

# **SHS0251 - Vision Screening Due List**

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This report lists all students who are due for vision screening for the current school year. The list can also be produced for first-time students (i.e., students who are new to the district) or students who are less than five years old.

## Run the report:

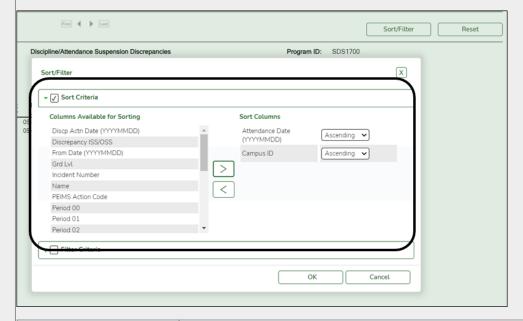
Parameter	Description
Campus ID (Blank for All)	Type the three-digit campus ID, or click to select the campus. Leave blank to select all campuses in the district.
	NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
Active Code (1=Active, 2=Inactive, Blank for All)	<ul><li>1 - Select active students only.</li><li>2 - Select inactive students only.</li></ul>
	Blank - Select all students.
Grade Level (Y=Grades KG, 01, 03, 05, 07 or Blank for All)	Type the two-character grade level, click to select the grade level, or leave blank to select all grade levels.  Type Y to print grade levels KG, 1, 3, 5, and 7.
Student ID (Blank for All)	Type the six-digit student ID number, including all leading zeros.  Or, click to select the student. Leave blank to select all students.
1st Time Students (Y=Only First, N=Not First, Blank for All)	Y - Select only first-time students.  N - Do not include first-time students.  Blank - Select all students.
Less Than 5 Years Old (Y=Only less than 5, N=Only > 5, Blank for All)	Y - Select only students who are under five years old.  N - Select only students who are over five years old.
	Blank - Select all students.

### Other functions and features:

### 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.

In 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

(Right grid) Sort Columns

(Right grid) Sort Columns

(Right grid) Sort Columns

Click the field by which you want to sort, and then click ▶. The field moves to the right grid. Continue moving fields to the right grid as needed.

You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.

• In the right grid, for each field, 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 field from the sort, select the field, and then click ▶ to move it back to the left grid.

Select the Sort Criteria check box and click OK to apply the selected sort criteria to the report.

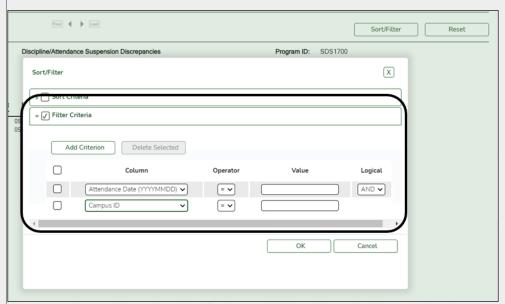
Click Cancel to close the window without re-sorting.

### Filter Filter report data.

Filter

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.

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.



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.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

**Column** Select a field by which to filter the data. The drop down lists the columns that appear on the report.

Operator Select an operator.

- = Equals
- ≠ Not equals
- > Greater than
- ≥ Greater than or equal to
- Less than
- ≤ Less 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.

Note: When filtering report data by date, you must use the following formats:

- If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format.
- If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format.
- If the date is displayed in the MM/YY format, the filter value must be in the YYMM format.

### **Add Criterion**

### Add another row.

Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row.

- · Using the AND operator limits search results, because the program looks only for records that contain both criterion.
- Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.

### **Delete Selected** Delete selected row.

Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click Cancel to close the dialog box without applying a filter.

**NOTE:** Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting Equals in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select 1 in the

Reset report data.

Click to restore the report to the original view, removing all sorting and filtering that has been applied.



# **Back Cover**