

Emergency Contact Report

Report Description:

This report provides a summary list of current Emergency Contacts designated for each student, including contact name, priority, telephone number, custody, and relationship to the student.

Application:

Reporting Services

To run this report:

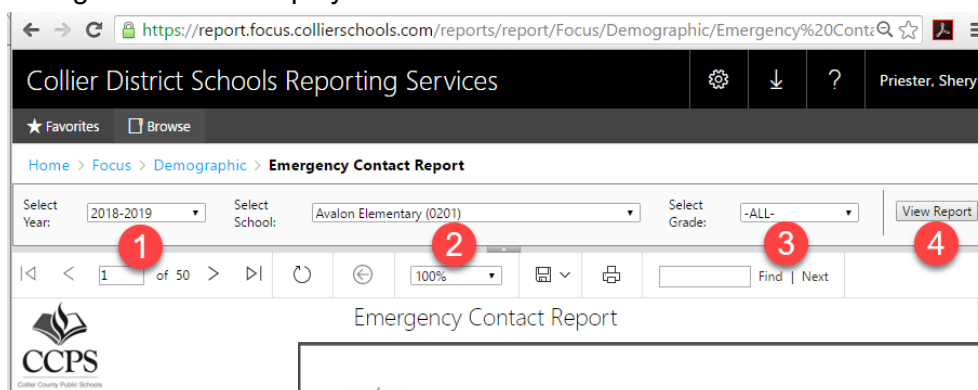
From the Reporting Services Home page:

Accessing the Report

1. Click the FOCUS icon.
2. Select the Demographic folder.
3. Select the Emergency Contact Report.

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 Grade level field will default to ALL. You can select an individual grade level if desired.
4. The Select Teacher field will default to ALL. You can select an individual teacher if desired.
5. The Select Period field will default to ALL. You can select an individual period if desired.
Note: Grade, Teacher, and Period must coincide. For example, if Ms. Jones is a 4th grade teacher and I select the grade level 5th grade and Ms. Jones as the teacher. I will get zero results.
6. The Group By field will default to NONE. Select Homeroom to group by the homeroom#-Teacher listed on the Demographic screen in FOCUS. Note: The report will paginate at the end/beginning of the each homeroom teacher. Sort order will be homeroom then alpha order.
7. Click View Report.
8. The report will generate and display at the bottom of the screen.



Download the PDF for printing or export as a csv comma delimited file for excel.

