

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 Health and 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
Form Size (L = Laser 3×5)	L - Print the 3“ x 5” cards on a laser printer.
Print Pg 1: Parent Demo, Emergency Contacts (Y, N)	Y - Print the first page (i.e., card), which includes parent demographic information and emergency contacts. N - Do not print the first page.
Print Pg 2: Medical Contacts, Conditions (Y, N)	Y - Print the second page (i.e., card), which includes medical contacts and conditions. N - Do not print the second page.
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.
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.
Control Number (Blank for All)	Type the three-digit control number (instructor ID), click ⋮ to select the control number, or leave blank to select all control numbers.

Parameter	Description
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.
Active Code (1=Active, 2=Inactive, Blank for All)	1 - Select active students only. 2 - Select inactive students only. Blank - Select all students.


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