

Select Student for Reports

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The student selection directory displays all students at the campus.

Select students:

The **School Year** field displays the current school year.

- If the report is for the current year only, the field cannot be changed.
- If the report can be run for a prior school year, the field is enabled. You can select another school year if necessary.

You can search for the student by last and first names. Other options allow you to narrow the search further. Enter data in one or more of the following fields:

- In the **Last Name** field, type all or part of the student's last name. For example, you can type sm to find all students whose last name begins with Sm. You can type up to 25 characters.
- In the **First Name** field, type all or part of the student's first name. For example, you can type jo to find all students whose first name begins with Jo. You can type up to 17 characters.
- The **Campus ID** field displays to the campus ID to which you are logged on. You can select another campus if needed.
- In the **Grade Level** field, select the grade level.
- The **Active Code** field select the status of the student records (i.e., *Active* or *Inactive*). The field is set to *All* by default, which retrieves active and inactive students.

Some applications may have additional criteria:

- In the Graduation Plan application, click  to select the graduation plan.
- On many reports, you can filter students by program or at-risk status. Note: If you select a **Generic Type** and then change the **School Year** or **Campus ID** , the **Generic Type** list changes according to the selected school year and campus ID. You may need to re-select the **Generic Type**.

Click **Retrieve**. The students who meet the criteria are displayed.

When you find the student you want to retrieve, click the student ID. The student selection dialog box closes, and the **Value** field on the report parameter page displays the selected student ID.

If the report allows you to select multiple students, the **Select** field is displayed.

- Click **Select** for the students you want to select.
- To unselect a student, click **Select** again.
- Click the **Select** button. The student selection dialog box closes, and the **Value** field on the report parameter page displays the selected student IDs.

Click **Cancel** to close the dialog box without selecting a student.


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