SRG2000 - Student Contact Information

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This report lists student contact information for active students. Four reports are produced:

- Primary guardian contact information
- Military guardian contact information
- Emergency contact information
- All contacts
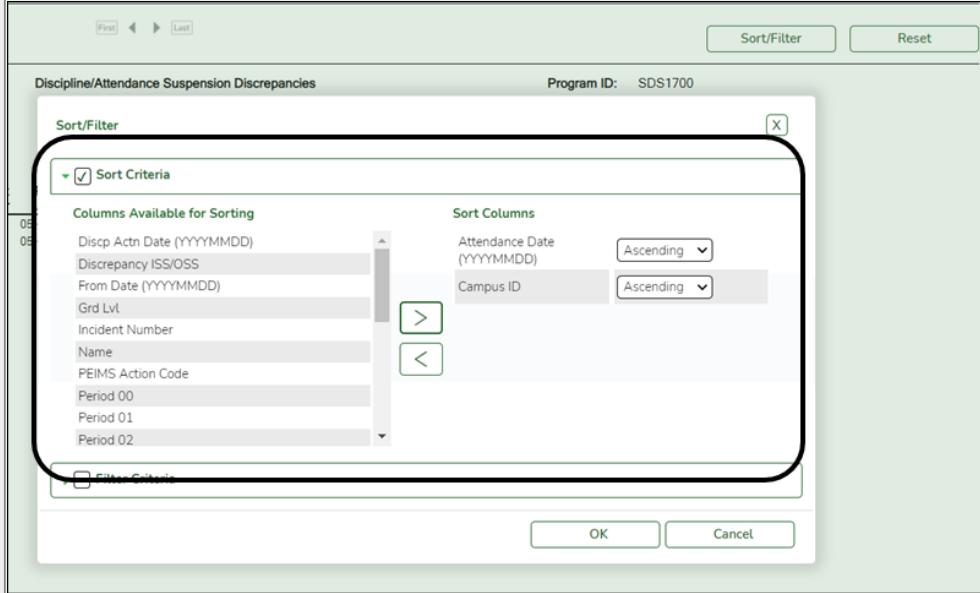
The student's mailing address is used if the guardian's address is blank.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit **ending** school year.
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.
Student IDs (Blank for All)	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click ⋮ to select the students. Leave blank to select all students.
Military Guardians Only (Y, N)	Y - Print military guardians only. If Y, **Contacts** must be G to print the military guardian contact information report. N - Print all guardians. • If N, and **Contacts** = E, the emergency contact information report is printed with contacts (excluding guardians). • If N, and **Contacts** = G, the primary guardian contact information report is printed. • If N, and **Contacts** = A, the report of all contact information is printed.

Parameter	Description
Contacts (E=Emergency Only, G=Guardians Only, A=All)	E - Print emergency contacts only. If E, **Military Guardians Only** must be N to print the emergency contact information report. G - Print guardians only. • If G, and **Military Guardians Only** = Y, the military guardian contact information report is printed. • If G, and **Military Guardians Only** = N, the primary guardian contact information report is printed. A - Print all contacts. If A, **Military Guardians Only** must be N to print the report of all contact information.
Print Transport Detail (Y, N)	Y - Print the contact's transport information, which is entered on Maintenance > Student Enrollment > Contact under **Transport Information**. The data will print in the **Driver License**, **Vehicle Description**, **Vehicle Color**, and **License Plate** columns if it exists. N - Do not print the contact's transport information. If you export the report to CSV format and the contact's driver license number exceeds 12 characters, the cell format will automatically convert the data into an exponential value. You must change the cell format to display the correct data.

Other functions and features:

Sort	Sort report data.	
	You can sort data to make it easier to review or find records in the reports. Not all reports allow this option. In the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.	

(Left grid) Columns Available for Sorting	Click the field by which you want to sort, and then click [>]. The field moves to the right grid. Continue moving fields to the right grid as needed.
(Right grid) Sort Columns	You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location. • In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. • To remove a field from the sort, select the field, and then click [<] to move it back to the left grid.

Select the **Sort Criteria** check box and click **OK** to apply the selected sort criteria to the report.

Click **Cancel** to close the window without re-sorting.

Filter	Filter report data. **Filter** When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option. From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.
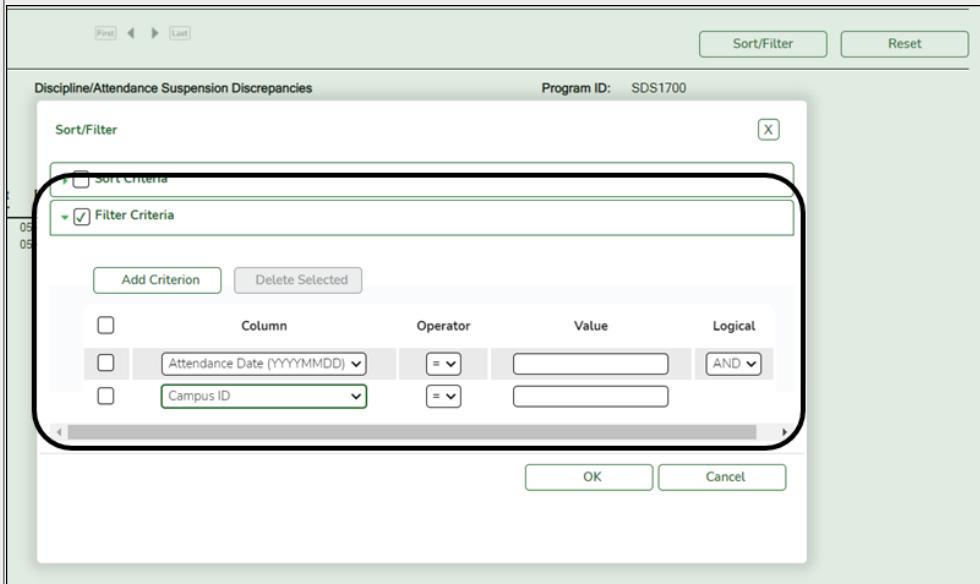
If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals › Greater than ≥ Greater than or equal to ‹ Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the **Column** field, type a date to view only data for a specific date. **Note:** When filtering report data by date, you must use the following formats: • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YYMM format.

Add Criterion	Add another row. Select the logical connector (*AND* or *OR*) in the **Logical** field. Continue adding rows as needed. The **Logical** field does not appear until you click **Add Criterion** to add an additional row. • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and *Yes* in the **Value** field, no data is displayed; however, if you select *1* in the **Value** field, the At Risk data is displayed.

Reset	Reset report data.
	Click to restore the report to the original view, removing all sorting and filtering that has been applied.

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