



Other functions and features:

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This page allows you to select the report you want to generate.

You may select prior year records or change campuses by clicking on **Change** and selecting from the drop-down menus.

Preview	PDF	CSV	Clear Options																					
<p>Program Report Group</p> <p>SRG0100 - Campus Information SRG0600 - Student Special Program Listing SRG0650 - PK/Elem Student Special Program Listing SRG1100 - Student Status Changes SRG1200 - Student Status Changes by Program SRG1400 - Student Exemptions SRG1500 - Student At Risk Listing SRG1600 - Student At Risk Profile SRG1900 - Local Program Enrollment Count</p> <p>Student Report Group</p> <p>SRG0200 - Student Name Listing SRG0300 - Student Address Listing SRG0400 - Student Information Sheets SRG0500 - Student Birthday Listing SRG0700 - Student Missing Forms SRG0710 - Standard Forms Printing SRG0720 - Online Registration Forms Related Reports SRG0730 - Percentage of Forms Submitted per Campus SRG0800 - Student Registration Forms SRG0810 - Blank Registration Forms SRG1001 - Student Address Labels SRG1002 - Student Name Labels SRG1300 - Student Bus Information SRG1800 - Enrollment by District of Residence SRG2000 - Student Contact Information SRG2400 - Students Without a ParentPortal Account Report SRG2600 - Attendance Zones Invalid Addresses SRG3014 - State Performance Plan14 Information SRG4000 - Charter School Waitlist Roster Report SRG5000 - Special Education Language Acquisition (SELA) Roster Report SRG5010 - Child Find SPPI-11 Student Roster Report SRG5020 - Child Find SPPI-12 Student Roster Report SRG6010 - Pandemic Electronic Benefit Transfer (P-EBT)</p> <p>Withdrawal Report Group</p> <p>SRG0900 - Withdrawal Transfer Form SRG1700 - Leaver Tracking Report SRG2100 - Student Withdrawal Report SRG2200 - Student No Show Report SRG2300 - Student Information Request SRG2500 - Student First Day Counts No Show Report</p> <p>Non-Enrolled Student Report Group</p> <p>SRG9000 - UIL Activity Participation</p>																								
<p>SRG9000 - UIL Activity Participation</p> <table border="1"> <thead> <tr> <th>Parameter Description</th> <th>Value</th> <th>List</th> </tr> </thead> <tbody> <tr> <td>Ending School Year (YYYY)</td> <td>2023</td> <td></td> </tr> <tr> <td>Campus ID (Blank for All)</td> <td></td> <td>⋮</td> </tr> <tr> <td>Grade Level (Blank for All)</td> <td></td> <td>⋮</td> </tr> <tr> <td>UIL Activity (Blank for All)</td> <td></td> <td></td> </tr> <tr> <td>Print Student SSN (Y,N,M)</td> <td></td> <td></td> </tr> <tr> <td>Include Non-Reported Students (Y,N)</td> <td></td> <td></td> </tr> </tbody> </table>				Parameter Description	Value	List	Ending School Year (YYYY)	2023		Campus ID (Blank for All)		⋮	Grade Level (Blank for All)		⋮	UIL Activity (Blank for All)			Print Student SSN (Y,N,M)			Include Non-Reported Students (Y,N)		
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Select a report:

All available reports are displayed on the left side of the page. The list of available reports remains displayed on the page after you select a report name, which allows you to select another report without exiting the selected reports menu.

- Click a report name to select it. The parameters for the selected report are displayed on the right side of the page.
- Type or select the report options. **Parameters in bold are required.**
- Use the buttons located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the CSV button will be disabled if that report is selected.
 - **Preview** - Click to generate the HTML view of the report. [Review, save and/or print the report.](#)
 - **PDF** - Click to generate a PDF file of the report.
 - **CSV** - This option is not available for this report.
 - **Clear Options** - Click to clear data from all parameter fields.

Sort and filter:

Some reports may or may not provide the sort and/or filter option.

Sort	Sort report data: You can sort data to make it easier to review or find records in the reports. Not all reports allow this option. From the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. If not, click Sort Criteria .	
	(Left grid) Columns Available for Sorting	Select the columns by which you want to sort, the columns are highlighted blue. Click  to move the selected columns to the right side of under Sort Columns . Continue moving columns to the right grid as needed.
	(Right grid) Sort Columns	You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location. In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. To remove a column from the sort, select the column, and then click to move it back to the left grid.
	Click OK to apply the selected sort criteria to the report. Click Cancel to close the window without re-sorting.	

Filter	<p>Filter report data:</p> <p>When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.</p> <p>From the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. Click Filter Criteria to expand the Filter Criteria section.</p> <p>If the report does not allow sorting, the Filter button is displayed instead of the Sort/Filter button, and sort criterion fields are not available.</p> <p>Click Add Criterion to add new filter criteria. A blank row is displayed in the grid.</p>
Field	Description
Column	Select a column by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals < Less than ≤ Less than or equal to > Greater than ≥ Greater than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date.
<h2>Other functions and features:</h2>	
Add Criterion	<p>Add another row.</p> <p>Select the logical connector (<i>AND</i> or <i>OR</i>) in the Logical field. Continue adding rows as needed.</p> <p>Using the <i>AND</i> operator limits search results, because the program looks only for records that contain both criterion. Using the <i>OR</i> operator expands search results, because the program looks for records that contain either one criterion or the other, or both.</p>
Delete Selected	<p>Delete selected row.</p> <p>Select the row, and then click the Delete Selected button. The row is deleted from the filter criteria.</p>
<p>Click OK to apply the selected filter criteria to the report.</p> <p>Click Cancel to close the dialog box without applying a filter.</p>	
Reset	<p>Reset report data.</p> <p>Click to restore the report to the original view, removing all sorting and filtering that has been applied.</p>
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