



## **SHS0400 - Rolodex Cards**



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# SHS0400 - Rolodex Cards

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This report produces 3" x 5" Rolodex cards for laser printers, four cards per page. Depending on the pages selected for printing, the student may have one or two cards.

- On page 1, the parent information prints only if **Guardian** is selected on [Registration > Maintenance > Student Enrollment > Contact](#).
- On page 2, the emergency contact information prints only if **Emergency** is selected on [Registration > Maintenance > Student Enrollment > Contact](#).
- On page 2, medical contacts are printed from either Health or Registration. Other medical information (e.g., insurance and comments) is printed from the Student Health page.
- On page 2, the two medical warnings entered on [Health > Maintenance > Student Health > Emergency](#) and the conditions entered on [Health > Maintenance > Student Health > Medical Condition](#) are printed.

Be sure to select the appropriate printer as the default printer before generating the report.

Parameter	Description
<b>Form Size (L = Laser 3x5)</b>	L - Print the 3" x 5" cards on a laser printer.
<b>Print Pg 1: Parent Demo, Emergency Contacts (Y, N)</b>	Y - Print the first page (i.e., card), which includes parent demographic information and emergency contacts. N - Do not print the first page.
<b>Print Pg 2: Medical Contacts, Conditions (Y, N)</b>	Y - Print the second page (i.e., card), which includes medical contacts and conditions. N - Do not print the second page.
<b>Campus ID (Blank for All)</b>	Type the three-digit campus ID, or click  to <a href="#">select the campus</a> . Leave blank to select all campuses in the district.  <b>NOTE:</b> If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the <b>Exclude from District Reporting</b> field selected on <a href="#">Registration &gt; Maintenance &gt; Campus Profile &gt; Campus Information Maintenance &gt; Control Info</a> ) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
<b>Grade Level (Blank for All)</b>	Type the two-character grade level, click  to <a href="#">select the grade level</a> , or leave blank to select all grade levels.
<b>Control Number (Blank for All)</b>	Type the three-digit control number (instructor ID), click  to <a href="#">select the control number</a> , or leave blank to select all control numbers.

Parameter	Description
<b>Gender (M F, Blank for All)</b>	M - Select male students only.  F - Select female students only.  Blank - Select all students.
<b>Student ID (Blank for All)</b>	Type the six-digit student ID number, including all leading zeros. Or, click  to <a href="#">select the student</a> . Leave blank to select all students.
<b>Active Code (1=Active, 2=Inactive, Blank for All)</b>	1 - Select active students only.  2 - Select inactive students only.  Blank - Select all students.



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