

SGR2030 - Rolodex Locator Cards

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This report prints 3“ x 5” Rolodex cards for laser printers that display the student's current year schedule, one semester per card (unless the schedule for the semester exceeds one card), four cards per page. The student or parent address is also printed. Only course-sections within the **Beginning Period** and **Ending Period** established on Maintenance > Tables > Campus Control Options > Parameters are printed.

When you generate the report, you are first prompted to ensure that the appropriate printer is set as the default printer. Click **OK** to continue.

Run the report:

Parameter	Description
Campus ID	Type the three-digit campus ID, or click ⋮ to select the campus.
Include Withdrawn Students (Y, N)	Y - Include withdrawn students. N - Do not include withdrawn students.
Include Withdrawn Courses (Y, N)	Y - Include withdrawn courses. N or blank - Do not include withdrawn courses.
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.
Semester (1, 2, 3=1&2, 4=3, 8=4, C=3&4, F for All)	1 - Print semester 1. 2 - Print semester 2. 3 - Print semesters 1 and 2. 4 - Print semester 3. 8 - Print semester 4. C - Print semesters 3 and 4. F - Print semesters 1, 2, 3, and 4.
Sort Order (A=Alpha, G=Grade Lvl, C=Control Nbr)	A - Sort alphabetically. G - Sort by grade level. C - Sort by control number.

Parameter	Description
Address (S=Student, P=Parent)	S - Print the student's address. P - Print the parent's address.
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.


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