



## ASCENDER GUIDES



# SHS0400 - Rolodex Cards



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# SHS0400 - Rolodex Cards

**Health > Reports > Health Reports > Student > SHS0400 - Rolodex Cards**

This report produces 3"x5" Rolodex cards for laser printers. Be sure to select the appropriate printer as the default printer.

- The parent information prints only if **Guardian** is selected on [Registration > Maintenance > Student Enrollment > Contact](#).
- The emergency contact information prints only if **Emergency** is selected on [Registration > Maintenance > Student Enrollment > Contact](#).
- Medical contacts are printed from either Health or Registration. Other medical information (e.g., insurance and comments) is printed from the Student Health page.
- The two medical warnings entered on [Health > Maintenance > Student Health > Emergency](#) and the conditions entered on [Health > Maintenance > Student Health > Medical Condition](#) are printed.

| Parameter   | Description   |
|---|---|
| <b>Form Size (L = Laser 3x5)</b>                          | L - Print the 3" x 5" cards on a laser printer.   |
| <b>Print Pg 1: Parent Demo, Emergency Contacts (Y, N)</b> | Y - Print the first page (i.e., card), which includes parent demographic information and emergency contacts.<br><br>N - Do not print the first page.  |
| <b>Print Pg 2: Medical Contacts, Conditions (Y, N)</b>    | Y - Print the second page (i.e., card), which includes medical contacts and conditions.<br><br>N - Do not print the second page.  |
| <b>Campus ID (Blank for All)</b>                          | Type the three-digit campus ID, or click  to <a href="#">select the campus</a> . Leave blank to select all campuses in the district.<br><br><b>NOTE:</b> If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the <b>Exclude from District Reporting</b> field selected on <a href="#">Registration &gt; Maintenance &gt; Campus Profile &gt; Campus Information Maintenance &gt; Control Info</a> ) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID. |
| <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 Number (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>Gender (M F, Blank for All)</b>                        | M - Select male students only.<br><br>F - Select female students only.<br><br>Blank - Select all students.  |

| Parameter  | Description  |
|--|--|
| <b>Student ID (Blank for All)</b>                        | Type the six-digit student ID number, including all leading zeros. Or, click  to <a href="#">select the student</a> . Leave blank to select all students. |
| <b>Active Code (1=Active, 2=Inactive, Blank for All)</b> | 1 - Select active students only.<br>2 - Select inactive students only.<br>Blank - Select all students.   |



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