

SHS0290 - Spinal Screening Due List

Table of Contents

SHS0290 - Spinal Screening Due List 1

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Health > Reports > Health Reports > Screenings > SHS0290 - Spinal Screening Due List

This report lists all students who are due for spinal 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).

Per the Spinal Screening Policy effective for the 2018-2019 school year:

- Girls are screened two times: Age 10 (or fall semester of grade 5) and age 12 (or fall semester of grade 7).
- Boys are screened one time: Age 13 or 14 (or fall semester of grade 8).

You must specify either grade level or age. If you specify an age, you must enter the **Age As of Date**.

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)	1 - Select active students only. 2 - Select inactive students only. Blank - Select all students.
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.
Gender (M, F, Blank for All)	M - Select male students only. F - Select female students only. Blank - Select all students.
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.

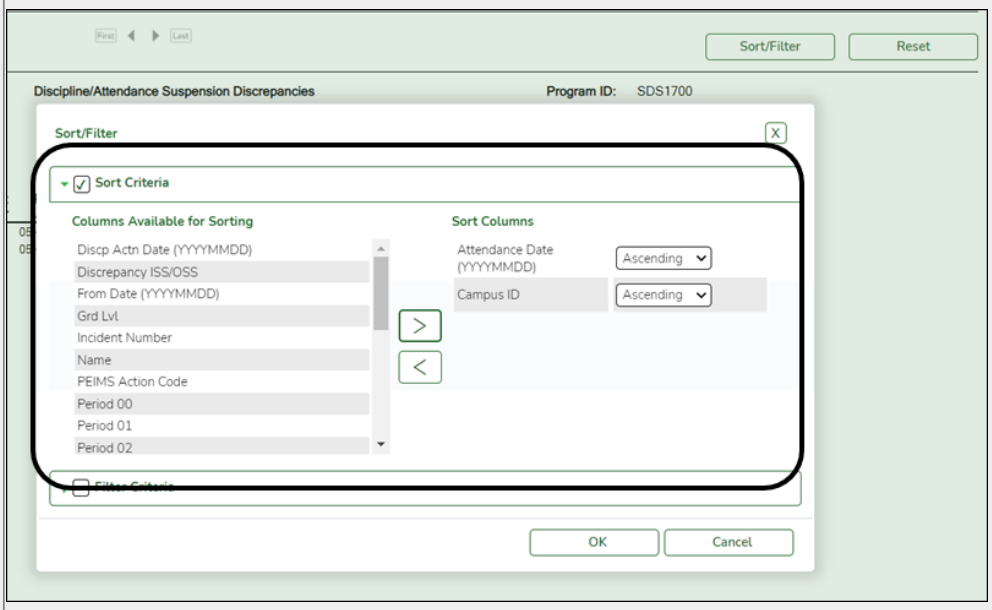
Parameter	Description
Female Age (1=10, 2=12, 3=Both, Blank for All)	1 - Select girls age 10. 2 - Select girls age 12. 3 - select girls ages 10 and 12. Blank - Select all girls. If not blank, specify the **Age As of Date** parameter. **Female Age** and **Male Age** cannot both be blank if **Age As of Date** has a value.
Male Age (1=13, 2=14, Blank for All)	1 - Select boys age 13. 2 - Select boys age 14. Blank - Select all boys. If not blank, specify the **Age As of Date** parameter. **Female Age** and **Male Age** cannot both be blank if **Age As of Date** has a value.
Age As of Date (MMDDYYYY)	If you specified a **Female Age** or **Male Age**, enter the date by which the students reached that age. This parameter cannot be blank if **Female Age** and/or **Male Age** has a value. **NOTE:** When **Female Age** and/or **Male Age** is entered, this date will be used as the report date; otherwise, the current date is used.
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.

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	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.
(Right grid) Sort Columns	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.

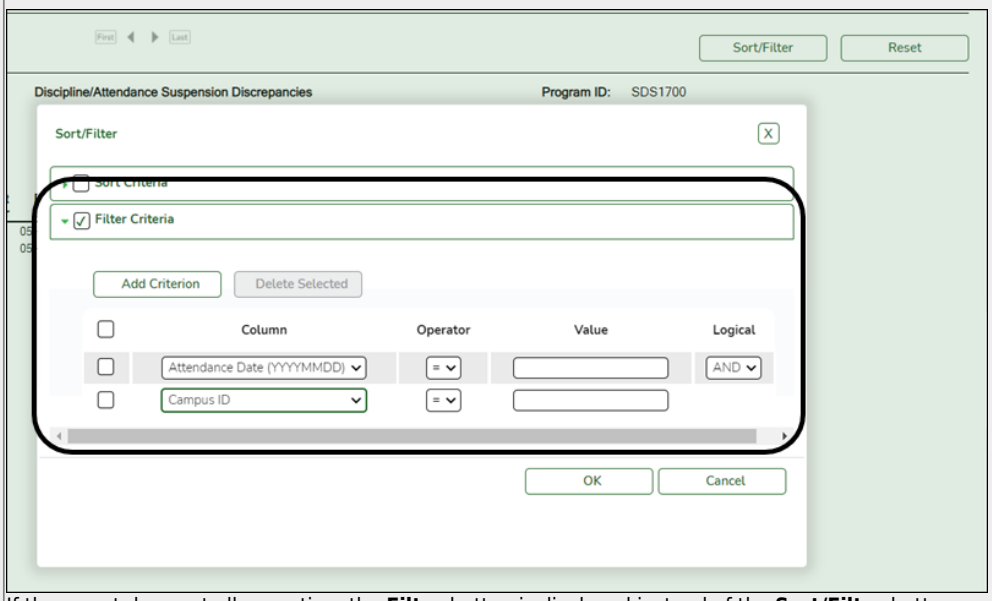
Click **Cancel** to close the window without re-sorting.

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 **Value** field, the At Risk data is displayed.

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


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Back Cover