NORTHWEST OHIO AREA COMPUTER SERVICES COOPERATIVE

Harmony

NOACSC Custom DASL Reporting

Contents

Assessment

ACT Results

➢ **Summary**

This report will provide a combined look of all ACT attempts highlighting the highest composite score. You will have the option to show a specified GPA and rank for each student.

➢ **Filters**

School building and School year are required. Grade Level, GPA and Rank are optional filters

➢ **Output**

The report can show one student per page or multiple students per page. Sort options available by name or by student number then can be grouped by ACT attempt or ACT category.

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select grade level or leave blank to include all
- Check to include Student GPA and Rank
    - If box is check choose GPA set from dropdown
- Check box for one student per page, leave uncheck to fit as many students per page
- You can choose to order the output by Student name or by Student number
- Choose to group the students by attempt or by category
- Choose PDF or Raw data for output
    - Excel
    - Comma Separated Value
    - Tab Separated Value

Alternate Assessment

➤ **Summary**

This report will assist in indentifying students flagged through Special Education Events as Alternate Assessment.

➤ **Filters**

School building and School year are required. Grade Level and Student Status are optional filters

➤ **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select grade level or leave blank to include all
- Select Student Status or leave blank to include all
- You can choose to order the output by:
    - Student name
    - Student number
    - School
    - Grade
    - Disability Condition
- Choose PDF or Raw data for output
    - Excel
    - Comma Separated Value
    - Tab Separated Value

Assessment By Homeroom

➢ **Summary**

This report will provide a combined look of all Assessment and Achievement scores sorted by student Homeroom.

➢ **Filters**

School building, School year and Assessment Test Parts are required. Student Status is an optional filter.

➢ **Output**

The report will automatically be sorted by Homeroom name. Test Name, Test Part, Test Date, Test Grade Level and Test Score and included on the report.

Output format will be delivered by standard pdf format.

- Select school
- Select school year
- Select Student Status or leave blank to include all
- Select grade level or leave blank to include all
- Select one or many Assessment scores to include

Consolidated Who Needs It

➢ **Summary**

This report will provide the same functionality of the DASL Who Needs It report but will show all tests parts needed by student collectively.

➢ **Filters**

School building, School year and Test Type are required. If OGT Test Type is selected you must specify which grade levels to include and which students to include (required, contract vocational, JVS)

➢ **Output**

The report can show multiple students per page and whether the student is missing the test part or has yet to pass the test part.

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select Test Type
   - From OGT test select Grade level and which students to include
- Choose PDF or Raw data for output
   - Excel
   - Comma Separated Value
   - Tab Separated Value

Longitudinal Table of Student Achievement Results

➢ **Summary**

A summary of student scaled score results from OAT tests taken and grades 3, 4, 5 and 6. This table will rank students into StdDev groups based on final average of OAT test taken in a single subject area. This report was created to assist in student placement.

➢ **Filters**

School building, School year are required. Select specific test part or leave choice as 'All'.

➢ **Output**

Output will be delivered as an .xls format

- Select school
- Select school year
- Select grade level or leave blank to include all
- Select Test part

File Layout:

STUDENT NUMBER
LAST NAME
FIRST NAME
Reading03_Fall
Reading03_Spring
Reading04
Reading05
Reading06
Reading Average
Reading StdDev Offset
Math03
Math04
Math05
Math06
Math Average
Math StdDev Offset
Science03
Science04
Science05

Science06
Science Average
Science StdDev Offset
SocialStudies03
SocialStudies04
SocialStudies05
SocialStudies06
SocialStudies Average
SocialStudies StdDev Offset
Grand Reading Average
Grand Reading StdDev
Grand Math Average
Grand Math StdDev
Grand Science Average
Grand Science StdDev
Grand SocialStudies Average
Grand SocialStudies StdDev

Preschool ASQ/SE Assessment Results

➢ **Summary**

Ability to Specify Course-Section, District of Residence IRN, or Staff name (for the Program option for all students with program code 220100). Specify Fall or Spring results. This report was developed to assist ESC's to have the ability to pull test scores by reporting period for a district of residence.

➢ **Filters**

School building, School year, Preschool ASQ/SE results and report type are required. If Course-Section is selected you must specify which course and section to include. If District of Residence IRN is selected you must specify which District of Residence IRN to pull from Student Profile. If Program Code 220100 is selected you must specify which Membership staff is to be included.

➢ **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select Spring Results or Fall Results
- Select Report Type
    - Course-Section
    - District of Residence IRN
    - Program Code 220100
        - Specify which membership staff is to be included
- Choose PDF or Raw data for output
    - Excel
    - Comma Separated Value
    - Tab Separated Value

Preschool ECO Assessment Results

> **Summary**

Ability to Specify Course-Section, District of Residence IRN, or Staff name (for the Program option for all students with program code 220100). Specify Fall or Spring results. This report was developed to assist ESC's to have the ability to pull test scores by reporting period for a district of residence.

> **Filters**

School building, School year, Preschool ECO results and report type are required. If Course-Section is selected you must specify which course and section to include. If District of Residence IRN is selected you must specify which District of Residence IRN to pull from Student Profile. If Program Code 220100 is selected you must specify which Membership staff is to be included.

> **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select Spring Results or Fall Results
- Select Report Type
  - Course-Section
  - District of Residence IRN
  - Program Code 220100
    - Specify which membership staff is to be included
- Choose PDF or Raw data for output
  - Excel
  - Comma Separated Value
  - Tab Separated Value

Preschool GGG Assessment Results

➢ **Summary**

Ability to Specify Course-Section, District of Residence IRN, or Staff name (for the Program option for all students with program code 220100). Specify Fall or Spring results. This report was developed to assist ESC's to have the ability to pull test scores by reporting period for a district of residence.

➢ **Filters**

School building, School year, Preschool GGG results and report type are required. If Course-Section is selected you must specify which course and section to include. If District of Residence IRN is selected you must specify which District of Residence IRN to pull from Student Profile. If Program Code 220100 is selected you must specify which Membership staff is to be included.

➢ **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select Spring Results or Fall Results
- Select Report Type
  - Course-Section
  - District of Residence IRN
  - Program Code 220100
    - Specify which membership staff is to be included
- Choose PDF or Raw data for output
  - Excel
  - Comma Separated Value
  - Tab Separated Value

Assessment History Export

➢ **Summary**

This export will include the results of all previous tests students have taken that are stored in DASL. It gives the ability to sort results by the students' current homeroom

➢ **Filters**

School building, School year are required. Grade Level and Student Status are optional.

➢ **Output**

Output format will be delivered by Raw data. You may select the sort order by student name, student number, grade level or student Homeroom.

- Select school
- Select school year
- Select Grade Level or leave blank to include all
- Select Student Status or leave blank to include all

File Layout:

StudentNumber
LastName
FirstName
CurrentGrade
HomeroomName
TestGrade
TestingDate
AssessmentTestName
AssessmentPartName
TestScore

Assessment/Course History Export

> **Summary**

 This export will include the results of all previous tests and courses students have taken. This report can be used to validate final marks in course history against testing scores.

> **Filters**

School building, School year, Mark Term and courses to include and Assessment Test Parts to include are required. Grade Level and Student Status are optional.

> **Output**

Output format will be delivered by Raw data. You may select the sort order by student name, student number, grade level or student Homeroom.

- Select school
- Select school year
- Select Grade Level or leave blank to include all
- Select Student Status or leave blank to include all
- Select Mark Term
- Select one or more Courses to Include
- Select one or more Assessment Tests to include

File Layout:

Student Number
Last Name
First Name
Student Status
Current Grade
Homeroom Name
Course Final Mark
Assessment Test score will depend on which test parts you selected

KRAL Exports

➤ **Summary**

This report will provide an extract of KRAL data stored in DASL.

➤ **Filters**

School building and School year are required. Grade level and student status are optional filters.

➤ **Output**

The output will be delivered as an excel file.

- Student Name

- Student ID

- Test Date

- Test Type

- Required Test

- Waiver Reason

- Total Score

- Accommodations

Naviance Exports

➢ **Summary**

This report will provide the information required by Naviance which is a web-based college Research and planning tool for students, parents and school counselors.

➢ **Filters**

School building and School year are required. The following exports are available to Include:

- Students
- Parents
- ACT & PLAN
- AP
- OGT
- PSAT
- SAT
- SAT II
- STUDENT COURSES
- COURSE CATALOG
- TEACHERS

➢ **Output**

The output will be delivered via a zip file, which will contain the selected exports. These exports can then be imported into the Naviance website as directed.

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

Attendance

Days Absent By Course

➢ **Summary**

A Summary of days absent for students by course to provide teachers with an attendance listing for all students assigned to specific course code.

➢ **Filters**

The following filters require a selection in order to submit the report: School building, school year, start and end date, course and absence type are required. Optional checkbox to List the Absence Dates for each student. Rather than limit the report to one action type the user is able to select any action type defined for their building and filter on served, not served or all.

➢ **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Date Range (MM/DD/YYYY)
- Check to include one or many courses
- Check to include one or many absent types
- Check to list the Absence Dates for each student
- Choose PDF or Raw data for output
    - Excel
    - Comma Separated Value
    - Tab Separated Value

Period Attendance Report

- ➢ **Summary**

Provides a cumulative number of periods a student has been absent or late within a specified date range. This report further provides the ability to select specific students by status, date range, or periods.

- ➢ **Filters**

The following filters require a selection in order to submit the report: School building, school year and date range. Additional optional criteria are Student Status, Absence Type and Periods to Include.

- ➢ **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- • Select school
- • Select school year
- • Select Student Status or leave blank to include all
- • Date Range (MM/DD/YYYY)to (MM/DD/YYYY)
- • Include Students with Absences Equal to or Greater than
- • Select Absence Type or leave blank to include all
- • Select Periods to Include or leave blank to include all
- • Choose PDF or Raw data for output
    - o Excel
    - o Comma Separated Value
    - o Tab Separated Value

Attendance Export by Reporting Period

➢ **Summary**

Creates a file of Student Membership, Days Present, Days Tardy, Days Absent and Days in Session by reporting period

➢ **Filters**

The following filters require a selection in order to submit the report: School building, School Year and Term.

➢ **Output**

Output format is Excel

- Select school
- Select school year
- Select Reporting Term

File Layout

StudentNumber
FirstName
LastName
School Code
SchoolYear
ReportingPeriod
TotalMembership
DaysInSession
DaysPresent
DaysTardy
DaysAbsent

Contacts

Copied on Correspondence

➢ **Summary**

This report will list all contacts for a student that is flagged as copied on correspondence on the student contact record.

➢ **Filters**

School building and School year are required.

➢ **Output**

Output can be ordered by Student Name, Contact Name or by Grade, Student Name, Contact Name.

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select order and grouping
- Choose PDF or Raw data for output
  - Excel
  - Comma Separated Value
  - Tab Separated Value

Dismissal Form – Ottoville Only

➢ **Summary**

This report was developed specifically for Ottoville Elementary. This report uses information from the Custom Tab of the student profile that was defined by Ottoville for student dismissal information.

➢ **Filters**

School building and School year are required.

➢ **Output**

- Select school
- Select school year
- Select a Subset of Students (optional)

Emergency Contact Phone List

➢ **Summary**

This report will provide a student Phone list which includes all contact records flagged as Emergency Contact

➢ **Filters**

School building and School year are required.

➢ **Output**

Each contact record that is marks as an emergency contact record will be shown. The contact name, home phone, cell phone, work phone, pager, school building and bus number will be provided. Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Choose PDF or Raw data for output
    - Excel
    - Comma Separated Value
    - Tab Separated Value

Family Report

➢ **Summary**

This report will show Primary Contact record for student, if primary contact is the same for multiple students those students will be grouped together on the report regardless of what building they are assigned to. Primary contacts are matched on name and address.

➢ **Filters**

School building and School year are required.

➢ **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Check to suppress address and phone information, or leave unchecked to include address and phone information
- Choose PDF or Raw data for output
    - o Excel
    - o Comma Separated Value
    - o Tab Separated Value

Parent Volunteer Form – Ottoville Only

➢ **Summary**

This report was developed specifically for Ottoville Elementary. This report uses information from the Custom Tab of the student profile that was defined by Ottoville for Parent Volunteer information.

➢ **Filters**

School building and School year are required.

➢ **Output**

- Select school
- Select school year
- Select a Subset of Students (optional)

Student Contact Phone List

➢ **Summary**

This report can be run for one or many students in the selected building and will produce a listing of contact names and phone numbers for the selected students. Medical alerts and contact comments will also be listed.

➢ **Filters**

School building, School year and Students are required.

➢ **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value. *Note: Raw data will NOT include medical alerts.*

- Select school
- Select school year
- Select students.
  - o Check individual student names, or click All to include all students in your building.
  - o Click None to clear your student selections.
- Choose PDF or Raw data for output
  - o Excel
  - o Comma Separated Value
  - o Tab Separated Value

Student Contact Verification Form

> ### Summary

Student Contact report that will include all contact information defined for students. This report is used to provide the user with a quick look at all contact information defined.

> ### Filters

School building and School year are required. Grade levels are optional. You have the ability to filter by data flags stored on the Additional Tab of the Student Profile in DASL. You can either include or exclude data flags based on the value you enter.

> ### Output

Output can include six contacts per page or one contact per page.

Output format can be ordered by Student Name, Grade, Homeroom and/or School Name.

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select grade levels (leave blank to include all)
  - Click All to include all grade levels
  - Click None to clear your grade level selections
- Filter by Flag 1 through 5
- Select contacts per page
- Select order by
- Choose PDF or Raw data for output
  - Excel
  - Comma Separated Value
  - Tab Separated Value

Student Emergency Medical Form

➢ **Summary**

This report can be used to verify contact and medical information with parents/guardians.

➢ **Filters**

School building and School year are required. Subset of Students is optional.

➢ **Output**

Output can be grouped by Student Name or Grade Level.

Output format will be delivered by standard pdf format.

- Select school
- Select school year
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check to Hide Student Social Security Number
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
    - If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.
- Select order and grouping

Student Emergency Medical Form – Ada Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Contacts ordered in the following sequence: primary contact, Mother contact, Father contact, Sitter contact, Other contact, and then any remaining in alphabetical order.
- Doctor and Dentist contacts removed excluded from the Contacts section
- Contact name and phone number for Doctor contact types are auto-populated onto the Family Physician line.
- Contact name and phone number for Dentist contact types are auto-populated onto the Family Dentist line.

➢ **Output**

Output may be tied to specific contact type codes. If code doesn't exist blank line will print.

Mother Contact Code = 'M'

Father Contact Code = 'F'

Other 1 & 2 Contact Code = 'EMER','G','STMT','STPF'

Doctor Contact Code = 'FP'

Dentist Contact Code = 'FD'

Hospital Contact Code = 'H'

- Select school
- Select school year
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
    - o If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.
- Select order and grouping

Student Emergency Medical Form – Allen East Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Contacts ordered in the following sequence: primary contact, Mother contact, Father contact, Sitter contact, Other contact, and then any remaining in alphabetical order.
- Doctor and Dentist contacts removed excluded from the Contacts section
- Contact name and phone number for Doctor contact types are auto-populated onto the Family Physician line.
- Contact name and phone number for Dentist contact types are auto-populated onto the Family Dentist line.

➢ **Output**

Output may be tied to specific contact type codes. If code doesn't exist blank line will print.

- Select school
- Select school year
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
  - If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.
- Select order and grouping

Student Emergency Medical Form – Antwerp Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Contacts ordered in the following sequence: primary contact, Mother contact, Father contact, Sitter contact, Other contact, and then any remaining in alphabetical order.
- Doctor and Dentist contacts removed excluded from the Contacts section
- Contact name and phone number for Doctor contact types are auto-populated onto the Family Physician line.
- Contact name and phone number for Dentist contact types are auto-populated onto the Family Dentist line.

➢ **Output**

Output may be tied to specific contact type codes. If code doesn't exist blank line will print.

- Select school
- Select school year
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check to Hide Student Social Security Number
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
    - o If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.
- Select order and grouping

Student Emergency Medical Form – Bath Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Contacts ordered in the following sequence: primary contact, Mother contact, Father contact, Sitter contact, Other contact, and then any remaining in alphabetical order.
- Doctor and Dentist contacts removed excluded from the Contacts section
- Contact name and phone number for Doctor contact types are auto-populated onto the Family Physician line.
- Contact name and phone number for Dentist contact types are auto-populated onto the Family Dentist line.

➢ **Output**

Output may be tied to specific contact type codes. If code doesn't exist blank line will print.

- Select school
- Select school year
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check to Hide Student Social Security Number
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
    - If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.
- Select order and grouping

Student Emergency Medical Form – Bluffton Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Contacts ordered in the following sequence: primary contact, Mother contact, Father contact, Sitter contact, Other contact, and then any remaining in alphabetical order.
- Doctor and Dentist contacts removed excluded from the Contacts section
- Contact name and phone number for Doctor contact types are auto-populated onto the Family Physician line.
- Contact name and phone number for Dentist contact types are auto-populated onto the Family Dentist line.

➢ **Output**

Output may be tied to specific contact type codes. If code doesn't exist blank line will print.

- Select school
- Select school year
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
  - o If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.
- Select order and grouping

Physician = "Family Physician" contact name

Dentist = "Dentist" contact name

Hospital = 'Hospital" contact name

Emergency Contact = 'In Case of Emergency'

Student Emergency Medical Form – Celina Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Contacts ordered in the following sequence: primary contact, Mother contact, Father contact, Sitter contact, Other contact, and then any remaining in alphabetical order.
- Miscellaneous information pulled from specific Miscellaneous group for Emergency Info.
- Signature line removed and inserted 'Signature on File'
- Ability to pull students from Membership Group
  - today is between membership startdate and membership stopdate
  - today is after membership startdate and there's no membership stopdate
  - there's no membership startdate or membership stopdate

➢ **Output**

Output is tied to specific Miscellaneous data fields for emergency information. If Miscellaneous data fields do not exist blank line(s) will print.

- Select school
- Select school year
- Select Grade Level or leave blank to include all
- Select Student Status or leave blank to include all
- Check to filter by Membership
  - Once you check to filter by Membership you will then need to select the membership from the drop down listing
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
  - If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.

Student Emergency Medical Form – Celina Middle School Style

➢ **Summary**

This report is a modified version of the Celina Emergency Medical Form. Modifications include:

- Contacts ordered in the following sequence: primary contact, Mother contact, Father contact, Sitter contact, Other contact, and then any remaining in alphabetical order.
- Miscellaneous information pulled from specific Miscellaneous group for Emergency Info.
- Signature line removed and inserted 'Signature on File'
- Ability to pull students from Membership Group
    - today is between membership startdate and membership stopdate
    - today is after membership startdate and there's no membership stopdate
    - there's no membership startdate or membership stopdate

➢ **Output**

Output is tied to specific Miscellaneous data fields for emergency information. If Miscellaneous data fields do not exist blank line(s) will print.

- Select school
- Select school year
- Select Grade Level or leave blank to include all
- Select Student Status or leave blank to include all
- Check to filter by Membership
    - Once you check to filter by Membership you will then need to select the membership from the drop down listing
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
    - If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.

Student Emergency Medical Form – Columbus Grove Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Contacts ordered in the following sequence: primary contact, Mother contact, Father contact, Sitter contact, Other contact, and then any remaining in alphabetical order.
- Doctor and Dentist contacts removed and excluded from the Contacts section
- Contact name and phone number for Doctor contact types are auto-populated onto the Family Physician line.
- Contact name and phone number for Dentist contact types are auto-populated onto the Family Dentist line.
- Sort option of Teacher and Period, if sorting by Teacher the teacher name will print at the top of the first page

➢ **Output**

Output may be tied to specific contact type codes. If code doesn't exist blank line will print.

- Select school
- Select school year
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
  - o If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.
- Sort by Student Name, Grade Level, Teacher
  - o If sorting by teacher specify which period to associate with teacher

Student Emergency Medical Form – Continental Style

➤ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Contacts ordered in the following sequence: primary contact, Mother contact, Father contact, Sitter contact, Other contact, and then any remaining in alphabetical order.
- Doctor and Dentist contacts removed and excluded from the Contacts section
- Contact name and phone number for Doctor contact types are auto-populated onto the Family Physician line.
- Contact name and phone number for Dentist contact types are auto-populated onto the Family Dentist line.
- Sort option of Teacher and Period, if sorting by Teacher the teacher name will print at the top of the first page

➤ **Output**

Output may be tied to specific contact type codes. If code doesn't exist blank line will print.

- Select school
- Select school year
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
  - If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.
- Sort by Student Name, Grade Level, Teacher
  - If sorting by teacher specify which period to associate with teacher

Student Emergency Medical Form – Cory-Rawson Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Contacts ordered in the following sequence: primary contact, Mother contact, Father contact, Sitter contact, Other contact, and then any remaining in alphabetical order.
- Doctor and Dentist contacts removed excluded from the Contacts section
- Contact name and phone number for Doctor contact types are auto-populated onto the Family Physician line.
- Contact name and phone number for Dentist contact types are auto-populated onto the Family Dentist line.

➢ **Output**

Output may be tied to specific contact type codes. If code doesn't exist blank line will print.

- Select school
- Select school year
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
  - If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.

Student Emergency Medial Form – Delphos City Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Contacts ordered in the following sequence: primary contact, then alphabetically by last name.
- Ethnicity fields are included on the report for the parent/guardian to fill out
- Checkboxes appear next to contact numbers to specify which number to dial first during school hours
- Area on page 1 to list siblings
- Field trip permission signature
- Public Release authorization
- Page two is designed for Part I consent or Part II do not consent
- Option to Hide Homeroom Teacher information on the actual report.

➢ **Output**

Output may be tied to specific contact type codes. If code doesn't exist blank line will print.

- Select school
- Select school year
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check to Hide Homeroom Teacher
- Check to Hide Bus Information
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
    - ○ If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.

Student Emergency Medical Form – Elida Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Contacts ordered in the following sequence: primary contact, Mother contact, Father contact, Sitter contact, Other contact, and then any remaining in alphabetical order.
- Doctor and Dentist contacts removed excluded from the Contacts section
- Contact name and phone number for Doctor contact types are auto-populated onto the Family Physician line.
- Contact name and phone number for Dentist contact types are auto-populated onto the Family Dentist line.

➢ **Output**

Output may be tied to specific contact type codes. If code doesn't exist blank line will print.

- Select school
- Select school year
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
  - o If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.
- Select order and grouping

Mother = "Mother" contact name

Father = "Father" contact name

Emergency = "EC1" contact type

Emergency = "EC2" contact type

Emergency = "EC3" contact type

Student Emergency Medial Form – Findlay City Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Contacts ordered in the following sequence: primary contact, then alphabetically by last name.
- Option for non-residential parent to write in name and address
- Findlay City School is hard coded on the header

➢ **Output**

Output may be tied to specific contact type codes. If code doesn't exist blank line will print.

- Select school
- Select school year
- Select Student Status or Leave Blank to Include All
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
    - If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.
- Select order and grouping

Student Emergency Medical Form – Fort Recovery Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Contacts ordered in the following sequence: primary contact, 1st Emergency, 2nd Emergency and then any remaining in alphabetical order.
- Doctor, Dentist and Hospital contacts removed excluded from the Contacts section
- Contact name and phone number for Doctor contact types are auto-populated onto the Family Physician line.
- Contact name and phone number for Dentist contact types are auto-populated onto the Family Dentist line.
- Contact name and phone number for Hospital contact types are auto-populated onto the Hospital line.
- Parent Email pulled from Student Profile

➢ **Output**

Output is tied to specific contact type codes. If code doesn't exist blank line will print.

Physician = "Doctor" contact name

Dentist = "Dentist" contact name

Hospital = 'Hospital" contact name

- ➢ Select school
- ➢ Select school year
- ➢ Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- ➢ Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
    - o If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.
- ➢ Select order and grouping

Student Emergency Medical Form – Jenning's Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Modified formatting.
- Added field trip permission, public release information, and contacts to pick up ill child sections.
- Additional page, where page 2 includes more detailed Part I and Part II sections.

➢ **Output**

Output may be tied to specific contact type codes. If code doesn't exist blank line will print.

Parent/Mother/Father section always blank

The 4 'Other' contacts filled with contact type codes:

- Other
- Aunt
- Uncle
- Aunt/Uncle
- Babysitter
- Friend
- Grandparent
- Grandparent(s)
- Guardian
- Sibling

Doctor = "DR" contact code

Dentist = "DT" contact code

Hospital = "HOSP" contact code

Medical Specialist = "MS" contact code

- Select school
- Select school year
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
  - o If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.
- Select order and grouping

Student Emergency Medical Form – Kalida Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Note added to top of form: PLEASE MAKE ANY CORRECTIONS OR ADDITIONS AND RETURN TO THE OFFICE
- Note added to bottom of form: ** **PLEASE COMPLETE THE REVERSE SIDE** **

➢ **Output**

Output may be tied to specific contact type names. If contact name doesn't exist blank line will print.

Family Physician = "PHYSICIAN" contact name

Family Dentist = "DENTIST" contact name

Hospital = "HOSPITAL" contact name

- Select school
- Select school year
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
    - If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.
- Select order and grouping

Student Emergency Medical Form – Leipsic Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Contacts ordered in the following sequence: primary contact, Mother contact, Father contact, Sitter contact, Other contact, and then any remaining in alphabetical order.
- Doctor and Dentist contacts removed excluded from the Contacts section
- Contact name and phone number for Doctor contact types are auto-populated onto the Family Physician line.
- Contact name and phone number for Dentist contact types are auto-populated onto the Family Dentist line.

➢ **Output**

Output may be tied to specific contact type codes. If code doesn't exist blank line will print.

- Select school
- Select school year
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
    - o If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.
- Select order and grouping

Student Emergency Medical Form – Liberty Benton High School Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Contacts ordered in the following sequence: primary contact, Mother contact, Father contact, Sitter contact, Other contact, and then any remaining in alphabetical order.
- Doctor and Dentist contacts removed and excluded from the Contacts section
- Contact name and phone number for Doctor contact types are auto-populated onto the Family Physician line.
- Contact name and phone number for Dentist contact types are auto-populated onto the Family Dentist line.
- Two page form

➢ **Output**

Output may be tied to specific contact type codes. If code doesn't exist blank line will print.

- Select school
- Select school year
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
  - If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.
- Select order and grouping

Student Emergency Medical Form – Liberty Benton Middle School Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Contacts ordered in the following sequence: primary contact, Mother contact, Father contact, Sitter contact, Other contact, and then any remaining in alphabetical order.
- Doctor and Dentist contacts removed and excluded from the Contacts section
- Contact name and phone number for Doctor contact types are auto-populated onto the Family Physician line.
- Contact name and phone number for Dentist contact types are auto-populated onto the Family Dentist line.
- Two page form

➢ **Output**

Output may be tied to specific contact type codes. If code doesn't exist blank line will print.

- Select school
- Select school year
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
    - o If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.
- Select order and grouping

Student Emergency Medical Form – McComb Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Contacts ordered in the following sequence: primary contact, Mother contact, Father contact, Sitter contact, Other contact, and then any remaining in alphabetical order.
- Doctor and Dentist contacts removed excluded from the Contacts section
- Contact name and phone number for Doctor contact types are auto-populated onto the Family Physician line.
- Contact name and phone number for Dentist contact types are auto-populated onto the Family Dentist line.

➢ **Output**

Output may be tied to specific contact type codes. If code doesn't exist blank line will print.

- Select school
- Select school year
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
  - o If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.
- Select order and grouping

Student Emergency Medical Form – North Baltimore Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Contacts ordered in the following sequence: primary contact, Mother contact, Father contact, Sitter contact, Other contact, and then any remaining in alphabetical order.
- Doctor and Dentist contacts removed excluded from the Contacts section
- Contact name and phone number for Doctor contact types are auto-populated onto the Family Physician line.
- Contact name and phone number for Dentist contact types are auto-populated onto the Family Dentist line.

➢ **Output**

Output may be tied to specific contact type codes. If code doesn't exist blank line will print.

- Select school
- Select school year
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
  - If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.
- Select order and grouping

Student Emergency Medical Form – Ottoville Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Contacts ordered in the following sequence: primary contact, Mother contact, Father contact, Sitter contact, Other contact, and then any remaining in alphabetical order.
- Doctor and Dentist contacts removed excluded from the Contacts section
- Contact name and phone number for Doctor contact types are auto-populated onto the Family Physician line.
- Contact name and phone number for Dentist contact types are auto-populated onto the Family Dentist line.

➢ **Output**

Output may be tied to specific contact type codes. If code doesn't exist blank line will print.

Doctor Contact Code = '13'

Dentist Contact Code = '14'

Hospital Contact Code = '15'

Medical Spec Contact Code = '16'

- Select school
- Select school year
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
    - If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.
- Select order and grouping

Student Emergency Medical Form – Parkway Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- SSN removed.
- Parent email removed.
- Additional section to complete any of the following missing fields: mother's cell, father's cell, physician name and phone, and dentist name and phone.
- Modified consent authorization/refusal of consent sections.

➢ **Output**

No special medical contact types used

- Select school
- Select school year
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
    - If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.
- Select order and grouping

Student Emergency Medical Form – Perry Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Contacts ordered in the following sequence: primary contact, Mother contact, Father contact, Sitter contact, Other contact, and then any remaining in alphabetical order.
- Doctor and Dentist contacts removed excluded from the Contacts section
- Contact name and phone number for Doctor contact types are auto-populated onto the Family Physician line.
- Contact name and phone number for Dentist contact types are auto-populated onto the Family Dentist line.
- Medical Alerts will print under Medical Conditions

➢ **Output**

Output may be tied to specific contact type codes. If code doesn't exist blank line will print.

- Select school
- Select school year
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
    - o If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.
- Select order and grouping

Student Emergency Medical Form – Shawnee Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. All other versions of the Emergency Contact Forms can be used by anyone, but the Shawnee version pulls specific AlertNow information from the Custom tab on their student profiles.

Doctor = "PH" contact code

Dentist = "DT" contact code

Medical Specialist = "P2" contact code

Hospital = "HP" contact code

Page 2 is' Alert Now' form populated with Shawnee misc data fields that shows on the custom tab of the student profile.

- Select school
- Select school year
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
    - o If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.
- Select order and grouping
- Enter email address of where PDF output will be sent

Student Emergency Medical Form – St. Henry Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Modified formatting.
- Additional residential and non-residential parent information.
- Additional page, where page 2 includes more detailed Part I and Part II sections and a School Accident Insurance section.

➢ **Output**

Output may be tied to specific contact type name. If contact name doesn't exist blank line will print.

Mother = "MOTHER" contact name

Father = "FATHER" contact name

Other 1 & 2 = "OTHER" contact name (uses first 2 "OTHER" contacts it finds)

Doctor = "DOCTOR" contact name

Dentist = "DENTIST" contact name

Medical Specialist = "MED SPECIALIST" contact name

- Select school
- Select school year
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
  - o If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.

Student Emergency Medical Form – St. Marys Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Additional verbiage in Part I section.
- Added note to bottom of page: ** **PLEASE COMPLETE THE REVERSE SIDE** **.
- Relationship comments print after contact name
- Allows the user to select which school year to pull students from
- Allows the user to select which school year to pull the homeroom assignment

➢ **Output**

Output may be tied to specific contact type name. If contact name doesn't exist blank line will print.

- Select school
- Select school year
- Select Grade Level or Leave Blank to Include All
- Select Student Status or Leave Blank to Include All
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
  - o If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.
- Select order and grouping

Student Emergency Medical Form – Van Buren Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Contacts ordered in the following sequence: primary contact, Mother contact, Father contact, Sitter contact, Other contact, and then any remaining in alphabetical order.
- Student name prints on side of form for filing

➢ **Output**

Output may be tied to specific contact type codes. If code doesn't exist blank line will print.

- Select school
- Select school year
- Select Grade level or leave blank to include all
- Select Student Status or leave blank to include all
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check to hide existing medical alerts
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
    - If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.
- Select to include contact information (checked by default)
    - Mother contact
    - Father contact
    - Emergency Contact 1
    - Emergency Contact 2

Student Emergency Medical Form – Vanlue Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Contacts ordered in the following sequence: primary contact, Mother contact, Father contact, Sitter contact, Other contact, and then any remaining in alphabetical order.
- Doctor and Dentist contacts removed excluded from the Contacts section
- Contact name and phone number for Doctor contact types are auto-populated onto the Family Physician line.
- Contact name and phone number for Dentist contact types are auto-populated onto the Family Dentist line.

➢ **Output**

Output may be tied to specific contact type codes. If code doesn't exist blank line will print.

Physician Contact Name = 'Family Doctor'

Dentist Contact Name = 'Dentist'

Hospital Contact Name = 'Hospital'

Med Spec Contact Name = 'Specialty Doctor'

- Select school
- Select school year
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
    - If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.

Student Emergency Medical Form – Wapakoneta Style

➢ **Summary**

This report is a modified version of the original Emergency Medical Form. Modifications include:

- Contacts ordered in the following sequence: primary contact, Mother contact, Father contact, Sitter contact, Other contact, and then any remaining in alphabetical order.
- Doctor and Dentist contacts removed and excluded from the Contacts section
- Contact name and phone number for Doctor contact types are auto-populated onto the Family Physician line.
- Contact name and phone number for Dentist contact types are auto-populated onto the Family Dentist line.
- Mother and Father information separated on form
- Two page form

➢ **Output**

Output may be tied to specific contact type codes. If code doesn't exist blank line will print.

- Select school
- Select school year
- Check to hide unlisted home & cell numbers, or leave unchecked to include unlisted home & cell numbers.
- Check the option to include a subset of students, or leave unchecked to include all students in the selected building.
    - If subset is selected, check individual student names. Clicking All will select all students; clicking None will clear student selections.
- Select Order and Grouping

Family Labels

➢ **Summary**

This report will create one label, per household, within multiple buildings in your district. You have the option to include or exclude contact records flagged as Copied on Correspondence. Matches on Primary contact name and address.

➢ **Filters**

School building and School year are required. Student status is optional. Type of Contacts to include, Primary Contact is default but user may also select Contacts that are flagged as Copied on Correspondence.

➢ **Output**

Names on labels can be formatted First Last or Last, First.

Output format can include one label per matching parent name, or one label per matching full address.

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select student status to include (leave blank to include all)
    - o Click All to select all student statuses
    - o Click None to clear your student status selections
- Check to include Primary Contact, copied on correspondence contacts, or both
- Select name format
- Select order and grouping
- Choose PDF or Raw data for output
    - o Excel
    - o Comma Separated Value
    - o Tab Separated Value

Course History

Course History Export

➤ **Summary**

An extract of all marks stored for a student through Course History. This will include all scheduled courses and manually entered course history records.

➤ **Filters**

School building and School year are required. Grade Level and student status to include is optional.

➤ **Output**

Output format can be delivered by Raw data format. Options for the Raw Data is Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select Grade Level or leave blank to include all
- Select Student Status or leave blank to include all
- Choose Raw data for output
    - Excel
    - Comma Separated Value
    - Tab Separated Value

Honors Courses

➢ **Summary**

A Summary list how many honors courses a student has taken as shown on the course history records.   A course must be marked as yes on 'IsHonors' on the course maintenance screen.

➢ **Filters**

School building and School year are required. Grade Level to include is optional.

➢ **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select Grade Level or leave blank to include all
- Choose PDF or Raw data for output
    - o Excel
    - o Comma Separated Value
    - o Tab Separated Value

Discipline

Action Served Report

➢ **Summary**

This report can be run for any action code, and can be run for those who served that action, didn't serve the action, or all with that action.

➢ **Filters**

Rather than limit the report to one action code the user is able to select any action code defined for their building and filter on served, not served or all. A filter for how the data is grouped/order in the report by either student last name, first name or Grade, student last name, first name.

➢ **Output**

Output format can be delivered by standard PDF format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select action code
- Report Type:
  - o Include only students who served action
  - o Include only students who did not serve action
  - o Include all
- Select Order and Grouping
  - o Last name, First name
  - o Grade, Last name, First name
- Choose PDF or Raw data for output
  - o Excel
  - o Comma Separated Value
  - o Tab Separated Value

Referrer Staff Report

➢ **Summary**

Discipline report of student name, incident date and infraction type with Incident Description, Infraction Description, Contact Comment and Notes. The report can be sorted by Referrer Name-Student Name-Incident Date, or Student Name-Incident Date. Includes total incidents, along with total incidents by referrer, if sorting by referrer.

➢ **Filters**

School building and School year are required.   Two options to order/group data: Referrer Staff Name, Student Name, Incident Date OR Student name, Incident Date.

➢ **Output**

Output format can be delivered by standard PDF format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select Order and Grouping
    - Referrer Staff Name, Student Name, Incident Date
    - Student Name, Incident Date
- Choose PDF or Raw data for output
    - Excel
    - Comma Separated Value
    - Tab Separated Value

EMIS

Disability Report

➢ **Summary**

This report will list Disability Conditions defined for students on the Student Profile. A summary count broken down by gender is also given for each disability condition.

➢ **Filters**

School building and School year are required. Student Statusl to include is optional.

➢ **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select Student Status or leave blank to include all
- Choose PDF or Raw data for output
  - Excel
  - Comma Separated Value
  - Tab Separated Value

District Cross Check

> **Summary**

This report will search all schools within NOACSC DASL database and compare key fields for accuracy between schools. This report can assist schools to verify EMIS reportable data for accuracy.

> **Filters**

School building and School year are required. You can choose to run the Cross Check to only include students with conflicting data so a smaller report would be produced, Active Students so that your residents attending elsewhere are not included, and to exclude JVS students.

> **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Check to only include students with conflicting data
- Check to only include active students
- Check to exclude JVS students
- Enter email address of where to send the finished report

EMIS Situation Report

➢ **Summary**

The EMIS Situation report will allow the user to select one or many EMIS situations to show on the report for use in verify open enrollment data for buildings. May assist Area Coordinators.

➢ **Filters**

School building and School year are required. Grade Level, Student Status and EMIS Situation are optional.

➢ **Output**

Output format can be delivered through Raw data. The option of an Excel format, Comma Separated Value or Tab Separated Value is available.

- Select school
- Select school year
- Select Grade Level or leave blank to include all
- Select Student Status or leave blank to include all
- Select one or multiple EMIS Situations or leave blank to include all
- Choose one of the following Raw data for output
  - o Excel
  - o Comma Separated Value
  - o Tab Separated Value

File Layout:

StudentNumber
LastName
FirstName
Address
Address2
City
State
Zip
SchoolCode
GradeLevelCode
Disability
DistrictAdmissionDate
DistrictWithdrawalDate

EMISFSEffectiveDate
EMISSituation
IRNDistrictOfResidence
NameDistrictOfResidence
AttendingBuildingIRN
AttendingBuildingName
PercentOfTime
HowReceived
HowReceivedIRN
HowReceivedName
DistrictRelationship
SentTo1Reason
SentTo1IRN
SentTo1NAME
SentTo1Percentage
SentTo2Reason
SentTo2IRN
SentTo2NAME
SentTo2Percentage

EMIS Total Attendance

➢ **Summary**

The EMIS Total Attendance report will create a spreadsheet that shows totals of the attendance and absences that appear on the FS Attendance tab of the student profile. Provides a quick look to see total attendance on students that have days recorded in both the school year attendance field and the other entity attendance field.

➢ **Filters**

School building and School year are required. Student Status is optional.

➢ **Output**

Output format can be delivered through Raw data. The option of an Excel format, Comma Separated Value or Tab Separated Value is available.

- Select school
- Select school year
- Select Student Status or leave blank to include all
- Choose one of the following Raw data for output
    - Excel
    - Comma Separated Value
    - Tab Separated Value

File Layout:

LastName
FirstName
SSID
SchoolName
DaysAttended_School
DaysAttended_Other
DaysAttended_Total
ExcusedAbsences_School
ExcusedAbsences_Other
ExcusedAbsences_Total
UnexcusedAbsences_School
UnexcusedAbsences_Other
UnexcusedAbsences_Total
TotalDays

Gifted Report

> **Summary**

The Gifted report will show the students who are identified as gifted and the areas in which they are identified and when. The report will show Screening, Assessment, Identified and Served.

> **Filters**

School building and School year are required. Student Status to include is optional.

> **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value. The report can be grouped by Student Name, Student Number, School and Grade Level

- Select school
- Select school year
- Select Student Status or leave blank to include all
- Choose Sort Order
- Choose PDF or Raw data for output
  - Excel
  - Comma Separated Value
  - Tab Separated Value

How Received Report

➢ **Summary**

How Received Report will list students with the specified How Received Code from the Student Profile in DASL. This report may be able to assist treasurers with tuition reports.

➢ **Filters**

School building and School year are required. Select one or many How Received Codes to include in report. If you choose to filter by admission date you must specify the start and end date range.

➢ **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value. The report can be grouped by Student Name, Grade level, SSID, Residence IRN or Disability Condition

- Select school
- Select school year
- Select How Received Code or leave blank to include all
- Filter by Admission check or uncheck, if checked enter the date to and from range
- Choose PDF or Raw data for output
    - o Excel
    - o Comma Separated Value
    - o Tab Separated Value

Retained Status Report

➢ **Summary**

This report will list students with the specified Retained Status on the student profile.

➢ **Filters**

School building and School year are required. Grade Level, Student Status and Student Retained Status to include are optional.

➢ **Output**

Output format can be delivered through Raw data. The option of an Excel format, Comma Separated Value or Tab Separated Value is available.

- Select school
- Select school year
- Select Grade Level or leave blank to include all
- Select Student Status or leave blank to include all
- Select one or multiple Retained Status or leave blank to include all
- Choose one of the following Raw data for output
    - Excel
    - Comma Separated Value
    - Tab Separated Value

File Layout:

StudentNumber
LastName
FirstName
SchoolCode
GradeLevelCode
RetainedStatus
Handicap

Section 504 Plan Report

➢ **Summary**

This report will list the students marked as 'Y' for the Section 504 Plan field on the student profile.

➢ **Filters**

School building and School year are required. Student Status to include is optional.

➢ **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select Student Status or leave blank to include all
- Choose PDF or Raw data for output
    - Excel
    - Comma Separated Value
    - Tab Separated Value

Special Ed Compliance Report

➤ **Summary**

This report will create a report of Special Ed Students who are determined to be In Compliance or Out of Compliance based on Special Ed data defined in DASL.

➤ **Filters**

School building and School year are required. Student Status to include is optional. There are two Report Types:

The first is Special Ed Students In Compliance. This report generates a list of students with the district, school year and status code(s) specified. These students must also have a Special Ed Event Type of IIEP, RIEP or TIEP and the current date must fall within the Special Ed Start and End date range.

The second Report Type is Special Ed Students Out Of Compliance. This report generates a list of students with the district, school year and status code(s) specified. These students must also have a Special Ed Event Type of IIEP, RIEP or TIEP and the current date must be after the most recent Special Ed End Date. Students who are out of compliance, but have an RETR record with Outcome Id ETEX, and event date greater than or equal to the most recent IEP Begin Date will not be included on the report. These students have exited special ed.

➤ **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select Student Status or leave blank to include all
- Select Report Type
    - Special Ed Students In Compliance
    - Special Ed Students Out of Compliance
    - Both
- Choose PDF or Raw data for output
    - Excel
    - Comma Separated Value
    - Tab Separated Value

Special Education Events Report

> **Summary**

This report will show a listing by student of all Special Ed Event records for that student in date order.

> **Filters**

School building, School year and Date Range are required. Student Status to include is optional. Specify a sort order on the report based on Student Name, Student Number or Grade Level.

> **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Enter Date Range start and end date
- Select Student Status or leave blank to include all
- Select Sort Order
- Choose PDF or Raw data for output
  - o Excel
  - o Comma Separated Value
  - o Tab Separated Value

Student CORE Summary Report

➢ **Summary**

A listing of Student CORE Summary records. Easily displayed in report format rather than once student per page as displayed in DASL.

➢ **Filters**

School building and School year are required. Grade Level to include is optional. Choose either EMIS reporting period 'K' or "G" to include.

➢ **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select Grade Level or leave blank to include all
- EMIS Reporting Period
- Choose PDF or Raw data for output
  - o Excel
  - o Comma Separated Value
  - o Tab Separated Value

IEP Anywhere Export

➢ **Summary**

This export can be run as needed by a district for use with IEP Anywhere. Two files will be exported, Guardians and Students. Typically these exports are run nightly but a school can choose to export the data in Harmony at any given time.

➢ **Filters**

School building and School year are required. Grade Level to include is optional.

➢ **Output**

Output format can will be delivered by Raw data.

- Select school
- Select school year

MER Export

> ## Summary

All students enrolled in the school district on October 2009 were to be submitted as part of the MSP cost reconciliation. This information was to be shared with ODJFS to determine a district's MER and IEP-MER rates.

> ## Filters

School building and School year are required. Grade Level to include is optional.

> ## Output

Output format will be delivered by Raw data.

- Select school district
- Select school year
- Enter date to include Students who were enrolled on

File Layout:	Position
Student First Name = 20 Characters	1
Student Last Name = 30 Characters	21
Student Residence, Zip Code = 5 Characters	51
Student Birth Date (MMDDYYYY) = 8 Characters	56
School District IRN = 6 Characters	64
Student Eligibility for Special Education = 1 Character Y/N	70
Total Characters	70

Fees

Fees List

➢ **Summary**

This report will show you the course fees that will be applied to students prior to finalizing your schedule or show you the course fees that have been applied and payments made (if applicable) after the schedule has been finalized. Has the ability to provide a list of course fees assigned along with outstanding balances and/or zero balances.

➢ **Filters**

School building and School year are required.

➢ **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Check to only include students who have a balance due, or leave unchecked to include all students with fees.
- Choose PDF or Raw data for output
  - Excel
  - Comma Separated Value
  - Tab Separated Value

Free and Reduced Lunch

Disability Program/Special Education Report

➢ **Summary**

This report will break on each Disability Condition and will include the Disability Program Information as well as the student Special Education events.

➢ **Filters**

School building and School year are required. Student status is optional.

➢ **Output**

Output can be ordered by Student Number, School, Grade, Disability and/or Student Name.

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select School Year
- Select Student Status, or leave blank to select all
    - Click All to check all student statuses
    - Click None to clear your student status selections
- Select order by
- Choose PDF or Raw data for output
    - Excel
    - Comma Separated Value
    - Tab Separated Value

Student Lunch Free/Reduced Report

> **Summary**

This report lists students on the free and reduced lunch program.

> **Filters**

School building, school year, and free/reduced lunch status are required.

> **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select Free/Reduced Lunch Status
- Choose PDF or Raw data for output
    - Excel
    - Comma Separated Value
    - Tab Separated Value

AIMsweb Extract

➤ **Summary**

Extract will provide a compatible student data file to import into AIMSweb.

AIMSweb is a benchmark and progress monitoring system based on direct, frequent and continuous student assessment.

➤ **Filters**

School building and school year are required. Grade levels and student status are optional.

➤ **Output**

- Select school
- Select School Year
- Select grade level, or leave blank to include all
    - Click All to select all grade levels
    - Click None to clear grade level selections.
- Select student status, or leave blank to include all
    - Click All to select all student statuses
    - Click None to clear student status selections.

File layout:

DistrictName
SchoolName
StudentFirstName
StudentLastName
UniqueIdentifier
GradeAdjustedForPS
TeacherFirstName
TeacherLastName
TeacherEmail
Gender
DOB
MealStatus
Ethnicity

LinkIt Extract

➢ **Summary**

Extract will provide a compatible student data file to import into LinkIt. LinkIt is an application to assist with improving student performance through the use of real-time data.

➢ **Filters**

School building and school year are required.

➢ **Output**

- Select school
- Select School Year
- Choose PDF or Comma Separated Value for output

File Layout:

School Name
Teacher Last Name
Teacher ID
Student Term
Student Class Code
Student Class Name
Student Class Section
Student Last Name
Student First Name
SSID
Gender
Race
Free Reduced Lunch
Special Ed
English Second Language
Teacher First Name
Teacher Last Name
Grade Level

NAEP Export

➢ **Summary**

Create Excel file for sending to NAEP.

➢ **Filters**

School building and school year are required. Grade levels and student status are optional.

➢ **Output**

- Select school
- Select School Year
- Select grade level, or leave blank to include all
    - Click All to select all grade levels.
    - Click None to clear grade level selections.
- Select student status, or leave blank to include all
    - Click All to select all student statuses.
    - Click None to clear student status selections.

File layout

Student First Name
Student Middle Name
Student Last Name
Grade
Homeroom or Other Location
Month of Birth
Year of Birth
Sex
Student with a Disability
English Language Learner
Race/Ethnicity
School Lunch
On Break

QSP Extract

> **Summary**

Student information that can be imported into QSP

Student extract for cafeteria systems, automated for many schools.

> **Filters**

School building and school year are required. Student status is optional.

> **Output**

- Select school
- Select School Year
- Select student status, or leave blank to include all
  - Click All to select all student statuses.
  - Click None to clear student status selections.

File layout
StudentNumber
LastName
FirstName
MiddleName
DistrictAdmissionDate
Address
City
State
Zip
HomePhone
StudentEmail
PrimaryContactEmail
GradeLevelName
Homeroom
FreeReducedLunch
StudentStatusId
IRN
SchoolCode

Graduation Eligibility

Eligibility Report

> **Summary**

This report will show students who fit the specified criteria for GPA, Attendance, Membership, Discipline Actions, Marks and Credits Earned. If multiple GPA sets are selected, the average of those GPA's must meet the filter criteria in order to be included on the report. For example:

I want greater than or equal to GPA 2.0 included on the report
Student Bugs, Bunny
1st Quarter GPA   2.10
2nd Quarter GPA   1.89
3rd Quarter GPA   2.12
Average of the selected GPA's   2.03

This student would be included on the output because the average GPA calculation is greater than or equal to 2.0.

> **Filters**

School building and School Year are required. Additional filters to choose from include: Grade Level, GPA, Absences, Membership, Discipline Actions, Marks, Marks Cutoff and Credits Earned. Multiple filters can be selected in the filter criteria (i.e. GPA and absences and assigned to a membership).

Option to order and group data using criteria such as student number, student name, Grade, GPA and Days Absent.

> **Output**

Output format will be delivered by standard PDF format.

'Send results via Email to' is a required field. Enter a valid email address where the Eligibility Report will be sent to as an email attachment once Harmony has completed the report processing.

- Select school
- Select school year
- Select Grade Level or leave blank to include all

- Select filter criteria to meet your eligibility requirements:
  - Filter by GPA
  - Filter by Absences
  - Filter by Late/Tardy and Non - Absences
  - Filter by Discipline
  - Filter by Membership
  - Filter by Marks
  - Filter by Marks Cutoff
  - Filter by Credits Earned
    - *Note – once a filter is selected you will be given various options to narrow your filter criteria. For example, if you select Filter by GPA, the drop down box "Include students whose GPA is" option is available in addition to entering a GPA amount. The GPA Set the GPA will be pulled from is also needed when making this selection.*
- Custom Text to be Shown on Page Titles (optional)
- Select Order and Grouping selects
  - Group by Program (optional checkbox)
  - No Grouping
  - Home School (used by Career Center buildings)
- Order by
  - Student Number
  - Student Name
  - Grade
  - GPA
  - Days Absent
  - Marks Cutoff Eligibility
- Enter a valid email address in the field "Send results via Email To"

Schedule Star Export - Student

> ### Summary

Student Information Export for schools using Schedule Star (Athletic Eligibility Software). Extract would be uploaded to Schedule Star website.

> ### Filters

School building and School Year are required.

> ### Output

Output format will be delivered by Raw data.

- Select school
- Select school year

File Layout:
F_NAME
M_NAME
L_NAME
SUFFIX
STREET
CITY
STATE
ZIP
PHONE
BIRTHDATE
GENDER
FATHER_N
F_STREET
F_CITY
F_STATE
F_ZIP
F_PHONE_H
F_PHONE_W
F_PHONE_A
MOTHER_N
M_STREET
M_CITY
M_STATE
M_ZIP

M_PHONE_H
M_PHONE_W
M_PHONE_A
SCHOOLID
GRAD_YR
DISTRICT
ATTEND8
ATTEND9
ATTEND10
ATTEND11
ATTEND12
ENROLLMENT
USRDEF1
USRDEF2

JVS

Apollo Program Totals

➢ **Summary**

The total number of students assigned to each program defined for the specified JVS building. Total number of students by Home School is also provided.

➢ **Filters**

School building and School year are required.

➢ **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Choose PDF or Raw data for output
    - o Excel
    - o Comma Separated Value
    - o Tab Separated Value

Apollo Satellite Attendance

➢ **Summary**

This report was created to assist JVS buildings in calculating the percent of time and the attendance percentages for Satellite students that gets reported to ODE. Apollo provided NOACSC with a specific listing of Home School teachers, the buildings they are assigned and the percentages to be used for each teacher. Active assigned courses and dropped courses will be included in the spreadsheet, removed courses are not included.

➢ **Filters**

School building and School year are required.

➢ **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Choose PDF or Raw data for output
  - Excel
  - Comma Separated Value
  - Tab Separated Value

File layout:

    JVS_StudentNumber
    HomeSchool_LastName
    HomeSchool_FirstName
    HomeSchool_Name
    CourseCode
    CourseName
    SectionNumber
    TermCode
    TeacherLastName
    TeacherFirstName
    CourseStartDate
    CourseStopDate
    HomeSchool_PercentOfTime
    JVS_PercentOfTime

CTE Concentrators

> **Summary**

Will provide a list of students who has the CTE Program of Concentration flag set to any value other than '*'. Report is sorted by CTE Program Area

> **Filters**

School building and School year are required. Student Status to include is optional.

> **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select Student Status or leave blank to include all
- Choose PDF or Raw data for output
    - Excel
    - Comma Separated Value
    - Tab Separated Value

JVS Cross Check

➢ **Summary**

This report will look at the student demographic and EMIS data defined at the JVS building and compare that data to the same fields defined at the Home School.

➢ **Filters**

School building and School year are required. You have the option to only include students with conflicting data.

➢ **Output**

Output format will be delivered by standard pdf format. Sort order options of Student Name or Home School.

- Select school
- Select school year
- Check to only include students with conflicting data, otherwise all students are included

JVS Home School OGT

➢ **Summary**

This report will provide the JVS user with the OGT information stored for the JVS student at the student's home school location.

➢ **Filters**

School building and School year are required. Grade Level and Student Status are optional.

➢ **Output**

Output format will be delivered by standard pdf format. Sort order options are Student Name, Current Grade, Program Name or Home School.

- Select school
- Select school year
- Select Grade Level or Leave Blank to Include All
- Select Student Status or Leave Blank to Include All
- Select Sort Order for Output

JVS Program Totals

➢ **Summary**

The total number of students assigned to each program defined for the specified JVS building. Total number of students by Home School is also provided. This report works exactly the same as the specific Apollo and Vantage version but this report is a generic version that will work for any JVS building.

➢ **Filters**

School building and School year are required. Student Status selection is optional

➢ **Output**

Output format will be delivered by standard Excel format.

- Select school
- Select School Year
- Select Student Status or leave blank to include all

Vantage Program Totals

➢ **Summary**

The total number of students assigned to each program defined for the specified JVS building. Total number of students by Home School is also provided.

➢ **Filters**

School building and School year are required.

➢ **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Choose PDF or Raw data for output
    - Excel
    - Comma Separated Value
    - Tab Separated Value

Vantage Satellite Attendance

➢ **Summary**

This report was created to assist JVS buildings in calculating the percent of time and the attendance percentages for Satellite students that gets reported to ODE. Vantage provided NOACSC with a specific listing of Home School teachers, the buildings they are assigned and the percentages to be used for each teacher. Active assigned courses and dropped courses will be included in the spreadsheet, removed courses are not included.

➢ **Filters**

School building and School year are required.

➢ **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Choose PDF or Raw data for output
   - Excel
   - Comma Separated Value
   - Tab Separated Value

File layout:

 JVS_StudentNumber
 HomeSchool_LastName
 HomeSchool_FirstName
 HomeSchool_Name
 CourseCode
 CourseName
 SectionNumber
 TermCode
 TeacherLastName
 TeacherFirstName
 CourseStartDate
 CourseStopDate
 HomeSchool_PercentOfTime
 JVS_PercentOfTime

JVS Feeder School Student Labels

➢ **Summary**

A report containing student demographic information which can be used for feeder school students. The label would be run in the specific building you wish to receive student information.

➢ **Filters**

School building and School year are required. Grade Level to include, Gender and Label Header is optional.

➢ **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select Grade Level or check All
- Select Gender or leave as All
- Enter Label Header
- Choose PDF or Raw data for output
  - Excel
  - Comma Separated Value
  - Tab Separated Value

Lockers

Students Without Lockers

> **Summary**

This report will show students who have not been assigned a primary locker.

> **Filters**

School building and School Year are required. Additional filter options include: Grade Level and Student Status.

Option to order and group data by Student Name or Grade.

> **Output**

Output format can be delivered by standard PDF format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select Grade Level or leave blank to include all
- Select Student Status or leave blank to include all
- Select Order and Grouping selects
    - Order by Student Name or Grade
- Choose PDF or Raw data for output
    - Excel
    - Comma Separated Value
    - Tab Separated Value

Marks

Grade Report by Homeroom

➢ **Summary**

Marks report that is ran by Homeroom (one page per homeroom) for a selected reporting term. This report works best for elementary schools and other schools with self contained classrooms.

➢ **Filters**

School building, School year and Term are required.

➢ **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select term.
- Choose PDF or Raw data for output
  - Excel
  - Comma Separated Value
  - Tab Separated Value

Marks Analysis

➢ **Summary**

Distribution list of marks assigned for each teacher/course for a specific reporting period.

➢ **Filters**

School building, School year, Term and Mark Grouping are required.

➢ **Output**

Output can be grouped by Teacher or by Department.

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select term.
- Select mark grouping.
- Select order and grouping.
- Choose PDF or Raw data for output
    - Excel
    - Comma Separated Value
    - Tab Separated Value

Medical

Bus Report with Medical Alerts

> ### **Summary**

This report will show the student demographic information, student picture, primary parent, bus information and medical alerts. This report was designed to assist bus drivers or chaperones/teachers with identifying students and alert the bus driver to any type of medical information. All phone information (home, cell, work) defined in DASL for any contact record will be included on this report.

> ### **Filters**

School building and School Year are required. Additional filter options include the ability to include students with no bus information.

> ### **Output**

Output format will be delivered by standard PDF format. Sort order and grouping can be through Student Last Name, bus number, homeroom assignment or grade level.

- Select school
- Select school year
- Include Students with no bus information
- Select Order by

Medical Alerts Report

➢ **Summary**

This report will show students who have medical alerts along with student contact and demographic information defined for student.

➢ **Filters**

School building and School Year are required. Additional filter options include: Student Number is optional and would allow to run Medical Alerts Report for individual student; Include Home School and Program information for JVS schools using this report; Include/Sort by Bus Number to aid in distributing report by bus number assigned to student.

➢ **Output**

Output format can be delivered by standard PDF format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select Grade Level to Include (leave blank to include all)
- Select Student Status (leave blank to include all)
- Input Student Number (optional)
- Choose Home School and Program (optional)
- Choose Include/Sort by Bus Number (optional)
- Choose PDF or Raw data for output
  - Excel
  - Comma Separated Value
  - Tab Separated Value

Scheduling

Courses for Special Ed Students

➢ **Summary**

This report may assist with evaluation on the impact of eliminating courses from the Master Schedule for specific student population.

➢ **Filters**

School building, school year and disability condition are required. You have the option of choosing the grade level, student status, and course sections.

➢ **Output**

Output format will be delivered by Raw data.

- Select school
- Select school year
- Select Grade Level or Leave Blank to Include All
- Select Student Status or leave blank to include all
- Select Disability Condition
- Select Course Sections
- Select Sort Order
- Select Raw Data Format
    - Excel
    - Comma Separated Values
    - Tab Separated Values

Students In or Not In a Course

> ## Summary

This report may assist with finding students during the scheduling process who has been scheduled into a particular course or who has not been scheduled into a course. You have the option of selecting one or many courses.

> ## Filters

School building, school year and Course are required. You have the option of choosing the grade level, student status, and whether to include students IN the selected course or NOT in the selected course.

> ## Output

Output format will be delivered by Raw data.

- Select school
- Select school year
- Select Student Status, leave blank to include all
- Select Who to Include, Students IN course or Students NOT in course
- Select Course(s)

Fields included in Output

CourseCode
CourseName
SectionNumber
TermCode
TeacherLastName
TeacherFirstName
EMISSubject
LocationIRN
ProviderIRN
LastName
FirstName

Teacher Schedule in excel format

➢ **Summary**

This report is available for use by any school that uses a Basic Meeting time. Basic Meeting times mean that the course section meets with the same teacher, same period, and same location for the entire schedule. An '*' after a course indicates more than 1 course is assigned for the teacher in that period.

➢ **Filters**

School building, School year and Term Base are required. You have the option of choosing the Schedule Result before your schedules are finalized in DASL.

➢ **Output**

Output format can be delivered by Raw data.

- Select school
- Select school year
- Select Term Base
- Select Schedule Result if schedules have not been finalized

File Layout:

Teacher Name
Periods of the day will be in the remaining columns

Student Days In Course Export, Excel format

➢ **Summary**

This report is a class list that includes the number of days a student was enrolled in a specific course section. This report was created to assist in tracking teachers time and number of students taught.

➢ **Filters**

School building and School year are required.

➢ **Output**

Output format will be delivered by Raw data.

- Select school
- Select school year

File Layout:

School Code
SchoolYear
Teacher Last Name
Teacher First Name
CourseCode
SectionNumber
StudentNumber
Student Last Name
Student First Name
Course Section Status
Student Start Date
Student Stop Date
Term Start Date
Term Stop Date
TotalDays

Security

Student Picture – Mass Upload

➢ **Summary**

Allows you to upload a zip file containing student pictures to be loaded into DASL

➢ **Filters**

School district is required.

➢ **Output**

When the load is completed you will receive an email message with the results of the load process including any pictures that did not load and the reason why they did not.

- Select school district.
- Change email address to email results to if necessary (this will pre-populate with your email address)
- Click Browse and select your zip file
    - You must upload a file in the ZIP format that contains one or more pictures in the JPEG format.
    - Each picture should have the student's id number as the filename and end with the extension .JPG (for example the student with the id of 1001 would have a picture named 1001.jpg).
    - Pictures can be from your photography company or they can be taken with a digital camera and renamed using the information above.
    - The DASL document's Quick Reference section contains a document called "LifeTouch" that provides instruction on how to export your pictures from the LifeTouch photography company's application.
    - You must limit your upload file to less than **50 MB** in size. If needed, break your pictures into multiple upload files and then load each of those files.

Student Picture – Replace/Remove

➢ **Summary**

Allows you to replace or remove a picture for one student

➢ **Filters**

School building and student are required.

➢ **Output**

New student picture will be replaced or removed in DASL.

- Select school building.
- Select student.
- Click Continue.
- Browse and select your new picture file and click Upload The Picture Specified Above or check to remove the picture and click Remove the Current Picture.

Student Picture – Students Without Pictures

➢ **Summary**

Shows a list of students who do not have a picture in DASL for the current school year

➢ **Filters**

School building is required.

➢ **Output**

Student Number, Last Name, First Name and Grade will display on the Harmony screen for all students missing a picture.

- Select school building.

Password Expiration Notification Report

➢ **Summary**

Shows a list of DASL user accounts whose password has expired or is set to expire. DASL Security Administrators can run this export at any time, the DASL user is notified via email when their password is set to expire.

Harmony will send an email to the DASL user 1 month prior to their DASL password expiring. If the user does not reset their password in DASL the user will receive a follow up email 2 weeks prior to their DASL password expiration. If the user still does not reset their password in DASL the user will receive a follow up email 1 week, then 3 days, 2 days and then 1 day prior to their DASL password expiration.

➢ **Filters**

School building is required.

➢ **Output**

Student Number, Last Name, First Name and Grade will display on the Harmony screen for all students missing a picture.

- Select school district.

Staff

Staff Address Labels

➢ **Summary**

This report will produce mailing labels for all staff members defined in DASL.

➢ **Filters**
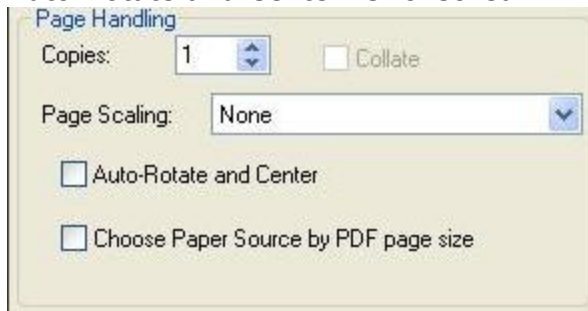
School building is required.

➢ **Output**

This report requires 2 5/8" x 1" address labels such as Avery 5160 labels.

Suggested printer settings to print mailing labels are:
Set your print option according to the screen shot below on the pop-up that appears after you press the Print button or select File -> Print.
Page Scaling: None
Auto-Rotate and Center: Unchecked

- Select school

Student

Bus Report

➢ **Summary**

Will show assigned bus number per student based on what is entered on the Transportation tab of the student profile. Provides bus drivers with a demographic report of students along with ability to include student pictures.

➢ **Filters**

School building and School Year are required. Additional filter options of Include students with no bus information and Report Type options:

- Exclude Demographics and Photos
- Include Demographics, Exclude Photos
- Include Demographics and Photos

➢ **Output**

Output format can be delivered by standard PDF format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Choose Include Students with No Buss Information (optional)
- Choose one Report Type option:
  - Exclude Demographics and Photos
  - Include Demographics, Exclude Photos
  - Include Demographics and Photos
- Choose Order and Grouping selects
  - Last Name, First Name
  - Bus Number
  - School
  - Grade
  - Homeroom
- Choose PDF or Raw data for output
  - Excel
  - Comma Separated Value
  - Tab Separated Value

CTE Concentrators

➢ **Summary**

Will provide a list of students who has the CTE Program of Concentration flag set to any value other than '**'. Report is sorted by CTE Program Area

➢ **Filters**

School building and School year are required. Student Status to include is optional.

➢ **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select Student Status or leave blank to include all
- Choose PDF or Raw data for output
  - Excel
  - Comma Separated Value
  - Tab Separated Value

Dropout Report

> **Summary**

A report of the withdrawn students showing total earned credits along with all OGT Test Parts, scores and dates of each test part taken.

> **Filters**

School building and School Year are required. Additional filter options include Grade Levels and Withdrawal Codes.

Option to order and group data by:

- Student Name
- Grade
- Withdrawal Code

> **Output**

Output format will be delivered by standard PDF format.

- Select school
- Select school year
- Choose Grade Levels to Include (or leave blank to include all)
- Choose Withdrawal Codes to Include (or leave blank to include all)

Elida's Custom Ranking

➤ **Summary**

This report was developed in Harmony to aid the functionality existing in DASL.

The Elida formula is used to determine which student will have the honor of speaking at graduation.

DASL does not provide a report of the new rank values calculated. DASL has the calculations hard coded and cannot be easily changed, Harmony can change the calculation factors and the information can then be manually added to a MISC screen for each student.

G.P.A. 50%=x
Honors 25%=y $.50 \left(\dfrac{x}{4} \right) + .25 \left(\dfrac{y}{30} \right) + .15 \left(\dfrac{z}{36} \right) + .10 \left(\dfrac{a}{21} \right)$
ACT 15%=z
Credits 10%=a

G.P.A.   Grade Point Average through seven semesters
HONORS Advanced classes, A.P. classes.
A.C.T.   Composite Score (best composite after (7th Semester of high school)
CREDITS Total high school credits through seven semesters and credits taken during the current year (calculation assumes the student will pass the current course)

➤ **Filters**

School building, School year, Grade and GPA Set are required. You may use the default calculation factors or change as needed.

➤ **Output**

Output can be grouped by Ranking or by Student Name.

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value. When viewing the data in excel you will see a column for Earned credits and a column for current course credits.

- Select school
- Select school year
- Select Grade
- Select GPA Set
- Select order and grouping.
- Choose PDF or Raw data for output

- Excel
- Comma Separated Value
- Tab Separated Value

Enrollment Report

> **Summary**

A report of the active student enrollment at a specific point in time for Title I Comparability purposes

> **Filters**

School building and School Year are required. Additional filter options include Grade Levels, Student Status, enrollment date qualifier and ability to filter on Flags from the student profile. Custom text can be insert on page titles.

Option to order and group data by:

- Student Number
- Student Name
- Grade
- School
- Homeroom
- Homeroom Teacher

> **Output**

Output format can be delivered by standard PDF format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Choose Grade Levels to Include (or leave blank to include all)
- Choose Student Status to Include (or leave blank to include all)
- Include Students Who Were Enrolled On (enter date)
- Choose to Filter on Flags 1 – 5 (check mark box if to filter by Flag)
- Custom Text To Be Shown On Page Titles (optional text)
- Option to order and group data by:
  - o Student Number
  - o Student Name
  - o Grade
  - o School
  - o Homeroom
  - o Homeroom Teacher
- Choose PDF or Raw data for output
  - o Excel
  - o Comma Separated Value
  - o Tab Separated Value

Findlay's Custom GPA

➢ **Summary**

Custom GPA calculation developed by Findlay City Schools. The report in Harmony will provide the detail calculation along with the new rank value.

At Semester time:
First the GPA is calculated in DASL using the Standard GPA Calculation (Alpha) using prorated credit. Next, if a student has taken a honors course (which is denoted if the "Is Honors" checkbox is marked on the course) the student will receive a specified add-on amount for each honors course if the grade they receive is O, A, or B. If the course is an all year course the student will receive ½ of the add-on points since the course is still in progress. The add-on points are then added to the calculated GPA which results in Findlay's Custom GPA.

At Year End:
First the GPA is calculated using the Standard GPA Calculation (Alpha) using prorated credit. Next, if a student has taken a honors course (which is denoted if the "Is Honors" checkbox is marked on the course) the student will receive a specified add-on amount for each honors course if the grade they receive is O, A, or B. The add-on points are then added to the GPA. Finally the student can receive a 2nd bonus based on the number of credits earned (not GPA credits) that exceeds 20 divided by 40. The 2nd add-on bonus is only used at year end.

➢ **Filters**

School building, School year, Grade, GPA Set is required. You have the option to Use Credit Percentage and to Include Credit Bonus.

➢ **Output**

Output can be grouped by Ranking or by Student Name

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select Grade Level
- Select GPA Set
- Select to Use Credit Percentage
- Select to Include Credit Bonus

- Select Sort Order
- Choose PDF or Raw data for output
  - Excel
  - Comma Separated Value
  - Tab Separated Value

Miller City Custom Ranking

➢ **Summary**

Custom GPA calculation developed by Miller City Schools. The report in Harmony will provide the detail calculation along with the new rank value.

First the GPA is calculated using the Standard GPA Calculation (Alpha) using prorated credit. Included in the GPA calculation will be prior year earned credits, current year earned credits.

Miller City has assigned specific point values to current and prior year course codes, Highest ACT composite score and to GPA point ranges.

The Harmony custom ranking will factor each of these values and will provide either a pdf format of the new rank value (along with the calculations used) or an excel spreadsheet that will also provide a separate file that lists the courses included for each student's course points.

➢ **Filters**

School building, School year, Grade, GPA Set is required.

➢ **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select Grade Level
- Select GPA Set
- Select Sort Order
- Choose PDF or Raw data for output
  - o Excel
  - o Comma Separated Value
  - o Tab Separated Value

Pandora Gilboa Custom Ranking

> ➤ **Summary**

Custom GPA calculation developed by Pandora- Gilboa Schools. The report in Harmony will provide the detail calculation along with the new rank value.

First the GPA is calculated using the Standard GPA Calculation (Alpha) using prorated credit. Included in the GPA calculation will be prior year earned credits, current year earned credits and current year 1st quarter, 2nd quarter and 3rd quarter marks.

Pandora Gilboa has assigned specific point values to current and prior year course codes, High ACT composite score and to GPA point ranges.

The Harmony custom ranking will factor each of these values and will provide either a pdf format of the new rank value (along with the calculations used) or an excel spreadsheet that will also provide a separate file that lists the courses included for each student's course points.

> ➤ **Filters**

School building, School year, Grade, GPA Set is required.

> ➤ **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select Grade Level
- Select GPA Set
- Select Sort Order
- Choose PDF or Raw data for output
    - Excel
    - Comma Separated Value
    - Tab Separated Value

Student Alerts Report

> **Summary**

This report will show students who have been given a Custody, Disability, Miscellaneous or Fee Alert in DASL. All Contacts defined for the student will be included in the output. The report has the ability to choose one or many types of alerts to include as well as the ability to run the report for one or many students. Bus numbers and comments from the transportation tab on the student profile may also be included.

> **Filters**

School building, School year, Alerts to Include and Student Number.

> **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Alerts to Include
- Enter specific Student Number or leave blank to include all
- Include Bus Information
- Choose PDF or Raw data for output
  - Excel
  - Comma Separated Value
  - Tab Separated Value

Student ID Cards – Antwerp Style

➢ **Summary**

Quick and easy way to provide an output of Student ID cards for your building. Student pictures that have been loaded into DASL are included on the output.

➢ **Filters**

School building and School Year are required. Grade Level, Student Status and the ability to select a subset of students is optional. User must enter the School Term they wish to print on the Label card, for example '1st Semester'.

➢ **Output**

Output is predefined for 2" x 3 ½" business card stock.

- Select school
- Select school year
- Choose Grade Levels to Include (or leave blank to include all)
- Choose Student Status to Include (or leave blank to include all)
- Check to include a Subset of specified students
- Enter School term to print on Label

Student ID Cards – Parkway Style

➢ **Summary**

Quick and easy way to provide an output of Student ID cards for your building. Student pictures that have been loaded into DASL are included on the output.

➢ **Filters**

School building and School Year are required. Grade Level, Student Status and the ability to select a subset of students is optional. User must enter the School Term they wish to print on the Label card, for example '1st Semester'.

➢ **Output**

Output is predefined for 2" x 3 ½" business card stock.

- Select school
- Select school year
- Choose Grade Levels to Include (or leave blank to include all)
- Choose Student Status to Include (or leave blank to include all)
- Check to include a Subset of specified students
- Enter School term to print on Label

Student Picture - History

➢ **Summary**

Shows a picture timeline of a student that have been loaded into DASL.

➢ **Filters**

School building and School Year are required. Enter student last name and/or first name and search for possible matches. The matches will populate to the screen with a radio button in front of the student name. Select radio button in front of student name to view the student picture history.

➢ **Output**

Output is predefined within the report and does not offer output options.

- Select school
- Select school year
- Enter student last name and/or first name and Search
- All matches based on the student name entered populate to the screen
- Select radio button in front of student name and click submit to view student picture history

Student Registration Form – Bowling Green

➢ **Summary**

This report was developed to assist Bowling Green with their specific student Registration Process.

➢ **Filters**

School building and School Year are required. Student Status is optional along with the choice to Hide Unlisted Home and Cell Numbers, Hide SSN, Hide Building Name and to select a Subset of students.

➢ **Output**

Output format will be delivered by standard PDF format.

- Select school
- Select school year
- Select Student Status or Leave Blank to Include All
- Check to Hide Unlisted Home and Cell Numbers
- Check to Hide SSN
- Check to Hide Building Name
- Check to select a subset of students
- Option to order and group data by:
  o Last name, First name
  o Homeroom
  o Grade Level

Vehicle/Parking Report

➢ **Summary**

Parking and vehicle information defined on the student profile transportation tab.

➢ **Filters**

School building and School Year are required. Option to include only students with no vehicle or parking information in the student profile transportation tab.

Option to order and group data by:

- Last name, First name
- First name, Last name
- Parking Permit

➢ **Output**

Output format can be delivered by standard PDF format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Include only student with no vehicle or parking information (optional select)
- Option to order and group data by:
    - ○ Last name, First name
    - ○ First name, Last name
    - ○ Parking Permit
- Choose PDF or Raw data for output
    - ○ Excel
    - ○ Comma Separated Value
    - ○ Tab Separated Value

Wapakoneta's Custom Ranking

➢ **Summary**

This report was developed in Harmony to aid the functionality existing in DASL.

The Wapakoneta formula is used to determine which student will have the honor of speaking at graduation.

DASL does not provide a report of the new rank values calculated. DASL has the calculations hard coded and cannot be easily changed, Harmony can change the calculation factors and the information can then be manually added to a MISC screen for each student.

G.P.A.   50%=x
Honors   25%=y $.50 (\underline{x}) + .25 (\underline{y}) + .15 (\underline{z}) + .10 (\underline{a})$
ACT   15%=z   4   16   36   28
Credits   10%=a

G.P.A.   Grade Point Average through seven semesters
HONORS   Advanced classes, A.P. classes.
A.C.T.   Composite Score (best composite after (7th
                  Semester of high school)
CREDITS   Total high school credits through seven semesters

➢ **Filters**

School building, School year, Grade and GPA Set are required. You may use the default calculation factors or change as needed.

➢ **Output**

Output can be grouped by Ranking or by Student Name.

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

- Select school
- Select school year
- Select Grade
- Select GPA Set
- Select order and grouping.
- Choose PDF or Raw data for output
    - Excel
    - Comma Separated Value
    - Tab Separated Value

Custom Student Export

> **Summary**

Custom Exporting of Student Information that gives the user complete control over the data output. Student data is pulled from the Student Profile screen as well as Primary Contact information. Users have the ability to save these custom exports for future use.

> **Filters**

School building and School year are required. Grade Level, Student Status, Course and Membership are optional filters.

> **Output**

Output is delivered as raw data in the form of an Excel format, a Comma Separated Value or a Tab Separated Value.

File layout is determined by the user.

- Select school
- Select school year
- Select grade level or leave blank to include all
- Select student status or leave blank to include all
- Select course or leave blank to ignore course
- Select membership or leave blank to ignore membership
  - You can chose to select a Normal membership or an Ad-Hoc Membership
  - If you select a membership enter a date that determines which students are included in the membership.
- Move the Available Fields you want to print on your report into the Chosen Fields dual select
  - Note: The Field order is also the Sort order. Use the Up and Down buttons to re-order your Chosen Fields.
- Choose Output Format
  - Excel
  - Comma Separated Value
  - Tab Separated Value

File Output will vary based on your field selection

Direct Certification for Free and Reduced (CRRS)

> **Summary**

ODE requires that each school district needs to submit a tab-delimited file to the State Department for the Direct Certification for Free and Reduce (CRRS) at least 3 times a year. This Harmony extract will provide you with the required fields necessary to submit to the State Department.

> **Filters**

School building is the only filter.

> **Output**

Output is delivered as raw data in the form of a tab-delimited file.

- Select school
- Select School Year
- Select to Create a separate export file for each building
- Select to create one export file

File Layout:

lastname
firstname
dateofbirth
studentid

Early Warning Systems

- ➢ **Summary**

The EWS tool is a Microsoft Excel based tool developed by the National High School Center. The tool enables schools to identify students who may be at risk of dropping out of high school and to monitor those students.

- ➢ **Filters**

School building and school year are required fields. Student Status and the option to only include courses from specific departments are optional.

- ➢ **Output**

Output is delivered as raw data in the form of a tab-delimited file.

- Select school
- Select School Year
- Select Student Status or Leave Blank to Include All
- Check to only include courses from specific Middle School departments

EDULOG Export

➢ **Summary**

Creates Export File for EDULOG transportation system

Includes the option to put the Mailing Address on Address 2 line in the extract file. Include students whose record (student profile, admission history, EMIS record, contact records) was last update on or after a specified date.

Please note that DASL does have an existing EDULOG extract available. The DASL extract does not offer the ability to combine Mailing Address AND Address of Residence for students.

➢ **Filters**

School building and School year are required. Student Status, the option to use mailing address as Address 2 and the ability to only include students whose profile was last updated on or after specific date are optional features.

➢ **Output**

Output is delivered as raw data in the form of an Excel format.

- Select school
- Select school year
- Select student status or leave blank to include all
- Select to Use Mailing Address as Address 2
- Specify a date to only Include Students who were last updated on or after

File Layout:

StudentNumber,9
LastName,18
FirstName,14
CalledName,8
Address,25
Address2,25
City,18
State,4
Zip,9
AreaCode,3
Phone,7
ParentName,25
Gender,1

Birthdate,8
SSN,9
Counselor,25
StudentStatus,1
GradeLevelCode,2
SchoolYear,4
HomeroomName,4
DisabilityCondition,4
LockerNumber,4
Combination,8
PreviousSchool,4
AdmissionDate,8
AdmissionCode,2
WithdrawalDate,8
WithdrawalCode,2
TransferToSchool,4
TransferDate,8
DiplomaCentury,2
DiplomaYear,2
DiplomaMonth,2
DiplomaDay,2
EthnicCode,2
Flag1,1
Flag2,1

Follett Export

➢ **Summary**

Student information export for Follett Library System. Student demographic Data is exported from Harmony to be imported into 3rd party library software.

➢ **Filters**

School building and School year are required. Grade Level and Student Status are optional filters.

➢ **Output**

- Select school
- Select school year
- Select grade level or leave blank to include all
- Select student status or leave blank to include all

File Layout:

Springfield Middle School
Patron Maintenance
4
20090828
310
1
Y

Kamico Export

➢ **Summary**

An export to use for importing into Kamico system. Kamico is a formative assessment item analysis application. Extract provides a detailed class roster.

➢ **Filters**

School building and School year are required.

➢ **Output**

- Select school
- Select school year

File Output:

School ID
School Name
School Type
Student ID
Student Last Name
Student First Name
Student Grade Level
Gender
Ethnicity
Title I
Economically Disadvataged
Migrant
LEP
Bilingual
ESL
Gifted - Talented
At Risk
Learning Disability
Emotionally Disturbed
Speech Handicapped
Visually Handicapped
Other
Special Ed Condition

Continuous Enrollment
User ID
User First Name
User Last Name
User Login
User Password
User Role
Course ID
Course Title
Course Section
Course Period
Course Semester

LinkIt Extract – Without Free/Reduced Lunch Data

➢ **Summary**

Extract will provide a compatible student data file to import into LinkIt. LinkIt is an application to assist with improving student performance through the use of real-time data.

➢ **Filters**

School building and school year are required.

➢ **Output**

- Select school
- Select School Year
- Choose PDF or Comma Separated Value for output

File Layout:

School Name
Teacher Last Name
Teacher ID
Student Term
Student Class Code
Student Class Name
Student Class Section
Student Last Name
Student First Name
SSID
Gender
Race
Special Ed
English Second Language
Teacher First Name
Teacher Last Name
Grade Level

Meals Plus Export

➢ **Summary**

Will create the specific file for importing into Meals Plus.

➢ **Filters**

School building and school year are required. Student Status is optional.

➢ **Output**

- Select school
- Select School Year
- Select Student Status or Leave Blank to Include All

File Layout through Harmony, Crestview and Fort Jennings have a custom file that is exported directly to their location nightly:

StudentNumber,
FirstName,
MiddleName,
LastName,
SSN,
DOB,
GradeLevelCode,
HomeroomName,
Parent_FirstName,
Parent_LastName,
Parent_Address1,
Parent_Address2,
Parent_Address3,
IRN,
StatusCode,
OverallStatus (A/I)

Medicaid Export

> ### Summary

This extract will generate a District Roster CSV file for Medicaid Billing. It will run for students in the current school year only.

> ### Filters

School district is required. You may select one or many Student Status codes to include.

> ### Output

It will run for students in the current school year only.

The extract does not have a heading row, as requested in the document you provided from Healthcare Process Consulting, but you use the layout in that document to verify the data.

To determine the IEP Start Date, the program looks for Special Ed records where

- Date Type is RIEP or IIEP
- Start Date is not blank
- End Date is not blank
- The current date is between the Start Date and End Dates

There may be more than one Special Ed record that meets this criteria, so it selects the most recent based on Event Date.

To determine the IEP End Date, the program looks for Special Ed records where

- Date Type is RIEP or IIEP
- Start Date is not blank
- End Date is not blank
- The current date is between the Start Date and End Dates

There may be more than one Special Ed record that meets this criteria, so it selects the most recent based on Event Date.

To determine the Date Of Initial MFE (Event Date), the program looks for Special Ed records where

- Date Type is IETR

There may be more than one Special Ed record that meets this criteria, so it selects the oldest based on Event Date.

To determine the Date of Latest MFE Re-Evaluation (Event Date), the program looks for Special Ed records where

- Date Type is RETR

There may be more than one Special Ed record that meets this criteria, so it selects the most recent based on Event Date.

A student is not required to have the Special Ed records above to be included in the extract. Students who don't have the required Special Ed records will have those date fields blank.

Output format will be delivered by CSV format.

- Select school district
- Select Student Status or leave blank to include all

Moodle Export - Student

➢ **Summary**

Student Profile Data and Course Sections for Moodle Extract.

➢ **Filters**

School building and school year are required. Admission date is optional.

➢ **Output**

- Select school
- Select school year
- Check to only include students with an admission date on or after your specified date, or leave blank to ignore admission date
    - ○ Enter admission date if option is selected.

File Layout:

username
password
lastname
firstname
GradeLevelCode
email
phone1
course1
group1
WCOILID
ParentEmail
ParentPassword
AdmissionDate

NWEA – MAP Test Export (Measure of Academic Progress)

> **Summary**

Campus wide (district) export for class list and student demographic information.

> **Filters**

School building and school year are required.

> **Output**

- Select school
- Select school year
- Enter term name (for Special Program File only)
- Select Export Type
  - Map Test File.
  - Special Program File

File Layout:

Term Name
Beginning Instructional Date
Total Number Of Instructional Days
Testing Window Start Date
Testing Window End Date
School Name
School Number
Previous Teacher ID
Teacher ID
Teacher Last Name
Teacher First Name
Teacher Middle Initial
Class Name
Class Period Name
Class Subject Name
Previous Student ID
Student ID
Student Last Name
Student First Name
Student Middle Initial
Student Date Of Birth
Student Gender
Student Grade

Student Ethnic
Group Name
Student Language
Preference Name

Student Export for User Creation Script

➢ **Summary**

Creates a File Containing Detailed Student Information. Export was created to assist Technology Coordinators in generating student accounts on school servers.

➢ **Filters**

School building and school year are required. Student status is optional.

➢ **Output**

- Select school
- Select school year
- Select student status or leave blank to include all
- Select Delimiter
  - o Comma
  - o Tab
  - o Excel

File Layout:
LastName
FirstName
CalledName
GradeLevelCode
SchoolYear

Transfinder Export

➢ **Summary**

Student demographic export to be used in the transportation package Transfinder.

➢ **Filters**

School building, school year and process date are required. Student status is optional. Student must have a Primary Contact defined in order to be included on the export.

➢ **Output**

- Select school
- Select school year
- Select student status or leave blank to include all
- Enter process date

File Layout:
Student Id
Student Last Name
Student First Name
Student Middle Name
Transfinder School Code
Grade
Residential Street Address
Residential Zip Code
Mailing Address 1
Mailing Address 2
Mailing City
Mailing State
Mailing Zip
DOB
Guardian
Guardian Home Phone
Sex
Emergency Name 1
Emergency Home Phone 1
Emerg Phone Ext 1
Emergency Name 2
Emergency Home Phone 2
Emerg Phone Ext 2
Ethnic Code

Disability Code
Ethnic Name
Disability Name
Medical Alerts
District Of Residence
Guardian Cell Phone
Guardian Work Phone
Emergency Cell Phone 1
Emergency Work Phone 1
Emergency Cell Phone 2
Emergency Work Phone 2
Student Status

Wapakoneta National Student Clearinghouse Export

> **Summary**

Student export to be used and imported into National Student Clearinghouse.

> **Filters**

School building, school year are required. Grade Level and Student status is optional.

> **Output**

- Select school
- Select school year
- Select Grade Level or Leave Blank to Include All
- Select student status or leave blank to include all

File Layout:
'PD3' As PD3,   (hardcoded 'PD3')
SSN,
FirstName,
MiddleName,
LastName,
NameSuffix,
PrevLastName, (blank)
PrevFirstName, (blank)
DOB,
StudentNumber,
DiplomaType,   ('', 'Regular Diploma', 'Endorsed/Advanced Diploma' - based on EMIS
Graduate DiplomaDate and DiplomaType)
GradDate,   (EMIS Graduate DiplomaDate)
FERPABlock,   (hardcoded 'N')
SchoolName,   (hardcoded 'WAPAKONETA HIGH SCHOOL')
ACTCode,   (hardcoded '365295')
Gender,
Ethnicity,
EconomicallyDisadvantaged,
MS8thStateAssesMath,   (blank)
MS8thStateAssesRead,   (blank)

CASE tblEMISAssessmentStandard_Math.[Standard]
        WHEN 'Limited' THEN '1'
        WHEN 'Basic' THEN '1'
        WHEN 'Proficient' THEN '2'
        WHEN 'Accelerated' THEN '3'
        WHEN 'Advanced' THEN '3'
        ELSE ''
END AS HSStateAssesMath,

CASE tblEMISAssessmentStandard_Reading.[Standard]
        WHEN 'Limited' THEN '1'
        WHEN 'Basic' THEN '1'
        WHEN 'Proficient' THEN '2'
        WHEN 'Accelerated' THEN '3'
        WHEN 'Advanced' THEN '3'
        ELSE ''
END AS HSStateAssesRead,

ESL,
NumOfMath,   (blank)
dualenroll,   (blank)
Disabilitycode,
Programcode,   (blank)
ED   (hardcoded 'ED')
FiscalYear

Fiscal

Benefit Report

> ### Summary

Report detailing Board paid benefits. Any employee with an active job and a Contract Obligation will generate a statement. Contract amount and all Board Paid deductions that are entered into DEDSCN will print on this statement. This statement is an estimate to be used after NEWCNT is purged to JOBSCN. This statement details what will be paid for the School year.

> ### Output

Output format can be delivered by standard pdf format, one page per employee, or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

Benefits-Liberty Benton

> ### Summary
> This is a benefit report created for Liberty Benton. Differences from Benefits report are…
> Heading: Salary and Board Paid Benefits
> Column heading: Board Paid Amount
> Deductions 627 and 628 not included
> If deduction name and abbreviation match on DEDSCN, abbreviation is not printed.
> Deduction 612 includes user defined field amount from DEDSCN.
>   Ex – Name (Abbrev) coverage amount @ $amount
> Deduction 601, 611, 623, 621, 622 includes user defined field text from DEDSCN
>   Ex – Name (Abbrev) Single or Family

> ### Output
> Output format can be delivered by standard pdf format, one page per employee, or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

Check Description Report

- ➢ **Summary**
  This report details all checks for a specific time frame. User is prompted for beginning date and ending date. The report shows all checks issued in that time frame and includes the check number, the date of the check, the original status of the check (w: warrant, c: payroll clearance), current status of the check (r: reconciled), vendor number, vendor name, the amount of the check and the item description from the first item. This report can be helpful to board members who want to see a list of checks. The vendor name isn't always sufficient in explaining the purpose of the check. Item description from the first item can be very helpful if it contains a good general description.
  'Show Additional Administrative Info' – Do NOT check this box so you'll get just one line per check

- ➢ **Output**
  Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

Exhibit 2

> **Summary**

This Report is a Combined Statement of Revenues, Expenditures and Changes in Fund Balances for All Governmental Funds, based on Fiscal Year Data. Complete documentation is available on the Harmony requesting screen.

> **Output**

Output format will be delivered by standard pdf format.

Exhibit 3

➢ **Summary**

This Report is a Combined Statement of Revenues, Expenditures and Changes in Fund Balances for All Proprietary and Fiduciary Funds, based on Fiscal Year data. Complete documentation is available on the Harmony requesting screen

➢ **Output**

Output format will be delivered by standard pdf format.

Hire/Rehire Report

➢ **Summary**

Report detailing Staff with a Rehired Date entered on the 450/400 deduction screen record. Specifically written to address the Lima News query.

➢ **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value. Employee Name, Job Title, Rehired Date (from DEDSCN) and Retirement System values are returned.
Vendor Extract

Salary Notice of New Contract Information

> **Summary**

This report creates a salary notice based on salary information from New Contract (NEWCNT), and current board paid deduction (DEDSCN) data.

       Heading: Salary and Board Paid Benefits

       Treasurer and Supt. signature lines

       Includes step and column

> **Output**

Output format can be delivered by standard pdf format, one page per employee, or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

Salary Notice of New Contract Information – Jennings style

➢ **Summary**

This report creates a salary notice based on salary information from New Contract (NEWCNT), and current board paid deduction (DEDSCN) data.
- Prompts for First Pay Date, which prints on the salary notice
- Option to print Certificated Salary Notice or Classified Salary Notice
- Heading: Salary Notice and Board Paid Benefits
- Treasurer and Board President signature lines
- Certificated Salary Notice includes Degree, Years of Experience, Days in Contract, Daily Rate, Per Pay Amount and Date of First Pay.
- Classified Salary Notice includes Years of Experience, Hourly Rate, Hours Per Day, Daily Rate, Days in Contract, Per Pay Amount and Date of First Pay.

➢ **Output**

Output format can be delivered by standard pdf format, one page per employee, or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value.

Sick Leave Report

➢ **Summary**

The Sick Leave Report details low sick leave balances. It lists all active hourly employees, eligible for sick leave that have less than 40 hours in their sick leave balance and all active daily employees eligible for sick leave that have less than 5 days. It is sorted by daily employees and then hourly employees. Also, if the employee has a negative balance it will show in red.

➢ **Output**

Output format can be delivered by standard pdf format or Raw data. If Raw data is chosen you have the option of an Excel format, Comma Separated Value or Tab Separated Value. The fields returned are: last name, first name, sick leave balance, and the unit flag which distinguishes between hourly/daily employees.

Vendor Export

➢ **Summary**

Extract detailing all vendors with an active status, sorted on the last activity date. This file is beneficial in reviewing active vendors related to W9s. It can be used to determine if any vendors should be set to inactive.

        Column K = Status
        Column N = YTD_TOTAL
        Column O = FYTD_TOTAL
        Column AD = LAST_ACTIVITY_DATE

You can remove all rows from the spreadsheet, except for those vendors you want set to Inactive, and send us the resulting spreadsheet. We can use this to inactivate the vendors in USAS.

        Status 0 = Active
        Status 1 = Inactive

➢ **Output**

Output will be delivered as a .csv (Comma Separated Value) file. All active vendors will be returned.