

Student Academic Worksheet (High School)

Report Description:

This report displays the student's academic history listing all grades and courses.

Application:

Reporting Services

To run this report:

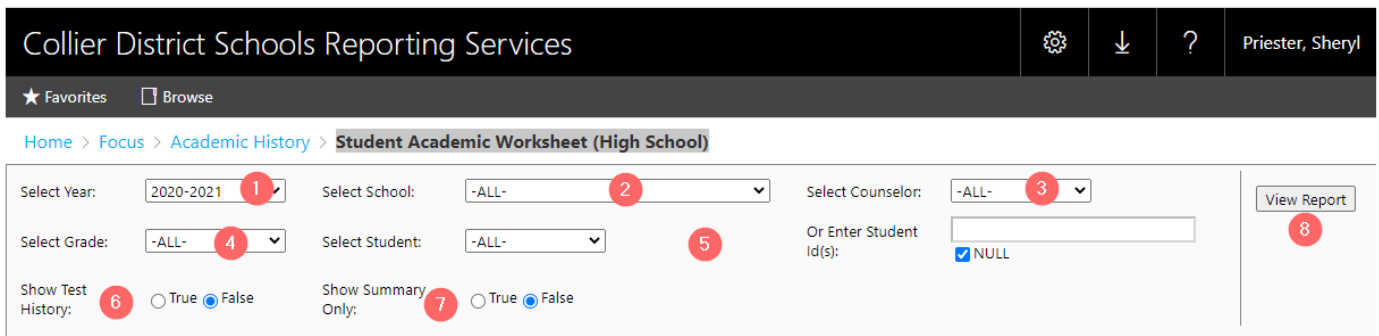
From the Reporting Services Home page:

Accessing the Report

1. Click the FOCUS icon.
2. Select the Academic History folder.
3. Select the **Student Academic Worksheet (High School)**.

Generating the Report

1. The Year field will default to the current school year.
Click the drop-down to select the school year if you are generating the report for a school year other than the current.
 2. Select your school from the drop-down.
 3. The Counselor field will default to ALL.
You can select an individual Counselor if desired.
 4. The Grade level field will default to ALL.
You can select an individual grade level if desired.
 5. The Student field will default to ALL.
You can select an individual student if desired.
- OR
- Print for an individual student by entering the student ID number or a comma delineated list regardless of enrollment status (active/inactive).
6. Show Test History will default to False.
Select True to include the students test history on the report.
 7. Show Summary Only will default to False.
Select True to display detailed academic history.
 8. Click View Report.
 9. The report will generate and display at the bottom of the screen.



The screenshot shows the 'Collier District Schools Reporting Services' interface. At the top, there's a navigation bar with 'Home', 'Focus', 'Academic History', and 'Student Academic Worksheet (High School)'. Below this, there's a form with several fields and a 'View Report' button. The fields are: 'Select Year' (2020-2021), 'Select School' (-ALL-), 'Select Counselor' (-ALL-), 'Select Grade' (-ALL-), 'Select Student' (-ALL-), 'Or Enter Student Id(s):' (with a 'NULL' checkbox), 'Show Test History' (False), and 'Show Summary Only' (False). Red circles with numbers 1 through 8 are overlaid on the form, corresponding to the steps in the 'Generating the Report' section.