

# Student Demographics Report Quick Reference

Toggle between displaying report selection options and Save selected options as custom report data. Save selected options as custom report to run as needed.

Click to view Help information.

Select at least one school. To select multiple schools, click desired check boxes in the list. Click off the list to collapse it.

Select as many filter options as needed. See list on back for available options.

**Update Report Headers**  
Report Header: 10th Grade Mailing List

**Select Required Parameters**  
Schools: Lake View High School

Field Name	Operation	Value	Del?
Grade Level Code	Is Equal To	10	X
			X

**Add & Remove Columns**  
Columns: Student Last Name, Student First Name, Student ID, Grade Level Name, Homeroom ID, Student Address

View Report

Assign unique report name to display at top of report.

Delete optional filters.

Select columns to display.

Click to view report results (same as View Report button in banner).

Enter a word or phrase in the Search field, then click Find.

Select the desired file format in the list, then click Export. You can print the report, if desired, from the software application to which you have exported.

Click to open the Document Map pane to navigate to a specific student.

10th Grade Mailing List

Student Last Name	Student First Name	Student ID	Grade Level Name	Homeroom ID	Student Address Line 1	Student Apt No	Student City	Student State	Student Zip Code	Student Phone Number
Abdenour	Challyndel	999765382	10	213	3974 MARK AV		Rock View	OH	99916	8883319947
Abdullah	Victoria	999744441	10	213	3391 BEVERLY HIL DR		Rock View	OH	99916	8883319150
Aber	Melissa	999868054	10	213	22614 CENTER RIDGE RD		Rock View	OH	99916	8883560835
Abraham	Christopher	999740634	10	213	19750 WESTOVER		Rock View	OH	99916	8883335772
Ackerman	Michelle	999924691	10	213	980 WAGAR RD		Rock View	OH	99916	8883563839
Acklin	Adam	999869568	10	213	1789 ROCKLAND AV		Rock View	OH	99916	8883569561

Click to sort results.

To print the report, if using Internet Explorer, make sure to install the SQL Server Reporting Services 2008 ActiveX control if prompted.

## Report Variation Examples

Student Mailing List	Students Disabled from Parent Access Web Site	Graduation List
<ol style="list-style-type: none"> <li>Select Grade Level Code in the Field Name list.</li> <li>Select Is Equal To in the Operation list.</li> <li>Select the desired grade in the Value field.</li> <li>Make sure to select the student address-related columns as columns to display.</li> </ol>	<ol style="list-style-type: none"> <li>Select Parent Access Disabled Status Name in the Field Name list.</li> <li>Select Is Equal To in the Operation list.</li> <li>Type Disabled in the Value field.</li> <li>Make sure to select Parent Access Disabled Status Name as a column to display.</li> </ol>	<ol style="list-style-type: none"> <li>Select Graduation in the Field Name list.</li> <li>Select Is After in the Operation list.</li> <li>Select the appropriate date from the calendar in the Value field.</li> <li>Make sure to select Graduation Date as a column to display.</li> </ol>

## Available Filter Options

Field Name	Description	Field Name	Description
Birth Date	Date of birth of the student.	Student Address Line 2	Street address where the student lives.
Calendar Name	Calendar used by the school in which the student is enrolled.	Student Address Line 3	Street address where the student lives.
Counselor Name	Name of the guidance counselor assigned to the student.	Student Address Apt No	Apartment number of the apartment in which the student lives.
Disability Code	Numeric code that represents a disability that is used in ProgressBook Special Services.	Student City	City in which the student lives.
Disability Name	Full name of disability that is used in ProgressBook Special Services.	Student Email Address	Email address of the student.
Enrollment Date	Date on which the student enrolled in the school.	Student First Name	First name of the student.
Enrollment Status Code	Code that represents whether the student is active or inactive in the school in which the student is enrolled.	Student ID	District code that identifies the student.
Gender Code	Code that represents whether a student is female or male.	Student Last Name	Last name of the student.
Grade Level Code	Code that represents the grade level in which the student is enrolled.	Student Middle Name	Middle name of the student.
Grade Level Name	Name of grade level in which the student is enrolled.	Student Phone Number	Student's primary phone number.
Graduation Date	Date on which the student will graduate from high school.	Student State	State in which the student lives.
Home School ID	Code that represents the school building in which the student was originally enrolled.	Student Zip Code	Postal code of the address at which the student lives.
Homeroom ID	Code that identifies the homeroom to which the student is assigned.	Student's Last Parent Access Login Date	Date the last time the student logged in to the Parent Access Web Site.
Parent Access Disabled Indicator	Indicates whether the student's information has been disabled on the Parent Access Web Site. If a parent account is associated with multiple student accounts, the parent account can still access the other student accounts. If you select this option, you must select Yes or No in the Value field.		
Parent Access Disabled Status Name	Indicates whether the student's information has been disabled on the Parent Access Web Site. If you select this option, you must type Disabled in the Value field.		
PB School ID	ProgressBook code that identifies the school in which the student is enrolled.		
PB Student ID	ProgressBook code that identifies the student.		
School Enrollment Status Name	Indicates whether the student's record is active in ProgressBook. If you select this option, you must type Active or Withdrawn in the Value field.		
School ID	Code that identifies the school in which the student is enrolled.		
School Name	Name of the school in which the student is enrolled.		
Student Address Line 1	Street address where the student lives.		