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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.
Alternates Course Nbrs (Blank for All)	Indicate if you want to view a list of students who have requested specific alternate courses. Type the course number(s), including all leading zeros and separating multiple courses with a comma (e.g., 0100,0110). Or, click  to select the course(s). Leave blank to select all courses in the district.
Course Request Nbrs (Blank for All)	Indicate the course for which the alternate was selected. Type the course number(s), including all leading zeros and separating multiple courses with a comma (e.g., 0100,0110). Or, click  to select the course(s). Leave blank to select all courses in the district.
Include Withdrawn Students (Y, N)	Y - Include withdrawn students. N - Do not include withdrawn students.

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**.

The screenshot shows the 'Sort/Filter' window for the report 'Discipline/Attendance Suspension Discrepancies'. The window has a title bar with 'Sort/Filter' and 'Reset' buttons. Below the title bar, the report name and 'Program ID: SDS1700' are displayed. The main area is divided into two sections: 'Sort Criteria' (checked) and 'Filter Criteria' (unchecked). The 'Sort Criteria' section is further divided into 'Columns Available for Sorting' and 'Sort Columns'. The 'Columns Available for Sorting' list includes: Discp Actn Date (YYYYMMDD), Discrepancy ISS/OSS, From Date (YYYYMMDD), Grd Lvl, Incident Number, Name, PEIMS Action Code, Period 00, Period 01, and Period 02. The 'Sort Columns' list includes: Attendance Date (YYYYMMDD) and Campus ID. Both 'Attendance Date' and 'Campus ID' are set to 'Ascending' order. There are arrows between the two lists to move fields. At the bottom, there are 'OK' and 'Cancel' buttons.

(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 YYYMM 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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