



SHS0820 - Accident Report

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This report lists accident information, allowing you to verify accident data and provide accident reports to school officials.

Run the report:

| 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. |
| 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. |
| Active Code (1=Active, 2=Inactive, Blank for All) | 1 - Select active students only. 2 - Select inactive students only. Blank - Select all students. |
| 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. |
| Accident Location (Blank for All) | Type the three-character accident location code. Leave blank to select all locations. These codes are listed in the Location drop-down field on Maintenance > Student Health > Accident . |
| Nature of Accident (Blank for All) | Type the three-character code for the nature of the accident. Leave blank to select all natures. These codes are listed in the Nature of Accident drop-down field on Maintenance > Student Health > Accident . |
| Begin/End Date (MMDDYYYY) | Type the date, or click  to select the date from a calendar. • If both are blank, all records are included. The date range displayed on the report is the date of the first record to the end of the school year. • If only Begin Date is entered, the same date is used for End Date . |



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