

report_sgr1160_body

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Parameter	Description
Campus ID	Type the three-digit campus ID, or click ⋮ to select the campus.
Semester (1, 2, 3, 4)	Type the one-digit semester. Valid semesters are 1 and 2. For a four-semester campus, valid semesters are 1, 2, 3, and 4.
Cycle (1, 2, 3)	Type the one-digit cycle code.
Students (A=All, G=Only w/Grds, F=Failing, B=F&Blnk, I=Incmplt)	A (all) - Select all students, including those with blank courses and grades. G (only with grades) - Select only students with a grade in the **Curr Avg** column, (including 0 and I (incomplete)). F (failing) - Select students who have at least one failing course grade, including grade 0. If a grade exists in the **Curr Avg** column, it is used to calculate if the course is failing. Failing grades displayed in a bold font. B (failing and blank) - Select students who have at least one failing or blank grade, including grade 0. If a grade exists in the **Curr Avg** column, it is used to calculate if the course is failing. The grade is considered blank if the **Curr Avg** column is blank. Failing grades are displayed in a bold font. I (incomplete) - Select only students with a course grade of I in the **Curr Avg** column.
Grade Level (Blank for All)	Type the two-character grade level, click ⋮ to select the grade level, or leave blank to select all grade levels.
Sort Order (A=Alpha, G=Grade Lvl, C=Control Nbr)	A - Sort alphabetically. G - Sort by grade level. C - Sort by control number. If sorting by control number, the control numbers must already be assigned to all students. They can be assigned using the Assign Control Numbers > Cntrl by Grd Lvl or Cntrl by Period utility. Period Nbr - Sort by period. Sorting by period sorts by the name of the instructor teaching the class in which the student is enrolled for the designated period.

Parameter	Description
Address (S=Student,P=Parent)	S - Print the student's address from Registration > Maintenance > Student Enrollment > Demo1. If the report is run for the student's address, only one English language IPR/report card is printed. P - Print the address for the guardian contact who has the lowest relationship code (e.g., 1). If the parent address is blank or no guardian contact exists, the student address is used. If you select P, an IPR/report card is printed for each parent/guardian who is selected to receive mailouts on Registration > Maintenance > Student Enrollment > Contact. IPRs/report cards are printed in the language (English or Spanish) specified for the parent/guardian in the **Language** field on Registration > Maintenance > Student Enrollment > Contact.
Attendance Track (Blank for All)	Type the two-digit attendance track. Leave blank to select all tracks.
Print Report Card Msg (Y, N)	Y - Print the report card messages. The first 14 lines from the report card message table are displayed at the bottom of the report. N - Do not print report card messages. For elementary students, report card messages are printed from Rpt Card Msg Elementary. For secondary students, report card messages will be printed from Rpt Card Msg.
Print Auto Grades (Y, N)	Y - Print the value in the **Auto Grd** field in the district master schedule if a working cycle average does not exist for the course in TeacherPortal. N - Do not print the auto grade.
Include Self Paced Courses (Y, N)	Y - Include self-paced courses. N - Do not include self-paced courses. A self-paced course is included on the report if a semester average has not been posted for the course. • If the self-paced course has a working cycle average in TeacherPortal, the current average is displayed on the report. • If the self-paced course does *not* have a working cycle average or semester average, the course is included on the report with a blank current average.
Include Non Graded Courses (Y, N)	Y - Include non-graded courses. N - Include only graded courses.
Print Course Attendance (Y, N)	Y - Print course attendance for the selected semester-cycle. N - Do not print attendance.

Parameter	Description
Include only ADA Codes in Course Absences (Y, N)	Y - Include only ADA codes. N - Include all absence codes.
Print Signature Line (Y, N)	Y - Print a line for the parent/guardian signature at the bottom of the report. N - Do not print the signature line
Student IDs (Blank for All)	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click ⋮ to select the students. Leave blank to select all students.
Print ADA Attendance Summary (Y, N)	Y - Print the **ADA Attendance** section on the IPR, which provides the student's attendance counts based on the number of membership days in the grade reporting cycle. N - Do not print the **ADA Attendance** section.
Tardy Period (Blank for All)	Type the two-digit period to use for calculating tardies. If blank, all periods are considered when calculating tardies.

View Fail List	Click to view a list of students who have one or more failing grades for a cycle. The report displays the total number of courses failed. The Fail List report can be sorted or filtered. Click **Return to Main Report** to return.
Exit	Exit the report.


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