

Students: Birthday Report

The birthday report lists all upcoming birthdays, which can also be broken down by a specified Month. The report is often used by teachers and administrators to track students' birthdays.

To generate the Report:

1. Click the Students tab.
2. Select Birthday Report.
3. The Birthday Report screen will display.

By default the screen will display student birthdays occurring in the *current* month. This list will include students name, ID, grade level, birth day and birth year.

4. Select the Month drop-down to view birthdays for the selected month.

The screenshot shows the FOCUS Birthday Report interface. At the top, there's a navigation bar with tabs like Setup, Students, Users, etc. The main area displays a table of student birthdays for the month of October. Callouts point to various features: 'Click to print list' points to a printer icon; 'Click to filter list' points to a 'Filter: OFF' button; 'Click to export list to excel' points to an 'Export' button; 'Click to view next page' points to 'Prev' and 'Next' page controls; 'Click to sort by column' points to a dropdown arrow on the 'Birth Day' header; and 'Click to view birthdays occurring in selected month' points to the 'Month: October' dropdown.

Student	Student ID	Birth Day	Birth Year
05	PK	02	2014
01	PK	05	2014
02	01	05	2013
01	05	05	2014
PK	06	06	2016
02	07	07	2013

Note: Click the Students name to open the Student Info screen.

This screenshot shows the Student Info screen for a student named Martia, Jo. A red box highlights the student's name in the list, and a red arrow points to it from the left. The screen also shows a 'Filter fields...' section with options like '504 Info', 'Addresses & Contacts', etc., and a 'Demographic' section with fields like 'Outstanding Balance', 'Custody Issues', etc.

Upcoming Student Birthdays will also display in the FOCUS portal alerts section. This alert is user specific. For example, a teacher would only see the birthdays for students that are currently enrolled in their class.

The screenshot shows the FOCUS Alerts section. A red box highlights an alert that says 'Birthday tomorrow: F'. Below it, there's another alert that says 'You need to take attendance today: Period 00 - PK ATTENDANCE'.