, or homeroom number. Selecting any of these limits the report to students assigned to a specific counselor, advisor, or homeroom. If you leave this field blank, all students are included on the report. The Students w/o Lockers report prints the student name (first, middle, and last), grade, and student ID for all students who have not been assigned to a locker.
		Extended Test History Enhancements	<p>Option to select the enhancements made to the report:</p> <ul style="list-style-type: none">• You can set any two fields present in the ASTU file to replace the English Proficiency and Instructional Setting columns on this report. You need to set the internal names and the column headings of these fields in the FX1 table. Data from English_ Proficiency and Instruct_ Setting fields display by default.• Report displays the administration date for missing test parts.

Fields in the Test Options Tab

Test Definition	Test definition you want to include in the report.	A/D 1-6	A= Ascending, D= Descending
Report Conditions	Prints the report for all students, for students who have failed one or more sections, for students who have missed one or more sections, or for students who either missed or failed one or more sections or students who have passed in all test parts.	New Page 1-6	Whether the records for each sort field should be started on a new page or not.
		Query Condition	Enter a specific query to filter the report data.pntxtb Screen: Display the report on the screen (use this option to see a print preview).
Test Part	Test parts you want to include in the report (test parts are defined in the Test Definition atom). For all students the report prints all test parts if the number of test parts are less than six.		<ul style="list-style-type: none"> ■ Disk: Option is not currently active.
Printing Orientation Check box	Prints the report in landscape orientation if the box is selected or in portrait orientation if the box is cleared.		

Sort Tab

Custom Report Subtitle	Prints below the report title. To print no subtitle, leave the default value, Generic Report.
Custom ID	Renames the Report ID. Prints above the page number.
Output Options	Displays the report the following ways: <ul style="list-style-type: none"> ■ Printer: Print the report out at a printer. ■ Screen: Display the report on the screen (use this option to see a print preview). ■ Disk: Option is not currently active.
Sort Field 1-6	Determines the order in which items are listed on the report

Standard Test Results (TES02)

Report Highlights

Atom Access: Test History

This report includes the test name, date and location, the school at which the test was administered, the number and name for each test part, and the student's score for each test part. It also includes the school's name, address, and phone number, and the student's personal information. Depending on the size of the names of the test parts, you may want to print the report in landscape mode so the titles are not truncated.

The Title of Report drop-down box allows default reports to be sorted by Name, Grade, Gender, Ethnic Code, Counselor, Advisor, Homeroom, and Score Value. If you select one of the default sorts, the appropriate Sort fields, A/D fields, and New Page fields in the Custom tab will be filled in automatically.

The report interface includes three tabs: Report Options, Test Options, and Custom.

Fields in the Report Options Tab

Student ID	Range of student IDs to be included on the report. If you leave these fields blank, all students will be included on the report.
Grade Level	Starting and ending grades to be included on the report. If you select BLANK, all grade levels will be included on the report.
Ethnic Code/Gender	Option to sort by ethnic code or gender and the corresponding ethnic code or gender. Selecting either of these limits the report to students of that gender or ethnic code. If you select BLANK, both genders and all ethnic codes are included on the report.
Couns/Adv/HmRm	Option to sort by and enter the counselor, advisor, or homeroom number. and enter the corresponding counselor, advisor, or homeroom number. Selecting any of these limits the report to students assigned to a specific counselor, advisor, or homeroom. If you leave this field blank, all students are included on the report.
Extended Test History Enhancements	<div>Option to select the enhancements made to the report:</div> <ul style="list-style-type: none">The Generic Selection option within the Test Options tab enables you to select individual test groups from the TED table.

Fields in the Test Options Tab

Test Group	Testing group that you want to include in the report.
Select Score Type	Score types you want to print (score types are defined in the Test Score Definition atom).
Enforce Grade Level Range check box	Enforces the grade level range if this box is checked.
Printing Orientation check box	Prints the report in landscape orientation if the box is selected or in portrait orientation if the box is cleared.
Print with Mask check box	Prints the score types using the masks defined in the Test Score Definition atom if the box is selected. Prints the score types without the masks if the box is left clear.

Fields in the Custom Sort Tab

Custom Report Subtitle	Prints below the report title. To print no subtitle, leave the default value, Generic Report.
Custom ID	Renames the Report ID. Prints above the page number.
Output Options	Displays the report the following ways: <ul style="list-style-type: none"> ■ Printer: Print the report out at a printer. ■ Screen: Display the report on the screen (use this option to see a print preview). ■ Disk: Option is not currently active.
Sort Field 1-6	Determines the order in which items will be listed on the report
A/D 1-6	A= Ascending, D= Descending
New Page 1-6	Whether the records for each sort field should be started on a new page or not.
Query Condition	Enter a specific query to filter the report data.

Detailed Test Results (TES03)

The screenshot shows the 'Report Interface EX' window. At the top, there's a title bar and a menu bar. Below the menu bar, there's a 'Detailed Test Results' section with a dropdown menu set to 'By Name' and a 'Report ID' field containing 'TES03'. To the right, there's a 'Recommended Orientation' icon and two checkboxes: 'Cover Page' and 'Draft Print'. Below this is the 'Enter Parameters:' section with three tabs: 'Report Options' (selected), 'Test Options', and 'Custom'. The 'Report Options' tab contains several fields: 'Student ID' (two input boxes), 'Grade Level' (two dropdown menus set to '09' and '10'), 'Ethnic Code/Gender' (a dropdown menu set to 'Ethnic Code' and another set to 'White'), 'Couns/Adv/HmRm' (a dropdown menu set to 'Homeroom' and another empty), and 'Course Code' (two input boxes). At the bottom, there are five buttons: 'Setup', 'Save', 'Close', 'Queue', and 'Print'.

Report Highlights

Atom Access: Test History (Extended)

The Detailed Test Results report lists for each test: the grade level, score type, name of the test and sub test, the IDs and names of students who have taken the test, their sub test scores, and the test date. The report prints in landscape format.

The Title of Report drop-down box allows default reports to be sorted by name, grade, gender, ethnic code, counselor, advisor, homeroom, and score value. If you select one of the default sorts, the appropriate Sort fields, A/D fields, and New Page fields in the Custom tab will be filled in automatically.

The report interface includes three tabs: Report Options, Test Options, and Custom.

Fields in the Report Options Tab

Student ID	Range of student IDs to be included. If left blank, all students are included.
Grade Level	Starting and ending grades to be included. If left blank, all grade levels are included.
Ethnic Code/Gender	Option to sort by ethnic code or gender and the corresponding ethnic code or gender. Selecting either of these limits the report to students of that gender or ethnic code. If left blank, both genders and all ethnic codes are included.
Couns/Adv/HmRm	Option to sort by and enter the counselor, advisor, or homeroom number and enter the corresponding counselor, advisor, or homeroom number. Selecting any of these limits the report to students assigned to a specific counselor, advisor, or homeroom. If left blank, all students are included.
Course Code	Range of course codes to include. If left blank, all courses are included.
Extended Test History Enhancements	Option to select the enhancements made to the report: <ul style="list-style-type: none">• Report prints test scores exactly as they display in Testing History Detail screen with mask.• Report displays scores for all score types, for all students, tests, and test parts meeting the report selection criteria.

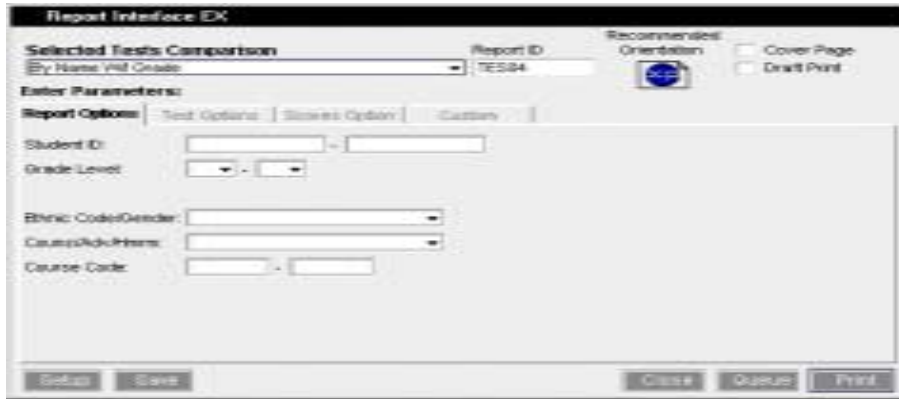
Fields in the Test Options Tab

Test Definition	Test definition to include in the report.
Test Part	<p>Test parts to include in the report (test parts are defined in the Test Definition atom).</p> <p>If the student has taken the designated test part multiple times, only the highest score is considered. If that score is within the range specified (see Score Range), the report includes all scores for that test part. If the highest score is not within the range specified, no information is reported.</p>
Score Type	Score types to include in the report (score types are defined in the Test Score Definition atom).
Score Range	Lowest and highest scores included in the report.
Print with Mask check box	Prints the score types using the masks defined in the Test Score Definition atom if the box is selected. Prints the score types without the masks if the box is left unchecked.

Fields in the Custom Sort Tab

Custom Report Subtitle	Prints below the report title. To print no subtitle, leave the default value, Generic Report.
Custom ID	Renames the Report ID. Prints above the page number.
Output Options	<p>Displays the report the following ways:</p> <ul style="list-style-type: none"> ■ Printer: Print the report out at a printer. ■ Screen: Display the report on the screen (use this option to see a print preview). ■ Disk: Option is not currently active.
Sort Field 1-6	Determines the order in which items are listed on the report
A/D 1-6	A= Ascending, D= Descending
New Page 1-6	Whether the records for each sort field should be started on a new page.
Query Condition	Enter a specific query to filter the report data.

Student Comparison (TES04)



Report Highlights

Atom Access: Test History (Extended)

The Student Tests Comparison report shows a comparison between the scores students received for up to three tests. The report includes the test code and description for each test, the student name and ID, the sub test codes and descriptions, and the students score for each sub test.

The Title of Report drop-down box allows default reports to be sorted by name, grade, gender, ethnic code, counselor, advisor, homeroom, and score value. If you select one of the default sorts, the appropriate Sort fields, A/D fields, and New Page fields in the Custom tab will be filled in automatically.

The report interface includes four tabs: Report Options, Test Options, Scores Option, and Custom.

Fields in the Report Options Tab

Student ID	Range of student IDs to be included on the report. If you leave these fields blank, all students will be included on the report.
Grade Level	Starting and ending grades to be included on the report. If you select BLANK, all grade levels will be included on the report.
Ethnic Code/Gender	Option to sort by ethnic code or gender and the corresponding ethnic code or gender. Selecting either of these limits the report to students of that gender or ethnic code. If you select BLANK, both genders and all ethnic codes are included on the report.
Couns/Adv/HmRm	Option to sort by and enter the counselor, advisor, or homeroom number. and enter the corresponding counselor, advisor, or homeroom number. Selecting any of these limits the report to students assigned to a specific counselor, advisor, or homeroom. If left blank, all students are included.
Course Code	Range of course codes to include on the report. If left blank, all courses are included.

Fields in the Test Options Tab

Score Type	Type of score to include in the report.
Test Definition 1 (2 or 3)	Tests that you want to compare. Within each Score Type, you can select up to three tests to compare.
Test Part 1 (2 or 3)	Parts of each test you want to compare. Within each Test Definition, you can select up to three parts of the test for comparison.

Fields in the Scores Option Tab

Score Range	Lowest and highest scores you want included in the report.
Print with Mask check box	Prints the score types using the masks defined in the Test Score Definition atom if the box is selected. Prints the score types without the masks if the box is left clear

Fields in the Custom Tab

Custom Report Subtitle	Prints below the report title. To print no subtitle, leave the default value, Generic Report.
Custom ID	Renames the Report ID. Prints above the page number.
Output Options	Displays the report the following ways: <ul style="list-style-type: none"> ■ Printer: Print the report out at a printer. ■ Screen: Display the report on the screen (use this option to see a print preview). ■ Disk: Option is not currently active.
Sort Field 1-6	Determines the order in which items are listed on the report
A/D 1-6	A= Ascending, D= Descending
New Page 1-6	Whether the records for each sort field should be started on a new page or not
Query Condition	Enter a specific query to filter the report data

Textbook

This section includes sample reports from the Textbook module:

- TAC01 – Course Textbook Assignment List
- TAS01 – Student Textbook Assignment List
- TXB01 – Textbook Assignments
- TXD01 – Textbook Title Assignment
- TXV01 – Textbook Vendor List
- TXT01 – Text Title Assignment List
- TXT02 – Textbook Title Course List

Course Textbook Assignment List (TAC01)

Report Highlights

Atom Access: Assign Section Textbooks

The Course Textbook Assignment List (TAC01) prints textbooks that have been assigned to students in a particular course.

Custom Sort Fields

Custom Report Subtitle Prints below the report title. To print no subtitle, leave the default value, Generic Report.

Custom ID Renames the Report ID. Prints above the page number.

Sort Field 1-6 Determines the order in which items are listed on the report.

A/D 1-6 A= Ascending, D= Descending

New Page 1-6

Whether the records for each sort field should be started on a new page.

Query Condition

Enter a specific query to filter the report. The Parent Labels are printed for use on mailings to parents. Each label includes parent/guardian name, student name, and student address

Report Parameter

Course

Course that you want to include in the report. If left blank, all course are included.

Section ID

Specific section of a course you want to include in the report. If left blank, all sections of that course are included.

Secondary Demo							
Leave Summary Report							
03/23/99 10:52						TCL01 Page	1
Teacher ID	Teacher Name	Hours/ Day	MTD SL Used	Beg Bal	YTD SL Used	Balance	Days
5	Anton, Alice P.		0.00	200.00	0.00	200.00	0.00
6	Arczynski, Larry		0.00	0.00	0.00	0.00	0.00
9	Bayes, Barry		0.00	0.00	0.00	0.00	0.00
12	Bell, Thomas		0.00	0.00	0.00	0.00	0.00
15	Bishop, Anthony		0.00	0.00	0.00	0.00	0.00
18	Bishop, Larry		0.00	0.00	0.00	0.00	0.00
21	Blackburn, Sally		0.00	0.00	0.00	0.00	0.00
26	Bridge, Louis		0.00	0.00	0.00	0.00	0.00
27	Bridge, Walter		0.00	0.00	0.00	0.00	0.00
30	Brotman, David		0.00	0.00	0.00	0.00	0.00
32	Brownlee, Rod		0.00	0.00	0.00	0.00	0.00
36	Burgard, Martin		0.00	0.00	0.00	0.00	0.00
39	Butterfield, Marianne		0.00	0.00	0.00	0.00	0.00
42	Caperton, Lee		0.00	0.00	0.00	0.00	0.00
43	Camey, Jeanne		0.00	0.00	0.00	0.00	0.00
45	Chansler, Sandy		0.00	0.00	0.00	0.00	0.00
47	Chew, Kathy		0.00	0.00	0.00	0.00	0.00
51	Curry, Regina		0.00	0.00	0.00	0.00	0.00
52			0.00	0.00	0.00	0.00	0.00

Student Textbook Assignment List (TAS01)

Report Highlights

Atom Access: Assigned Student textbooks

The Student Textbook Assignment List (TAS01) prints textbooks that have been assigned to a particular student.

Custom Sort Fields

Custom Report Subtitle Prints below the report title. To print no subtitle, leave the default value, Generic Report.

Custom ID Renames the Report ID. Prints above the page number.

Sort Field 1-6 Determines the order in which items are listed on the report.

A/D 1-6 A= Ascending, D= Descending

New Page 1-6

Whether the records for each sort field should be started on a new page.

Query Condition

Enter a specific query to filter the report data. filter the report The Parent Labels are printed for use on mailings to parents. Each label includes parent/guardian name, student name, and student address.

Parameters

Student ID

Student ID you want to include in the report. If left blank, all students are included.

Grade

Range of grades you want to include in the report. If left blank, all grades are included.

Secondary Demo						
Textbook Assignment Report						
03/22/99 11:04		Student Textbook Assignment List			TAS01 Page 1	
Student ID	Student Name	Grade				
1	Abbasine, Lisa	09				
	Title # Title	Book #	Course Title	Section ID		
	MA01 Geometry	1000	Geometry	0209		
Student ID	Student Name	Grade				
301	Cohen, Yvette A.	10				
	Title # Title	Book #	Course Title	Section ID		
	FL02 French for Fluency	25670	French II	0624		
Student ID	Student Name	Grade				
321	Cooper, Monica	10				
	Title # Title	Book #	Course Title	Section ID		
	FL02 French for Fluency	25671	French II	0624		
Student ID	Student Name	Grade				
456	Fang, Justin M.	10				
	Title # Title	Book #	Course Title	Section ID		
	FL02 French for Fluency	25672	French II	0624		
Student ID	Student Name	Grade				
550	Goodell, Rafael C.	10				
	Title # Title	Book #	Course Title	Section ID		
	FL02 French for Fluency	25673	French II	0624		
Student ID	Student Name	Grade				
644	Hertzler, Felicia L.	10				

Textbook Assignments (TXB01)

Report Highlights

Atom Access: Textbook

The Textbook Assignment List (TXB01) prints by title number, all copies of the textbooks that have been assigned to individuals in the school.

Custom Sort Fields

Custom Report Subtitle Prints below the report title. To print no subtitle, leave the default value, Generic Report.

Custom ID Renames the Report ID. Prints above the page number.

Sort Field 1-6 Determines the order in which items are listed on the report.

A/D 1-6 A= Ascending, D= Descending

New Page 1-6 Whether the records for each sort field should be started on a new page.

Query Condition Enter a specific query to filter the report data.

Report Parameters

Title Number Specific number assigned to a textbook.

Assignment Status Whether that specific textbook has been assigned, and if so, to whom.

Secondary Demo					
Textbook Report					
03/22/99					TXB01
10:58		Textbook Assignment List			Page 1
Title #	Title	Book #	Assignment Status	ID	Name
MA02	Algebra I	1	Unassigned		
		2	Unassigned		
		3	Unassigned		
		4	Unassigned		
		5	Unassigned		
		6	Unassigned		
		7	Unassigned		
		8	Unassigned		
		9	Unassigned		
		10	Unassigned		
		11	Unassigned		
		12	Unassigned		
		13	Unassigned		
		14	Unassigned		
		15	Unassigned		
		16	Unassigned		
		17	Unassigned		
		18	Unassigned		
		19	Unassigned		
		20	Unassigned		
		21	Unassigned		
		22	Unassigned		
		23	Unassigned		
		24	Unassigned		
		25	Unassigned		
		26	Unassigned		
		27	Unassigned		
		28	Unassigned		
		29	Unassigned		
		30	Unassigned		
SS01	American Voices	100	Unassigned		
		101	Unassigned		
		102	Unassigned		
		103	Unassigned		
		104	Unassigned		
		105	Unassigned		
		106	Unassigned		
		107	Unassigned		
		108	Unassigned		
		109	Unassigned		
SC03	Biology	110	Unassigned		
		1	Unassigned		

Textbook Damage Report (TXD01)

Report Interface

Textbook Report

Textbook Damage Report (dropdown) | Report ID: TXD01

Enter Parameters for Textbook Report:

Title # []

Book # [] - [] | Damage Date [] - []

Recommended Orientation

☐ Cover Page
☐ Draft print
☐ Preview

Buttons: Setup, Custom, Save, Close, Queue, Print

Report Parameters

Title #	Textbook title number to include in the report.
Book #	Range of numbers of the textbook to include in the report.
Damage Date	Ranges of dates when damage occurred that you want to include on the report.

Report Highlights

Atom Access: Textbook Damage

The Textbook Damage Report (TXD01) prints all reported damage to textbooks and the fines due to the school for textbook damage.

Custom Sort Fields

Custom Report Subtitle	Prints below the report title. To print no subtitle, leave the default value, Generic Report.
Custom ID	Renames the Report ID. Prints above the page number.
Sort Field 1-6	Determines the order in which items are listed on the report.
A/D 1-6	A= Ascending, D= Descending
New Page 1-6	Whether the records for each sort field should be started on a new page.
Query Condition	Enter a specific query to filter the report data.

Secondary Demo					
Textbook Report					
03/15/99					TXD01
14:57	Textbook Damage Report				Page 1
Title #	Title	Book #			
EN01	Literature, The American Experience	1			
Date	Name	Damage	Cost Comment		
12/04/97		Lost	60.00		
03/25/98		Lost	60.00		

Textbook Vendor List (TXV01)

Report Interface

Textbook Vendor Reports

Textbook Title Vendor List (dropdown) Report ID: TXV01

Recommended Orientation: ☐ Cover Page ☐ Draft print ☐ Preview

Printing Parameters (optional)

Buttons: Setup, Custom, Save, Close, Queue, Print

Report Highlights

Atom Access: Textbook Vendor

This list (TXV01) shows all textbook vendors listed by vendor number. Information includes contact name and title as well as vendor address.

Custom Sort Fields

Custom Report Subtitle Prints below the report title. To print no subtitle, leave the default value, Generic Report.

Custom ID Renames the Report ID. Prints above the page number.

Sort Field 1-6 Determines the order in which items are listed on the report

New Page 1-6 Whether the records for each sort field should be started on a new page.

Query Condition Enter a specific query to filter the report data.

Secondary Demo					
Textbook Vendor Reports					
03/22/99 10:20	Textbook Title Vendor List				TXV01 Page 1
Vendor #	Vendor Name & Address		Contact Name	Contact Title	Phone Number
BKT	Baker & Taylor 380 Edison Way Reno NV 89564		John Rogers	Manager	800-648-3540
Title #	Title	Catalog Number		Price	
MA02	Algebra I			46.00	
Vendor #	Vendor Name & Address		Contact Name	Contact Title	Phone Number
HBJ	Harcourt, Brace, Jovanich 6277 Sea Harbor Drive Orlando FL 32887				800-225-5425
Title #	Title	Catalog Number		Price	
FA01	Scene Design and Stage Lighting			48.00	
Vendor #	Vendor Name & Address		Contact Name	Contact Title	Phone Number
MCG	McGraw Hill P.O. Box 543 Blacklick OH 43004		FAX - 614-860-1877		800-334-7344
Title #	Title	Catalog Number		Price	
MA01	Geometry			50.00	
FL	Ya Veras, Primer Nival			40.00	
Vendor #	Vendor Name & Address		Contact Name	Contact Title	Phone Number
PRE	Prentice Hall School Division 1 Lake Street Upper Saddle River NJ 07458		FAX - 201-236-5608		800-848-9500
Title #	Title	Catalog Number		Price	
SC03	Biology			47.00	
EN01	Literature, The American Experience			60.00	
Vendor #	Vendor Name & Address		Contact Name	Contact Title	Phone Number
SFA	Scott Foresman//Addison Wesley One Jacob Way Reeding MA 01867		FAX - 800-333-3328	045292010	800-552-2259

Textbook Title Assignment List (TXT01)

The screenshot shows the 'Report Interface' window. At the top, the title 'Textbook Title Assignment List' is displayed. Below it, there is a dropdown menu currently showing 'Generic Report'. To the right of the dropdown is a text field labeled 'Report ID' containing the value 'TXT01'. Further right, under the heading 'Recommended Orientation', there is a small icon of a document with a blue 'x' and 'p' on it. To the right of this icon are three checkboxes: 'Cover Page', 'Draft print', and 'Preview', all of which are currently unchecked. Below the 'Report ID' field, the text 'Printing Parameters (optional)' is visible. At the bottom of the window, there are two rows of buttons. The first row contains 'Setup', 'Custom', and 'Save'. The second row contains 'Close', 'Queue', and 'Print'.

Report Highlights

Atom Access: Textbook Titles

Textbook Title Assignment List (TXT01): Prints all textbook titles listed by the student to whom they were assigned.

Custom Sort Fields

No Sort Fields

Secondary Demo						
Textbook Title Assignment List						
03/22/99 10:05						TXT01 Page 1
Title #	Title	Total Books	Total Assigned To			Unassigned
			Students	Teachers	Staff	
MA02	Algebra I	30	0	0	0	30
SS01	American Voices	11	0	0	0	11
SC03	Biology	10	0	0	0	10
SC01	Chemistry	20	0	0	0	20
FL02	French for Fluency	100	12	1	1	86
MA01	Geometry	11	3	0	0	8
EN01	Literature, The American Experience	10	1	1	1	0
FA01	Scene Design and Stage Lighting	10	1	1	0	7
SS02	World History	26	1	0	0	25
			0	0	0	1

Textbook Title Course List (TXT02)

The screenshot shows a 'Report Interface' window. At the top, the title is 'Textbook Title Course List'. Below it, there is a dropdown menu currently showing 'Generic Report'. To the right of the dropdown is a text field labeled 'Report ID' containing 'TXT02'. Further right is a 'Recommended Orientation' icon (a document with a blue 'p' and a red 'o'). To the right of the icon are three checkboxes: 'Cover Page', 'Draft print', and 'Preview', all of which are currently unchecked. Below the dropdown and text field is the label 'Printing Parameters (optional)'. At the bottom of the window, there are two groups of buttons. The left group contains 'Setup', 'Custom', and 'Save'. The right group contains 'Close', 'Queue', and 'Print'.

A/D 1-6

A= Ascending, D= Descending

New Page 1-6

Whether the records for each sort field should be started on a new page.

Query Condition

Enter a specific query to filter the report data.

Report Highlights

Atom Access: Textbook Title

Textbook Title Course List (TXT02) Prints all textbook titles listed by the course to which they were assigned.

Custom Sort Field

Custom Report Subtitle Renames the Report ID. Prints above the page number.

Custom ID Prints below the report title. To print no subtitle, leave the default value, Generic Report.

Sort Field 1-6 Determines the order in which items are listed on the report.

Secondary Demo				
Textbook Title Course List		TXT02		
03/22/99 10:06		Page		
1		Number of Students Enrolled		
Title #	Title	Course #	Course Title	
MA02	Algebra I	0521	Alg I (Sem 1)	0
		0505	Algebra I	7
		Total Number of Students:		7
SC01	Chemistry	0558	Chemistry (H)	12
		0554	Chemistry-Cs	4
		Total Number of Students:		16
FL02	French for Fluency	0472	French II	10
		Total Number of Students:		10
MA01	Geometry	0507	Algebra II/Trig	0
		0506	Geometry	16
		Total Number of Students:		16
EN01	Literature, The American Experience	0406	English 9	10
		Total Number of Students:		10

Teacher Leave

This section includes sample reports from the Teacher Leave module:

- TCL01 – Leave Summary Report
- TCL02 – Cumulative Leave Report

Leave Summary Report (TCL01)

Sort Field 1-6

Determines the order in which items will be listed on the report

A/D 1-6

A= Ascending, D= Descending

New Page 1-6

Whether the records for each sort field should be started on a new page.

Query Condition

Enter a specific query to filter the report data.

Report Highlights

Atom Access: Teacher Leave

This report shows various leave totals by teacher for the time period specified. The program defaults to the current month so that the report can be run on a monthly basis.

Report Parameters

Report Title Title of the report you want to print.

From Starting date for the report.

To Ending date for the report.

Custom Sort Fields

Custom Report Subtitle Prints below the report title. To print no subtitle, leave the default value, Generic Report.

Custom ID Renames the Report ID. Prints above the page number.

Secondary Demo						
Cumulative Leave Report						
03/23/99 10:53						TCL02 Page 1
Tch ID	Teacher Name	Dates	Hrs	Periods	Type Of Absence	Sub ID Substitute
Tch ID	Teacher Name	Dates	Hrs	Periods	Type Of Absence	Sub ID Substitute
Current month sick leave						Beginning Balance 200.00
						Total Used Leave
						Total Available Leave 200.00
						Total
						Type Description

Cumulative Leave Report (TCL02)

Report Highlights

Atom Access: Teacher Leave

This report shows a line for every leave, a summary with totals for specified time period, summary with year-to-date totals, how much school time, and how much other.

Custom Sort Fields

Custom Report Subtitle Prints below the report title. To print no subtitle, leave the default value, Generic Report.

Custom ID Renames the Report ID. Prints above the page number.

Sort Field 1-6 Determines the order in which items are listed on the report

A/D 1-6 A= Ascending, D= Descending

New Page 1-6

Whether the records for each sort field should be started on a new page or not.

Query Condition

Enter a specific query to filter the report data.

Report Parameters

Report Title Title of the report you want to print.

From Starting date for the report.

To Ending date for the report.

Secondary Demo						
Cumulative Leave Report						
03/23/99					TCL02	
10:53					Page 1	
Tch ID	Teacher Name	Dates	Hrs	Periods	Type Of Absence	Sub ID Substitute
Tch ID	Teacher Name	Dates	Hrs	Periods	Type Of Absence	Sub ID Substitute
Current month sick leave						200.00
						Beginning Balance
						Total Used Leave
						Total Available Leave
						200.00
						Total
						Type Description

Student Activities

This section includes sample reports from the Student Activities module:

- ACT01 – Summary by Student Report
- ACT02 – Summary by Activity Report
- ACT03 – Activity Report
- ACT04 – Change of Eligibility
- ACT05 – Teacher Mandate Report

Summary by Student Report (ACT01)

Atom Access: Student Info/Student Activities

Report Highlights

This report may be useful for school administrators and coaches as it provides a list of all the activities in which each student participates for the current school year. The report is sorted by student.

Report Parameters

Summary By Student	Generic Report
Report ID	ACT01
Student ID	Enter the starting and ending permanent ID numbers to be printed on the report. To include all student IDs, leave blank.
Student Grade	Select the starting and ending grades to be included in the report. To include all grades, leave blank.

Current Status	Select one of the status values from the drop-down list.
Previous Status	Select an eligibility status code from the drop-down list.
Track	Select a range of tracks the report should cover. To include all tracks, leave blank. These fields display only if your school is set up to use tracks.

SECONDARY PERIOD N/TRK W/BLK ALPHA									
05/26/00 13:57		Summary By Student						ACT01 Page 1	
<u>Student Name</u>	<u>Student ID</u>	<u>Grade</u>	<u>Birthdate</u>	<u>Code</u>	<u>Description</u>	<u>Current Eligibility</u>		<u>Previous Eligibility</u>	
						<u>Status</u>	<u>Date</u>	<u>Status</u>	<u>Date</u>
Allstun, Melissa K.	25	12	12/04/82	ART	Art Club	E		E	
Amling, Joshua H.	32	12	07/25/82	FENCE	Fencing Team	E		E	
Anavim, Kendra C.	34	12	08/30/82	FENCE	Fencing Team	E		E	
				FTBL	Football Team	E		E	
Amedondo, Erik A.	65	11	11/19/83	COMP	Computer Club	E		E	
				ART	Art Club	E		E	
				SCI	Science Club	E		E	
				MATH	Math Club	E		E	
				FTBL	Football Team	E		E	
Amiola, Lauren A.	66	10	06/23/84	ART	Art Club	E		E	
				COMP	Computer Club	E		E	
				FHA	Future Homemakers	E		E	
				FTBL	Football Team	E		E	
Bailes, Tiffanie	84	10	01/22/84	FENCE	Fencing Team	E		E	
				ART	Art Club	E		E	
				COMP	Computer Club	E		E	
				FHA	Future Homemakers	E		E	
				FTBL	Football Team	E		E	
				FTBL	Football Team	E		E	
				GOVT	Student Government	E		E	
				MATH	Math Club	E		E	

Summary by Activity Report (ACT02)

Atom Access:

Report Highlights

Useful for school administrators and coaches because it displays a list of all the students participating in each activity for the current school year. It is sorted by activity

Report Parameters

Summary By Activity	Generic Report
Activity Code	Select the activity you want to include on the report from the drop-down list.
Student Grade	Select the starting and ending grades to be included in the report. To include all grades, leave blank.
Current Status	Select one of the status values from the drop-down list.
Previous Status	Select an eligibility status code from the drop-down list.
Track	Select a range of tracks the report should cover. If left blank, all tracks are included. These fields display only if your school is set up to use tracks

SECONDARY PERIOD N/TRK W/BLK ALPHA

05/26/00
14:06

Summary By Activity

ACT02
Page

1

<u>Student Name</u>	<u>Student ID</u>	<u>Grade</u>	<u>Birthdate</u>	<u>Current Eligibility</u>		<u>Previous Eligibility</u>	
				<u>Status</u>	<u>Date</u>	<u>Status</u>	<u>Date</u>
Anaya, Brandi C.	357252	09	03/14/85	E		E	
Bailes, Tiffanie	84	10	01/22/84	E		E	
Bailes, Tiffanie	84	10	01/22/84	E		E	
Beals, Aaron C.	357289	09	03/24/85	E		E	

Description for Eligibility Status Codes

E-Eligible I-Ineligible P-Probation W-Waived N-Not Active

R-Eligible w Restrictions S-Eligible w Special Restrictions

Activity History Report (ACT03)

Report Interface

Student Activity History

Generic Report Report ID: ACT03

Enter Parameters For STUDENT ACTIVITY HISTORY:

Student ID: []

Student Grade: [] - []

Recommended Orientation: ☐ Cover Page ☐ Draft print ☐ Preview

Setup Custom Save Close Queue Print

This report lists all current and past activities for each student. It may be given to students, and can be attached to student transcripts.

Sample Report

This report displays the month and year when the student stopped participating in the activity, for each activity history record. The report also displays the number of the school where the student participated in the activity. The records are listed in reverse chronological order and historical records are listed before current activity records. Each student prints on a separate page.

Report Parameters

- Student ID** Enter the beginning and ending numbers to be included in the report. Leave the Student ID field blank to include all students.
- Student Grade** Select the starting and ending grades to be included in the report. Leave the Student Grade field blank to include all grades. It may be useful for school administrators and coaches as it displays a list of all the students participating in each activity for the current school year. It is sorted by activity

SECONDARY PERIOD N/TRK W/BLK ALPHA				
05/30/00 10:10		Student Activity History		ACT03 Page 1
Ackerman, Brian		ID: 5	Grade: 12	Birthdate: 11/15/82
<u>Activity Code / Description</u>		<u>Dates of Participation</u>	<u>School</u>	<u>Notation/Comments</u>
COMP	Computer Club	11/21/99 - Present	999	Eligibility Status: Eligible
FENCE	Fencing Team	11/21/99 - Present	999	Eligibility Status: Eligible
BBASK	Boys Basketball	12/13/99 - Present	999	Eligibility Status: Eligible

Change of Eligibility Report (ACT04)

Atom Access:

Report Highlights

Sample Report

This report lists all students whose eligibility status has changed for an activity. For students whose status has changed from eligible to ineligible, the report lists all requirement deficiencies that caused the student to become ineligible.

Print this report immediately after you complete the student comparison/update process to see the updated changes in eligibility status.

You can print this report for a single activity or for all activities. If you include all activities, the list sorts alphabetically by activity code. You can select one of the following student options to print:

- Students whose eligibility status has changed from ineligible to eligible.
- Students whose eligibility status has changed from eligible to ineligible.
- All changes.

Report Parameters

Activity Code	Select the activity to include on the report from the drop-down list.
Eligibility Change	Select the change from the drop-down list. Indented.

SECONDARY PERIOD N/TRK W/BLK ALPHA

05/26/00
14:16

Change of Eligibility

ACT04
Page

1

BBASK Boys Basketball

<u>Student Name</u>	<u>Student ID</u>	<u>Grade</u>	<u>Eligibility Status</u>		<u>Requirement Deficiencies</u>
			<u>Previous</u>	<u>Current</u>	
Ackerman, Brian	5	12	E	I	Has no emergency contact
Young, Dale A.	360000	09	E	I	Has no emergency contact Fails health exam requirement

Description for Eligibility Status Codes

E-Eligible I-Ineligible P-Probation W-Waived N-Not Active

R-Eligible w Restrictions S-Eligible w Special Restrictions

Teacher Mandate Report (ACT05)

Print Activity Code

Select this checkbox to include the activities in which each student participates.

Atom Access:

Report Highlights

Print the Teacher Mandate Report if you need to mandate that a student be ineligible for all activities because of unacceptable classroom behavior.

The report sorts by teacher, with a page break between each teacher. Within each teacher, the report sorts by sections. Each section is labeled with a subheading. The report includes only students who are eligible for at least one activity. You have the option to print all activities in which each student currently participates.

Report Parameters

Teacher ID	Enter the starting and ending teacher numbers to be printed. If left blank, all teachers are included.
Section ID	Enter a section ID number to report on one section only. If left blank, all sections are included in the report.

SECONDARY PERIOD N/TRK W/BLK ALPHA									
05/26/00		Teacher Mandate					ACT05		1
14:22							Page		
TeacherID:		5	Teacher Name:		Anton				
Section ID:		010000000000000001			Course:	Adv Dance		Period:	01 - 01
<u>Student Name</u>		<u>Student ID</u>	<u>Grade</u>	<u>Act Codes</u>	<u>Tch Mandate</u>	<u>Teacher Comments</u>			
Acosta, Bill		8	10						
Anavim, Kendra C.		34	12						

Community Service/Learning

■ CSL01 – Community Service Agency Sign-off

Community Service Agency Sign-off (CSL01)

Report Interface EX

Community Service Agency Sign-off Report ID: Recommended Orientation: ☐ Cover Page ☐ Draft Print

Enter Parameters For Report:

Options | Custom

Student ID: Grade:

Counselor Num: HomeRoom:

Dept Name:

Address:

State/Zip Code:

Phone Number:

Report Highlights

Atom Access: Community Service/Learning

The Community Service Agency Sign-off report can be used to produce a hard copy sign-off sheet that can be sent to the community agency for documentation of the hours of community service/learning that the student has completed.

Custom Sort Fields

The custom sort fields for the Community Service Agency Sign-off report are last name, first name, middle name, permanent number, counselor number, home room number, and NO SORT.

Report Parameters

Report Title	Select the report you want to print. If you do not make a selection, the generic report prints.
Student ID	Student ID for which the report prints. Default is blank, which prints all students in the file.
Grade	Range of student grade levels for which the report prints. Displays grade levels defined in the School atom.
Counselor Num	Range of counselor numbers for which the report prints.
Homeroom	Homeroom assigned to the student in the Student atom.
Dept Name	First line of a central heading on the report (35 alphanumeric characters).
Address	Second line of a central heading on the report (35 alphanumeric characters).
State/Zip Code	Third line of a central heading on the report (38 alphanumeric characters).
Phone Number	Fourth line of a central heading on the report (15 alphanumeric characters).

03/26/02
16:39

Community Service Agency Sign-off

CSL01
Page 1

Central Public School District
123 Main St
Desert City, AZ 88888
111-111-1111
School and Community Service

School: Main High School
Student: Abbasi, Elisa
Grade: 10
Guidance Counselor:

School Year: 2000
ID#:1
Homeroom:

.....

To be completed by school advisor or community agency personnel.

Name of School Activity or Community Agency _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Print Name of Supervisor/Advisor/Contact Person: _____

Beginning Date of Service: _____ Ending Date of Service: _____

Total Number of Hours Completed: _____

Date	Time-In	Time-Out	# of Hours	Signature
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Signature

Return this form to the Guidance Counselor indicated above.

School of Choice

This section includes sample reports from the School of Choice module:

- SCR01 – Running the School Reason Report
- DDA02 – SOC District Direct Report
- SCR03 – Running the Attendance Appr Reason Code Report

School Reason Report (SCR01)

Report Highlights

Atom Access: Program Code - Program code associated with the SOC reason code.

This report, located on the SOC Maintenance menu, provides the names of students who are applying to schools for each of the SOC reason codes. Reason codes explain why a student can attend a school other than the school of residence and are established in SOC Setup.

The report also provides the total number of students for each reason and for each grade level.

You select a grade range and an SOC Status on the Report Interface.

Report Parameters

Report Name	School Reason Report.
Report ID	SCR01.
Grade Range	A range of grades that limits the data in the report to these grades. If you do not specify a range, all grades are included.
SOC Status	A status that limits the data in the report to this status.

Custom Sort Fields

Last Name	Student's last name.
First Name	Student's first name.
Student ID	Student's permanent district-level identification number.
Grade	Student's grade level.
Reason	

MichaelP's High School
School Reason ReportSCR01
Page 107/14/00
9:28Rec. School: 004

<u>Last Name</u>	<u>First Name</u>	<u>Student ID</u>	<u>Grade</u>	<u>Reason</u>	<u>Program Code</u>	<u>SOC Status</u>
------------------	-------------------	-------------------	--------------	---------------	---------------------	-------------------

pxp8	pxp8	500625	08	J		A
Total for Reason:	1					
Total for Grade:	1					

AD1	AD1	500655	09	D		A
Total for Reason:	1					

Amijo	Kenrick	357261	09	Y		A
Total for Reason:	1					
Total for Grade:	2					

Rec. School: 888

<u>Last Name</u>	<u>First Name</u>	<u>Student ID</u>	<u>Grade</u>	<u>Reason</u>	<u>Program Code</u>	<u>SOC Status</u>
------------------	-------------------	-------------------	--------------	---------------	---------------------	-------------------

Mund	James	370539	08	J		A
Total for Reason:	1					

Gotui	Haji	500535	08	Y		A
pxp5	pxp5	500622	08	Y		A
Total for Reason:	2					
Total for Grade:	3					

SOC District Direct Report (DDA02)

Report Highlights

Atom Access: Program Code - Program code associated with the SOC reason code.

This district-level report displays information on every student who is enrolled in the district for the next year.

The student's projected grade level and school of residence for the next year are calculated from the student's current grade level and residential address.

If a student has a School of Choice record that has a status of Complete and an approval reason code that is in the Rollable Reason file, the following additional information is included in the report:

- School number of the school in which the student is enrolled for the following year
- Code that represents the reason that the school application was approved
- Priority group of the student

- Lottery number of the student
- Sibling ID of the student

Without a complete status or approval reason code, the student's school of enrollment for the next year is the school of residence.

The system limits the number of students that can be represented on the report. If the number exceeds that limit, the first page of the report prints with a message explaining that the result is too large. Additionally, a school number range is printed. Generate the report again with this range entered on the report interface (and the same setting for the Proj. Grade report interface field) to avoid exceeding the limit. After the report has been generated for this school number range, you can specify another range to create the report for those schools excluded by the first range.

SOC Projection Report Interface

The DDA02 Report Interface enables you to specify a range of school numbers and a range of grade levels for the report.

The report provides the total number of students for each grade and for each school.

Options Tab

Report Name	Choice Projection Generic Report.
Report ID	DDA02.
Proj School Num	A range of school numbers for the report that limits the data to students who are enrolled for the next year in these schools. If you do not specify a range, all schools in the district are included in the report.

Proj Grade

Grade level for the report that limits the data to students who are enrolled in that grade level for the next year.

The pull-down list contains all the grade levels defined for every school represented in the range specified in the Proj. School Num field, if any range is specified.

If no school number range is specified, all available grades are included in the report.

If the school uses alphanumeric values for the projected grades, the report does not display the grades in the expected order. For example, 01 precedes kindergarten in the report if KG is used to specify kindergarten.

Leave a blank in the Proj Grade field to indicate all available grade levels.

Custom Tab

Sort Fields

Indicates how to sort the report output. By default, the report is sorted by projected school number and projected grade level. For each school selected, the range of grades selected is printed before the next school is printed.

You can specify that the report be further sorted within each grade level group by student last name, first name, or student ID in the Sort Fields labeled 3 through 6.

-

SOC Projection (DDAO2) Report Column Headings

The name of the school to which the SASIxp product is currently logged in prints in the title of the report.

Proj School Name	Projected school name; starts a new page in the report and is followed by student information for all the students who are enrolled in the school for the next year. From the ADST file.
Sch no. range selected	Range of school numbers included in the report.
Proj School No	Projected school number.
Proj Grade	Projected grade; precedes all students who are enrolled in that grade level for the next year.
Student ID	Student's permanent district-level identification number.
Name	Student's name.
Current Sch	School at which the student is enrolled this year.
N.Y. Res Sch	Next Year's Residence School is the number of the student's school of residence for the next year.
Aprv Reas	Approval reason code with respect to the School of Choice application.
Pri Grp	Priority group.
Lottery No	System-generated random lottery number.
Sibling ID	Sibling ID

Proj Grade Total Total number of students for the grade.

Proj School Total Total number of students for the school.

If a field does not apply because the student does not have a complete ADOC record, the field is blank on the report.

Attendance Appr Reason Code Report (SCR03)

Report Highlights

Atom Access: Program Code - Program code associated with the SOC reason code.

Custom Sort Fields

The SCR03 report is available from the SOC Maintenance menu. This district-level report provides a list of students and their attendance permit codes or reason codes.

Note: For this report to produce meaningful results, the district must select Use School of Choice Reason for Permit Code in the SOC Setup atom.

Students who pre-enrolled at a school of choice are given an attendance permit code of P for pre-enrollment, because they are not active students in the district.

SOC reason codes are in the AREA file.

The Report Interface enables you to specify a range of school numbers for the report and to select the attendance permit code or an approval reason code for the report.

For each school in the range selected, the report includes:

- the active students whose attendance permit codes have a pre-enrollment (P) status; or
- the active students with the approval reason code you select on the report interface; or
- all active students with an attendance permit code or a reason code
- the total number of students in the school

The students are sorted by school and attendance permit code.

Report Interface

Report Name	Attendance Permit/Approval Reason Code Report.
Report ID	SCR03.
School Number	A range of school numbers that limits the data in the report to these schools. If you do not specify a range, all schools in the district are included in the report.
Attendance Permit/Approval Reason Code	<p>The default, blank, prints the active students with an attendance permit code or a reason code. Select P to print the active students whose attendance permit codes have a pre-enrollment (P) status.</p> <p>Select one of the approval reasons from the list to print the active students with the approval reason code you select.</p>

Custom Sort Fields

School Number	School number for each school included in the report.
School Name	School name for each school included in the report.
Student ID	Student's permanent district-level identification number.
Name	Student's full name, a combination of first, middle, and last names.
Eth	Student's ethnic code.
Grade	Student's grade level.
Res Sch	Student's school of residence.
Address	Street part of the student's address.
City	City part of the student's address.
Zip	Zip code part of student's mailing address.
Prog Code	Program code associated with the selected reason code.
Att Rsn	Student's attendance permit code or SOC reason code.
School Total	Total number of students for the school who are included in the report.

07/14/00
9:26

MichaelP's High School
Attendance Appr. Reason Code Report

SCR03
Page 1

School Number: 888	School Name: Robyns Secondary School	Appr Reason Code: J
<u>Student ID</u>	<u>Name</u>	<u>City</u> <u>Zip</u> <u>Prog</u> <u>Att Rsn</u>
500539	Joju, Halal	10 888 Pleasantville 92653 J
357546	Hahn, Gene M	W 10 888 1 Joe St Anytown 92653 J
35	Andersen, Michael Suzanne	W 11 888 364 Devonshire Dr Pleasantville 92653 J
School Total:	3	

Special Education

This section includes report samples from the Special Ed module:

- SP01 – December Count Eligibility
- SP02 – Case Load List
- SP03 – Student Master List
- SP04 – Data Edit/Cleanup

December Count Eligibility (SP01)

Report Interface EX

Report ID: SPE01 Recommended Orientation: ☐ Cover Page ☐ Draft Print

December Count Eligibility
Generic Report

Please select your options

Options | Custom

School: All Schools
Eligibility: Yes
Sort: Name
Current Year: 2003

Setup Save Close Queue Print

Report Highlights

Atom Access: Special Ed

The December Count Eligibility report generates a list of students who are eligible or ineligible to be included in the December Special Education Count report. It also lists active Special Education students.

The report interface form includes Report ID, Cover Page, and Draft Print.

Option Tab Parameters

- School** Select a single school, multiple schools, or a range of schools in a district.
- Eligibility** Select Eligibility to print records of eligible or ineligible students or to print all the records in a report.
- Sort** Select Sort for sorting the report by Name or Grade.
- Current Year** Enter the year for which the report has to be generated.

Custom Parameters

- Custom Report Subtitle** Text to print below the report title.
- Custom ID** Text to print in place of the report ID.
- Output Options** Displays the report in the following ways:
- Printer: Print the report out at a printer
 - Screen: Display the report on the screen (use this option to see a print preview)
 - Disk: Option is not currently active
- Query Condition** Enter a specific query to filter the report data.

```

##/##/##
DENVER PUBLIC SCHOOLS
December Eligibility List
PAGE: ###

School Number:### School Name:AAAAAAAAAAAAAAAAAAAAAAAAAAAAA

PRI PRG SSN PRI PRG NAME
C M G PLACEMENT START PREV PRGV P DISABLE SETTING TERMINATI
S STUD ID LAST FIRST I DOB GR N ET DATE DATE ANN ELIG I CD DESC CD DESC DATE
- ##### AAAAAAAAAAAAAA A ##/##/## A ## ##/##/## ##/##/## ##/##/## * AA AA AA AA ##/##/##
  ##-##-#### AAAAAAAAAAAAAA
  AAAAAAAAAAAAAAAAAAAAAA
  * AAAAAAAAAAAAAAAAAAAAAA
  SSN ##-##-##

- 566789 Watson Debra J 11/08/95 10 F 05 05/06/62 09/26/97 09/26/97 05/07/89 * 04 ED 45 C2 11/10/98 :
  123-45-6789 Smith
  Student is eligible to count.
  SSN

- 456789 Watson Susan P 11/08/95 10 F 05 05/06/62 09/26/97 09/26/97 05/07/89 * 04 ED 45 C2 11/10/98 :
  123-45-6789 Smith
  Student is not eligible to count.
  * Student age 21 as of count date.
  * Disability and setting codes are
  SSN 564-34-8765
  John Doe

Summary For School:###
Total Number Eligible to Count: ###
Total Number Ineligible to Count: ###
Total Students: ###

```

Case Load List (SP02)

Report Interface EX

Report ID: SPE02

Recommended Orientation: ☐ Cover Page ☐ Draft Print

Case Load List

Generic Report

Please select your options

Options | Custom

School: All Schools

Provider: All Providers

Student Status: Active Students

Setup Save Close Queue Print

Report Highlights

Atom Access: Special Ed

The Case Load List report verifies and updates provider case loads for active as well as inactive students.

The report prints an alphabetical listing of schools by school name and provider name.

The report interface form includes Report ID, Cover Page, and Draft Print.

Option Tab Parameters

School

Select a single school, multiple schools, or a range of schools in a district.

Provider

Select Provider to print records of single or multiple providers in a report.

Student Status

Select Student Status to print records of students with status set to active, inactive, or to print all the records in a report.

Custom Parameters

Custom Report Subtitle Text to print below the report title.

Custom ID Text to print in place of the report ID.

Output Options Displays the report in the following ways:

- Printer: Print the report out at a printer
- Screen: Display the report on the screen (use this option to see a print preview)
- Disk: Option is not currently active

Query Condition

Enter a specific query to filter the report data.

```

01/15/03
DENVER PUBLIC SCHOOLS
Special Education Case Load List
PA

School No. 409      School Name Runnells Middle School
SSN 3534088925 Colleen Cole

S  ID      LAST      M  DOB  GR  GR  PREV EL  PREV AR  O  P  DISABILITY  SETTING  Init Plmwr  OTHER
I  ID      FIRST      I  TERM DAY  IC  RS  SECT  ENR  D  I  CD  DE  CG  DE  Date  P  DISABILITIES

423088  Abhato      I  07/14/88  F  07  01/15/03  01/15/03  M  01  Cogniti 47  Cogniti 01/15/03  02,10,
Michelle Y
Service Type: S
Disability      Setting      Count
01/Cognitiv      47/Cognitiv      001

Total Dis/Set      001
Total Students      001

```

Student Master List (SP03)

Report Interface EX

Report ID: SPE03 Recommended Orientation: ☐ Cover Page ☐ Draft Print

Student Master List

Generic Report

Please select your options

Options Custom

School: All Schools

Disabilities: Primary Disability

Sort: Student Name

Setup Save Close Queue Print

Report Highlights

Atom Access: Special Ed

The Student Master List report gathers or reports provider information by students.

The report prints an alphabetical listing of schools by school name and provider name.

The report interface form includes Report ID, Cover Page, and Draft Print.

Option Tab Parameters

School

Select a single school, multiple schools, or a range of schools in a district.

Disabilities

Select Disabilities to print a record of students according to their disabilities in a report.

Sort

Select Sort for sorting the report by Name or Grade.

Custom Parameters

Custom Report Subtitle Text to print below the report title.

Custom ID Text to print in place of the report ID.

Output Options Displays the report in the following ways:

- Printer: Print the report out at a printer
- Screen: Display the report on the screen (use this option to see a print preview)
- Disk: Option is not currently active

Query Condition Enter a specific query to filter the report data.

01/08/03

DENVER PUBLIC SCHOOLS
Special Education Student Master List

PAGE: 1

School Number 202 School Name: Special Placement Elementary

ID	LAST	FIRST	MI	DOB	G	GR	N	ETHES	PROG	P	I	DIS	SET	Name	ASG
561883	Abdulasiz	Asisa			EC	F	2		X	2X		14	42		
561883	Abdulasiz	Asisa	N	05	EC	F	2		X	2X	*		42		
561883	Abdulasiz	Asisa			EC	F	2		X	2X			42		
566238	Abeyta	Edward			M	4		X	2X		14	47			
566238	Abeyta	Edward		02	M	4		X	2X	*		47			
566238	Abeyta	Edward			M	4		X	2X			47			
569252	Abundis	Melinda		06/30/95	EC	F	4		2X	*		52			
562057	Acevedo	Annessa		07/17/95	F	4		X	2X	*		42			
467338	Acevedo	Isaias		01/28/90	EC	M	4		X	CF	*	60			
563269	Acevedo	12345678901234567890123456789012			F	4			CF		11	23			

Data Edit/Cleanup (SP04)

Report Interface EX

Report ID: SPE04

Data Edit/Cleanup

Generic Report

Recommended Orientation

☐ Cover Page

☐ Draft Print

Please select your options

Options Custom

School: All Schools

Student Status: Active Students

Current Year: 2003

Setup Save Close Queue Print

Report Highlights

Atom Access: Special Ed

The Data/Edit Cleanup report is sent to providers on an ongoing basis to make corrections, changes and additions to data in the special education module. It is based on active and inactive students and is used for internal and external purposes.

The report prints an alphabetical listing of schools by school name and provider name.

The report interface form includes Report ID, Cover Page, and Draft Print.

Option Tab Parameters

School

Select a single school, multiple schools, or a range of schools in a district.

Student Status

Select Student Status to print records of students with status set to active, inactive or to print all the records in a report.

Current Year

Enter the year for which the report has to be generated.

Custom Parameters

Custom Report Subtitle Text to print below the report title.

Custom ID Text to print in place of the report ID.

Output Options Displays the report in the following ways:

- Printer: Print the report out at a printer
- Screen: Display the report on the screen (use this option to see a print preview)
- Disk: Option is not currently active

Query Condition

Enter a specific query to filter the report data.

01/08/03

DENVER PUBLIC SCHOOLS

DATA EDIT/CLEANUP

School Number 202

School Name: Special Placement Elementary

S	I	ID	Last	First	M	DOB	E	GR	P	Disabil	Setting	Previous	Initial										
					I		M		I	CD	Desc	CD	Desc	Date	Eligibility	Date	Date	Date	Test	Test	ES		
		448666	Boat	Amella		11/30/94	F			06		23		08/10/00	06/05/98	05/31/95							
										07		23											
										08		23											

