



SGR2030 - Rolodex Locator Cards

Table of Contents

SGR2030 - Rolodex Locator Cards 1



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Grade Reporting > Reports > Grade Reporting Reports > Student Schedules > SGR2030 - Rolodex Locator Cards

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| Include Withdrawn Students (Y, N) | Y - Include withdrawn students. N - Do not include withdrawn students.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| Include Withdrawn Courses (Y, N) | Y - Include withdrawn courses. N or blank - Do not include withdrawn courses.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. |



Back Cover