



## **SRG0700 - Student Missing Forms**



# Table of Contents

**SRG0700 - Student Missing Forms** ..... 1



# SRG0700 - Student Missing Forms

## **Registration > Reports > Registration Reports > Student > SRG0700 - Student Missing Forms**

This report provides a list of students who are missing one or more forms for the current school year. You can use the report to identify all students missing a specific form, or identify students who are missing any forms.





Before you can run the report for a specific form, the form must be set up in ASCENDER ParentPortal Admin - Form Group Management in the *Returning Student Registration* group or the *Student Data Maintenance* group. Only forms in these groups are available in the ellipsis lookup for the **Form Name** parameter.

Public Documents and New Student Enrollment forms, as well as Archived forms, are excluded.

Note that the **Submit Date** field, as displayed on the [Forms](#) tab, is used to associate a student's form with the current year.

You can also run the report for a specific form.

### Run the report:

Parameter	Description
<b>Campus ID</b>	Type the three-digit campus ID, or click  to <a href="#">select the campus</a> .
<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 Nbr (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.
<b>Form Name (Blank for All)</b>	Click  to <a href="#">select the form</a> , or leave blank to select all forms.  If blank, the report will list by student which forms are missing and whether it is a required form.  If run for a specific form, the report will list students missing the selected form, and the form name will be displayed in the report heading.
<b>Page Break on Cntrl Nbr (Y, N)</b>	Y - Insert a page break between each control number.  N or blank - Do not insert page breaks.



## Back Cover