



# Quick Reference Guide: Running School Roster (R101)

For this example will be using the R101-A. If you are looking for a roster summary of student counts, you can run the R101-B. The R101 can be used for different purposes:

- School Roster
- Student/Parent Mailing Labels
- Student Name Only Labels
- Student Disability Report

Go to: [Home](#) » [SIS](#) » [School](#) » [Student Reports](#) » [Student Roster Detail \(R101-A\)](#)

## Section: Filter

The screenshot shows the 'Student Roster Detail (R101-A)' page with a blue header containing navigation links: Home » SIS » School » Student Reports » Student Roster Detail (R101-A) and an 'Advanced Search' link. Below the header, there are three tabs: 'Selection Criteria' (active), 'Selection Summary', and 'Load Settings'. A red warning message states: 'Selecting an Ad-Hoc Membership Group will limit the report to the students associated with that membership group. All other criteria will be ignored.' Below this, the 'Ad-Hoc Membership:' section features a dropdown menu with '-- Select an Ad-Hoc Membership --' and a 'Public And Private' checkbox. Another red warning message states: 'Entering one or more Student Numbers will limit the report to those students. All other criteria will be ignored.' Below this, the 'Student Numbers:' section has a large text input field with up and down arrow icons. A third red warning message states: 'Using Family Group Couriers will limit the report to those students. All other criteria will be ignored.' Below this, the 'Use Family Group Couriers:' section has an unchecked checkbox.

- **Ad Hoc Membership:** Select an Ad-Hoc Membership from drop-down menu if you wish to only include students associated with the membership for this run of the report. To see other users memberships check the **Public and Private** Checkbox. If this option is used all other filter options will be ignored.
- **Student Numbers:** If the R101 is need for specific students, the student numbers may be input here separated by a comma (i.e. 100, 2103, 1203). This option may be nice if you want specific student names for labels.
- **Use Family Group Couriers:** Select this option if you want to limit the roster to Family Group Couriers Only. This would be a good option if you wanted mailing address labels and you do not want duplicate addresses per family.



The Family Group Courier will print the ones based on the buildings selected. If a student does not have a courier, it will not print.



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## Section: Other Filters

If not limiting to an Ad-Hoc Membership Group, list of Student Numbers or use family group couriers, you may select as many other criteria as desired. Each selection will limit your results further.

School	
SWEE - Etna Elementary SWEK - Kirkersville Elementary SWEP - Pataskala Elementary SWKC - Southwest Licking Kinder Center	
Grade	
UG - UG PS0 - PS0 PS1 - PS1 PS2 - PS2	
Student Status	
D - DELETED 3 - 3-WAY STUDENT PA - GRANDPARENT POWER OF ATTORNEY F - FOSTER/COURT PLACED	A - ACTIVE RES
Disability Condition	
** - Not Applicable 01 - Multiple Disabilities (other than Deaf-Blind) 02 - Deaf-Blindness 03 - Deafness (Hearing Impairments)	
Program	
Home School	
039842 - Watkins Memorial High School (Sch)	

- **School:** Select which school(s) you wish to include in the report. Must choose at least one building to run.
- **Grade:** Choose one or more Grades you wish to include in the report. If you want all Grades, just leave them all to the left.
- **Student Status:** Move the student statuses you would like to limit to the right. If you want all statuses, just leave them all to the left.
- **Disability Condition:** This field can be used to limit the roster to only students with a disability. To do this you could move all conditions except for **\*\*not applicable** to the right.
- **Programs:** Only used by a JVS.
- **Home School:** Only used by a JVS. *If you are not a JVS do not move any of them to the right or you will probably get fewer students than you want.*



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## Section: Questions

Homeroom Date:	11/8/2013		
Age Range:	<input type="text"/>	To	<input type="text"/>
Gender:	<input type="button" value="v"/>		
Print Each School Separately:	<input checked="" type="checkbox"/>		
Include Middle Names (Report Only):	<input type="checkbox"/>		
Include Demographic Data:	<input type="checkbox"/>		
Include SSN In Demographic Data:	<input type="checkbox"/>		
Use Unlisted Phone Numbers:	<input type="checkbox"/>		
Print Copied On Correspondence Contacts On Report:	<input type="checkbox"/>		
Include Summary Counts:	<input type="checkbox"/>		
Page Break on First Sort:	<input type="checkbox"/>		
Print Names Only on Labels:	<input type="checkbox"/>		

- **Homeroom Date:** Specify the date to use to retrieve students' homeroom. Should fall within the current school year.
- **Age Range:** You can specify an age range if you wish to limit the age on the report.
- **Gender:** You can specify the gender if you wish to limit the gender on this report.
- **Print Each School Separately:** If checked, each school on the report will print separately. If unchecked, the report will sort all students according to the sort options and not subtotal or break by school.
- **Include Middle Names (Report Only):** If checked, middle names will appear as part of the student name.
- **Include Demographic Data:** Check if you wish to include demographic data (mailing address) on the report. Choosing demographic data will also print the Parent/Guardian name from the Primary Contact on the Student Contact Record.
- **Include SSN in Demographic Data:** This option only takes effect if demographic data is included in the report. If checked the SSN will appear on the report.
- **Use Unlisted Phone Numbers:** Check if you want unlisted phone number to appear on this report.
- **Print Copied on Correspondence Contacts on this Report:** If checked, the report will print the name and address of the contacts for which "Copied On Correspondence" is checked.
- **Include Summary Counts:** If checked, this will print the R101-B at the end of the report.
- **Page Break on First Sort:** If check, the report will insert a page break based on each unique value of the first sorting option selected.
- **Print Names only on Labels:** If checked, labels printed with this option will have the student name only. *To use this option, the labels with "Use Student Address" option in the Output Section must be checked and "Include Copied On Correspondence" option must be unchecked.*



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## Section: Processing Options

**Sorting Options**

Student Number (ASC) Student Number (DESC) Student Name (DESC) Grade (ASC)	↑ ← → ↓	↔ ↔ ↔	Student Name (ASC)	↑ ↓
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**Output:**  Report  Labels  Both Report and Labels

**Label Type:** Avery Label 5160 - 1" X 2 5/8" 3-columns ▼

**Address:**  Use Student Address  Use Parent Address

Use custom address text

**Include Copied On Correspondence:**  Yes  No

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**Delivery Method:** Pickup ▼ Set As Default

**Email Address:** jeffdavis@laca.org

**Report Format:** Adobe PDF ▼

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**Description:**

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Submit

- **Sorting Options:** Choose one or more sorting options for your report. ASC is ascending and DESC is descending.
- **Output:** Select Report, Labels, or Both Report and Labels. If you select both the two reports will be created separately. If labels are chosen, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page:
  - For Adobe 9: Page Scaling = None, Auto Rotate and Center unchecked
  - For Adobe 10: Size Options = Actual Size, Orientation Portrait



If you are using Firefox, you must change a setting before printing labels. In firefox, go to Options. On the Application window under Content type, locate Portable Document Format (PDF). In the Action column of that row, change the selection from Preview in Firefox to Adobe option (such as Use Adobe Acrobat).

- **Label Type:** If printing labels choose the appropriate preformatted labels you are using. Labels for this report have a default sort by Grade Level, then alphabetically by Name. If a different sort is selected for this report, labels will sort in the same order that the report is sorted.
- **Address:** You have the option to choose the student address on the Student Profile or the Primary Contact Address from the Contacts Page. You can add optional text to the top of the label by checking the **use custom address text** checkbox. Then place text in the field, e.g. "To the Parents of:".
- **Include Copied on Correspondence:** If checked, those contacts that have "Copied on Correspondence" checked on their contact record will be listed on this report.