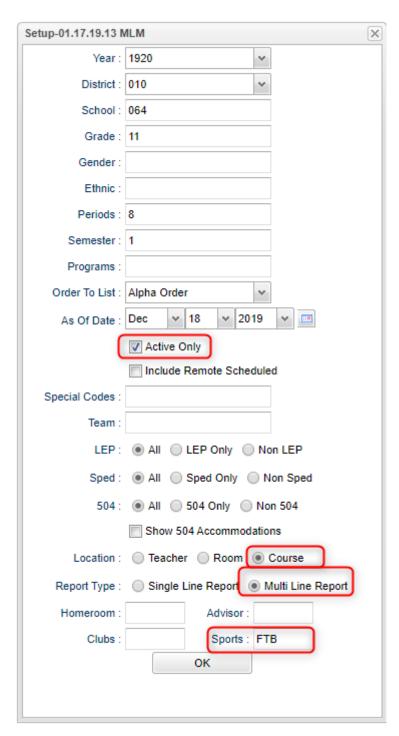
## **Student Locator List- Athletes**

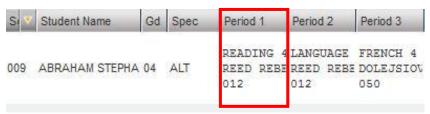
## You can use this report to see if seniors have 4 classes.

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.

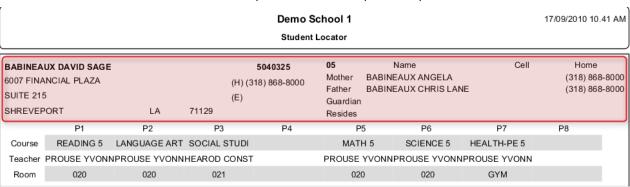
- Go to Student Master > Lists > Student Locator.
- At the setup box, set the desired Year.
- District and School should be defaulted based on security.
- Leave Grade, Gender, and Ethnic blank to include all criteria; otherwise, click in the box to make selections.
- Set Periods to Show and Semester,
- 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 anther 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.



- 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.



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



- 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.



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

