

SHS0820 - Accident Report

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This report lists accident information, allowing you to verify accident data and provide accident reports to school officials.

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.
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.
Active Code (1=Active, 2=Inactive, Blank for All)	1 - Select active students only. 2 - Select inactive 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.
Accident Location (Blank for All)	Type the three-character accident location code. Leave blank to select all locations. These codes are listed in the **Location** drop-down field on Maintenance > Student Health > Accident.
Nature of Accident (Blank for All)	Type the three-character code for the nature of the accident. Leave blank to select all natures. These codes are listed in the **Nature of Accident** drop-down field on Maintenance > Student Health > Accident.
Begin/End Date (MMDDYYYY)	Type the date, or click to select the date from a calendar. • If both are blank, all records are included. The date range displayed on the report is the date of the first record to the end of the school year. • If only **Begin Date** is entered, the same date is used for **End Date**.


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