

## Student Locator List- Athletes

You can use this report to see if seniors have 4 classes.

The student locator report will present a listing of students and the teacher they are scheduled to. It is handy to have a quick print out of where a student is in the course of a day. It is also a handy tool for making sure each student has a full schedule. ***This should be run for your school each semester to keep on hand in case of an emergency or if you are unable to access the internet.***

- Go to **Student Master > Lists > Student Locator**.
- At the setup box, set the desired **Year**.
- **District** and **School** should be defaulted based on security.
- Leave **Grade**, **Gender**, and **Ethnic** blank to include all criteria; otherwise, click in the box to make selections.
- Set **Periods to Show** and **Semester**,
- Set the print order in **Order to List**.
- Adjust the **As of Date** if needed.
- **Include Remote Scheduled**- If this box is checked, then those students who come to your school from another school in the district will be listed in addition to regular students.
- Leave **Special Codes** and **Team Codes** blank to include all criteria; otherwise, click in the box to make selections.
- For **Show**, select **All**, **Sped Only**, or **Non Sped**.
- For **Location Type**, select **Teacher**, **Room**, or **Course**.
- For **Sports**, select the **sport** needed.

Setup-01.17.19.13 MLM

Year : 1920

District : 010

School : 064

Grade : 11

Gender :

Ethnic :

Periods : 8

Semester : 1

Programs :

Order To List : Alpha Order

As Of Date : Dec 18 2019

Active Only

Include Remote Scheduled

Special Codes :

Team :

LEP :  All  LEP Only  Non LEP

Sped :  All  Sped Only  Non Sped

504 :  All  504 Only  Non 504

Show 504 Accommodations

Location :  Teacher  Room  Course

Report Type :  Single Line Report  Multi Line Report

Homeroom : Advisor :

Clubs : Sports : FTB

OK

- Set the **Report Type** as either **Single Line Report** or **Multi Line Report**

a. **Multi Line Report** Option

- The **Multi Line Report** option will print each cell with Subject name, Teacher, and class count.

St	Student Name	Gd	Spec	Period 1	Period 2	Period 3
009	ABRAHAM STEPHA	04	ALT	READING 4 REED REBE 012	LANGUAGE FRENCH 4 REED REBE 012	DOLEJSIOV 050

- When printing the **Multi Line Report**, the output will also show demographic information on the student, as well as Course, Teacher, and Class Count.

Demo School 1							17/09/2010 10.41 AM	
Student Locator								
<b>BABINEAU DAVID SAGE</b>			<b>5040325</b>	<b>05</b>	Name	Cell	Home	
6007 FINANCIAL PLAZA			(H) (318) 868-8000	Mother	BABINEAU ANGELA		(318) 868-8000	
SUITE 215			(E)	Father	BABINEAU CHRIS LANE		(318) 868-8000	
SHREVEPORT			LA 71129	Guardian Resides				
	P1	P2	P3	P4	P5	P6	P7	P8
Course	READING 5	LANGUAGE ART	SOCIAL STUDI		MATH 5	SCIENCE 5	HEALTH-PE 5	
Teacher	PROUSE YVONN	PROUSE YVONN	HEAROD CONST		PROUSE YVONN	PROUSE YVONN	PROUSE YVONN	
Room	020	020	021		020	020	GYM	

- **Single Line Report** option

- a. By choosing either **Single Line Report** options of **Teacher, Room, or Course**, the student's information will be shown on a single line.

St	Student Name	Gd	Spec	Period 1	Period 2	Period 3	Period 4	Period 5
009	BERTRAND CHRIS	03		FONTENOT F	FONTENOT F		ATKINSON E	TRAHAN CA

- When printing the **Single Line Report**, the results will also display in a single line.

Year: 1011 District: 027		<b>STUDENT LOCATOR</b>							
Ethnic: ALL		Semester: 1 As of: 06/05/2012							
Gender: F,M		Sch	Student Name	Gd	Spec	Period 1	Period 2	Period 3	Period 4
009	ABRAHAM STEPHANIE	04	ALT	REED REBECCA	REED REBECCA	DOLEJSIOVA O	REED REBECCA		
009	ACHANE CHRIS	05		DOMINGUE UVO	FREDERICK AL	MCCLEERY ELI	HOFFPAUIR BA		
009	ACHANE MARK	03		FONTENOT PEG	FONTENOT PEG	JONES MARY S	CUMMINGS LOR		
009	ACHANE STEPHANIE	05		FREDERICK AL	HOFFPAUIR BA	DORR KATIE F	MCKINLEY NAN		