

SRG0700 - Student Missing Forms

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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.

screen shot:

Run the report:

Parameter	Description
Campus ID	Type the three-digit campus ID, or click ⋮ to select the campus.
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 Nbr (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.
Form Name (Blank for All)	Click ⋮ to select the form, 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.
Page Break on Cntrl Nbr (Y, N)	Y - Insert a page break between each control number. N or blank - Do not insert page breaks.


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