



SHS0400 - Rolodex Cards

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SHS0400 - Rolodex Cards

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This report produces 3" x 5" 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 |
|---|---|
| Form Size (L = Laser 3x5) | L - Print the 3" x 5" cards on a laser printer. |
| Print Pg 1: Parent Demo, Emergency Contacts (Y, N) | Y - Print the first page (i.e., card), which includes parent demographic information and emergency contacts. N - Do not print the first page. |
| Print Pg 2: Medical Contacts, Conditions (Y, N) | Y - Print the second page (i.e., card), which includes medical contacts and conditions. N - Do not print the second page. |
| 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. |
| 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 Number (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. |
| Gender (M F, Blank for All) | M - Select male students only. F - Select female students only. Blank - Select all students. |

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



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