

Reports Guide

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About This Manual

Edupoint Educational Systems, LLC. develops software with multiple release dates for the software and related documentation. The documentation is released in multiple volumes to meet this commitment.

This document serves as a reference for Edupoint's recommendations and Best Practices for Synergy processes. Due to the complex nature and myriad configurations possible within the Synergy software, it is not feasible to include every possible scenario within this guide.

Conventions Used in This Manual

- Bold indicates user interactions such as a button or field on the screen.
- Italics indicate the option to select or text to enter.
- Notes, Tips, References, and Cautions appear in the margin to provide additional information.



Before You Begin

Before installing any of the Edupoint family of software products, be sure to review the system requirements and make sure the district's computer hardware and software meet the minimum requirements.

Software and Document History

Document Version	Release Date	Software Release	Description
5.0	May 2017	2018	Updated report details and added new reports
6.0	Dec 2017	2018.01	Added: • ATD610 – ADA / ADM Enrollment Summary Report • ATP405.L – Period Student List by Attendance • ATP602.L – Period Sections Missing Attendance List • PVU204 – Parent Activation Key Letter By Parent • STU416 – Student Enrollment Validation Moved the following reports to the respective State Reporting Guide: • GRD808 – Cumulative Record Labels

Document Version	Release Date	Software Release	Description
7.0	Jun 2018	2019	 Added: ATD202.L – Daily Attendance Minutes Profile ATP402.L – Period Student Absence Totals
8.0	Dec 2018	2019.01	Added: • ATD204 – Daily Attendance Totals • ATP404.L – Period Class Attendance List • STU427 – Perfect Career Attendance

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Chapter 1: Reports Overview

Reports Interface Overview	
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Reports Interface Overview

Synergy generates the Report Interface screen when the user selects the desired report from the Navigation (or PAD) Tree or when selecting the report from the Menu on the Action Bar of a screen.

र Report ATD202: Daily Attendance Minutes Profile 🗵 🔒 👜 🗞 २ ८ ७ ө							
Print Save Default Reset Saved Default Email Me							
Name: Daily Attendance Minutes Profile Number: ATD202 Page Orientation: Portrait							
Options Sort / Output Conditions Selection Advanced							
A							



Selections made in the Report Interface tabs allows you to customize the output. The buttons at the top of the screen allow you to:

- **Print** to generate the report in the chosen format for printing from that application. Using the job queue option within Synergy SIS provides the user the ability to reference and print the report later. The job queue is viewable by the individual user. Administration of the job queue for all users is provided for administrative staff as assigned by the district/school.
- Save Default to save the options selected on the **Options** tab for later use. This option is based on the user preference but may also be designated for a group of users as desired by the school and/or district staff.

	Use <i>\$DATE</i> in Start report.	Date to specify the current date when running the
		Date Range
		Start Date End Date SDATE 06/01/2017
۲	Use <i>\$DATE</i> + # in En current date. For exampast the Start Date .	Id Date , where # is the number of days past the mple, <i>\$DATE</i> + 7 specifies the End Date is 7 days
		O Date Range
		Start Date End Date SDATE SDATE+7
	Use Default Settings Advanced tab or whe	on reports when scheduling reports using the n specifying reports that display in TeacherVUE.
	See the <i>Synergy SIS</i> on report settings.	- Query and Reporting Guide for more information

- Reset Default to return to the default settings for a report.
- Email Me to send an email with a PDF of the selected report to the current user.

Options Tab

This tab lists a set of options specific to the report that you can set.

Report ACC5	01: Classroom	Accommodations by Section	l.		
Print Save Default	Reset Default Email Me	/e			
Name: Classroom Accomm	nodations by Section Nur	umber: ACC501 Page Orientation: Landscape			
Options Sort / Outpo	t Conditions Selec	ection Advanced			
Section Info					
As Of Date Section ID Teacher Name					
 Student Info 					
Perm ID Last Name	First Name				

Report Interface Screen

The Synergy SIS guide for the module outlines each of these reportspecific options.

Click **Save Default** to use the settings on the **Options** tab each time you run the report.

-

Label Setup Tab

This tab provides fields to specify the dimensions and orientation of the labels used for printing.

🔻 Report GF	RD802: Grading	J Labels	 C C 0 0 				
Print Save De	efault Reset Default	Email Me					
Name: Grading Labe	els Number GRD802 Pag	e Orientation: Portrait					
Options Label	I Setup Sort / Output	Conditions Selection Advar	nced				
Label Turpe							
Avery 5160 Mailing La	abels 1"x2 5/8"	•					
Label Settings							
	Top marging Vertical pitc	h Horizontal pitch	nber M				
Top Margin (in.)	0.50	Label Height (in.)	1.00				
Side Margin (in.)	0.19	Label Width (in.)	2.63				
Vertical Pitch (in.)	1.00	Number Across	3				
Horizontal Pitch (in.)	2.75	Number Down	10				
Page Size 8	.5x11 Letter	•					
Page Orientation P	Portrait 👻						
Row Height defines height of value fields for a given row. If blank the system calculates the height automatically. The Row Spacing is the defined height of blank space between two rows. If blank row controls align top and bottom. Row Height Row Space Font Size (in pts)							
		EIDOT					
After clicking the Prin 1. "Page Scale" shou 2. "Auto-Rotate and O Failure to have these	the button, be sure to set the d be set to "None" Center" should be unchecke e values set properly may re	error and the PDF reader under Page ad sult in misaligned labels.	Handling:				

GRD802 - Grading Labels Report Interface Screen

Tab Options:

- Label Type Select the label you use for printing labels.
 - Select one of the Label Type options to auto-populate the Label Settings section.
 - Leave the Label Type field blank to clear the fields in the Label Settings section and allow you to manually enter the values.

Leave the **Label Type** blank if the label is not listed in the drop-down. Click **Save Default** to use the label settings each time you run the report.

Sort/Output Tab

This tab changes the sort order of the data and the format of the printed report. You can also attach additional reports and mail merge documents to the report to assist with mailings.

Report HLT602: Class Incident Summary Report	C C 0 9
🚔 Print Save Default Reset Saved Default Email Me	
Name: Class Incident Summary Report Number: HLT602 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Output Output Dabel Options	
File Type Prompt for download Show Active/Inactive Display "Confidential" Display "Printed by" User ID PDF Active And Inactive Show "Printed by" User ID Show "Printed by" User ID 	•
Phone Number Options	
Mask Phone Numbers Mask unlisted phone numbers Class Incident Summary Mandatory Sort Properties: None	
Class Incident Summary	🕈 Add
X Line Sort By Sort O	der
SectionID (Class Incident Summary.SectionID) Ascending	-
2 Student Name (Class Incident Summary.StudentName) Ascending	•
Mail Merge Options	
Merge Document Merge Output Type Merge Language Property	
The Merge Language Property is used to determine which version of the document (defined in Mail Merge setup) will be created. If the corresponding document for the given language (or this field is left blank) the default letter is used.	are is no

Report Interface Screen, Sort/Output Tab

Tab Options:

- File Type The default file type for most reports is *PDF* but you can generate reports in the following formats:
 - TIFF Image A graphics file
 - CSV-A comma-separated values file
 - Excel-A Microsoft Excel version 1997-2003 format file
 - HTML A web page in the standard Synergy SIS format
 - Rich Text A document file (basically Microsoft Word format)
 - Text File A plain text file with no formatting, in tab-delimited format
 - XML An extensible markup language file
 - PDF A Portable Document Format for Adobe Reader
- **Prompt for download** Select to generate a prompt to either save or open the report after it generates.



Report Download Prompt

- Show Active/Inactive Select an option to include active, inactive students, or both on the report. Leaving this field blank includes both active and inactive students.
- **Display "Confidential"** Select an option in to display the word *Confidential* on the report. The options allow you to indicate where the Confidential label appears on the report: *Footer*, *Header*, or *Header* & *Footer*.

Lecelence in Lik	District	07/	03/2017 - 07 - CONFIDEN	7 <u>/06/2</u> 018 TIAL -	8		
SectionID: 0001	Course ID: SC422	Course Title: Life Scien	се	Tea T	acher Name: offt, Robert	Room: 120	Period: 4
Student Name)	Perm ID	Gender	Grade	Total Visits		
ALL U DIL (`	005400	14-1-	40			

Report Header And Footer With Confidential Label

• **Display "Printed by" User ID** – Select either Show "Printed by" User ID or Hide "Printed by" User ID. Leaving this field blank shows the "Printed by" User ID.

- Mask Phone Numbers Select either Mask unlisted phone numbers or Show unlisted phone numbers. Leaving this field blank masks unlisted phone numbers.
- Mandatory Sort Properties If the report was set up with a mandatory primary sort, this sort displays as Mandatory Sort Properties and cannot be changed.

The default sort order displays in the middle of the screen. The properties or fields listed are different for each report. The report sorts by the order the properties are listed. For example, the report below is sorted first by the section ID, then by the student's name.

• Sort By - Select another option to change how the report is sorted.



- Sort Order Select an option to change the direction of the sort.
 - Ascending sorts from smallest to largest value or from A to Z.
 - Descending sorts from largest to smallest, or from Z to A.
- Click Add to add a new property to sort by. Select the desired property from the Sort By column and select the direction of the sort from the Sort Order column.
- Select the box in the X column to remove the property immediately.

,	Class Incident Summary Mandatory Sort Properties: None					
	Class Incident Summary + Add					
	×	Line	Sort By		Sort Order	
			SectionID (Class Incident Summary.SectionID)	~	Ascending	•
		2	Student Name (Class Incident Summary.StudentName)	•	Ascending	•

Mandatory Sort Properties

 Additional Report to Run – Select to run additional labels for the report in conjunction with the primary report.



- The labels print in exactly the same order as the report with exactly the same students, making it easier to complete a mailing.
- The three additional reports currently available are:
 - STU424 Student Oldest or Youngest prints one mailing label per household with the information from either the oldest or youngest sibling.
 - STU802 Student Mailing Labels uses the student's mailing address.

• STU803 - Student Household Labels uses the parent's mailing address.

Student Mandatory Sort Properties: None							
Student …							
×	Line	Sort By		Sort Order			
		Last Name (Student.LastName)	•	Ascending	•		
		First Name (Student.FirstName)	-	Ascending	•		
		Middle Name (Student.MiddleName)	-	Ascending	*		
		Perm ID (Student.SisNumber)	•	Ascending	*		
		EdFi ID (Student.EdfiID)	-	Ascending	*		
		State ID (Student.StateStudentNumber)	-	Ascending	*		
Additional Report to Run STU803 - Student Household Labels Mail Merge Options							

Report Interface Screen, Sort/Output Tab

- Mail Merge Options Select the options to print the report using a different format defined using mail merge.
 - Merge Document Select mail merge template to use for the report.
 - Merge Output Type Select either Word Doc or PDF.
 - Merge Language Property Select the language to print the document.
 - *Home Language* Prints in the language defined by the **Home Language** field on the Student screen.
 - Language to Home Prints in the language defined by the Language to Home field on the English Language Learners screen.
 - *Primary Language* Prints in the language defined by the **Primary Language** field on the Student screen. (This field is not always visible on the screen.)

The language currently defaults to the **Home Language** of the student defined in the Student screen. When the merge document prints, it looks up the language of the student and then looks to see if there is a mail merge template saved in that language. If a mail merge template is not available in the student's language, Synergy SIS uses the default language (generally English).

See the *Synergy SIS – System Administrator Guide* to create a mail merge template in 1.0.

See the Synergy SIS – Mail Merge 2.0 Guide to create a mail merge template in 2.0.

• Attach PDF To Students

There are two versions of this section. Report cards use a different version than the reports.

Additional setup may be required for the document to successfully attach to the student record.

Complete this section on student related reports to automatically attach the document to the **Documents** tab for a student in Synergy SIS.

- Attach to Student Select this option to attach the document to the Documents tab
 of the Student screen for the students defined on the Options tab.
- Document Category Select a category for the document. You must have access to Doc Category for it to display.
- Doc Comment Edit the comment if needed. The document's file name displays by default.
- Attach to ParentVUE Select to attach the document to ParentVUE or StudentVUE.

Attach PDF To Students			
 Attach To Student Attach To ParentVUE 	Document Category	c Comment	

Report Interface Screen, Sort/Output Tab

Complete this section on report cards to create electronic or paper copies of report cards and attach electronic versions to ParentVUE if appropriate based on a the rights of the parent/guardian.

- Attach to Student Select this option to attach the document to the Documents tab
 of the Student screen for the students defined on the Options tab.
- Document Category Select a category for the document. You must have access to Doc Category for it to display.
- Doc Comment Edit the comment if needed. The document's file name displays by default.
- Attach Type Select whether to print and electronic, paper, or both electronic and paper versions of report cards.

Attach PDF To Students	
Attach To Student Document Category	
Attach Type	

Report Interface Screen, Sort/Output Tab

Conditions Tab

This tab allows you to filter a report separately from the options available on the **Options** tab. Filtering a report limits the information included in the report to the records that match the filter or condition.

🔻 Repo	rt REC201	: Permar	ent Red	ord 🗖		•	C C 0 9
Print :	Save Default	Reset Saved De	fault Emai	I Ме			
Name: Perma	anent Record Nu	umber: REC201	Page Orienta	tion: Portrait			
Options	Sort / Output	Conditions	Selection	Advanced			
Student							+ Add
× Line	•	Condit	ion		Not	Operator	Value

Report Interface Screen, Conditions Tab

Conditions compare each record that Synergy SIS would normally include in the report to the condition. If the record matches the condition, Synergy SIS includes it in the report.

A condition has three main parts:

- · Which property in the report to examine
- The mathematical operation to use, such as Equal or Not Equal
- The value to use as the criteria

Written out, it would look like this:

Property = Value or Property ≠ Value

Tab Options:

• Click Add to create a new Condition.



You can add multiple conditions. For a record to print, it must match all of the conditions entered.

Repo	ort REC201: Permane	ent Rec	eord	· CC00
Name: Perma	anent Record Number: REC201 Pa	age Orientat	ion: Portra	it
Options	Sort / Output Conditions	Selection	Advance	d
O Student				+ Add
× Line	Condition	Not	Operator	Value
1	.	-	-	

Report Interface Screen, Conditions Tab

• Condition – Select the property to use for the filter.

The list of properties available is different for each report. The properties are generally items from the primary table of the report. For example:

- A report about students provides student properties such as the student's language, birth date, city, and so on.
- A report about sections provides section properties such as the section ID, course title, room number, and so on.

The name of the table where the property comes from displays in parenthesis after the name of the property. This is useful for selecting properties with the same name in more than one table. For example, there is a **Phone** property both in the physician records and in the student records.

Phone	(Physician.Phone)	
Phone	(Student.PrimaryPhone)	
Phone	(StudentSchoolYear.Drop	oOffRespPhone)
	Pre	operty List

• Operator/Not - Set the condition to one of the following:



=

Selecting *Not* adds a not before the operator. For example, if you set the **Operator** to *Equal To* and select **Not**, the operation becomes Not Equal To.

- Contains The property selected must contain the value entered. For example:
 - If you select *Email* as the property and enter 'yahoo' for the Value, the report lists all students with an email address that contains the letters yahoo anywhere such as, <u>billy@yahoo.com</u>, <u>melissa@yahoo.com</u>.
 - If you add Not, it lists all email addresses without yahoo in them such as, (george@gmail.com, sandra@hotmail.com.
- Equal To The property you select must be exactly the same as the value entered. For example:
 - If you select *Home Language* as the property and enter *English* as the **Value**, the report lists all students whose home language is English.
 - If you add Not, it lists all students whose home language is not English.
- Ends With The property you select must end with the value entered. For example:
 - If the section ID were created with the Course and Period option and you enter 01 as the Value for the section ID property in a report, it lists all sections for period 01.
 - If you add Not, the report lists all sections not in period 01.

- *Greater or Equal* The property you select must be greater than or equal to the value entered. For example:
 - If you select *Expected Graduation Year* as the property and enter the Value 2009, the report lists all students with an expected graduation year of 2009 or later (2009, 2010, and so on).
 - If you add **Not**, the report lists only students with an expected graduation year of 2008 or earlier.
- *Greater Than* The property you select must be greater than the value entered. For example:
 - If you select *Expected Graduation Year* as the property and enter the Value 2009, the report lists all students with an expected graduation year of 2010 or later (2010, 2011, and so on).
 - If you add **Not**, the report lists only students with an expected graduation year of 2009 or earlier.
- *In List* The property you select must include one of the values entered in the **Value** field. Enter list values in the **Value** field and separate them with a comma. For example:
 - If you select *Grade* as the property and enter the values 1, 2, 3, the report lists all students in grades 1, 2, or 3.
 - If you add **Not**, the report lists students not in grades 1, 2, or 3.
- Less Than The property you select must be less than the value entered. For example:
 - If you select *Age* as the property and enter the **Value** *15*, the report lists all students younger than 15 (14, 13, and so on.).
 - If you add **Not**, the report lists only students 15 or older (15, 16, 17, and so on).
- Starts With The property you select must start with the value entered. For example:
 - If you select *Enter Code* as the property and enter the **Value** *R*, the report lists all students whose enter code started with R (R1, R2, R3, and so on).
 - If you add **Not**, it lists all students with enter codes that do not start with R (E1, E2, and so on).

- Value Enter the value to use for the condition. The value can be numbers or letters and it is not case-sensitive.
 - When using a value from a drop-down, enter either the **Code** or its **Description**. For example, for **Gender** enter either *M* or *Male*.
 - When entering a value for a property with a checkbox, use Y for selected or N for cleared.
 - When entering a date, enter it in MM/DD/YY or MM/DD/YYYY format.
 - When using dates in a condition, you must enter a full date as a value, such as 9/1/2009.
 - To filter a date, the most useful operators are:
 - Equal To List all students who have the same enter date
 - Greater Than List all students who started after a specific date
 - Greater Than or Equal List all students who started on or after a specific date
 - Less Than List all students who started before a specific date
 - Less Than or Equal Llist all students who entered on or before a date



• Select the box in the X column to remove the condition.

▼ Repor Print St	t REC201: Permanent Re ave Default Reset Saved Default En	ecord 🗖	/	41 in 💎 🔱 📚 in 🍕 🥹 🕨	C C 0 0
Name: Perman	ent Record Number: REC201 Page Orien	tation: Portrai Advance	t d		
 Student 					🕈 Add
× Line	Condition	Not	Operator	Value	
	Home Language (Student.HomeLang 🔻	•	Equal To 🔹	Spanish	

Report Interface Screen, Conditions Tab

Selection Tab

This tab allows you to filter by Student, Student Group, Counselor, or Staff Member. If the report is a student-based report, you can select the specific students or student groups you want to include in the report. If the report is not a student-based report, this option is not available.

Report REC201: Perma	anent Record	Ai 🖻 🌄 🌲 📚 🗟 🍕 🥪 🕨	C C 0 9
Print Save Default Reset Saved	Default Email Me		
Name: Permanent Record Number: REC20	1 Page Orientation: Portrait		
Options Sort / Output Conditions Object Type Select Clear	Selection Advanced		
٥			
X Line	Condition		
 Select Groups to Filter 			🕈 Add
X Line	Student Group		
Select Counselor Filter	•		
Select Administrator Filter	•		

Report Interface Screen, Selection Tab

Tab Options:

Filter by Student

- Object Type Select Student.
- Select Click to use the Chooser to add students to the list of students to include in the report.
- Select the box in the X column to remove the condition.

• Clear - Click to remove the entire list of students as criteria for the report.



Report Interface Screen, Selection Tab

Filter by Student Group



You can select Student Groups in addition to individual students or as a stand alone condition.

- Click Add in the Select Groups to Filter section to add a new line.
- Student Group Select a student group to filter by.

Print Save Default Reset Saved Default Email Me Name: Permanent Record Number: REC201 Page Orientation Options Solf / Output Conditions Select Type Select Student Select Groups to Filter Image: Select Groups to Filter Select Groups to Filter Select Administ Baseball Baseball Baseball Baseball Chees Club Football	Report REC201: Pern	nanent Record	A 🗟 🥐 🌲 📚 🗟 🍕 🧇 🕨	C C 0 0
Name: Permanent Record Number: REC201 Page Orientation: Portrait Options Sort / Output Condition Selection Advanced Object Type Student Cener Cener Select Groups to Filter Select Administ Baseball Baseball Baseball Baseball Baseball Baseball Cheerieading Cheeri	Print Save Default Reset Save	d Default Email Me		
Opions Sort / Output Conditions Selection Advanced Object Type Student Clear Image: Abbott, Billy C. Select Groups to Filter Select Groups to Filter Select Administ Baseball Baseball Cheres Club Football	Name: Permanent Record Number: REC	201 Page Orientation: Portrait		
Clier Select Clear Clear Clear Clear Condition	Options Sort / Output Condition	ns Selection Advanced		
C Line Condition Abbott, Billy C. Select Groups to Filter Alter School Program AnD Select Administ Baseball Baseball Baseball Cheerleading Chee	Object Type Student - Select Clear			
X Line Condition Image: Abbott, Billy C. Abbott, Billy C. Image: Select Groups to Filter Image: Abbott, Billy C. Select Groups to Filter Image: Abbott, Billy C. Image: Select Administ After School Program Select Administ Baseball Image: Select Administ Image: Select Administ Select Administ Football	o			
Abbott, Billy C. Select Groups to Filter After School Program A/ID Select Administ Baseball Bas	× Line	Condition		
Select Groups to Filter	Abbott, Billy C.			
X Line Student Group Image: Select Counsel After School Program Image: School Program AVID Image: Select Administ Baseball Basketball Image: Select Administ Image: Select Administ CheerGeding Image: Select Administ Image: Select Administ CheerGeding Image: Select Administ Image: Select Administ Football Image: Select Administ Image: Select Administ	Select Groups to Filter			🕈 Add
Select Counsel A/VD Select Administ Baseball Baseball Cheereading Cheers Club Football	× Line	Student Group		
Select Counsel After School Program AVID AVID Select Administ Basketball CheerGeding Chess Club Football				•
Select Administ Baseball Baseball Cheerleading Cheerleading Chess Club Football	Select Counselor After School Program			
Basketball Cheerleading Chess Club Football	Select Administra			
Chess Club Football	Basketball	-		
Football	Chess Club			
National Honor Sety	Football National Honor Sctv			
Volleyball	Volleyball			

Report Interface Screen, Selection Tab

Filter by Counselor or Administrator



You can select a counselor or administrator in combination with individual students, student groups, or alone.

- Select Counselor Filter Select the counselor to use for the report.
- Select Administrator Filter Select the staff member to use for the report.

Report REC201: Perman Save Default Reset Saved Default	nent Record Reco	A: • • • • • • • • • • • • • • • • • • •	C C 0 0
Name: Permanent Record Number: REC201	Page Orientation: Portrait		
Options Sort / Output Conditions	Selection Advanced		
Object Type Student • Select Clear			
•			
X Line	Condition		
Abbott, Billy C.			
 Select Groups to Filter 			🕈 Add
× Line	Student Group		
· •			•
Select Counselor Filter Select Administrator Filter	•		

Report Interface Screen, Selection Tab

Advanced Tab

By default, when a report prints, it runs once and the options selected on all of the tabs of the interface reset. This tab allows you to run reports on a scheduled basis. When reports are scheduled:

- They run every time with the options selected on all of the tabs of the report interface at the time the report first ran.
- They run based on the year and school in focus.



Select all of the options to use on the report on the various tabs of the report interface screen.

A

You must schedule reports for a new school year once New Year Rollover is complete.

Report REC201: Permanent Record Print Save Default Reset Saved Default Email Me	Aš 🖻 🌑 🌲 🃚 🖻 🔍 🔶 •	C C 0 9
Name: Permanent Record Number: REC201 Page Orientation: Portrait Options Sort / Output Conditions Selection Advanced		
Schedule Task Once		
Notification		
Email the following address(es) upon completion e.g. user@server.net, user2@server2.com		
External Interface		
Fully qualified UNC destination output path for the report results. The output file name (if s {DateTime} to create a unique output file name. e.g. \\SERVER\FOLDER\FILE{DateTime}.txt	specified) can be static or include {Date}, {T	ïme} or
Fully qualified UNC path to the external application to be launched upon successful comp optionally pass information about the output file to the application. e.g. \\Server\Folder\AppToExecute.exe {File}	letion. Use {File}, {Path}, and {PathFile} tag	s to

Report Interface Screen, Advanced Tab

Tab Options:

• Schedule Task – Select the frequency you want the report to run. You can set reports to run Once, Daily, Weekly, or Monthly.



• Start Time - Enter the time of day the report should run if running the report more than Once.



Enter only the time numerals. The system formats the field once entered, for example, 900 formats as 9:00 AM. The default is the time you created the report.

- Start Date Enter the date to start running the report. It defaults to the date you created the report.
- Stop Date Enter date to stop running the report, for example, the date of the end of the school year.

Schedule Job				
Schedule Task Daily	start Time	Start Date 09/14/2015	Stop Date	i

Report Interface Screen, Advanced Tab

- Schedule Task Select the specific schedule you want the recurring report to run.
 - Daily Enter the number of days between each report run. For example:
 - To run a report every day, enter the number 1.
 - To run a report once a week, enter 7, the report runs once a week.

Schedule Task Daily	
Every 7	Day(s)

Report Interface Screen, Advanced Tab, Daily

- Weekly:
 - Enter the number of Week(s) between each report run. For example:
 - To run the report every week, enter 1.
 - To run the report once every four weeks, enter 4.
 - Select the days of the week you want the report to run. For example, you could schedule a report to run every week on **Monday**, **Wednesday**, and **Friday**.

Schedule Task Weekly					
Every 4 Week(s) on:	Monday	□ Saturday			
	 Tuesday 	Sunday			
	✓ Wednesday				
	Thursday				
	 Friday 				

Report Interface Screen, Advanced Tab, Weekly

- Monthly:
 - Select when to run the report on a Day of the month, such as the 1st or the 20th or a specific weekday, such as the *First Monday* of the month.
 - Select which months to run the report.

Schedu	le Task Month	nly		
⊖ Day		 of the month(s) 	✓ January	✓ July
The	First	-	February	August
	Monday of the month(s)	March	September	
			April	 October
			🗹 May	November
			✓ June	✓ December

Report Interface Screen, Advanced Tab, Monthly

- Notification After the report runs at its scheduled time, you can open and print the results of the report from the Job Queue. However, you must remember to open up the Job Queue and get the report at each scheduled instance. Complete the Notification fields to remind the report users that the report ran, Synergy SIS via email.
 - Enter the email addresses of the users to notify in the field provided. Separate multiple addresses with commas. You must enter the full formatted email address, such as <u>user@domain.com</u>.

You must configure Synergy SIS to send email using the local email server before sending notifications by email.

See the System Configuration in the *Synergy SIS* – *System Administrator Guide* for instructions on configuring email.

 Include the result report as an attachment – Select to include the report in the email so users do not have to go to the Job Queue to view or print it.

Notification
Email the following address(es) upon completion e.g. user@server.net, user2@server2.com
□ Include the result report as an attachment

Report Interface Screen, Advanced Tab

External Interface – You can save reports as a file to a location on a server. You can use this
function to export data from Synergy SIS that you can import or use in another program.
• Enter the full Universal Naming Convention (UNC) path and file name, such as \\SERVER\Folder\FileName.txt, in the field at the top of the External Interface section.



External Interface
Fully qualified UNC destination output path for the report results. The output file name (if specified) can be static or include {Date}, {Time} or {DateTime} to create a unique output file name. e.g. \\SERVER\FOLDER\FILE{DateTime}.txt
USERVER/FOLDER/FII
Fully qualified UNC path to the external application to be launched upon successful completion. Use {File}, {Path}, and {PathFile} tags to optionally pass information about the output file to the application. e.g. I\Server\Folder\AppToExecute.exe {File}

Report Interface Screen, Advanced Tab

• Enter the full UNC path and filename of the program in the field at the bottom of the section, such as \\SERVER\Folder\BatchFile.bat, if another program should start each time the report saves to this file.



You can pass information about the saved file to the program by using *{File}*, *{Path}*, or *{PathFile}* after the name and location of the program separated by a space or other commands, as *\\SERVER\Folder\BatchFile.bat {Path}*.

- · Select a print option:
 - **Print** Click to run the report immediately. This option displays when running the report *Once*.
 - Print/Schedule Click to run the report immediately and schedule for the next date/ time indicated in the Schedule Job group box. This option displays when running the report Daily, Weekly, or Monthly.
 - Schedule Click to schedule the report in the job queue. A message displays indicating that the job is successfully scheduled. This option displays when running the report *Daily*, *Weekly*, or *Monthly*.

When you schedule reports, they run every time with the options selected on all of the tabs of the report interface and the year and school in focus at the time the report first ran. You cannot edit these values after the report runs the first time.

Be sure to set up the report exactly as you want it to run each time before printing or scheduling. To change a previously scheduled report, you must delete/abort the report from the Job Queue and recreate it.

Job Details:	×
Job Detail	
Retrieving Details	
Status	
Retrieving Status	
	O Check Status Later × Abort

Job Status Screen

Chapter 2: Accommodations Reports

Accommodations Reports	
ACC501 – Classroom Accommodations by Section	40
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ACC503 – Classroom Accommodations by Accommodation	44

Accommodations Reports

ACC501 – Classroom Accommodations by Section

Synergy SIS > Accommodations > Reports

The ACC501 report prints a list of all classroom accommodations by section.

Report ACC501: Classroom Accommodations by Section
Print Save Default Reset Saved Default Email Me
Name: Classroom Accommodations by Section Number: ACC501 Page Orientation: Landscape
Options Sort / Output Conditions Selection Advanced
Section Info
As Of Date
Section ID
Teacher Name
Student Info
Perm ID
Last Name First Name
Grade Grade

ACC501 – Classroom Accommodations By Section Report Interface Screen

- As Of Date Date of report
- Section ID Filter report output to include just the selected section ID range
- Teacher Name Filter report output to include just the selected Teacher Name
- Perm ID Filter report output to include just the specified student attached to the permanent ID
- . Last Name Filter report output to include just the students with the specified last name
- First Name Filter report output to include just the students with the specified first name
- Grade Filter report output by grade or range of grades

	Period 1	Course ID AR80W		Course Title Ap Studio	Art	Teacher Name		Room Name
Student Name	SI	S Number	Grade	Gender	Classroom Accomme	odation	Acco	mmodation Source
(Aaron, Harold N.)	96	8257	11	м	OTHER - Oral Adminis READ DIR/ASSIGN -	stration Reading in English of Directions	504 504	

ACC501 – Classroom Accommodations By Section Output

ACC502 – Classroom Accommodations by Student

Synergy SIS > Accommodations > Reports

The ACC502 report prints a list of all classroom accommodations by student. Each student's list of accommodations prints on a separate page.

Report ACC502: Classroom Accommodations by Student
Print Save Default Reset Saved Default Email Me
Name: Classroom Accommodations by Student Number: ACC502 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Section Info
As Of Date
Section ID
Teacher Name
Student Info
Perm ID
Last Name First Name
Grade Grade

ACC502 - Classroom Accommodations By Student Report Interface Screen

- As Of Date Date of report
- Section ID Filter report output to include just the selected section ID range
- Teacher Name Filter report output to include just the selected Teacher Name
- Perm ID Filter report output to include just the specified student attached to the permanent ID
- . Last Name Filter report output to include just the students with the specified last name
- First Name Filter report output to include just the students with the specified first name
- Grade Filter report output by grade or range of grades

student Name: (Aaron, Harold N.)	SIS Number:	968257	Grade: 11	Gender: M
Classroom Accommodation	Accomm	nodation Source	e	
OTHER - Oral Administration	504			
OTHER - Oral Administration	504			
READ DIR/ASSIGN - Reading in English of Directions	504			
READ DIR/ASSIGN - Reading in English of Directions	504			
OTHER - Oral Administration	504			
READ DIR/ASSIGN - Reading in English of Directions	504			

ACC502 – Classroom Accommodations By Student Output

ACC503 – Classroom Accommodations by Accommodation

Synergy SIS > Accommodations > Reports

The ACC503 report prints a list of all classroom accommodations by the accommodation.

Report ACC503: Classroom Accommodations by Accommod	dation
Print Save Default Reset Saved Default Email Me	•
Name: Classroom Accommodations by Accommodation Number: ACC503 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Section Info	
As Of Date	
Section ID →	
Teacher Name	
·	
Student Info	
Perm ID	
Last Name First Name	
Crade Crade	

ACC503 – Classroom Accommodations By Accommodation Report Interface Screen

- As Of Date Date of report
- Section ID Filter report output to include just the selected section ID range
- Teacher Name Filter report output to include just the selected Teacher Name
- Perm ID Filter report output to include just the specified student attached to the permanent ID
- Last Name Filter report output to include just the students with the specified last name
- First Name Filter report output to include just the students with the specified first name
- Grade Filter report output by grade or range of grades

Classroom Accommodati	on: READ DIR/ASS	IGN - Readin	g in English of	Directions	
tudent Name	SIS Number	Grade	Gender	Accommodation	n Source
Aaron, Harold N.)	968257	11	M	504	
Aaron, Harold N.)	968257	11	M	504	
aron, Harold N.	968257	11	М	504	

ACC503 – Classroom Accommodations By Accommodation Output

Chapter 3: Attendance Reports

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ATD201 – Daily Attendance Profile

Synergy SIS > Attendance > Reports Daily > Individual

The Daily Attendance Profile shows the student's basic demographic information and lists all days and details related to absences.

Print Save Default Reset Saved Default Email Me Name: Daily Attendance Profile Number: ATD201 Page Orientation: Portrait Options Sort / Output Conditions Selection Advanced O student Info Perm ID Gender Image: Condition of the selection of the s	Report ATD201: Daily Attendance Profile CCO.
Name: Daily Attendance Profile Number: ATD201 Page Orientation: Portrait Options Sort / Output Conditions Selection Advanced O Student Info Perm ID Gender Image: Condition of the selection Middle Name Image: Condition of the selection of the select	Print Save Default Reset Saved Default Email Me
Options Sort / Output Conditions Selection Advanced Image: Sort / Output Conditions Selection Advanced Perm ID Gender Image: Sort / Output Selection Selection Perm ID Gender Image: Sort / Output Selection Selection Image: Sort / Output Gender Image: Sort / Output Selection Grade Image: Sort / Output Image: Sort / Output Selection Grade Grade Image: Sort / Output Image: Sort / Output Selection Grade Grade Image: Sort / Output Image: Sort / Output Selection Image: Sort / Output Image: Sort / Output Selection Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output Image: Sort / Output I	Name: Daily Attendance Profile Number: ATD201 Page Orientation: Portrait
Student into Perm ID Gender Last Name First Name Middle Name <th>Options Sort / Output Conditions Selection Advanced</th>	Options Sort / Output Conditions Selection Advanced
Perm ID Gender Last Name First Name Middle Name Grade Grade Image:	Student Info
Grade Grade Grade Grade Image: Im	Perm ID Gender Last Name First Name Middle Name
Date Start Date End 07/03/2017 07/06/2018 07/00000 07/000000 07/0000000000000000	Grade Grade
Date Start Date End 07/03/2017 07/06/2018 Image: Attendance Conditions Minimum Occurrences Continuous Absences If the value below is left blank, then 0 will be used. Count each day as an absence if the all-day amount is greater than or equal to Show Options Reason Code Totals Calculation Type Image: Hide Attendance Notes Display Absence Totals	Dates
Attendance Conditions Minimum Occurrences Continuous Absences If the value below is left blank, then 0 will be used. Count each day as an absence if the all-day amount is greater than or equal to Show Options Reason Code Totals Calculation Type Hide Attendance Notes Display Absence Totals Reason Code Calculation Type Description • Do Not Display Totals By Daily Reason Code (Default): No reason code totals will display (Default) • Sum "All Day" Code Amount: For each student, display the sum of the all day code amounts • Count "All Day" Codes: For each student, display the sum of the all day codes	Date Start Date End 07/03/2017 07/06/2018
Minimum Occurrences Continuous Absences If the value below is left blank, then 0 will be used. Count each day as an absence if the all-day amount is greater than or equal to Show Options Reason Code Totals Calculation Type Image:	Attendance Conditions
Continuous Absences If the value below is left blank, then 0 will be used. Count each day as an absence if the all-day amount is greater than or equal to Show Options Reason Code Totals Calculation Type Hide Attendance Notes Display Absence Totals Reason Code Calculation Type Description Do Not Display Totals By Daily Reason Code (Default): No reason code totals will display (Default) Sum "All Day" Codes: For each student, display the sum of the all day codes Code Table State Stat	Minimum Occurrences
If the value below is left blank, then 0 will be used. Count each day as an absence if the all-day amount is greater than or equal to Count each day as an absence if the all-day amount is greater than or equal to Count each day as an absence if the all-day amount is greater than or equal to Count each day as an absence if the all-day amount is greater than or equal to Count each day as an absence if the all-day amount is greater than or equal to Count each day as an absence if the all-day amount is greater than or equal to Count each day as an absence if the all-day amount is greater than or equal to Count each day as an absence if the all-day amount is greater than or equal to Count each day as an absence if the all-day amount is greater than or equal to Count each day as an absence if the all-day amount is greater than or equal to Count each day as an absence if the all-day amount is greater than or equal to Count all the average day as an absence is the all-day amount is greater than or equal to Count all the average day as an absence is the all-day amount is greater than or equal to all day code amounts Count all the average day as an absence is the all-day code amounts Count all the average day and the all day code amounts Count all the average day and the all day code amounts Count all the average day and the all day code amounts Count all the average day and the all day code amounts Count all the average day and the all day code amounts Count all the average day and the average day and the all day code amounts Count all the average day and the all day code amounts Count all the average day are an average day and the all day code amounts Count all the average day are an average day and the all day code amounts Count and the all da	Continuous Absences
Count each day as an absence if the all-day amount is greater than or equal to Count each day as an absence if the all-day amount is greater than or equal to Count each day as an absence if the all-day amount is greater than or equal to Count Provide Count of the all-day amount is greater than or equal to Count Provide Count of the all-day amount is greater than or equal to Count Provide Count of the all-day amount is greater than or equal to Count Provide Count Provide Count of the all-day amount of the all-day amount is greater than or equal to Count Provide Count of the all-day amount of the all-day code amounts Count Provide Count of the all-day code amounts Count Provide Codes Count Count of the all-day code amounts Count Provide Codes Count Count of the all-day code amounts Count Provide Codes Count Count of the all-day code amounts Count Provide Codes Count Count of the all-day code amounts Count Provide Codes Count Count of the all-day code amounts Count Provide Codes Count Count of the all-day code amounts Count Provide Codes Count Count of the all-day code amounts Count Provide Codes Count Count Count of the all-day code amounts Count Provide Codes Count Coun	If the value below is left blank, then 0 will be used.
Show Options Reason Code Totals Calculation Type Image: Stress of the stres	Count each day as an absence if the all-day amount is greater than or equal to
Reason Code Totals Calculation Type Image: Comparison of the comparison o	Show Options
Hide Attendance Notes Display Absence Totals Reason Code Calculation Type Description Do Not Display Totals By Daily Reason Code (Default): No reason code totals will display (Default) Sum "All Day" Code Amount: For each student, display the sum of the all day code amounts Count "All Day" Codes: For each student, display the count of the all day code s	Reason Code Totals Calculation Type
 Reason Code Calculation Type Description Do Not Display Totals By Daily Reason Code (Default): No reason code totals will display (Default) Sum "All Day" Code Amount: For each student, display the sum of the all day code amounts Count "All Day" Codes: For each student display the count of the all day codes 	Hide Attendance Notes Display Absence Totals
Do Not Display Totals By Daily Reason Code (Default): No reason code totals will display (Default) Sum "All Day" Code Amount: For each student, display the sum of the all day code amounts Count "All Day" Codes: For each student display the count of the all day codes	Reason Code Calculation Type Description
 Sum Individual Day Code Amounts: For each student, display the sum of the all AM and PM code amounts (does not work if the "Count each day as an absence if the all-day amount is greater than or equal to" field contains a value) Count Individual Day Codes: For each student, display the count of the AM and PM codes (does not work if the "Count each day as an absence if the all-day amount is greater than or equal to" field contains a value) 	 Do Not Display Totals By Daily Reason Code (Default): No reason code totals will display (Default) Sum "All Day" Code Amount: For each student, display the sum of the all day code amounts Count "All Day" Codes: For each student, display the count of the all day codes Sum Individual Day Code Amounts: For each student, display the sum of the all AM and PM code amounts (does not work if the "Count each day as an absence if the all-day amount is greater than or equal to" field contains a value) Count Individual Day Codes: For each student, display the count of the AM and PM codes (does not work if the "Count each day as an absence if the all-day amount is greater than or equal to" field contains a value)

- Perm ID, Gender, Last Name, First Name, Middle Name, or Grade Filters the report by the options selected
- Date Start and Date End Filters the report by the dates selected

- **Minimum Occurrences** –Includes in the report only students with a total number of absences equal to or greater than the number entered. The report header displays: "Students With X or More Absences", where X is the number entered in this field.
 - **Continuous Absences** Includes in the report only students with an absence amount equal to or greater than the number entered in **Minimum Occurrences** that occur on consecutive valid school days. The report header displays: "Students With X or More Continuous Absences", where X is the number entered in the **Minimum Occurrences** field.
- Count each day as an absence if the all-day amount is greater than or equal to Adjusts the report output so that a day counts as an absence only if the all-day amount is equal to or greater than the value entered. The value must be numeric, between 0.00 and 1.00, and contain no more than two decimal places. Leaving this field blank defaults the value to 0.00.
- Reason Code Totals Calculation Type Select to indicate how you want the All Day Reason code totals to appear on the report.
 - Do Not Display Totals By Daily Reason Code (Default) No reason code totals display on the report output if you select this option or leave the field blank.
 - Sum "All Day" Code Amount Displays the sum of the all-day code amounts for each student. If Use All Day Code Logic is not selected, values in Reason Code 1 (AM) are counted.
 - Count "All Day" Codes Displays the count of the all-day codes for each student. If Use All Day Code Logic is not selected, values in Reason Code 1 (AM) are counted.
 - Sum Individual Day Code Amounts Displays the sum of all Reason Code 1 (AM) and Reason Code 2 (PM) code amounts for each student.



 Count Individual Day Codes – Displays the count of the Reason Code 1 (AM) and Reason Code 2 (PM) codes for each student.



- Hide Attendance Notes Select to omit any notes attached to a day's absence
- **Display Absence Totals** Includes "Total Absences for Student" on the bottom left of the last page of the report, just above the footer.

ATD201 with No Attendance Conditions Selected

Student Name	Pen	n ID	-	G	ende	r Grade	Grade Track Hon			5
Aaron, Harold N.	9 Nick Name	68257			M	12 rth Date	4	- :	N HC77	
as mane obes by	Tom					05/09/2012			Emerald Ci	ty, CA 99999
555-555-5555	Home Langu English	age		Hisp	d Ra Dan	ic	sity Er	nter D 07/3	ate 1/2015	Leave Date
Custodial Information										
Legal Guardian Franklin, Ben	Phone Type		Phor	ne			Extension	n		
Contact Allowed	as Custody	Lives W	lith	E	Ed. R	ights	M	ailing	s Allowed	
Step-Father Daugherty, Howard	Phone Type Primary		Phor 41	^{пе} 80-555	-996	i 9	Extension	n		
Contact Allowed V H	as Custody	✓ Lives W	/ith	V E	Ed. R	ights	✓ M	ailing	s Allowed	
Father Mucha, Victor	Phone Type Primary		Phor 41	ne 80-555	-665	54	Extensio	n		
Contact Allowed	as Custody	Lives W	/ith		Ed. R	ights	М	ailing	s Allowed	
Mother Daugherty, Diane	Phone Type Work		Phor 41	ne 80-555	-99(69	Extensio	n		
Contact Allowed	as Custody	Lives W	/ith	E	Ed. R	ights	M	ailing	s Allowed	
Attendance Information										
Date Reason 1						Arriv	al Time	De	part Time	Minutes Attend
07/31/2015 1111655						Note	ł			
Date Reason 1						Arriv	al Time	De	part Time	Minutes Attend
08/03/2015 Illness						Note	•			
Date Reason 1						Arriv	al Time	De	part Time	Minutes Attend
08/04/2015 Illness						Note	1			
Date Reason 1						Arriv	al Time	De	part Time	Minutes Attend
08/05/2015 Illness						Note				
Date Reason 1						Arriv	al Time	De	part Time	Minutes Attend
08/10/2015 UNEXCUS	ED UUU					Note				
Date Reason 1						Arriv	al Time	De	part Time	Minutes Attend
08/11/2015 UNEXCUS	ED UUU			-		Note				
Date Reason 1						Arriv	al Time	De	part Time	Minutes Attend
08/42/2045 LINEYCUS	ED UUU									

ATD201 – Daily Attendance Profile Output

ATD201 with Minimum Occurrences, Continuous Absences, and Display Absence Totals Selected

Student Name Zinnerer		Stu	dent ID 7/1972		Gender	Grade		Home Addres	5	P
ast Name Goes	By	Nick Name	14312		Bi	th Date	000	1663 E F Mesa, A2	luber St Z 85620	per
Home Phone	262	Home Langu	age	Ethnicity White			E	nter Date	Leave Date	er, F
400 000 0.	102	Linghon			TTILC.			01104/2011	12/01/2011	Russe
Custodial Info Father	rmation	Phone Type		Phor	1e 80_555_096		Extensio	n		_≝][
Contac	Allowed 🗸 Has	s Custody	✓ Lives W	/ith	✓ Ed. Ri	ghts	VN	ailings Allowed		
Vother Zinnoror K	athorino	Phone Type		Phor	1e 80 555 606		Extensio	n		7
Contac	Allowed V Has	s Custody	✓ Lives W	/ith	00-555-050 ✓ Ed. Ri	ghts	V M	lailings Allowed		
Attendance In	formation									
Date 12/01/2017	Reason Illness					Arriva	l Time	Depart Time	Minutes Attend	
						Note				
Date 12/04/2017	Reason IIIness					Arriva	l Time	Depart Time	Minutes Attend	
Date	Reason					Arriva	l Time	Depart Time	Minutes Attend	
12/05/2017	lliness					Note				1

ATD201 for Twice Daily School with Sum "All Day" Code Amount Selected

Demo School	District		Dai	ly Attend	lance	e Pro	y ofile)	Yea Rep	r: 2017-2018 oort: ATD201
Student Inform	nation									
Student Name			Student ID		Gender	Grade			Home Addres	s
Aaron, Su	Isan	FK					1957 S Mesa, A	Val Vista Z 85204		
Last Name Goe test	is By	Nick	Name	Birth Date 03/08/2012				12		
Iome Phone	Home Language English			Ethnicity White	Ethnicity Enter 1 White 03/					Leave Date
Custodial Info	rmation		_							
Father Aaron, Phill	ip	Phone Cel	lype	Phone 480-	555-67	67	Ext	ension		
-	-									
Contact Al	lowed IHa	as Custo	dy 🗌 Liv	es With		d. Rig	hts		_ Mailings	Allowed
Attendance In	formation									
Date 04/02/2018	Reason Tardy			Absence A	mt	Arriv	al Tin	ne	Depart Time	Minutes Attend
	Reason 2			Absence A	mt 2	Note)			
Date	Reason			Absence A	mt	Arriv	al Tin	ne I	Depart Time	Minutes Attend
04/03/2018	Illness Reason 2			0.50	mt 2	Note				
	Nedbull 2		Absence A		NOTE					
Date 04/09/2018	Reason	Reason				Arriv	al Tin	ne	Depart Time	Minutes Attend
	Reason 2 Tardy			Absence A	mt 2	Note	1			
Date	Reason			Absence A	mt	Arrival Tim		ne I	Depart Time	Minutes Attend
04/10/2018	Peacon 2			Absence A	mt 2	Note				
	lliness			0.50		Note				
Date 04/16/2018	Reason Tardy			Absence A	mt	Arrival Time Depart Time			Minutes Attend	
	Reason 2			Absence A	mt 2	Note				
Date	Reason			Absence A	mt	Arriv	al Tin	ne I	Depart Time	Minutes Attend
04/17/2018	Illness Reason 2			0.50 Absence A	mt 2	Note				
	Illness			0.50						

ATD201 for Twice Daily School with Count "All Day" Codes Selected

Last Name Goes test	By Ni	41 Student ID	F	Grade K		Home Addres	₅ Val Vista IZ 85204		
Last Name Goes test	By Ni	ck Name		Birth Date					
Iome Phone	Home L			03/08	/2012	2			
	Engl	anguage ish	Ethnicity White		Er (nter Date 03/27/2018	Leave Date		
Father	mation Pho	ne Type	Phone	767	Extens	ion			
Aaron, Philip		ell	400-333-0	/0/					
Contact Allo	wed IHas Cus	tody Lives V	Vith 🔲	Ed. Righ	its	Mailings /	Allowed		
Attendance Info	ormation								
Date 04/02/2018	Reason Tardy		Absence Amt	Arriva	al Time	Depart Time	Minutes Attend		
	Reason 2		Absence Amt 2	Note					
Date	Reason		Absence Amt	Arriva	al Time	Depart Time	Minutes Attend		
04/03/2018	Reason 2		Absence Amt 2	Note					
Date	Reason		Absence Amt	Arriva	al Time	Depart Time	Minutes Attend		
04/09/2018	Reason 2		Absence Amt 2	Note					
Date	Reason		Absence Amt	Arriva	al Time	Depart Time	Minutes Attend		
04/10/2018	Reason 2		Absence Amt 2	Note					
	Illness		0.50		1 Time	Deced Tree	Alloudes Attend		
04/16/2018	Tardy		Absence Amt	Arriva	ai Time	Depart Time	Minutes Attend		
	Reason 2 Tardy		Absence Amt 2	Note					
Date 04/17/2018	Reason Illness		Absence Amt 0.50	Arriva	al Time	Depart Time	Minutes Attend		
	Reason 2 Illness		Absence Amt 2 0.50	Note					

ATD201 for Twice Daily School with Sum Individual Day Code Amounts Selected

Aaron, Sus	san By		41		F	K			1957 S	Val Vista	
Last Name Goes test	Ву		4 1			FK			Mesa, A	Z 85204	
	Goes By Nick Name Home Language English			Ethnicity White			。 3/20	112			
ome Phone							Enter Date 03/27/2018			Leave Date	
ather Aaron, Phillip	nation I	Phone Cel	Туре	Phone 480-	555-67	67	Exte	ension			
Contact Allo	wed IHas C	usto	dy 🗌 Lives	s With	DIE	d. Righ	nts	[] Mailings	Allowed	
Attendance Info	ormation										
oate 04/02/2018	Reason Tardy Reason 2			Absence A Absence A	umt umt 2	Arriva	al Tirr	ie I	Depart Time	Minutes Attend	
Date 04/03/2018	Reason Illness			Absence A 0.50	mt	Arriva	al Tirr	e	Depart Time	Minutes Attend	
	Reason 2			Absence A	umt 2	Note					
Date 04/09/2018	Reason 2			Absence A	umt 2	Arriva	al Tirr	e	Depart Time	Minutes Attend	
	Tardy			Absence A	Abacilue Aint 2						
Date 04/10/2018	Reason 2			Absence A	Absence Amt 2		Arrival Time Depart Time		Depart Time	Minutes Attend	
	lliness			0.50	0.50						
04/16/2018	Reason Tardy			Absence A	umt	Arrival Time Depart			Depart Time	Minutes Attend	
	Tardy			Absence A	unt 2	Note					
04/17/2018	Reason IIIness			Absence A 0.50	umt	Arriva	al Tim	ie I	Depart Time	Minutes Attend	
	Reason 2 Illness			Absence A 0.50	umt 2	Note					

ATD201 – Daily Attendance Profile Output

ATD201 for Twice Daily School with Count Individual Day Codes Selected

Student Name Aaron, Su	san	Stude 41	ent ID I	Geno F	der Grad	e K	H	^{ss} Val Vista AZ 85204	
Last Name Goe test	s By	Nick Name			Birth Da	ate 8/201	2		
Iome Phone	hone Home Language			Ethnicity White		E	inter Dat 03/27	e 7/2018	Leave Date
Custodial Info	rmation								
Father Aaron, Phill	ip	Phone Type Cell		Phone 480-555-	6767	Exten	sion		
Contact A	lowed 🔲 Ha	s Custody	Lives W	/ith	Ed. Rig	phts		Mailings	Allowed
Attendance In	formation								
Date 04/02/2018	Reason Tardy		4	Absence Amt	Arri	val Time	De	part Time	Minutes Attend
	Reason 2		4	Absence Amt 2	Not	e			
Date	Reason		4	Absence Amt	Arri	val Time	De	part Time	Minutes Attend
04/03/2018	Reason 2		F	0.50 Absence Amt 2	Not	e			
Date	Reason		4	Absence Amt	Arri	val Time	De	oart Time	Minutes Attend
04/09/2018	Reason 2		-	Absence Amt 2	Not	ė			
	Tardy			ADBEIIGE AITIL 2	1401	6			
Date 04/10/2018	Reason		1	Absence Amt	Arri	val Time	De	part Time	Minutes Attend
	Reason 2 Illness		4	Absence Amt 2 0.50	Not	e			
Date	Reason		4	Absence Amt	Arri	val Time	e Depart Time		Minutes Attend
04/10/2018	Reason 2		4	Absence Amt 2	Not	e			
Date	Reason			Absence Amt	Arri	val Time	De	part Time	Minutes Attend
04/17/2018	Illness Reason 2			0.50 Absence Amt 2	Not	e			
	Illness			0.50		~			

ATD202 – Daily Attendance Minutes Profile

Synergy SIS > Attendance > Reports Daily > Individual

The Daily Attendance Minutes Profile report displays the student's demographic information and lists the minutes entered for every week of the current school year. The report provides total minutes for each week and overall.

Report ATD202: Daily Attendance Minutes Profile
Print Save Default Reset Saved Default Email Me
Name: Daily Attendance Minutes Profile Number: ATD202 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Student Info
Perm ID Gender Last Name First Name Middle Name Grade Grade
Date Range
Start Date End Date 07/05/2018 06/28/2019
Absence Definition
Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4 Unverified ▼ Unexcused ▼ Excused ▼ Absence Reasons □ ↔ ✓ ✓ ✓
Activity Bussspend Couns/admi Counseling Excused Funeral Illness Iss Other Suspension Tardy Unexcused Unverified Vacation Waived
Reason Flags Incl Dialer Incl Reports Incl Letter Report To State

ATD 202 - Daily Attendance Minutes Profile Report Interface Screen

- Perm ID, Gender, Last Name, First Name, Middle Name, or Grade Filters the report by options selected
- Start Date and End Date Filter the report to include only the date range selected
- Reason Type fields, Absence Reasons, or Reason Flags Filters the report by absence types. To select or clear all Absence Reasons, use □ ↔ ☑



ATD202 - Daily Attendance Minutes Profile Output

ATD202.L – Daily Attendance Minutes Profile

Synergy SIS > Attendance > Reports Daily > Individual

The Daily Attendance Minutes Profile report displays the student's demographic information and lists the minutes entered for every week of the current school year. The report provides total minutes for each week and overall. This report includes all Absence Types, the School Activity Type, and those marked as "Toward Apportionment".

This report is a substitution for the ATD202 – Daily Attendance Minutes Profile report and is located in its place in the PAD Tree.

Repor	t ATD202	L: Daily	Attendar	nce Minutes Profile 🗵
🚔 Print 🛛 S	ave Default	Reset Saved De	efault	
Name: Daily At	ttendance Minu	tes Profile Nu	Imber: ATD202.L	Page Orientation: Portrait
Options	Sort / Output	Conditions	Selection	Advanced
Student Info				
Student ID Last Name Grade Grad	Gender Firs	st Name	Middle Name	
 → → Date Range 	•			
Date Start 09/05/2017	Date End	3 🗰		

ATD 202.L - Daily Attendance Minutes Profile Report Interface Screen

- Perm ID, Gender, Last Name, First Name, Middle Name, or Grade Filters the report by options selected
- Start Date and End Date Filters the report to include only the date range selected
- Reason Type fields, Absence Reasons, or Reason Flags Filters the report by absence types. To select or clear all Absence Reasons, use □ ↔ ☑



ATD202.L – Daily Attendance Minutes Profile Output

ATD203 – Daily Attendance By Week

Synergy SIS > Attendance > Reports Daily > List

The Daily Attendance By Week report displays the student's demographic information and lists all student absences in a given date range by week for the current school year.

🝸 Report ATD203: Daily Attendance By Week 💷 🗸 😋 🛛 🔍
Print Save Default Reset Saved Default Email Me
Name: Daily Attendance By Week Number: ATD203 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Student Info
Local ID Gender
Date Range
Start Date End Date 07/01/2015 10/22/2016
Absence Definition
Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4 Unverified Unexcused Excused Excused Image: Constraint of the second second
Absence Reasons $\bigcirc \leftrightarrow \oslash$
Vacation Immuniz Office Lunch Suspension Exc Tardy Psychologi Nurse Immunsusp Waived Positive Inschl Sus Icr A_Unverified Funeral Bussspend A_Unexcused Iss Tardy Inscholsu Late Counseling Message Ace N Activity Late Bus Couns/admi Lice Latesweep Home Susp Other Excused Illness Suspend Suspend Suspend
Reason Flags
Incl Dialer Incl Reports Incl Letter Report To State
Show Options
Show All Day Reason Code Totals

ATD 203 - Daily Attendance By Week Report Interface Screen

- Grade, Gender, Student Perm ID, or Student Name Filters the report by the Student Info options selected
- Date Range Specifies a designated range of dates. It defaults to span the entire year
- Reason Type, Reason Code, or Reason Flag Filters the report by absence type. Reason Type defaults to *Unverified*, *Unexcused*, and *Excused*.
- Show All Day Reason Code Totals Select to show a total of all Reason Codes entered as All Day Codes for the student

ast Name Goes By ome Phone 480-555-9833 ate I 7/13/2015 7/27/2015 8/10/2015	Mon Tu	Nick Na Home La Engl Je Wed	me nguage ish Thu	2	Ethnicity Whi	Birth Date 03/29/199	99 Enter	1609 E Mesa,	Hale S AZ 856	5t 20		
ome Phone 480-555-9833 ate 1 7/13/2015 7/27/2015 8/10/2015	Mon Tu	Home La Engl	nguage ish	1	Ethnicity Whi	00/20/10	Enter			520		
ate // 7/13/2015 7/27/2015 8/10/2015	Mon Tu	ue Wed	Thu			e	07	Date / 14/20	15	Leave 10/2	Date 22/2016	
7/13/2015 7/27/2015 8/10/2015		1	THU.	Fri	D	ate	Mo	n Tue	Wed	Thu	Fri	
7/27/2015 8/10/2015	-				0	7/20/2015						
8/10/2015					0	3/03/2015						
					0	3/17/2015						
8/24/2015					0	3/31/2015						
9/07/2015					0	9/14/2015						
9/21/2015					0	9/28/2015						
0/05/2015					1)/12/2015						
0/19/2015					1	0/26/2015						
1/02/2015					1	1/09/2015						
1/16/2015					1	1/23/2015						
1/30/2015					1	2/07/2015						
2/14/2015					1	2/21/2015						
2/28/2015					0	1/04/2016						
1/11/2016					0	1/18/2016						
1/25/2016					0	2/01/2016						
2/08/2016					0	2/15/2016						
2/22/2016					0	2/29/2016						
3/07/2016					0	3/14/2016						
3/21/2016					0	3/28/2016						
4/04/2016					0	1/11/2016						
4/18/2016					0	4/25/2016						
5/02/2016					0	5/09/2016						
5/16/2016					0	5/23/2016						
5/30/2016					0	6/06/2016						
6/13/2016					0	5/20/2016						
6/27/2016					0	7/04/2016						

ATD203 – Daily Attendance By Week Output

ATD204 – Daily Attendance Totals

The Daily Attendance Totals report displays similar data as the Daily Attendance screen, **Total** tab in report format.

🝸 Report ATD204: Daily Attendance Totals 🗉 🕢 🖸 🖸 😡
Print Save Default Reset Saved Default Email Me
Name: Daily Attendance Totals Number: ATD204 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Student Info
Local ID Gender Last Name First Name Middle Name Grade Grade
Absence Definition
Absence Types ↔ ✓ Unverified Excused Tardy Unexcused Tardy School Activity Unexcused Non-Enrollment
30 Min Late AAA Ace N Activity Alt Lm Ct Appeal Appealed Bus Susp Bussspend Couns/admi Counseling C-Pox Detention Doctor App Exc Tardy Exc Tardy Exc Tardy Excused Funeral Health Home Susp Icr Illness Immuniz Immunsusp Inschl Sus Inscholsu Iss Late Late Bus Latesweep Lice Lice Lunch Message Nurse Nurse Office Other Pager Positive Psychologi Quest. Exc Suspension Sweep Sweep Tardy TEST Unexcused Unextardy Unsatistry Unverified Vacation Waived
Reason Flags Incl Dialer Incl Reports Incl Letter Report To State
Show Options
Display Total Days Enrolled & Attended Display Details Include All Enrolled Schools Data Remove Blank Rows from Excel & CSV Output Files

ATD204 - Daily Attendance Totals Report Interface Screen

- Local ID Limits the report output to the specified student. If left blank, the report output includes all students for that school.
- Gender Limits the report output to the specified gender type
- Last Name, First Name, Middle Name Limits the report output to the specified student. If left blank, the report output includes data for that school.
- Grade Range Specifies the grade range for the report

- Absence Types, Absence Reasons, Reason Flags Limits the report output to the specified Absence Types, Absence Reasons, or Reason Flags. This is a required field for the report. You must select at least one option from Absence Type, Absence Reasons, or Reason Flags.
- **Display Total Days Enrolled & Attended** If selected, the report displays a total number of days the students are enrolled in school and the number of possible days for attendance.
- Display Details Displays details for each attendance reason marked along with the date
- Include All Enrolled Schools Data Displays attendance records for all of the schools
 each student is enrolled in
- Remove Blank Rows from Excel & CSV Output Files Rows without a particular absence reason or absence type do not show on report output to avoid repetitive blank rows

Demo School District Exceluence in Efficientes		Daily /	Attendan	ce Tot	als	Rep	oort: ATD204	
		07/04	4/2016 - 06	/13/2017				
tudent Information	5	SIS Number	Geno	der Grade	Track	Home Address	i	P
Addington, Paula N	И.	871686	F	12		2527 E Fox	St	dir
ast Name Goes By	Nick Name			Birthdate 03/11/	1999	Tempe, AZ	85662	Igto
Home Phone 480-555-4628	Home Langu Englis	uage h	Ethnicity White		Ente	er Date 7/05/2016	Leave Date 07/07/2017	on, P
								aula
Attendance Reason To	tale			tondance	a Type 1	Totale		M
Attendance Reason	Date 1	Fotals Percent	tage Att	endance Ty	pe	Date	e Totals Percer	ntage
Unexcused			Un	excused				

ATD204 – Daily Attendance Totals Output

ATD401 – Daily Student Absence Totals

Synergy SIS > Attendance > Reports Daily > Summary

The Daily Student Absence Totals report lists all students at a school for a given date range and displays the total number of absences recorded for each absence reason. This report includes parent phone numbers.

▼ Report ATD401: Daily Student Absence Totals
Print Save Default Reset Saved Default
Name: Daily Student Absence Totals Number: ATD401 Page Orientation: Landscape
Options Sort / Output Conditions Selection Advanced
Student Info
Grade ▼ → ▼
Attendance Conditions
Start End
07/04/2016
Minimum Amount
1.00
Count each day as an absence if the all-day amount is greater than or equal to
Totaling Type
Report Description
Report displays up to 9 distinct absence reasons. Additional absences are counted under "other" column
Absence Definition
Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4
Unverified Unexcused Excused
Absence Reasons □ ↔ 🕑
Activity Couns/admi Counseling Exc Tardy
Excused Funeral IIIness Iss
Suspension Tardy Unexcused Unverified
Vacation Waived
Reason Flags
Incl Dialer Incl Reports
Inci Letter Report To State
Report Options
Show Parent Selection Criteria
Parent/Guardians without a contact priority will be listed last.
Darant Indicators
Include Decente
USE ASIENS TO INDICATE CONTACT Allowed
Include Parents □ ↔ 🕑
Contact Allowed Enrolling Parent Has Custody Mailings Allowed
Educational Rights Financial Responsibility Lives With Release To

ATD401 – Daily Student Absence Totals Report Interface Screen

- Grade Filters the report by grade
- Start Date and End Date Filters the report by the date rage entered
- Minimum Amount Shows only students with more than the entered number of absences selected in the Absence Definition area

- Include Concurrent Students Reports concurrent students as well
- Count each day as an absence if the all-day amount is greater than or equal to Indicates a specific all-day value to count as an absence
- Totaling Type Indicates how you want the absence amounts totaled
- Reason Type, Absence Reasons, or Reason Flags Filters by absence options. To define the Reason Flags, go to the District and School Attendance Codes screens. If the absence reason is an Incl Dialer reason and you select that flag, the reason displays in the

report. To select or clear all Absence Reasons, use $\Box \leftrightarrow arepsilon$.

- Show Parent Selection Criteria Displays parent selection criteria on the report
- Parent/Guardians without a contact priority will be listed last. Parents and Guardians without a value in the Order By column (on the Parent/Guardian tab of the Student screen) display at the bottom of the Parent list in the output.
- Include Parents Select whether to filter by the parents who meet all the criteria (default) or the parents who meet any criteria of those options selected below.
- Use Asterisk * to indicate Contact Allowed Prints an asterisk next to the parents who have the Contact Allowed option selected on the Parent/Guardian tab of the Student screen.

		S	Year: 2013-2014 Report: ATD401				
Student Name	Perm ID	Grade	Parent	Phone Ext	Absent Excused 055	Unexcused Days	
T1000.000	-	09	·	360-555-1234	1.00 1.00	2.00	
Anton Antonia (1011030	09	 Instituti i famili 	503-555-1234	1.00 1.00	2.00	
NAME OF BRIDE	WARTER	09	·	503-555-1234	1.00	1.00	
the restore states	1000	09	· 000000 - 00	503-555-1234	1.00	1.00	

ATD401 – Daily Student Absence Totals Output

ATD402 - Daily Attendance List

Synergy SIS > Attendance > Reports Daily > List

The Daily Attendance List report lists all student absences in a given date range as well as the student arrival and departure time with total minutes for the day. It also lists the parents' phone numbers for each student, which the school can use for attendance verification.

Report ATD402: Daily Attendance List
Print Save Default Reset Saved Default Email Me
Name: Daily Attendance List Number: ATD402 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Student Info
Grade Grade Gra
Attendance Conditions
Date Start Date End 07/01/2017 06/30/2018 Include Attendance Detail (Note, Arrival Time, Depart Time, Absence Reason, etc.) Minimum Occurences (If the value below is left blank, then 0 will be used) Continuous Absences Count each day as an absence if the all-day amount is greater than or equal to
Absence Definition
Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4 Unverified • Unexcused • Excused • Absence Reasons • • • • • Absence Reasons • • • • • Ace N Activity Bussspend Couns/admi Counseling Exc Tardy Excused Funeral Illness Iss Lice Other Suspension Tardy Unexcused Unverified Vacation Waived • •
Reason Flags
Ind Dialer Ind Letter
Report Options
Show Parent Selection Criteria Display Absence Totals
Parent Indicators
Parent Selection Criteria Use Asterisk * to Indicate Contact Allowed
Parental Indicators Contact Allowed Educational Rights Enrolling Parent Financial Responsibility Has Custody Lives With Mailings Allowed Release To

ATD402 – Daily Attendance List Report Interface Screen

Report Options:

- Grade Filters the report by grade
- Use Student's Home Phone Prints the student's phone number
- Show Parent Information Prints the parent names, relationship category, phone number type, and phone number
- Start Date and End Date Filters the results based on the date range provided
- Include Attendance Detail Prints any attendance notes, the arrival and departure times, and the minutes attended
- Date Start and Date End Filters the report by dates selected
- **Minimum Occurrences** –Includes in the report only students with a total number of absences equal to or greater than the number entered. The report header displays: "Students With *X* or More Absences", where *X* is the number entered in this field.
 - **Continuous Absences** Includes in the report only students with an absence amount equal to or greater than the number entered in **Minimum Occurrences** that occur on consecutive valid school days. The report header displays: "Students With X or More Continuous Absences", where X is the number entered in the **Minimum Occurrences** field.
- Count each day as an absence if the all-day amount is greater than or equal to Adjusts the report output so that a day counts as an absence only if the all-day amount is equal to or greater than the value entered. The value must be numeric, between 0.00 and 1.00, and contain no more than two decimal places. Leaving this field blank defaults the value to 0.00.
- Reason Type, Absence Reasons, or Reason Flags Filters by absence reason. To define the Reason Flags, go to the District and School Attendance Codes screens. If the absence reason is an Incl Dialer reason and you select that flag, the reason displays in the report. To select or clear all Absence Reasons, use □ ↔ ^C.

• Display Absence Totals - Includes a "Total" for each student.

• Filter the parents displayed on the report in the Parent Indicators section. Select whether to filter by the parents who meet all the criteria (default) or the parents who meet any criteria of those selected below in the Include Parents section. Select **Use Asterisk * to indicate Contact allowed**, as necessary.

ATD402 with No Attendance Conditions Selected

Demo School District Eccelerce In Effication		Daily From 07/	Attendanc 04/2016 to 00	e List 6/01/2017	Year: 201 Report: AT[6-2017 0402
Student Name	Perm ID	Grade	Date	Reason 1	Amt 1 Reason 2	Amt 2
(Aaron, Harold N.)	968257	10	11/07/2016	Unexcused	1.00	
			11/08/2016	Excused	1.00	
			11/09/2016	Unexcused	1.00	
			11/10/2016	Unexcused	1.00	
			11/11/2016	Unexcused	1.00	
			01/02/2017	Unexcused	1.00	
			01/03/2017	Waived	1.00	
		10	01/04/2017	lliness	1.00	
Abbott, Billy C.	905483	12	09/05/2016	Suspension	1.00	
			12/05/2016	Suspension	1.00	
			12/05/2010	liiness Cuessasiaa	1.00	
			03/13/2017	Suspension	1.00	
Abarasthy Bruss V	070420	11	03/14/2017	Suspension	1.00	
Abematny, bruce v.	0/8130		03/13/2017	lliness	1.00	
Assurada Ashlav	001920	10	04/21/2017	Suspension	1.00	
Abevedo, Ashley	801000	10	04/24/2017	Suspension	1.00	
			04/25/2017	Suspension	1.00	
Acevedoo Bruce	886630	11	09/12/2016	Excused	1.00	
	00000		11/15/2016	Suspension	1.00	
			12/19/2016	Unexcused	0.00	
			05/01/2017	Unexcused	1.00	
(Adair, Alan W.)	871626	11	07/14/2016	Illness	1.00	
Adair, Timothy S.	888621	11	08/18/2016	Excused	1.00	
			08/29/2016	Illness	1.00	
Adams, Howard T.	873985	12	07/15/2016	Illness	1.00	
			07/28/2016	Illness	1.00	
			07/29/2016	Illness	1.00	
			08/25/2016	Illness	1.00	
Adams, Martin C.	887623	11	08/11/2016	Excused	1.00	
			08/12/2016	Excused	1.00	
			08/15/2016	Excused	1.00	
Adams, Scott M.	939208	12	09/12/2016	Excused	1.00	
Adams, Sean B.	877340	12	08/25/2016	Excused	1.00	
			08/26/2016	Excused	1.00	
			08/29/2016	Excused	1.00	
			08/30/2016	Excused	1.00	
			09/01/2016	Excused	1.00	
			09/26/2016	Unexcused	1.00	
			09/27/2016	Unexcused	1.00	
			10/03/2016	Unexcused	1.00	
Adams, Stephen J.	901622	10	08/23/2016	lliness	1.00	
Adamski, Alan M.	872035	10	07/21/2016	Suspension	1.00	
			07/22/2016	Suspension	1.00	
			07/25/2018	Suspension	1.00	
Addicates Davis M	074800	10	07/26/2016	Suspension	1.00	
Addington, Paula M.	6/1080	12	12/12/2016	liness	0.11	
Aalvoet Jasse J	044222	12	07/29/2016	Evensed	100	
Aeroel, Jesse J.	844233	12	0//28/2010	Excused	1.00	

ATD402 – Daily Attendance List Output

ATD402 with Minimum Occurrences, Continuous Absences, and Display Absence Totals Selected

Student Name Student VD Grade Carde Date Reason 1 Ant 1 Reason 2 Ant 2 Torres, Tammy E. 874320 12 Female 07/11/2017 Iness 1.00 07/01/2017 Iness 1.00 <td< th=""><th>Demo School District</th><th></th><th>Dai From Students</th><th>ly Att 7/1/2 with 2 or</th><th>endanc 017 to 11/ More Contine</th><th>e List 30/2017 Juous Absence</th><th>R</th><th>eport: ATD402</th><th>2</th><th></th></td<>	Demo School District		Dai From Students	ly Att 7/1/2 with 2 or	endanc 017 to 11/ More Contine	e List 30/2017 Juous Absence	R	eport: ATD402	2	
Torres, Tammy E. 874320 12 Female 07/11/2017 liness 1.00 07/132017 liness 1.00 07/132017 liness 1.00 07/142017 liness 1.00 07/142017 liness 1.00 07142017 liness 1.00 07/142017 liness 1.00 Total 5.00 5.00 5.00 5.00 5.00 Yangas, Jennifer 884708 12 Female 6807/2017 liness 1.00 Total 09002017 Excused 1.00 00002017 Excused 1.00 Total 09002017 liness 1.00 00002017 liness 1.00 Work (Katherine E. 067731 12 Female 0702017 liness 1.00 071112017 liness 1.00 07202017 liness 1.00 072102017 liness 1.00 072102017 liness 1.00 072102017 liness 1.00 072102017	Student Name	Student ID	Grade	Gender	Date	Reason 1	Amt 1	Reason 2	Amt 2	
Total 500 607/14/2017 Iness 1.00 Total 711/2017 Iness 1.00 Total 707/2017 Iness 1.00 </td <td>Torres, Tammy E.</td> <td>874320</td> <td>12</td> <td>Female</td> <td>07/11/2017</td> <td>lliness</td> <td>1.00</td> <td></td> <td></td> <td></td>	Torres, Tammy E.	874320	12	Female	07/11/2017	lliness	1.00			
Total 500 071/12017 illness 1.00 Total 500 5.00 5.00 Vargas, Jennifer 848708 12 Femaio 071/12017 illness 1.00 Total					07/13/2017	Illness	1.00			
07/17/2017 Ilness 1.00 07/18/2017 Ilness 1.00 Total 5.00 5.00 Vargas, Jennifer 884708 12 Female 07/14/2017 Ilness 1.00 Total 2.00 2.00 000/0217 Excused 1.00 2.00 Winker, Judy L 989295 12 Female 08/07/2017 Excused 1.00 2.00 Total 2.00 08/09/2017 Excused 1.00 2.00 2.00 Work, Katherine E. 987731 12 Female 07/07/2017 Ilness 1.00 2.00 Work, Katherine E. 987731 12 Female 07/07/2017 Ilness 1.00 2.00 7/02/02/07 Ilness 1.00 2.00 <td< td=""><td></td><td></td><td></td><td></td><td>07/14/2017</td><td>Illness</td><td>1.00</td><td></td><td></td><td></td></td<>					07/14/2017	Illness	1.00			
Total 5.00 5.00 Vargas, Jennifer 884705 12 Fenale 07/13/2017 Ilness 1.00 Total 77.82017 Ilness 1.00 2.00 Winder, Judy L. 096205 12 Fernale 08/07/2017 Excused 1.00 Total 097713 12 Fernale 07/10/2017 Ilness 1.00 Word, Katherine E. 987731 12 Fernale 07/07/2017 Ilness 1.00 07/10/2017 Ilness 1.00 07/10/2017 Ilness 1.00 07/10/2017 Ilness 1.00 07/10/2017 Ilness 1.00 07/10/2017 Ilness 1.00 07/10/2017 Ilness 1.00 Total 07/202017 Ilness 1.00 0 5.00 Wood, Sharon C. 877038 12 Fernale 07/202017 Excused 1.00 Total 07/202017 Excused 1.00 0 0 Yongkans, Larry D. <td></td> <td></td> <td></td> <td></td> <td>07/17/2017</td> <td>lliness</td> <td>1.00</td> <td></td> <td></td> <td></td>					07/17/2017	lliness	1.00			
Total 5.00 5.00 Vargas, Jennifer 884706 12 Female 07/13/2017 Illness 1.00 Total 200 80/07/13/2017 Excused 1.00 2.00 2.00 Winkler, Judy L. 0859295 12 Female 80/07/2017 Excused 1.00 2.00 2.00 Minkler, Judy L. 0859295 12 Female 80/07/2017 Excused 1.00 2.00 2.00 Wold, Katherine E. 097731 12 Female 07/102017 Illness 1.00 2.00 2.00 Wold, Sharon C. 877030 12 Female 07/212017 Illness 1.00 2.00 <t< td=""><td></td><td></td><td></td><td></td><td>07/18/2017</td><td>lliness</td><td>1.00</td><td></td><td></td><td></td></t<>					07/18/2017	lliness	1.00			
Vargas, Jennifer 884708 12 Female 07/14/2017 liness 1.00 Total	Total						5.00			5.00
Total 1.00 Winkler, Judy L 050205 12 Female 0807/2017 Excused 1.00 Total	Vargas, Jennifer	884706	12	Female	07/13/2017	lliness	1.00			
Total 2.00 2.00 Winkler, Judy L. 989295 12 Female 08/07/2017 Excused 1.00 Total 707/2017 Ilness 1.00 Wolf, Katherine E. 987731 12 Female 07/07/2017 Ilness 1.00 Wolf, Katherine E. 987731 12 Female 07/07/2017 Ilness 1.00 Total 07/01/2017 Ilness 1.00 1.00 1.00 Total 07/10/2017 Ilness 1.00 5.00 Wood, Sharon C. 877036 12 Female 07/20/2017 Ilness 1.00 2.00 Yungkans, Larry D. 110018 12 Male 07/21/2017 Excused 1.00 2.00 Yungkans, Larry D. 110018 12 Male 07/21/2017 Excused 1.00 3.00 3.00 Total 3.00 3.00 3.00 3.00					07/14/2017	lliness	1.00			
Winkler, Judy L 983295 12 Female 08/07/2017 Excused 1.00 Total 2.00 2.00 0.00 2.00 Wolf, Katherine E. 987731 12 Female 07/07/2017 Ilness 1.00 Official Female 07/07/2017 Ilness 1.00 07/01/2017 Ilness 1.00 Official Female 07/07/2017 Ilness 1.00 07/01/2017 Ilness 1.00 Ortal Female 07/02/2017 Ilness 1.00 5.00 5.00 Wood, Sharon C. 877036 12 Female 07/21/2017 Ilness 1.00 Total C 7/20/2017 Ilness 1.00 2.00 2.00 Yungkans, Larry D. 110018 12 Male 07/21/2017 Excused 1.00 2.00 Yungkans, Larry D. 110018 12 Male 07/21/2017 Excused 1.00 Total S 3.00 3.00 3.00	Total						2.00			2.00
Total 2.00 2.00 Wolf, Katherine E. 987731 12 Female 0707/2017 Ilness 1.00 0711/2017 Ilness 1.00 0771/2017 Ilness 1.00 0701/2017 Ilness 1.00 0707/2017 Ilness 1.00 0701/2017 Ilness 1.00 0707/2017 Ilness 1.00 0701/2017 Ilness 1.00 0707/2017 Ilness 1.00 Total 7500 7500 7500 Wood, Sharon C. 877036 12 Female 072/2017 Ilness 1.00 Total 721/2017 Ilness 1.00 720/2017 Yungkans, Larry D. 110016 12 Male 0721/2017 Excused 1.00 Total 500/20207 Excused 1.00 720/20207 Total 500/20207 720/20207 Total <td>Winkler, Judy L.</td> <td>956295</td> <td>12</td> <td>Female</td> <td>08/07/2017</td> <td>Excused</td> <td>1.00</td> <td></td> <td></td> <td></td>	Winkler, Judy L.	956295	12	Female	08/07/2017	Excused	1.00			
Total 2.00 2.00 Wolf, Katherine E. 987731 12 Female 070702017 Illness 1.00 07102017 Illness 1.00 071112017 Illness 1.00 Total 877036 12 Female 07202017 Illness 1.00 Total 77212017 Illness 1.00 5.00 5.00 Wood, Sharon C. 877036 12 Female 07202017 Illness 1.00 Total 72712017 Illness 1.00 2.00 2.00 Yungkans, Larry D. 110016 12 Male 07212017 Excused 1.00 Total 7252017 Excused 1.00 3.00 3.00					08/08/2017	Excused	1.00			_
Wort, Katherine E. 987731 12 Female 07/10/2017 Illness 1.00 07/10/2017 Illness 1.00 07/10/2017 Illness 1.00 07/10/2017 Illness 1.00 07/10/2017 Illness 1.00 Total 5.00 5.00 5.00 5.00 5.00 Wood, Sharon C. 877038 12 Female 07/202017 Illness 1.00 Total 5.00 07/21/2017 Illness 1.00 5.00 Wood, Sharon C. 877038 12 Female 07/20/2017 Illness 1.00 Total 2.00 2.00 07/24/2017 Excused 1.00 07/24/2017 Excused 1.00 Total 5.00 5.00 3.00 3.00 3.00	Total			_			2.00			2.00
07/10/2017 Illness 1.00 07/11/2017 Illness 1.00 07/2012017 Illness 1.00 Total 5.00 5.00 Wood, Sharon C. 877036 12 Female 07/21/2017 Illness 1.00 Total 07/21/2017 Illness 1.00 5.00 5.00 Yungkans, Lany D. 110016 12 Maie 07/21/2017 Excused 1.00 Yungkans, Lany D. 110016 12 Maie 07/21/2017 Excused 1.00 Total - - 3.00 3.00 3.00	Wolf, Katherine E.	987731	12	Female	07/07/2017	lliness	1.00			
Of/11/2017 Illness 1.00 07/20/2017 Illness 1.00 Total 5.00 5.00 Wood, Sharon C. 877036 12 Female 07/20/2017 Illness 1.00 Total 07/21/2017 Illness 1.00 0/7/21/2017 Illness 1.00 Total 07/21/2017 Illness 1.00 2.00 Yungkans, Larry D. 110016 12 Male 07/21/2017 Excused 1.00 07/25/2017 Excused 1.00 07/25/2017 Excused 1.00 Total - 07/25/2017 Excused 1.00 3.00 Total - - 3.00 3.00 3.00					07/10/2017	lliness	1.00			
Or/20/2017 Illness 1.00 Total 5.00 5.00 Wood, Sharon C. 877036 12 Female 07/20/2017 Illness 1.00 Total 2.00 2.00 Yungkans, Lamy D. 110016 12 Male 07/21/2017 Excused 1.00 Total 2.00 2.00 Yungkans, Lamy D. 110016 12 Male 07/21/2017 Excused 1.00 Total 3.00 3.00 Total 3.00 3.00 Total 3.00 3.00					07/11/2017	lliness	1.00			
Op/11/2017 Niness 1.00 Total 5.00 6.00 Wood, Sharon C. 877038 12 Female 07/21/2017 Niness 1.00 Total					07/20/2017	lliness	1.00			
Total 5.00 5.00 Wood, Sharon C. 877036 12 Female 07/20/2017 Illness 1.00 Total 07/21/2017 Illness 1.00 2.00 2.00 Yungkans, Larry D. 110016 12 Male 07/21/2017 Excused 1.00 Yungkans, Larry D. 110016 12 Male 07/21/2017 Excused 1.00 Total 77/24/2017 Excused 1.00 1.00 1.00 Total 07/24/2017 Excused 1.00 1.00 Total 07/25/2017 Excused 1.00 3.00 3.00					09/11/2017	lliness	1.00			
Wood, Sharon C. S / 7030 1 / 2 Permaie 0 //2012/11 Inless 1.00 Total	Total	077008	10	C	07000047		5.00			5.00
Total 2.00 2.00 Yungkans, Larry D. 110016 12 Male 07/21/2017 Excused 1.00 07/25/2017 Excused 1.00 07/25/2017 Excused 1.00 Total 3.00 3.00 3.00 3.00 3.00	Wood, Sharon C.	877036	12	Female	07/20/2017	lliness	1.00			
Total 2.00 2.00 Yungkans, Larry D. 110016 12 Male 07/21/2017 Excused 1.00 07/25/2017 Excused 1.00 3.00 3.00	Total				0//21/2017	liness	1.00			2.00
Total 110010 12 Male 07/21/2017 Excused 1.00 07/24/2017 Excused 1.00 07/25/2017 Excused 1.00 3.00 3.00	Total	440048	40	Mala	07/04/00/17	Descent	2.00			2.00
Total 1.00 07/25/2017 Excused 1.00 3.00 3.00	rungkans, Larry D.	110010	12	Mare	07/24/2017	Excused	1.00			
Total 3.00 3.00					07/25/2017	Excused	1.00			
· • • • • • • • • • • • • • • • • • • •	Total				0112012011	Excused	3.00			3.00

ATD402 – Daily Attendance List Output

ATD403 – Daily Absent List

Synergy SIS > Attendance > Reports Daily > List

The Daily Absent List displays all students absent on a given day by section.

Report ATD403: Daily Absent List	•
Print Save Default Reset Saved Default Email Me	
Name: Daily Absent List Number: ATD403 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Section ID Teacher	
Use Student's Home Phone	
Absence Info	
Date 09/25/2018 Reason Type 1 Reason Type 2 Reason Type 1 Reason Type 3 Reason Type 1 Reason Type 4 Unverified ✓ Unexcused ✓ Absence Reasons ↔	
Activity Bussspend Couns/admi Counseling Excused Funeral Iliness Iss Other Suspension Tardy Unexcused Unverified Vacation Waived	
Include Attendance Detail (Note, Arrival Time, Depart Time, Absence Reason, Note, etc.) Include Phone Log	
Parent Info	
Has Custody I Lives With I Contact Allowed Educational Rights Mailings Al	lowed

ATD403 - Daily Absent List Report Interface Screen

- Section ID or Teacher Prints the report for only one section or teacher. By default, the report prints for all sections and teachers.
- Use Student's Home Phone Prints the student's home phone number
- Date Prints attendance details for the date entered
- Reason Types or Absence Reasons Filters the report by absence type. To select or clear all Absence Reasons, use □ ↔ ☑.
- Include Attendance Detail Includes any attendance notes, the arrival and departure times, and the minutes attended
- Include Phone Log Prints all phone numbers listed for the parent/guardian
- Parent Info Select which parents to include in the report based on the rights selected on the Parent/Guardian tab of the Student screen.

		08/0	04/2015				
Section: 000000	0001001	Teacher: Jackso	n, Kathy		Room: 112		
Student Name	Perm ID	Grade Gender	Relation	Parent Name	Туре	Phone	Extn
Aaron, Harold N.	968257	12 Male	Mother	Daugherty, Diane	Primary	480-555-9969	
			Step-Eather	Daugherty Howard	Work	480-555-3961	
				2 aug. c	Primary	480-555-9969	
					Cell	480-555-1225	
			Legal	Franklin, Ben			
			Father	Mucha, Victor	Primary	480-555-6654	

ATD403 - Daily Absent List Output
ATD404 – Daily Tardy List

Synergy SIS > Attendance > Reports Daily > List

The Daily Tardy List displays all students who were tardy on a given day by section, with parent phone numbers.

Report ATD404: Daily Tardy List
Print Save Default Reset Saved Default Email Me
Name: Daily Tardy List Number: ATD404 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Section ID
leacher
Use Student's Home Phone
Absence Info
Date 01/08/2018
Reason Type 1 Reason Type 2 Excused Tardy Unexcused Tardy <lu> </lu> Image: Constraint of the second tardy Image: Constraint of the second tardy Image: Constraint of the second tardy
Include Attendance Detail (Note, Arrival Time, Depart Time, Absence Reason, Note, etc.)
Parent Info
Has Custody Lives With Contact Allowed Educational Rights Mailings Allowed

ATD404 - Daily Tardy List Report Interface Screen

- Section ID or Teacher Prints the report for only one section or teacher. By default, the report prints for all sections and teachers.
- Use Student's Home Phone Prints the student's home phone number
- Date Prints the report for the date entered
- **Reason Types** Prints the selected tardy reasons on the report. There are only two options because most schools only have two types of tardies *Excused* and *Unexcused*.
- Include Attendance Detail Prints any attendance notes, the arrival and departure times, and the minutes attended
- · Parent Info Filters output by selected parent indicators

)			Hope F Daily 08	ligh Sch Tardy Li /19/2015	st	Year: Repo	2015-2016 rt: ATD404	
Section Peri 00000000100 1	od Cours MA2	e ID 27	Course Title Algebra I		Teacher Jackson	, Kathy	Room 112	Track 5 Day N
Student Name	Perm ID	Trk	Grade Gende	r Relation	Parent Name	Туре	Phone	Extn
Aaron, Harold N.	968257	4 Day	12 Male	Step-Father	Daugherty, Howard	Work	480-555-3961	
				Step-Father	Daugherty, Howard	Primary	480-555-9969	
				Step-Hatner	Daugnerty, Howard	Cell	480-000-1220	
				Father	Franklin Ben	Primary	480-000-0004	
				Guardian	r rankin, ben			
				Mother	Daugherty, Diane	Primary	480-555-9969	
				Mother	Daugherty, Diane	Work	480-555-9969	

ATD404 – Daily Tardy List Output

ATD405 – Daily Perfect Attendance List

Synergy SIS > Attendance > Reports Daily > List

The Daily Perfect Attendance List displays all students who were not absent or tardy for a given date range by section. It also includes parent contact numbers.

Report ATD405: Daily Perfect Attendance List
Print Save Default Reset Saved Default Email Me
Name: Daily Perfect Attendance List Number: ATD405 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Date Range
Start Date End Date 07/05/2018 09/25/2018
Student Info
Grade Grade → → → Section ID 0002 Staff Arthur A., Andrea → Minimum Days Enrolled
C Ver Curte de C Lines With C Contest Allowed C Educational Dickto C Mailions Allowed
Show Only One Parent
Absence Definition
Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4 Unverified • Unexcused • • • •
Absence Reasons □ ↔ 🕑
Activity Bussspend Couns/admi Counseling Excused Funeral Illness Iss Other Suspension Tardy Unexcused Unverified Vacation Waived
Reason Flags
Incl Dialer Incl Reports Incl Letter Report To State

ATD405 – Daily Perfect Attendance List Report Interface Screen

- Start Date and End Date Prints the report for the selected date range
- Grade Filters the report by grade
- Section ID or Staff Prints the report for only one section or teacher. By default, the report
 prints for all sections and teachers.
- Minimum Days Enrolled Prints only students enrolled for a set number of days
- Hide Student Detail Excludes all personal information from the report, including the permanent ID, parent/guardian names, and phone numbers
- Parent Info Select which parents to include in the report. This only displays if you clear the Hide Student Detail option.

• Reason Type, Absence Reasons, or Reason Flags – Filters by absence reason. To define the Reason Flags, go to the District and School Attendance Codes screens. If the absence reason is an Incl Dialer reason and you select that flag, the reason displays in the report. To

select or clear all Absence Reasons, use □ ↔ .

0		Daily Perf From 07/	ect Attendance 03/2015 to 08/24/2	List Repo	ort: ATD405	•
Section P 00000000100 1	eriod Course ID MA27	Course Title Algebra I		Jackson, Kathy	Room 112	Track 5 Day V
Student Name	Perm ID	Trk Grade Gender	Relation Parent	Phon	e Ext	
Simmon, Carly Taylor, James	997250 997169	10 Female 12 Male	Mother Simmon	, Simmonand		
08/24/2015 2-28 DM		E 4	unaint Sahaal District			

ATD405 – Daily Perfect Attendance List Output

ATD406 – Daily Student List by Attendance

Synergy SIS > Attendance > Reports Daily > List

The Daily Student List by Attendance lists all students with a given number of absences for a specific date range.

You can generate the ATD406 from the district level. The school location displays in the header for each school. You can also schedule the report to run at a specific time.

 ✓ Report AID406: Daily Student List by Attendance ▲ Print Save Default Reset Saved Default Email Me
Name: Delly Student List by Attendence, Number: ATDAOC, Dago Orientation: Landscare
Ontions Sort / Output Conditions Selection Advanced
Grade
Attendance Conditions
Start End 09/30/2016 06/30/2017 Minimum Occurrences 1 1 0 Check for Continuous Absences 1 If the value below is set, then the AM absence amount must be greater than or equal to the value entered for the absence to be counted. Count each day as an absence if the all-day amount is greater than or equal to Use Total Absent Percent
Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4 Unverified Unexcused Excused • Absence Reasons Appeal Suspension Other Immuniz Bussspend Activity Tardy Alt Lm Ct Unverified Excused Unexcused Vacation Unverified Excused Sweep Reason Flags Incl Dialer Incl Reports Benort To State

ATD406 - Daily Student List By Attendance Report Interface Screen

- Grade Filters the report by grade
- Start Date and End Date Filters the report by date range
- **Minimum Occurrences** Prints only students with more than the number of absences entered of the type selected in the Absence Definition area. You can enter decimal numbers in this field.

- Check for Continuous Absences Prints continuous absences. For example, if you enter 10 for Minimum Occurrences and select this option, the report lists students with absences lasting 10 or more days in a row.
- Count each day as an absence if the all-day amount is greater than or equal to Define what appears on the report by entering the amount of an all-day absence. Student absences equal to or greater than the value in this field are recognized as absences.
- Reason Type, Absence Reasons, or Reason Flags Filters by absence reason. To define the Reason Flags, go to the District and School Attendance Codes screens. If the absence reason is an Incl Dialer reason and you select that flag, the reason displays in the report. To

6			Hope High School Daily Student List by Attendance Students With 1 or More Absences From 07/03/2015 to 08/24/2015	Year: 2015-2016 Report: ATD406
Student Name	Perm ID	Grade		
Aaron, Harold N.	968257	12	—	
Abbott, Bobby	997149	12		

select or clear all Absence Reasons, use $\bigcirc \Leftrightarrow \oslash$.

ATD406 - Daily Student List By Attendance Output

ATD407 – End of Year Attendance List

Synergy SIS > Attendance > Reports Daily > List or

Synergy SIS > Attendance > Reports Period > List

The End of Year Attendance List report lists all students enrolled at the school during the year and shows their total days enrolled, days present, and days absent. It also shows their enter date and leave date.

Report ATD407: End Of Year Attendance List
Print Save Default Reset Saved Default Email Me
Name: End Of Year Attendance List Number: ATD407 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Attendance Conditions
If the value below is left blank, then 0 will be used.
Count each day as an absence if the all-day amount is greater than or equal to
O Dates
Date Start Date End
07/01/2017
0.4
Absence Definition
Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4
Unverified - Unexcused - Excused -
Ace N Activity Bussspend Couns/admi Counseling Exc Tardy Excused Funeral Illness Iss Lice Other Suspension Tardy Unexcused Unverified
Minimum Absences
For a "Baried Attendance" school "Minimum Absences" is the number of periods in a
single day the student must be absent in order to be shown as absent for a full day.
For a "Daily Attendance" school, "Minimum Absences" is the amount of absence, in a single day, the student must achieve in order to be shown as absent for a full day. In order to show a student absent, regardless of the amount absence in a single day, enter a "0" or "blank" in the "Minimum Absences" field.
Filters
Grade
09 10 11 12
Report Options
Display Absence Totals

ATD407 - End Of Year Attendance List Report Interface Screen

- Count each day as an absence if the all-day amount is greater than or equal to Adjusts the report output so that a day counts as an absence only if the all-day amount is equal to or greater than the value entered. The value must be numeric, between 0.00 and 1.00, and contain no more than two decimal places. Leaving this field blank defaults the value to 0.00.
- Date Start and Date End Prints the report for the grade range indicated
- Reason Type or Absence Reasons Filters the report by absence reason. To select or clear all Absence Reasons, use ⇔ ☺.

- **Minimum Absences** Amount of absence required for a student to earn a full day's absence. For period attendance schools, this is the number of periods in a single day. For daily attendance schools, this is an amount of daily absences. To show a student absent regardless of the amount in a single day, enter a 0 or leave the field blank.
- Use All Day Code Calculates minimum absences based on the all-day code
- Grade Prints the selected grade levels on the report
- Display Absence Totals Includes "Totals" at the end of the report.

ATD407 with No Attendance Conditions Selected

<u>~</u>			f Vear Att	endance I i	iet n	ear: 2015-20	016
-		From	07/03/2015	to 08/24/201	ы. _К 5	eport: ATD40	/
Student Name	Perm ID	Grade T	rk Enter Date	Days Enrolled	Days Present	Days Absent	Leave Date
McDaniel, Lois L.	165786	12	09/02/2014	37	37	0	
McGuire, Daniel J. JR	171893	12	09/02/2014	37	37	0	
Monjes, Patricia K.	991956	12	09/02/2014	37	37	0	
Montano, Ryan J.	156558	12	09/02/2014	37	37	0	
Mullins, Thomas R.	869832	12	09/02/2014	37	37	0	
Padilla, Joe I.	122069	12	07/31/2015	17	17	0	
Papay, Carlos	168508	12	07/31/2015	17	17	0	
Perez, Evelyn A.	928527	12	09/02/2014	37	37	0	
Quill, Peter	997095	12	07/31/2015	17	17	0	
Rheault, Paul J.	893769	12	07/31/2015	17	17	0	
Rieder, Stephanie R.	169811	12	07/31/2015	17	17	0	
Rivas, Clarence E.	157820	12	09/02/2014	37	37	0	
Rivera Escalante, Shirley	168995	12	09/02/2014	37	37	0	
Scatterday, Anna R.	132613	12	09/02/2014	37	37	0	
Silentman, Carlos A.	118657	12	09/02/2014	37	37	0	
Smallwood, Beverly R.	136579	12	09/02/2014	37	37	0	
Smith, Katie	997261	12	07/03/2015	37	37	0	
Soltero, Patrick I.	168095	12	09/02/2014	37	37	0	
Tanner, Diane C.	966553	12	08/10/2015	11	11	0	
Taylor, James	997169	12	07/31/2015	17	16	1	
Temple, Shirley	997275	12	07/03/2015	37	37	0	
Walbeck, Joan M.	165646	12	09/02/2014	37	37	0	

ATD407 – End Of Year Attendance List Output

ATD407 with Minimum Occurrences, Continuous Absences, and Display Absence Totals Selected

IT.		End C	ope nigh	endance Li	ist ¤	ear: 2017-20	018 7
Demo School District Excelence in Education	'	From	07/01/2017	to 06/30/201	8	epon. ATD40	/
Student Name	Perm ID	Grade	Enter Date	Days Enrolled	Days Present	Days Absent	Leave Date
Wood, Sharon C.	877036	12	07/04/2017	304.00	304.0	0.00	06/30/2018
Woods, Benjamin T.	861519	12	07/04/2017	304.00	304.0	0.00	06/30/2018
Woods, Donna L.	877666	12	07/04/2017	304.00	304.0	0.00	06/30/2018
Woods, Doris A.	167244	12	07/04/2017	304.00	303.0	1.00	06/30/2018
Woods, Walter L.	837375	12	07/04/2017	304.00	304.0	0.00	06/30/2018
Woolf, Cynthia M.	874739	12	07/04/2017	304.00	304.0	0.00	06/30/2018
Wright, Elizabeth M.	874888	12	07/04/2017	304.00	302.0	2.00	06/30/2018
Wright, Frances M.	839864	12	07/04/2017	304.00	304.0	0.00	06/30/2018
Wright, Nancy L.	875449	12	07/04/2017	304.00	304.0	0.00	06/30/2018
Young, Jeffrey D.	951387	12	07/05/2017	303.00	302.0	1.00	06/30/2018
Younker, Sarah A.	875215	12	07/04/2017	304.00	303.0	1.00	06/30/2018
Younker-Gardner, Beverly E.	904270	12	07/04/2017	304.00	303.0	1.00	06/30/2018
Yungkans, Larry D.	110016	12	07/04/2017	304.00	302.0	2.00	06/30/2018
(Zach, Sean J.)	144143	12	07/04/2017	39.00	39.00	0.00	08/17/2017
Zamudio, Jane	135300	12	07/04/2017	304.00	304.0	0.00	06/30/2018
Zart, Frank S.	837853	12	07/04/2017	304.00	304.0	0.00	06/30/2018
Zavacki, Mark J.	967006	12	07/04/2017	304.00	304.0	0.00	06/30/2018
Zipperer, Russell L.	874972	12	07/04/2017	135.00	135.0	0.00	12/07/2017
			12/08/2017	169.00	169.0	0.00	06/30/2018
			Totals:	304	304	0	
Total Students for Grade 12	914			250806	250335	471	
Totals	910			250806	250335	471	

ATD407 – End Of Year Attendance List Output

ATD412 – Student Gain Loss

Synergy SIS > Attendance > Reports Daily > List

The Student Gain Loss report lists all students who enrolled or withdrew during a given date range and totals the impact on the total number of students enrolled by gender and overall.

Report ATD412: Student Gain Loss
Print Save Default Reset Default Email Me
Name: Student Gain Loss Number: ATD412 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Date
Track ↔ ♥
Ethnic Code
American Indian or Alaska Native
\Box Native Hawaiian or Other Pacific Islander \Box Two or More \Box White
Exclude Concurrent Enroliments
Hide Leave and Enter Codes

ATD412 - Student Gain Loss Report Interface Output

- Start Date and End Date Filters the report based on the date range entered
- Track If the district and school use tracks, select which to include in the report. To select or clear all tracks, use [□] ↔ [©].
- Ethnic Code Prints the ethnic codes in the report. To select or clear all codes, use
 □ ↔ ☺
- Exclude Concurrent Enrollments Prints only the enrollment at the focus school. If this
 option is not selected and the home school is in focus, enrollments at both schools display.
- · Hide Leave and Enter Codes Omits these codes on the report output

			Hope Stude 08/24/2	e High ent Ga 2015 to	Scl in L 10/06	100 0 SS 5/2015		Year: 20 Report: AT	15-2016 D412	
Date	Student Name	Perm ID	Ethnicity	Gen Gr	Ente	er Leave	Track Action	Male	Female	Tota
						Starti	ng Enrollment	39	41	80
08/26/2015	Johnson, Jeff	997015	5	M 10	E1		Gain	+		+
							Change	+1	0	+1
					-	End of I	Day Enrollment	40	41	81
09/14/2015	Mayes, Ken	997017	White	M 10	E1		Gain	+		+
							Change	+1	0	+1
						end of I	uay Enrollment	41	41	52

ATD412 - Student Gain Loss Output

ATD413 – Class Reduction Summary

Synergy SIS > Attendance > Reports Daily > List or

Synergy SIS > Attendance > Reports Period > List

The Class Reduction Summary report provides the total number of students who withdrew during the current school year by section and grade level.

Report ATD413: Class Reduction Summary
Print Save Default Reset Saved Default Email Me
Name: Class Reduction Summary Number: ATD413 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Year Start Snap Shot Date Year End 07/05/2018 09/25/2018 09/25/2018
Instructional Settings Filter
Instructional Setting
Image: NS: No Instructional Setting 1: Independent Study 3: Learning Center E: Other Alternative Program Image: Students Image: T: CAL-Safe program X: Adult Transition Y: Special Ed Image: Z: Out of County Image: Students Image: Students Image: Students
Grade Level Filter
Grade □ ↔ 🕑
09 10 11 12
Summary Display Options
Hide Section ID Ignore Snapshot Date
Detail Display Options
Suppress Detail Report

ATD413 – Class Reduction Summary Report Interface Screen

- Year Start and Year End Prints the report for the date range selected
- Snap Shot Date Prints the report for a specific date
- Instructional Setting Prints the report for the selected setting
- Grade Prints selected grade levels on the report
- Hide Section ID, Hide Course Title, and Hide Course ID Removes the selection from the report. These options are most appropriate for elementary schools where all students are in the same section, such as Kindergarten AM.
- Ignore Snapshot Date Prints the report for the school year if no date range selected or for the date range selected in Year Start and Year End

• Suppress Detail Report – Hides the absence totals by grade level for each section that prints on the report

6			Hop Class Re Year To Date Ra	e Hig educt	gh S ion 7/03/	chool Sumr 2015 -	nary 08/24/201	15	Year: 2015-2016 Report: ATD413
School: Hope Hig	ah School		As O	f Date	08/2	4/2015			
Grade Range Course ID	Course Title	Section ID Track	Teacher	10	12	YID Total Enroll Days	YTD Possible Days	YTD AVG	
10-12 MA27	Algebra I	0000000010(5 Day	Jackson, Kathy	1	3	67	37	1.811	
J8/24/2015 3:42 PM			Ec	Jupoint So	chool D	istrict			Page 1 of 2

ATD413 – Class Reduction Summary Output

ATD414 – Student Days Enrolled

Synergy SIS > Attendance > Reports Daily > List

The Student Days Enrolled report lists every student enrolled as of a given date with the total number of enrolled days for the current school year.

Report	ort ATD41	4: Stude	nt Days I	Enrolled
🚔 Print 🛛 S	ave Default	eset Default	Email Me	
Name: Stude	nt Days Enrolled	Number: ATE	0414 Page Orie	ntation: Portrait
Options	Sort / Output	Conditions	Selection	Advanced
Report Date	Minimum	Days Enrolled		
Grade Range	•			

ATD414 - Student Days Enrolled Report Interface Screen

- Report Date Prints the report for the date entered
- Minimum Days Enrolled Includes only students enrolled for a set number of days
- Grade Range Filters the report by grade range

)		Hope H Student D As of: 0	igh Scho ays Enro 08/03/2015	ol lled		Year: Report	2015-2016 ATD414
Minimum d	ays enrolled:	1 Grade	range: 09 - 12					
Perm ID	Student	School	Enter Date	Leave Date	Track	Grade	Days	Total days enrolled
968257	Aaron, Har	rold N.	07/04/0045		4.0	10		2
		Hope High School	07/31/2015		4 Day	12	2	
997149	Abbott, Bo	bby						2
		Hope High School	07/31/2015			12	2	
997252	Abe, Ace							22
		Hope High School	07/03/2015			10	22	
997274	Allen, Tode	8						22
		Hope High School	07/03/2015			12	22	
164063	Bledsoe, A	nn A.						2
		Hope High School	07/31/2015			12	2	
165819	Boatright,	Stephen D.						22
		Hope High School	09/01/2014			12	22	
904112	Butler, Bev	verly J.						22
		Hope High School	09/02/2014			11	22	
164031	Carrera k	abo I III						2
104851	Garrera, or	Hope High School	07/31/2015			12	2	-
007000	Cat. Issue							2
887088	Cat, Jones	Hope High School	07/31/2015			12	2	2
	_		0.101.2010				-	
997193	Chandler,	Lone High School	07/21/2015			11	2	2
		Hope High School	01/31/2013				2	
867178	Cherry, St	even A.	07104/0045			40		2
		Hope High School	07/31/2015		4 Day	12	2	
909353	Chesley, B	irenda J.						22
		Hope High School	09/02/2014			12	22	
172081	Clark Smit	h, Frank W.						2
		Hope High School	07/31/2015			12	2	
874453	Collum, Ev	elyn						2
		Hope High School	07/31/2015			12	2	
997178	Concurren	t, ROTest						2
		Hope High School	07/31/2015			12	2	
				0.1				

ATD414 – Student Days Enrolled Output

ATD415 – Attendance Audit List

Synergy SIS > Attendance > Reports Daily > List or

Synergy SIS > Attendance > Reports Period > List

The Attendance Audit List displays each change to attendance data by section (grouped by teacher).



ATD415 – Attendance Audit List Report Interface Screen

- Start Date and End Date Prints the report for the date range entered
- Section ID Limits the report to specific sections
- Signature Line Includes a line for a signature and date at the bottom of each page

			μ	Attenda	nce Au	udit List		Year: 2015 Report: ATD4	-2016 115
Teacher Jackson, Ka	thy	Period Days 1 AIALLCEC	Section ID 000000001001	Course ID MA27	C A	ourse Title Igebra I		Room T 112 5	rack Day Week
SIS Number	Student Name	Grade	Date Time Of (Change Orig	inal Value	e New Value	Audit Staff Name	IP Address	System
				07/31	/2015				
68257	Aaron, Harold N.	12	08/14/2015 08	:42:02		Illness	User, Admin	192.168.150.50	6 TVUE
				08/03	/2015				
68257	Aaron, Harold N.	12	08/14/2015 08	:42:02		Illness	User, Admin	192.168.150.56	5 TVUE
				08/04	/2015				
68257	Aaron, Harold N.	12	08/14/2015 08	:42:02		Illness	User, Admin	192.168.150.50	5 TVUE
				08/05	/2015				
68257	Aaron, Harold N.	12	08/14/2015 08	:42:02		Illness	User, Admin	192.168.150.50	6 TVUE
				08/10	/2015				
68257	Aaron, Harold N.	12	08/18/2015 08	:39:45		UNEXCUSED	User, Admin	192.168.150.56	5 TVUE
				08/11	/2015				
68257	Aaron, Harold N.	12	08/18/2015 08	:39:45		UNEXCUSED	User, Admin	192.168.150.56	5 TVUE
97169	Taylor, James	12	08/19/2015 10	:25:39		Unverified	Cooper, Kathy	192.168.150.9	1 TVUE
				08/12	/2015				
68257	Aaron, Harold N.	12	08/18/2015 08	:39:45		UNEXCUSED	User, Admin	192.168.150.56	5 TVUE
				08/13	/2015				
68257	Aaron, Harold N.	12	08/18/2015 08	:39:45		UNEXCUSED	User, Admin	192.168.150.56	6 TVUE
				08/14	/2015				
68257	Aaron, Harold N.	12	08/18/2015 08	:39:45		UNEXCUSED	User, Admin	192.168.150.56	6 TVUE
	-			08/17	/2015				
68257	Aaron, Harold N.	12	08/18/2015 08	:39:45		UNEXCUSED	User, Admin	192.168.150.56	5 TVUE
				08/18	/2015				
68257	Aaron, Harold N.	12	08/18/2015 08	:39:45		UNEXCUSED	User, Admin	192.168.150.50	6 TVUE
97149	Abbott, Bobby	12	08/18/2015 09	:06:10		Unverified	Jackson, Kathy	192.168.153.14	18 TVUE APP
			08/18/2015 09	:06:22 Unve	rified	Unverified	Jackson, Kathy	192.168.153.14	18 TVUE APP
			08/18/2015 09	:07:19 Unve	rified	Unverified	Jackson, Kathy	192.168.153.14	48 TVUE APP
97250	Simmon, Carly	10	08/18/2015 13	43:53		Unverified	Jackson, Kathy	192.168.151.10	59
				08/19	/2015				
68257	Aaron, Harold N.	12	08/24/2015 15	:03:59		Tardy	User, Admin	10.200.11.126	TVUE
				08/21	/2015				
	Aaron, Harold N.	12	08/21/2015 11	:19:56		UNVERIFIED	User, Admin	10.200.2.89	TVUE

ATD415 – Attendance Audit List Output

ATD601 – Daily Attendance Summary

Synergy SIS > Attendance > Reports Daily > Summary

The Daily Attendance Summary report lists all students in a homeroom section and summarizes each student's number of days enrolled, days present, and days excused, unexcused, or tardy.

Report ATD601: Daily Attendance Summary
Print Save Default Reset Saved Default Email Me
Name: Daily Attendance Summary Number: ATD601 Page Orientation: Landscape
Options Sort / Output Conditions Selection Advanced
Student Information
Grade Grade
Count each day as an absence if the all-day amount is greater than or equal to
Totaling Type
Inclusive Date Range
Start End 07/05/2018 06/28/2019
Report displays up to 14 distinct absence reasons. Additional absences are counted under "other" column.
Absence Reasons
Homeroom Options
Homeroom Setting Homeroom Setting Help Filter Homerooms by Term Definitions
Suppress "Other Reasons"

ATD601 – Daily Attendance Summary Report Interface Screen

- Grade Filter the report by grade range
- Section ID or Teacher Prints the report for only one section or teacher. By default, the report prints for all sections and teachers.
- Start Date and End Date Prints the report for a date range
- Absence Reasons Prints the selected absence reasons in the report. To select or clear all reasons, use □ ↔ ☺.
- Homeroom Setting Prints the selected teachers on the report. Only Current Homeroom shows only the current homeroom teacher. Homerooms for Date Range shows the student in multiple sections if the student changed sections during the period. Expand the Homeroom Setting Help section for additional information about these settings.

- Filter Homerooms by Term Definitions Prints the end date of the term instead of the section's end date to calculate the summary. Use this if the section is longer than the term.
- Suppress "Other Reasons" Omits Other Reasons from the report, which displays all
 other attendance reason values that you selected on the report interface that do not fit on the
 report due to spacing

						0	aily a	Atte	ndan	ce S	um	mary						Rep	r: 2 ort: A	015-2 TD60	1		
							07/03/	2015	throu	gh 06	6/30/2	2016											
Section	Period	Cour	se ID		Со	irseTitle				Teac	her									Roon	ı	Trac	:k
Student Name	Perm	ID	Trik Gr	d Ge	n V	N ^{S Enrolled}	Present	Excuse Day	d s Unexc Days	lsed rardy Ace N	activity P	ppeal Do	tor App Exc	used	⁵⁵ POSI	ive Tard	Y TEST	r Non Train	Unex	cused UNE	KOUSEI Unver	nfied	ERIFIED Other
Eastwood, Clint	9972	39	1	1 M	260	260.00	0.00	0.00	0.00														
Eidson, Andy	99724	49	1	2 M	240	240.00	0.00	0.00	0.00														
Eidson, Clare	9971	03	1	0 F	240	240.00	0.00	0.00	0.00														
Email, Student	9971	96	1	0 F	240	240.00	0.00	0.00	0.00														
English, Tresh T. JR	9971	81	1	2 M	240	240.00	0.00	0.00	0.00														
Fang, Julia	1631	96	1	2 F	260	260.00	0.00	0.00	0.00														
Farnsworth, Jose R.	1649	38	1	2 M	260	260.00	0.00	0.00	0.00														
Frazee, Janice L.	1716	08	1	2 F	260	260.00	0.00	0.00	0.00														
Frazier, Keith L.	9423	93	1	2 M	260	260.00	0.00	0.00	0.00		_												
Frogge, Benjamin N.	1632	56	1	2 M	260	260.00	0.00	0.00	0.00														
Sabor, Ava	9972	42	1	0 F	260	260.00	0.00	0.00	0.00														
Gabor, Eva	9972	41	1	0 F	260	260.00	0.00	0.00	0.00														
Gale, Dorothy T.	9971	54	1	0 F	260	260.00	0.00	0.00	0.00														
Gan, Pamela	1719	87	1	2 F	199	199.00	0.00	0.00	0.00														
Garbo, Greta	99724	44	1	1 F	260	260.00	0.00	0.00	0.00														
Garcia, Julie C.	1648	13	5 1	2 F	260	260.00	0.00	0.00	0.00														
George, Regina	9971	02	1	2 F	240	240.00	0.00	0.00	0.00														
Gibson, Julia N.	1103	89	1	2 F	260	260.00	0.00	0.00	0.00														
Granger, Howell	9972	93	1	1 M	234	234.00	0.00	0.00	0.00														
Granger, Trey	9972	92	0	9 M	234	234.00	0.00	0.00	0.00														
Guo, Gerald X.	1593	75	1	2 M	260	260.00	0.00	0.00	0.00														
Hager, Harold P.	1712	40	1	2 M	234	234.00	0.00	0.00	0.00														
Hale, Lawrence C.	9020	53	1	1 M	240	240.00	0.00	0.00	0.00														
Hicks, Scott	9972	56	1	0 М	260	260.00	0.00	0.00	0.00														
Hogan, Maeghan	9972	91	1	0 F	234	234.00	0.00	0.00	0.00														
Hogen, Matthew T.	9190	69	1	2 M	260	260.00	0.00	0.00	0.00														
Howell, Patty	9972	36	1	0 F	236	236.00	0.00	0.00	0.00														
Hudson, Nicole L.	1715	21	1	2 F	260	260.00	0.00	0.00	0.00														
Jabra, Arbaj	9970	93	1	1 F	240	240.00	0.00	0.00	0.00														
Jacobs, Willie	1486	29	1	2 M	199	199.00	0.00	0.00	0.00														

ATD601 – Daily Attendance Summary Output

ATD603 – Monthly ADA Detail

Synergy SIS > Attendance > Reports Daily > Summary

The Monthly ADA Detail report lists all students at a school, sorted by grade level. It shows each absence for the selected month and totals each student's absences and days attended.

Report ATD603: Monthly ADA Detail
Print Save Default Reset Saved Default Email Me
Name: Monthly ADA Detail Number: ATD603 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Reporting Period
Grouping
 Instructional Setting Grade Group Grade Staff Name
Filtering
Instructional Setting □ ↔ ໔
□ Adult Transition □ CAL-Safe program □ County Students □ Independent Study □ Learning Center □ Other Alternative Program □ Out of County □ Special Ed
Grade Grade → → → Include Unscheduled Students Concurrent Filter ▼
Display Options
Additional Absence Types to Display
Unverified Excused Tardy Unexcused Tardy Excused School Activity Unexcused Non-Enrollment Positive

ATD603 – Monthly ADA Detail Report Interface Screen

- **Reporting Period** Prints the selected reporting period, based on the date range defined for the reporting period in the District or School Calendar
- Grouping Groups the report based on your selection
- Instructional Setting Includes the selected settings in the report. To select or clear all settings, use □ ↔ ☑.
- Grade Filter the report by grade range

- Concurrent Filter Limits enrollment and attendance records for each report based on the
 Exclude ADM/ADA setting on enrollment
 - No Filtering (Default) Does not filter concurrent students
 - Exclude Concurrent Excludes all enrollment segments where the student is concurrent
 - Only Concurrent Includes only enrollment segments where the student is concurrent
- Additional Absence Types to Display Includes additional absence types in the report.

To select or clear all absence types, use \bigcirc \leftrightarrow \circlearrowright .

Dates: 02/28/20	11 - 04/01/20	11	Inst.	Setti	ng: 1	N/A						Gra	de:	02															
Student Name	Status	28 Mor	1 Tue	2 We	3 d Thu	4 Fri	7 Mor	8 Tue	9 Wee	10 d Thu	11 Fri	14 Mor	15 n Tue	16 Wee	17 1 Thu	18 Fri	21 Moi	22 1 Tue	23 We	24 d Thu	25 J Fri	28 Moi	29 n Tui	30 We	31 d Th	1 u Fri	Abs	Not Enr	Ac At
Terrones Lozano, Denis	e					•	•	•		•	•		•			•	•		•			•		•			0	0	25
Thompson, Holly		•			•		•	•		•	•			•		-	•		•	-			•	•			0	0	25
Toledo, Anne		•	•	•	•	•	•	•		•	•		•	•	•	•	•	•	•	•		•	•	•		-	0	0	25
Torres, Betty C.		-	•	-	•	-	•	•	-	•	•		•	•	•	•	•	-	•	-		•	•	•	-	-	0	0	25
Torres, Daniel III		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•		0	0	25
Torres, Martin								•	-					•						-			•			-	0	0	25
Towner, Carolyn M.		•	•	•			•	•		•	•		•	•	•	•	•		•	•		•	•				0	0	25
Tso, Denise M.		•	•	•	•	-	•	•	-	•	•		•	•	•	•		-	•	-		•	•	•	•	-	0	0	25
Valle, Joseph L. JR		•	•	•	•	•	•	•		•	•	•	•	•	•	•	•		•		•	•	•	•	•		0	0	25
Velez, Jane		•			•		•	•		•	•			•			•						•				0	0	25
Vincent, Louise V.		•	•	•	•	•	•	•		•	•	•	•	•	•	•	•		•		•	•	•	•	•		0	0	25
(Vista, Fredrica)	Gain/LALD	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	-	-	0	23	2
Voorheis, Joseph C.							•	•			•		•	•					•				•				0	0	25
Wilder, Anne M.		•		•	•	-	•	•		•	•		•	•	•				•	-			•			-	0	0	25
Zaragoza Gallard, Gloria E.	•	•	•	•	·	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•		0	0	25
Zedell, Donald D.		-	•	-	-	-	•	•	-	•	•	-	-	•	•	-	-	-	•	-	-	•	-	•	-	-	0	0	25
			Day	/5																									
Group Name			Taug	ht	С	arry i	Fwd			Gain			Los	1		Т	otal		E	Indin	g		LA	LD		Abs	Not Enr	A	ct At
01806 02			211	60			100							· .			109			10	•					-	23		2090

ATD603 – Monthly ADA Detail Output

ATD604 – Monthly ADA Summary

Synergy SIS > Attendance > Reports Daily > Summary

The Monthly ADA Summary reports list all grade levels at a school and total the enrollment changes and attendance by grade level for the month.

Report ATD604:	Monthly ADA Summary 🗏
Print Save Default Re	eset Saved Default Email Me
Name: Monthly ADA Summary	Number: ATD604 Page Orientation: Portrait
Options Sort / Output	Conditions Selection Advanced
Reporting Period Reporting Peri	iod •
State Reporting Period	
No Detail Group Page Breaks Enable Grand Total Detail	\$
Header Grouping	Detail Grouping
✓ Instructional Setting School Name	 □ Grade Group ☑ Grade □ Staff Name
Filtering	
Instructional Setting 🔲 \leftrightarrow 🥑	
 ☐ Independent Study ☐ Other Alternative Program ☐ CAL-Safe program ☐ Special Ed ☐ Grade ☐ Grade ☐ Include Unscheduled Studen Concurrent Filter 	Learning Center County Students Adult Transition Out of County Its

ATD604 – Monthly ADA Summary Report Interface Screen

Report Options:

- **Reporting Period** Prints the reporting period selected based on the date range defined for the reporting period in the District or School Calendar. If preferred, you can select a state reporting period to print instead.
- No Detail Group Page Breaks Removes the page breaks between groups
- Enable Grand Total Detail If the focus is the district rather than a school and you are printing more than one reporting period, select this to include grand totals
- Header Grouping and Detail Grouping Groups the report by header or detail. Select only one option in each section
- Instructional Setting Filters the report based on setting selections. To select or clear all settings, use ↔ ☺.
- Grade Filter the report by grade range
- Concurrent Filter Limits enrollment and attendance records for each report based on the
 Exclude ADM/ADA setting on enrollment
 - No Filtering (Default) Does not filter concurrent students
 - Exclude Concurrent Excludes all enrollment segments where the student is concurrent

)				Mo	onthly /	ADA Su	mmary			Year: Repo	2015- rt: ATD6	2016 04	
D1 07/02/2015 12/11/2015		Dava Tavah		Re	porting F	eriod: Ne	ed Data	Teacher	1/4				
P1 - 07/03/2015-12/11/2015	Davs	Carry	E 116		Inst. Setting	: N/A	Actual	Track: P	VA				
Grade	Taught	Fwd	Gains	Total	Losses	Ending	Days	Days N/E	Absences	Actual Attd	ADA	Act %	LAL
10	116	0	1	1	0	1	116	20	0	96	0.83	100.00%	
2	116	0	1	1	0	1	116	20	2	94	0.81	97.92%	
Track Total		0	2	2	0	2	232	40	2	190	1.64	98.96%	
To the best of my knowled; Superintendent of Public In	ge and belief, Istruction, ha	no unlawf s been inc	ul attenda luded in ti	ance or al	osence due	e to illness,	except after	r verificatior	as outlined	in the instruct	ions requ	uired by th	e
-			Si	gned						Date			

• Only Concurrent – Includes only enrollment segments where the student is concurrent

ATD604 – Monthly ADA Summary Output

ATD605 – Cumulative Enrollment Totals

Synergy SIS > Attendance > Reports Daily > Summary

The Cumulative Enrollment Totals report lists all schools in the district and provides the total number of students by grade level enrolled in each school.

Report ATD605: Cumulative Enrollment Totals Print Save Default Reset Saved Default Email Me
Name: Cumulative Enrollment Totals Number: ATD605 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Report Date Report Type Image: Totals by school Image: Totals by school Include Only Students Active on the Report Date
Grade levels to include
Grades in first set Grades in second set PS 05 11 20 K 06 12 21 K 06 12 21 01 07 12+ 01 07 12+ 02 08 16 02 08 16 03 09 US 03 09 US 04 10 US+ 04 10 US+
Instructional Settings Filter
Instructional Setting □ ↔ ♥ □ Adult Transition □ CAL-Safe program □ County Students □ Independent Study □ Learning Center □ No Instructional Setting □ Other Alternative Program □ Out of County □ Special Ed □ □ □ □

ATD605 – Cumulative Enrollment Totals Report Interface Screen

- Report Date Prints the report for the date entered
- **Report Type** Prints the report based on your selection: *Totals by school, Totals by school, grade, Student detail by name,* or *Student detail by grade*
- Include Only Students Active on the Report Date Includes only those students active on the report date
- Grades in first set and Grades in second set Prints two totals for each school by grade level. For example, one total may summarize all elementary grades and the other all-secondary grades.
- Instructional Setting Filters the report based on the selected settings

SchoolGrades: 09, 10Grades: 11, 12, 12+4ope High School5689Fotal for all schools:5689	SchoolGrades: 09, 10Grades: 11, 12, 12+Hope High School5689Total for all schools:5689	School Grades: 09.10 Cirades: 11.12.12+ Hope High School 56 89 Total for all schools: 56 89	School Grades: 09, 10 Grades: 11, 12, 12+ Hope High School 50 80 Total for all schools: 56 80)	Hope High School Cumulative Enrollment Totals As of: 08/03/2015	Year: 2015-2016 Report: ATD605
Hope High School 56 89 Total for all schools: 56 89	Hope High School 56 89 Total for all schools: 56 89	Hope High School 56 89 Total for all schools: 56 83	Hope High School 56 89 Total for all schools: 56 89	School	Grades: 09, 10	Grades: 11, 12, 12+
Fotal for all schools: 56 89	Total for all schools: 56 89	Total for all schools: 56 89	Total for all schools: 56 89	Hope High School	56	89

ATD605 – Cumulative Enrollment Totals Output

ATD608 – Monthly ADM Summary

Synergy SIS > Attendance > Reports Daily > Summary

The Monthly ADM Summary Report shows the ADM for the reporting period's setup in the district calendar. Each reporting period displays on a separate page and shows the ADM for each grade level and overall.

Report ATD608: Monthly ADM Summary								
Print Save Default Reset Saved Default Email Me								
Name: Monthly ADM Summary Number: ATD608 Page Orientation: Portrait								
Options Sort / Output	Conditions Selection Advanced							
Reporting Period Reporting Peri →→ State Reporting Period No Detail Group Page Breaks	od •							
Header Grouping	Detail Grouping							
✓ Instructional Setting ☐ School Name	 □ Grade Group ☑ Grade □ Staff Name 							
Filtering								
Instructional Setting □ ↔ 🕑								
□ Independent Study □ I □ Other Alternative Program □ □ CAL-Safe program □ □ Special Ed □ Grade □ □ Include Unscheduled Student Concurrent Filter	Learning Center County Students Adult Transition Out of County ts							

ATD608 - Monthly ADM Summary Report Interface Screen

- **Reporting Period** and **State Reporting Period** Print on the report based on the date range defined in the District or School Calendar
- No Detail Group Page Breaks Suppresses the page breaks between groups
- Header Grouping and Detail Grouping Groups the report by the selection. Select only
 one option in each section.
- Instructional Setting Filters by setting. To select or clear all settings, use $\Box \iff extsf{identi}$.
- Grade Filters the report by grade

- Concurrent Filter Limits enrollment and attendance records for each report based on the
 Exclude ADM/ADA setting on enrollment
 - No Filtering (Default) Does not filter concurrent students
 - Exclude Concurrent Excludes all enrollment segments where the student is concurrent
 - Only Concurrent Includes only enrollment segments where the student is concurrent

`	Hope High School _{Yea} Monthly ADM Summary _{Rep} Reporting Period: Need Data							Year: Repor	ar: 2015-2016 port: ATD608					
P1 - 07/03/2015-12/11/2015		Days Tau	ght: 116		Inst.	Setting: N/A			Track: N/A					
Grade	Days Taught	Carry Fwd	Gains	Total	Losses	Ending	Actual Days	Days N/E	Absences	Actual Attd	ADA	ADM	Act %	LAL
10	116	0	1	1	0	1	116	20	0	96	0.83	0.83	100.00%	(
12	116	0	1	1	0	1	116	20	2	94	0.81	0.83	97.92%	(
Track Total		0	2	2	0	2	232	40	2	190	1.64	1.66	98.96%	(
Inst. Set Total		0	2	2	0	2	232	40	2	190	1.64	1.66	98.96%	(
	and belief		uful atten	dance of	absence	e due to illu			rification as	outlined in th	e instructi		uiced by the	
To the best of my knowled	actruction b	se hoor "		· · · · · · · · · · · · · · · · · · ·										
To the best of my knowled Superintendent of Public I	nstruction, h	as been i	nciudeu ii	Signed							Date			

ATD 608 - Monthly ADM Summary Report Output

ATD610 – ADA / ADM Enrollment Summary Report

Synergy SIS > Attendance > Reports Daily > Summary

The ADA / ADM Enrollment Summary Report provides the ADA / ADM and attendance rate by grade for the focus selected.

Report ATD610: ADA / ADM Enrollment Summary Report
Print Save Default Reset Saved Default Email Me
Name: ADA / ADM Enrollment Summary Report Number: ATD610 Page Orientation: Landscape
Options Sort / Output Conditions Selection Advanced
Attendance Conditions
Start End
Report Options
Print by
Grade Level Filter
Grade □ ↔ 🕑
09 🗌 10 🔲 11 🗌 12
The Use State Absence Codes option will use the absence reasons designated as Report to State in the Attendance->Setup->District Attendance Code screen when calculating absence values.
Use State Absence Codes
Absence Definition
Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4 Image: Constraint of the second
Ace N Activity Bussspend Couns/admi Counseling Exc Tardy Excused Funeral Illness Iss Lice Other Suspension Tardy Unexcused Unverified Vacation Waived

ATD610 – ADA / ADM Enrollment Summary Report Report Interface Screen

- Start and End Filters the output to the grade range selected
- Include Concurrent Students Select to include concurrent students
- **Print by** Displays the report by category selected. For example, *Print by Ethnicity* or *Print by Grade*.
- Grade Filters the report by the grades selected
- Use State Absence Codes Uses the absence reasons designated as Report to State on

the District Attendance Code screen when calculating absence values

· Absence Definition - Filters the report by the absence reason(s) selected

1 A	ADA / ADM Enrollmer Edupoint Sch	ADA / ADM Enrollment Summary Report Edupoint School District						
Demo School District	Hope High	School				Report		
Escellence in Education	From 08/14/2017	to 02/13/2018				ATD610		
	Grades:	09						
Grade	Attendance	Absence	Total Days Membership	Davs	Avg. Daily	Avg. Daily Membership	Percer	
Grade 09	305.00	0.00	305.00	144.00	2.12	2.12	100.0	
T-4-1-	205.00		205.00		2.42	0.40	400.0	
lotals	305.00	0.00	305.00	144.00	2.12	2.12	100.00	

ATD610 – ADA / ADM Enrollment Summary Report Output

Report Output Details:

- Attendance Regular Total number of days present for every (filtered) student within the date range used in the report
- Absence Regular Total number of days absent for every (filtered) student within the date range used in the report
- Total Days Membership Total days enrolled for all (filtered) students within the date range used in the report
- Days Number of valid school days in this date range
- Avg. Daily Attendance Number of days present (Attendance Regular) divided by number of valid school days in the segment (days)
- Avg. Daily Membership Number of membership days (Total Days Membership) divided by number of valid school days in the segment (days)
- Percent Present Attendance Regular divided by Total Days Membership

General Attendance Reports

ATD616 – Student Attendance Summary

Synergy SIS > Attendance > Reports > Summary

The Student Attendance Summary generates the Student Attendance Summary report and the Attendance Summary Log based on the filter options selected.

Report ATD616: Student Attendance Summary
Print Save Default Reset Saved Default Email Me
Name: Student Attendance Summary Number: ATD616 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Options
Run for all organizations in the district
Daily Minute Default
Period Minute Default

ATD616 – Student Attendance Summary Report Interface Screen

- Run for all organizations in the district Generates the report for the entire district
- Daily Minute Default Number of minutes for each period for schools using daily attendance
- Period Minute Default Number of minutes for each period in for schools using period attendance



ATD616 – Job Result Files Screen

6	Hope High School Student Attendance Summary	Year: 2015-2016 Report: ATD616
End Date: 08/24/2015 Run for all organizations in the dist Daily Minute Default: 0 Period Minute Default: 0	rict: No	
Total Number Of Daily Records Ins Total Number Of Period Records In Total Number Of Students Process	erted: 4210 nserted: 82 ed: 172	
08/24/2015 1:14 PM	Edupoint School District	Page 1 of 1

ATD616 – Student Attendance Summary Output

ATD805 – Attendance Letters

Synergy SIS > Attendance > Reports Daily > Summary

The Attendance Letters report generates attendance letters, a report log of all the attendance letters it generated during the process, mail merge attendance letters in the Primary or Home Language entered for the student for each of the thresholds set up for attendance letters, extract text files for the thresholds, and an error log for any errors generated.

Running this report also increments the count of Attendance Letters sent to each of the students included in this report. If you run this report in error, contact your administrator to correct the Attendance Letter count.

Contact your administrator for more information on the specific attendance letters generated, the thresholds, and the date range used for the thresholds.

Report ATD805: Attendance Letters							
Print Save Default Reset Saved Default Email Me							
Name: Attendance Letters Number: ATD805 Page Orientation: Portrait							
Options Sort / Output Conditions Selection Advanced							
Attendance Letters □ ↔ 🕑							
AL Test							
Section							
Tardy							
Unexcused Absence Letter							
☐ Merge all report PDF output into a single PDF file							
*NOTE: Any Letter that appears on the report but does not have a corresponding log or mail merge returned No Data.							

ATD805 – Attendance Letters Report Interface Screen

Report Options:

• Attendance Letters – Prints the type of attendance letters selected



Your administrator creates the types of attendance letters available to you. Contact your administrator for further information on attendance letter options and output, as needed.

Merge all report PDF output into a single PDF file – Prints all the letters generated in a single PDF instead of in individual PDF files

	Result	Description	File Type
		Attendance Letters	PDF
Report ATD805: Attendan Print Save Default Reset Saved Defau		Attendance Letter List: Attendance Letter	PDF
Name: Attendance Letters Number: ATD805 Pa		English Merge letter for Level: 1 Threshold: 6.00: Attendance Letter	RTF
Options Sort / Output Conditions Attendance Letters ↔		Letter Extract for Level: 3 Threshold: 12.00	ТХТ
Attendance Letter		Letter Extract for Level: 4 Threshold: 18.00	TXT
*NOTE: Any Letter that appears on the report but c		Extract Trace for Level: 1 Threshold: 6.00	тхт
		Extract Trace for Level: 2 Threshold: 9.00	тхт
		Extract Trace for Level: 3 Threshold: 12.00	TXT
		Extract Trace for Level: 4 Threshold: 18.00	тхт
		Error In Secondary Reports	ТХТ
		English Merge letter for Level: 2 Threshold: 9.00: Attendance Letter	RTF
		English Merge letter for Level: 3 Threshold: 12.00: Attendance Letter	RTF
		English Merge letter for Level: 4 Threshold: 18.00: Attendance Letter	RTF
		Spanish Merge letter for Level: 1 Threshold: 6.00: Attendance Letter	RTF
		Spanish Merge letter for Level: 2 Threshold: 9.00: Attendance Letter	RTF
		Spanish Merge letter for Level: 3 Threshold: 12.00: Attendance Letter	RTF
		Letter Extract for Level: 1 Threshold: 6.00	ТХТ

ATD805 – Attendance Letters Output

ATD806 – Class Attendance Reminder

Synergy SIS > Attendance > Reports > Summary

The Class Attendance Reminder report prints a total count of emails sent to teachers based on the filters selected.

🔻 Repo	rt ATD806: Class Attendance Reminder 🔲 🕐 😂 😉 😖
📥 Print	Save Default Reset Saved Default Email Me
Name: Class	Attendance Reminder Number: ATD806 Page Orientation: Portrait
Options	Sort / Output Conditions Selection Advanced
Filter Option	ins
Section ID	Date 09/25/2018
Staff Name	•
Course Title	Course ID
Begin Period	End Period

ATD806 - Class Attendance Reminder Screen

Report Options:

• Section ID, Date, Staff Name, Course Title, Course ID, Begin Period, or End Period – Filters the report by the options selected

6	Hope H Class Attend	igh School lance Reminder	Year: 2015-2016 Report: ATD806
Start: 08/24/2015 Processing Time: 00:00:00.14	13:33:32 05901	End: 08/24/20 Emails Sent: 0	15 13:33:32
08/24/2015 1:33 PM	Edupoint	School District	Page 1 of 1
			· -g- · -' '

ATD806 – Class Attendance Reminder Output
ATD807 – Update All Day Code

Synergy SIS > Attendance > Reports Daily > Extracts

This report updates the Daily Attendance table with the calculated AllDayCode and AllDayValue field values for the current focus. The update compares the existing daily attendance records values to the new values and updates any that changed. Use the **Advanced** tab to schedule this report to run regularly.

Report ATD807: Update All Day Code Print Save Default Reset Saved Default Email Me	1 200
Name: Update All Day Code Number: ATD807 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
This will update the Daily Attendance table with the values of the calculated fields "AllDayCode" and "AllDayValue." It will run for the current focus. All daily attendance records will be the value has changed for any reason. Any records that have changed will be updated. You can use the "Schedule" tab to schedule this to run regularly.	viewed to see if
🗌 Full Process (This will process attendance every day for every student regardless of schedule. It will also update real-lime values. Attendance records hidden behind holidays will	i be deleted.)
Perm ID	

ATD807 – Update All Day Code Report Interface Screen

- Full Process Selecting this uses enhanced functionality to process attendance every day for every student regardless of schedule. It also updates real-time values using the chosen Mass Change Attendance Definition.
- Perm ID Enter a student's permanent ID to narrow the extract output to one student.

Period Attendance Reports

ATP201 – Period Student Attendance Profile

Synergy SIS > Attendance > Reports Period > Individual

The Period Student Attendance Profile report shows the student's demographic information and lists all absences by period for a given Date Range. The report prints up to 26 periods, or 25 if you select the All Day Code option. The Meeting Day Code also prints on the ATP201 report.

Report ATP201: Period Student Attendance Profile
Print Save Default Reset Saved Default Email Me
Nerve Design Churchest Attendence Des Ele Number ATD204 Desc Orientation Destants
Name: Period Student Attendance Profile Number: AI P201 Page Orientation: Portrait
Student Info
Last Name Middle Name
Grade Grade
Date Range
Date Start Date End
07/01/2017
Absence Definition
Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4
Counseling Exc Tardy Excused Funeral
□ Illness □ Iss □ Lice □ Other
Vacation Waived
Hide Options
☐ Hide Parent Info ☐ Hide Totals by Period Reason CodeType ☐ Hide Totals by Period Reason Code ☐ Hide Totals by Daily Reason Code ☐ Use Simple Header ☐ Hide N/S and display as blank
 Show Attendance Details

ATP201 – Period Student Attendance Profile Report Interface Screen

- Perm ID, Gender, Last Name, First Name, Middle Name, or Grade Filter the results to select an individual student or group of students
- Start Date and End Date Select to filter the results by date. These automatically populate with the first and last day of school, respectively.
- Reason Type or Absence Reasons Select any of these options to filter by absence reason. To select or clear all Absence Reasons, use □ ↔ ૯.
- Hide Options Select to remove sections from the report. You can remove parent information and the sets of totals.

- Use Simple Header Select to only show the basic student information instead of all of the student's demographics
- Hide N/S and display as blank Select to eliminate the printing of N/S for nonscheduled periods
- Show Attendance Details, Show Current Schedule, Show Attendance Codes Grouped By Type, and Show All Days of Enrollment – Select to display the chosen option
- Show All Day Reason Code Totals Includes 'Day' and 'Amt' columns, which show all day code and all day values, respectively. Also, 'All Day Reason Code Totals' display at the end of the report.

Ĩ						Pe	erio	od S	Stu	der	nt A	tter	nd	ance	e Pi	rofi	le Re	ear: eport:	2015-3 ATP2	2016 01	
Student Inform	nation							_				-									-
Student Name Aaron, Haro	old N.					Pe	rm II 9682	D 257				Gen	der M	Grade 12	Tra	ack 4	Home Addr	ess			a
Last Name Goes	By				Nick	Nam	e						Birt	h Date			3 N HC77	,			Q
	1				То	m							0	5/09/2	012		Emerald	City,	CA 999	99	1
Phone 555-555-555	5			H	lome Enc	Lang Ilish	juage	9			Reso His	lved span	ic			Ente 07	r Date 7/31/2015	5	eave Da	te	a
Custodial Info	matio															•••					- <u>0</u>
Legal Guardian	mauo			F	hone	е Тур	e			Phor	e				Exter	nsion					Ī
Franklin, Be	en																				
Contac	x Allow	ved		Has (Custo	dy	[Live	es Wi	ith	Ľ	Ed.	Rig	hts	Ľ	Mail	ings Allowed				
Step-Father Daugherty,	Howa	ard		F	hone Prir	e Typ nary	e /			Phon 48	е 30-55	5-99	69		Exter	nsion					
Contac	t Allow	ved	V	Has (Custo	dy .	[√ Live	es Wi	ith		Z Ed.	Rig	hts	5	/ Mail	ings Allowed				
Father Mucha, Vict	or			F	hone Prir	e Typ narv	e /			Phon 48	ie 30-55	5-66	54		Exter	nsion					
Contac	t Allow	ved		Has (Custo	dy	. [Live	es Wi	ith	[Ed.	Rig	hts		Mail	ings Allowed				
Mother Daugherty.	Dian	e		F	hone Wo	e Typ rk	e			Phon 48	ie 30-55	5-99	69		Exter	nsion					
Contac	t Allow	ved		Has (Custo	dy	[Live	es Wi	ith	E	Ed.	Rig	hts	Ľ	Mail	ings Allowed				
A	tenda	nce	By P	erio	d																
Date 1	2	3	4	5	8	7	8	9	10												
7/31/2015 (A) 🔳	NS	NS	N/S	NIS	NS	N/S	N/S	N/S	N/S												
8/03/2015 (8) II	NS	NS	N/S	NIS	NS	NIS	N/S	N/S	N/S												
8/04/2015 (A) II	NS	N/S	N/S	N/S	N/S	N/S	N/S	N/S	N/S												
8/05/2015 (8) II	N/S	N/S	N/S	N/S	N/S	N/S	N/S	N/S	N/S												
B/21/2015 (B) XXX	NS	N/S	N/S	N/S	N/S	N/S	N/S	N/S	N/S												
9/03/2015 (A) Unv	NS	N/S	N/S	N/S	N/S	N/S	N/S	N/S	N/S												
Period Reason UNV - 2	Code	Type U	e Tota	als 0			E	xc - 4	1												
Period Reason	Code	Total	s																		
Dr = 0		E	Exc =	0			14.84	III = 4				New -	• 0			Unx	- 0		Unv - 1		
Reason Code I	onor d		/dC =	u			WW	ww - 0													
Reason Code L	egend	',	-	Even	sed			n - 1	Iness			New -	Te	In		Line	- Unevrused		Unv = 10	nvertfiert	
												WCW -	110			0.00			0110 - 11		

ATP201 – Period Student Attendance Profile Output

ATP401 – Period Attendance List

Synergy SIS > Attendance > Reports Period > List

The Period Attendance List report lists all student absences and the reason for the absences in a given date range by period. It also lists the parent's phone numbers for each student, so the list can be used for attendance verification. The report prints up to 26 periods of absences only if you select The **Hide Parent Contact Information** option within the report interface. Otherwise, the report prints 13 periods of absences. The report also shows up to three characters of the **Absence Reason** codes.

Report ATP401: Period Attendance List
Print Save Default Reset Saved Default Email Me
Name: Period Attendance List Number: ATP401 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Date Range
Date Start Date End 07/01/2017
Absence Definition
Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4 Unverified Unexcused Excused Absence Reasons
Ace N Activity Bussspend Couns/admi Counseling Exc Tardy Excused Funeral Illness Iss Lice Other Suspension Tardy Unexcused Unverified Vacation Waived Vacation Vacation
Cumulative Totals Period Absence Threshold
Report Options
Hide Parent Contact Information Show Parent Selection Criteria Show All Day Reason Code Totals
Parent Indicators
Parent Selection Criteria □ Use Asterisk * to Indicate Contact Allowed Parental Indicators □ ↔ ♂
Contact Allowed Educational Rights Enrolling Parent Financial Responsibility Has Custody Lives With Mailings Allowed Release To
Display Counselor/Administrator name if the report has been filtered by Counselor and/or Administrator in Selection tab

ATP401 – Period Attendance List Report Interface Screen

- Start Date and End Date Enter to limit the report to the desired range
- Reason Type or Absence Reasons Select options to filter by the absence reason selected. To select or clear all Absence Reasons, use □ ↔ ☉.
- Cumulative Totals Select to include them
- Period Abs Threshold Enter a value to show only students that have a certain number of absences

- Hide Parent Contact Information Select to omit parent phone numbers and addresses from the report
- Show All Day Reason Code Totals Includes 'Day' and 'Amt' columns, which show all day code and all day values, respectively. Also, 'All Day Reason Code Totals' display at the end of the report.
- Meeting Days Day appears on the ATP401 report only for schools with meeting days defined
- Parent Indicators Filter the parents displayed on the report. Select whether to filter by Parents meet all criteria (default), Parents meet any criteria or those selected from the Include Parents options. Select Use Asterisk * to indicate Contact allowed, as necessary.
- Display Counselor/Administrator name if the report has been filtered by Counselor and/or Administrator in Selection tab – Displays the option(s) selected in either Select Counselor Filter and/or Select Administrator Filter on the Selection tab



See the *Synergy SIS* – *Query and Reporting Guide* for more information about these selections.

Excellence in Education				from ()7/04/2	016 to 06/12	201	/											
Student Name	Perm ID	Grd	Relation	Parent Name	Туре	Phone	Ext	Date	Day	0	Atte 1	2 enda 2	nce 3	ВУ н 4	Serio	6 6	7	8	9
Aaron, Harold N.)	968257	10	Step-Father	Daugherty, Howard	Home	480-555-9969		11/07/2016	М			4		Unx		Unx			
			Father	Mucha, Victor	Home	480-555-6654		11/08/2016	т				Unv	Unv					
								11/23/2016	М		ill			-					
								11/24/2016	т	+	W		-	-	-				
								12/02/2016	т	+	ш			-	-				
								12/09/2016	М		Unv	Unv			Unv	Unv			
								12/12/2016	т	+	Sus			-	Sus				
								01/04/2017	М		-	н.			н	+	_		
								8 days		0	5	2	1	2	3	2	0	0	0
Abbott, Billy C.	905483	12	Mother	Aaron, k	Home	480-555-1214		08/23/2016	м		Iss		Sus	Iss		lss	Iss		
			Father	Aaron, P	Cell	123-4567	4	08/24/2016	т			4	4			lss			
			Grandmother	Hope, G				09/09/2016	т			Lic	-						
			Grandfather	Abbott, GP	Home	480-555-1214		10/31/2016	т		Pos	Pos	Pos			Pos			
								11/08/2016	Т		Unv	Unv	Unv			Unv			
								03/13/2017	М			+					Sus		
								04/06/2017	М			Unv		Tdy	Tdy				
								04/14/2017	М			Unx		1			Unv		
								05/02/2017	М			а.		1					
								05/03/2017	т		Unx		Unx	1		+			
								06/05/2017	М			Tdy		+	+				
								11 days		0	- 4	7	4	2	1	4	3	0	0
Abernathy, Bruce V.	879138	11	Father	Abernathy, Shawn				03/13/2017	M		ill	8							
								03/14/2017	1	1	ill	_		_		_	_	_	_
								2 days		0	2	1	0	0	0	0	0	0	0
									_									_	
Acevedo, Ashley	901830	10	Father	Acevedo, Willie	Work	480-555-2574		11/08/2016	T	Unv	Unv	Unv	Unv	Unv	Unv	Unv			
			Mother	Acevedo, Heather	Home	480-555-2807		04/24/2017	м	Sus	Sus	Sus	Sus		Sus				
								04/25/2017	Т	Sus	Sus	Sus		1		_	_	_	-
								3 days		3	3	3	2	1	2	1	0	0	0

ATP401 – Period Attendance List Output

ATP402 – Period Student Absence Totals

Synergy SIS > Attendance > Reports Period > List

The Period Student Absence Totals report lists all students at a school for a given date range and displays the total number of absences recorded for each period. It also displays Grand Totals at the end of the report. Parent phone numbers also display.

Report ATP402: Period Student Absence Totals	C C 0 9
Print Save Default Reset Saved Default Email Me	
Name: Period Student Absence Totals Number: ATP402 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Attendance Conditions	
Start Date End Date 07/04/2016 06/12/2017	
Minimum Period Absences	
Absence Definition	
Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4 Unverified Image: Constraint of the second se	
Absence Reasons 🗋 😁 🧭	
Ace N Activity C-Pox Doctor App Excused Funeral Illness Inschoolsu Lice Message Other Suspension Tardy Unexcused Unverified Vacation	
Report Options	
 Hide Parent Contact Information Show Parent Selection Criteria 	
Parent Indicators	
Include Parents Use Asterisk * to Indicate Contact Allowed	
Include Parents 🖸 \leftrightarrow 🧭	
Contact Allowed Enrolling Parent Has Custody Mailings Allowed Educational Rights Financial Responsibility Lives With Release To	
Display Counselor/Administrator name if the report has been filtered by Counselor and/or Administrator	

ATP402 – Period Student Absence Totals Report Interface Screen

- Start Date and End Date Enter to filter the report
- Minimum Period Absences Enter a value to only show students with more than a certain number of the absences selected in the Absence Definition section
- Hide Parent Contact Information Select to omit parent phone numbers and addresses from the report

- **Parent Indicators** Filter the parents displayed on the report. Select whether to filter by *Parents meet all criteria (default), Parents meet any criteria* or those selected from the **Include Parents** options. Select **Use Asterisk** * **to indicate Contact allowed**, as necessary.
- Counselor and/or Administrator name Displays the option(s) selected in either Select
 Counselor Filter and/or Select Administrator Filter on the Selection tab

See the Synergy SIS – Query and Reporting Guide for more information about these selections.

Demo School District			Students A	Hope Period Stue	e High dent Ab	School sence Tota	Year: 2017-2018 Report: ATP402 to 06/28/2018
Student	Perm ID	Grd	Relation	Parent	Type	Phone Ex	Attendance Totals By Period
Zeidler, Sara L.	127396	11	Father	Zeidler, Joe	Cell	480-555-6217	6 4 4 6 4 6
			Mother	Zeidler, Bonnie	Home	480-555-4924	
Zeldin, Carol A.	167263	10	Mother	Eagleson, Beverly	Home	480-555-5830	10 9 9 8 8 8
			Father	Zeldin, Justin			
Zierk, Barbara A.	956541	11	Father	Zierk, Martin			
			Foster Father	Standage, Andrew	Pager	602-555-7306	
			Mother	Turnbull, Mildred			
			Foster Mother	Standage, Joan	Work	602-555-0697	
Zipperer, Russell L.	874972	12	Mother	Zipperer, Katherine	Home	480-555-6962	
			Father	Zipperer, Ernest	Work	480-555-0964	

ATP402 - Period Student Absence Totals Output

ATP402.L – Period Student Absence Totals

Synergy SIS > Attendance > Reports Period > List

The Period Student Absence Totals report lists all students at a school for a given date range and displays the total number of absences recorded for each period. It also displays Grand Totals at the end of the report. Parent phone numbers also display.

This report is a substitution for the ATP402 – Period Student Absence Totals report and is located in its place in the PAD Tree.

Report ATP402.L: Period Student Absence Totals
Print Save Default Reset Saved Default Email Me
Name: Period Student Absence Totals Number: ATP402.L Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Attendance Conditions
Date Start Date End 07/03/2017 07/06/2018
Minimum Period Absences 1
Student Conditons
Grade Grade Section ID Teacher
Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4 Unvertified Unexcused Absence Reasons → ✓ Activity Bussspend Couns/admi Counseling Exc Tardy Excused Funeral Illness Iss Lice Other Suspension
Vacation Waived
Report Options
Hide Parent Contact Information By default, a maximum of 14 periods display on the report. If the option to Hide Show Parent Selection Criteria Parent Contact Information is selected, up to 28 periods display.
Parent Indicators
Parent Selection Criteria Use Asterisk * to Indicate Contact Allowed Parental Indicators ○ ↔ ⓒ
Contact Allowed Educational Rights Enrolling Parent Financial Responsibility Has Custody Lives With Mailings Allowed Release To
Display Counselor/Administrator name if the report has been filtered by Counselor and/or Administrator in Selection tab

ATP402.L – Period Student Absence Totals Report Interface Screen

- Start Date and End Date Enter values to filter the report.
- **Minimum Period Absences** Enter a value to only show students with more than a certain number of the absences selected in the Absence Definition section.
- Grade Filter the output by grade or a range of grades.
- Section ID Filter the output to include only the selected section ID.

- Teacher Filter the output to include only the selected Teacher name.
- Hide Parent Contact Information Select to omit parent phone numbers and addresses from the report
- Parent Indicators Filter the parents displayed on the report. Select whether to filter by
 Parents meet all criteria (default), Parents meet any criteria or those selected from the
 Include Parents options. Select Use Asterisk * to indicate Contact allowed, as
 necessary.
- Counselor and/or Administrator name Displays the option(s) selected in either Select
 Counselor Filter and/or Select Administrator Filter on the Selection tab



See the Synergy SIS – Query and Reporting Guide for more information about these selections.



A maximum of 14 periods display on the report by default. A maximum of 28 periods display if you select **Hide Parent Contact Information**.

<image/> <text><text><text></text></text></text>															
<image/> <section-header><image/><image/><image/><section-header><section-header><image/></section-header></section-header></section-header>	6				Llas	o Lliab (Cohool								
<image/> <text><text><text></text></text></text>	X.				Нор	e High	School	-				Year:	201	7-2018	
	Damo School District				Period Stu	dent Ab	sence T	otals				Repo	rt: ATP	402.L	
Autent Name Sis Ord Relation Parent Phone Finne None I <td>Ecolories V Scienting</td> <td></td> <td></td> <td></td> <td>Students Absent 1 or m</td> <td>iore times from</td> <td>m 07/03/2017 to</td> <td>07/06/20</td> <td>18</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Ecolories V Scienting				Students Absent 1 or m	iore times from	m 07/03/2017 to	07/06/20	18						
Sumper Ord Relation Parent Phone Phone Ext 0 1 2 3 4 5 6 7 8 9 pporer, Russel L. 8/49/2 12 Mother Zpporer, Katherine Work 400-6556-0962 0 0 1 2 0 <										Att	endance	Totals By	Period	I	
pperer; Russell L 874972 12 Mother Zpperer; Kusherine More 480-655-6962 0<	Student Name	Sis	Grd	Relation	Parent	Phone	Phone	Extn	0 1	2	3 4	56	78	9	
Pather Zipperer, Ernet Work 480-555-084 Grand Totals 1603 5455 4174 0 8323 5427 150 5531 4753 24	Zipperer, Russell L.	874972	12	Mother	Zipperer, Katherine	Home	480-555-696	2	0 0	0	1 2	1 0	0 0	0	
Grand Totals 1963 5455 4174 0 8325 5427 190 5531 4753 24				Father	Zipperer, Ernest	Work	480-555-096	4							
- Asterisk beside Parent/Guardian name indicates "Contact Allowed" - Asterisk beside Parent/Guardian name indicates "Contact Allowed"						Gra	nd Totals	1	503	545	i9	4174		0	
- Asteriak beside Parent/Guardian name indicates "Contact Allowed" - Asteriak beside Parent/Guardian name indicates "Contact Allowed" Tinted by Admin User at 06/28/2018 3.53 PM									8325		5427	15	0		
- Asterisk beside Parent/Guardian name indicates "Contact Allowed" - Asterisk beside Parent/Guardian name indicates "Contact Allowed"									5	931	475	3	24		
- Asterisk beside Perent/Guardian name indicates "Contact Allowed" inited by Admin User at 06/28/2018 3.53 PM Edupoint School District Page 204 of 204															
- Asterisk beside Parent/Guardian name Indicates "Contact Allowed" Tinted by Admin User at 06/28/2018 3.53 PM Edupoint School District Page 204 of 204															
- Asterisk beside Perent/Guardian name indicates "Contact Allowed" inited by Admin User at 06/28/2018 3.53 PM Edupoint School District Page 204 of 204															
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- Asterisk beside Parent/Guardian name indicates "Contact Allowed" inited by Admin User at 06/28/2018 3:53 PM Edupoint School District Page 204 of 204															
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inled by Admin User at 06/28/2018 3:53 PM Edupoint School District Page 204 of 204	- Asteriak beside harent/G	Soardian name	molicates	Contact Anowe	•										
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	nnted by Admin User at 0	6/28/2018 3:53	PM		Ed	upoint School	District							Page 2	04 of 204

ATP402.L – Period Student Absence Totals Output

ATP403 – Period Perfect Attendance List

Synergy SIS > Attendance > Reports Period > List

The Period Perfect Attendance List displays all students who have no absences or tardies for a given date range, by section. It also includes parent contact numbers.

Report ATP403: Period Perfect Attendance List
Arithmetic Save Default Reset Saved Default Email Me
Name: Period Perfect Attendance List Number: ATP403 Page Orientation: Portrait Options Sort / Output Conditions Selection Advanced
Date
Start Date End Date 07/05/2018 Image: 09/25/2018 Image: 09/25/2018
Absence Definition - The selected Absence Types and Reasons will be used to exclude students.
Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4 Unverified Unexcused ✓ <l< td=""></l<>
Activity Bussspend Couns/admi Counseling Excused Funeral Illness Iss Other Suspension Tardy Unexcused Unverified Vacation Waived
Student Options
Hide Student Detail Scheduled in Classes for Whole Range

ATP403 – Period Perfect Attendance List Report Interface Screen

- Start Date and End Date Enter to filter the report by date
- Reason Types or Absence Reasons Select options to filter by absence reason. To select or clear all Absence Reasons, use
 [□]
 [↔]
 [©].
- Hide Student Detail Select to exclude the permanent ID, parent/guardian names, and phone numbers
- Scheduled in Classes for Whole Range Select to require student enrollment for the whole date range

Section N/A	Period N/A	Course ID N/A		CourseTitle N/A	e	Teacher N/A		Room N/A	Track N/A
Student		Perm ID	Grade 1	Frk Gender	Relation	Parent	Туре	Phone	Extn
Deer, Bambi		997094	10	Male	Legal Guardian	Bunny, Thumper			
					Mother	Deer, Doe			
Deiu, Yabba D.		997182	10	Male					
Keilman, Scott		997281	10	Male	Biological Mother	Janes, Sandee			
					Biological Father	Keilman, Ken			
Test, Test		997188	10	Female	Father	Abbott, Todd			
Webster, Cheryl E.		946303	10	Female	Father	Webster, Christopher			
					Mother Chan Fathan	Wallace, Melissa	Work	480-555-7	835
Querilie -	Desired	0		0T#	Step-Father	vvaliace, Phillip	WORK	002-123-4	7.007
00000000100) 1	MA27		Algebra	a	Jackson,	Kathy	112	5 Day \
Student		Perm ID	Grade 1	Frk Gender	Relation	Parent	Type	Phone	Exto
Allen Todd		997274	12	Male	Biological Mother	Allen Joseph	Primary		
					Biological Mother	Allen, Wilma	Primary		
Bledsoe, Ann A.		164063	12	Female	Step-Mother	Bledsoe, Denise	Primary		
					Mother	Cruz, Shirley	-		
					Father	Bledsoe, Fred	Cell	480-555-5	603
Chandler, Eric		997193	11	Male	Father	Chandler, Scott	Primary	602-542-3	000
Cherry, Steven A.		867178	12 4	1 Da Male	Mother	Cherry, Amy	Work	480-555-4	472
					Father	Cherry, Jesse	Work	480-555-7	946
Conner, Jean L.		158743	12	Female	Father	Conner, Ronald	Primary	775-555-9	727
					Mother	Sonner, Norma	Primary	775-555-9	727
					Grandmother	Presby, Stephanie	Primary	480-555-7	833
Coombs, Sean		997267	10	Male	Step-Mother	K, K			
Michaels, Terry		997272	10	Male	Father	Michaels, Mike	Primary	480-555-7	8/8
Manage Jack		007007		Mala	Mother	Michaels, Sherry	Primary	480-000-7	8/8
Monroe, Jack Padilla Joa I		122060	12	Male	Enther	Padilla Lamy	Primany	810,555,9	450
r auliia, sue i.		122008	12	male	Mother	Acosta Marie	Primary	480-555-4	346
		997275	12	Female	Mother	Temple, Ethel	Primary	480-555-4	646
Temple, Shirley					Father	Temple, Mark	Primary	480-555-4	646
Temple, Shirley									
Temple, Shirley Reasons Counting	Toward	Absences				•			

ATP403 – Period Perfect Attendance List Output

ATP404 – Period Class Attendance List

Synergy SIS > Attendance > Reports Period > List

The Period Class Attendance List shows all students in a section on a given date and lists the reason for each student's absence in a period.

Report ATP404: Period Class Attendance List
Print Save Default Reset Saved Default Email Me
Name: Period Class Attendance List Number: ATP404 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Teacher Students To Display Absent In Class, Show Class Attendance Only Suppress Phone Numbers Period Selection Period Selection
Beginning Period Ending Period Page Break By Period 0 • 6 •
Date
Start Date End Date 01/08/2018 01/08/2018
Absence Definition
Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4 Unverified Unexcused Excused
Absence Reasons $\bigcirc \leftrightarrow \oslash$
Ace N Activity Bussspend Couns/admi Counseling Exc Tardy Excused Funeral Illness Iss Lice Other Suspension Tardy Unexcused Unverified Vacation Waived Suspension Suspension
Include the Following Fields
□ Signature Line □ Signature Text

ATP404 – Period Class Attendance List Report Interface Screen

- Teacher By default, all teachers display on the report. Select one to run the report for just one.
- Students To Display Determines which students to include
 - Absent In Class, Show Class Attendance Only Produces a report by teacher showing only the students who have the selected Absence Definitions. The code for the attendance event appears in the field of the period for the teacher. All other fields are blank.

- Absent In Class, Show All Attendance Produces a report like the above option but shows all attendance events
- Enrolled In Class, Show All Attendance Produces a report by teacher showing all the enrolled students along with the selected Absence Definitions, if they have them. The code for the attendance event appears in the field of the period for the teacher. Unlike the other report options, an event does not have to occur in the class to include the student.
- Suppress Phone Numbers Select to omit student and parent phone numbers
- Beginning Period and Ending Period Select to include a period range
- Page Break By Period Select to add page breaks after each teacher's class period
- Start Date and End Date Enter to filter by date
- Reason Types or Absence Reasons Select options to filter by absence reason. To select or clear all Absence Reasons, use [□] ⇔ [©].
- Signature Line Select to add a Signature and Date line to the bottom of each report.
- Signature Text Select to add the Class Attendance Signature Text from the System tab on the District Setup screen to the bottom of each report page

			For the	dates of: 0	8/03/2015 (E	B) - 0	8/25/2015	(-)				
Teacher: Jacksor	n. Kathy											
Student		Perm II) Grd Trl	Phone	AbsDate	Attenda 1 2	nce By Period 2 3 4	5	67	8	9	10
Period	SectionID 00000000	1001	Course Algebra I				Course ID MA27		Roor 11	m 2	Trac	* Davl
• Aaron, Harol	d N.	968257	12	555-555-5555	08/03/2015	ill				-		Juj
					08/04/2015	ill						
					08/05/2015	ill						
					08/21/2015	xx						
Abbott, Bobb	by .	997149	12	555-444-1234	08/18/2015	Unv						
Simmon, Car	rly	997250	10		08/18/2015	Unv						
		007405	15		08/24/2015	Unv						
Taylor, Jame	25	997169	12		08/11/2015 l	Unv						

ATP404 – Period Class Attendance List Output

ATP404.L – Period Class Attendance List

Synergy SIS > Attendance > Reports Period > List

The Period Class Attendance List shows all students in a section on a given date and lists the reason for each student's absence in a period.

This report is a substitution for the ATP404 – Period Class Attendance

Rep Print	ort ATP404.L: Period Class Attendance List C C C
-	
Name: Peri	od Class Attendance List Number: ATP404.L Page Orientation: Landscape
Options	Sort / Output Conditions Selection Advanced
Teacher	By default, a maximum of 15 periods display on the report. If the
Students To	Display.
Absent In (lass, Show Class
Attendance	Only
	ss Phone Numbers
PeriodSe	lection
Beginning I	eriod Ending Period
0	
O Crade C	laction
Grade S	iecaum
Grade	
Date	
Date Start	Date End
07/04/201	3 📋 07/05/2019 💼
Absence	Definition
Reason Ty	pe 1 Reason Type 2 Reason Type 3 Reason Type 4
Unverified	Unexcused Excused Excused
Absence R	easons
Activity	Bussspend Couns/admi Counseling
exampl	: Exc Tardy Excused Funeral
Nurse \	/isit Other Suspension Tardy
	sed Unverified Vacation Waived

ATP404.L - Period Class Attendance List Report Interface Screen

- **Teacher** By default, all teachers display on the report. Select one to run the report for just one.
- Students To Display Determines which students to include
 - Absent In Class, Show Class Attendance Only Produces a report by teacher showing only the students who have the selected Absence Definitions. The code for the attendance event appears in the field of the period for the teacher. All other fields are blank.

- Absent In Class, Show All Attendance Produces a report like the above option but shows all attendance events
- Enrolled In Class, Show All Attendance Produces a report by teacher showing all the enrolled students along with the selected Absence Definitions, if they have them. The code for the attendance event appears in the field of the period for the teacher. Unlike the other report options, an event does not have to occur in the class to include the student.
- Suppress Phone Numbers Select to omit student and parent phone numbers
- **Beginning Period** and **Ending Period** Select to include a period range. Any periods outside this range do not display on the report.
- Page Break By Period Select to add page breaks after each teacher's class period
- Grade Select to limit the report to only certain grades
- Start Date and End Date Enter to filter by date
- Signature Line Select to add a Signature and Date line to the bottom of each report.
- Signature Text Select to add the Class Attendance Signature Text from the System tab on the District Setup screen to the bottom of each report page

Demo School Di Crostieres in Causer	strict	Hope High School Period Class Attendance List For the dates of: 07/02/2018 - 07/05/2019													Re	Year: 2018-2019 Report: ATP404.L						
Teacher																						
Amses, Bot)				Atte	endan	ce By	Perio	d													
Student	Perm ID	Grd	Phone	AbsDate	0	1	2	3	4	5	6	7	8	9	10	11	12	13				
Period Sect	ionID	Course T	îtle				Cou	urseID					Ro	om								
1 017	7	Am Go	ovt				SS	551					P-	13								
Alpin, Steven J.	874439	12	480-555-3898	07/31/2018		Unv																
				12/03/2018		ill																
Anderson, Ann M	873834	12	480-555-2924	07/23/2018		Exc																
				12/03/2018		ill																
Brandt, Sandra M	. 876733	12	480-555-9834	07/19/2018		Exc																
				08/13/2018		Exc																
				08/31/2018	_	ill																
Crum, Bonnie A.	880099	12	480-555-9969	08/30/2018		Unv																
Dale, Patricia E.	8/20//	12	480-000-3807	07/24/2018		1																
				08/23/2018																		
Esisabild Manay P	004702	12	400 555 1841	08/24/2018																		
Jackson, Harry D	IV 974224	12	400-000-1041	07/10/2018		Unv																
Sackson, Harry D.	10 0/4224	12	460-000-0600	00/01/2010																		
Kelly Lori I	148725	12	480-555-6654	07/10/2019	_	a																
				08/02/2018																		
Kester, Lawrence	H. 912997	12	480-555-2464	08/31/2018		Exe											-					
Lyman, Anna S.	873764	12	480-555-6830	08/07/2018		Exc																
Phelps, Gloria	874558	12	480-555-8833	07/06/2018		Exc																
Porter, Nancy	874929	12	480-555-0654	07/10/2018		Exc																
Russer, Jennifer I	. 917046	12	480-555-5641	08/03/2018		ill																
				08/23/2018		Exc																
				08/24/2018		Exc																
				08/27/2018		Exc																
				08/28/2018		Exc																
Stimson, Sandra	R. 875726	12	480-555-5807	07/03/2018		ill																

ATP404.L – Period Class Attendance List Output

The output prints in landscape orientation.

ATP405 – Period Student List by Attendance

Synergy SIS > Attendance > Reports Period > List

The Period Student List by Attendance lists all students with a given number of absences for the given date only. This report does not print for a range of days.

Report ATP	405: Period	Student List k	y Attendance	· CC0
Print Save Defau	III Reset Saved De	fault		
Name: Period Student L	ist by Attendance Nu	Imber: ATP405 Page Or	ientation: Portrait	
Options Soft / Ot	utput Conditions	Selection		
Attendance Conditions	5			
As Of Date:				
12/06/2017				
Minimum Period Absend	es			
1				
Absence Definition				
Reason Type 1	Reason Type 2	Reason Type 3	Reason Type 4	
Unverified -	Unexcused	Excused	•	
Absence Reasons 🖸 🗧	• 🕑			
Activity	Berevement	Disability	Doctor Visit	
Excused	Flu Symptoms	Health Rm Class Time	In Schl Sus Half Day	
In School Suspension	Meeting with Staff	Other	Suspended	
Tardy Absent	Tardy Excused	Tardy Unexcused	Teacher Auth Prgm	
Truant	Unverified	Verified Abs UnExc	Weather/Unsafe Cond	

ATP405 – Period Student List By Attendance Report Interface Screen

- As Of Date Enter a day to print the report for. This field auto-populates today's date. Leaving this field blank generates the report for today's date.
- Minimum Period Absences Enter a value to show only students with more than a certain number of the absences selected in the Absence Definition
- Reason Types or Absence Reasons Select options to filter by absence reason. To select or clear all Absence Reasons, use [□] ⇔ [©].

6		Period Students Abs	Hope High Sc Student List by sent 1 or more times	hool Attendance as of 08/03/2015 (Year: 2015-2 Report: ATP40 B)	016 5
Student	Perm ID	Grd Trk				
Aaron, Harold N.	968257	12 4 Da				
0000510045 0.00 414			Edupoint School Distri	ict		Page 1 of 1

ATP405 – Period Student List By Attendance Output

ATP405.L – Period Student List by Attendance

Synergy SIS > Attendance > Reports Period > List

The Period Student List by Attendance report lists all students with a given number of absences for the given date only. This report does not print for a range of days.

This report is a substitution for the ATP405 – Period Student List by Attendance report and is located in its place in the PAD Tree.
Report ATP405.L: Period Student List by Attendance Print Save Default Reset Saved Default Email Ma
Name: Period Student List by Attendance Number: ATP405.L Page Orientation: Portrait
Attendance Conditions
Attendance Date 01/10/2018 Minimum Period Absences 1
Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4 Unverified ✓ Unexcused ✓ Excused ✓ Absence Reasons O ↔ 🕑
Activity Alt Lrn Ct Appeal Appealed C-Pox Doctor App Excused Funeral Illness Inschoolsu Lice Message Other Suspension Tardy Unexcused Unverified Vacation

ATP405.L – Period Attendance List By Attendance Report Interface Screen

- Attendance Date Enter a day to print the report for. This field auto-populates today's date. Leaving this field blank generates the report for today's date.
- Minimum Period Absences Enter a value to show only students with more than a certain number of the absences selected in the Absence Definition
- Reason Types or Absence Reasons Select options to filter by absence reason. To select or clear all Absence Reasons, use □ ↔ .

rm ID Grd		
2870 10		
1622 10		
6272 11		
5129 11		
5483 12		
9598 12		
3728 12		
3970 12		
1 6 5 9 3 3	622 10 622 11 129 11 483 12 698 12 728 12 970 12	0.00 10 622 10 129 11 483 12 698 12 728 12 970 12

ATP405.L – Period Student List By Attendance Report Output

ATP406 – Period Class Attendance Form

Synergy SIS > Attendance > Reports Period > List

The Period Class Attendance Form prints out a form that lists all students in a section and provides fields for recording attendance for a 4-week range.

Report ATP406: Period Class Attendance Form
Print Save Default Reset Saved Default
Name: Period Class Attendance Form Number: ATP406 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Report Options
Start Date Weeks 01/27/2017 Image: 4
Teacher
Period Begin Period End 1 5
Section ID →
Second Student Name Column Number
4
Page Size Page Break Option 8.5x11 - 8.5x11 Letter Between Sections (default)
Sort / Output selection will be overridden if Page Break Option is set to 'Between Teacher/Period'
Add Hole Punch Margin
Extra Lines Custom Number
Include the following fields
Grade Gender Room Section ID Phone 2nd Student Name Total Abs

ATP406 – Period Class Attendance Form Report Interface Screen

- Start Date Enter to filter by date
- Weeks Select the number to display (from 1 to 4)
- Section ID or Teacher By default, the report prints for all sections and teachers. Enter a Section ID range or select a teacher name to print the report for only one section or teacher.
- Period Begin and Period End Select the periods to include in the report
- Second Student Name Column Number If the form prints on a very wide sheet of paper or flows over onto a second page, enter the column number to print the student's name a second time for clarity.
- Page Size Select the paper size for printing
- Page Break Option Select to choose where page breaks occur
- · Add Hole Punch Margin Select for forms requiring punch holes
- Extra Lines Enter the number of additional lines to add at the end of the report. Extra lines create room for adding students who enroll in the section after the report prints. To select a custom number of extra lines, enter the number of lines in **Custom Number** instead of selecting an option from the list.

To include some fields on the form, select Include the following fields:

- Grade Prints on the report next to the name
- Gender Prints on the report next to the name
- Phone Prints on the report next to the name
- Second Student Name Prints the student name on the report a second time in the column specified by the Second Student Name Column Number (see <u>above</u>)
- Total Abs Prints absence totals on the report

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pe High School | School Yr Z015 Term Semester 1 1 | | | 2015 | 2015 | 2015 | 2015 | 2015 | 2015 | 2015 | 2015

 | 2015 | 2015
 | 2015 | 2015 | 2015 | 2015 | 2015 | 2015 | 2015 | 2015
 | 2015 | 2015 |
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| ctic
000 | on Subject
0000 Algebra I | | Room
112 | Teacher
Jacks | on, Kathy | | 112/120 | 07/28/ | 162/10 | 02/30/ | 116/20 | 08/03/

 | 08/04/2 | 08/05/
 | 08/06/ | 120/80 | 08/10/2 | 08/11/2 | 08/12/ | 08/13/ | 08/14/2 | 08/17/2
 | 08/18/2 | 08/19/2 | 08/20/
 | 08/21/2 | |
| 0 | | CTUDENT NAME | | | | | First | | | | Second |

 | |
 | Third | | | | | Fourth | |
 | | | NO
 | | |
| - | | 510 | DENTIN | AIVIE | | | Mon | Tues | Wed | Thu | Fri | Mon

 | Tues | Wed
 | Thu | Fri | Mon | Tues | Wed | Thu | Fri | Mon
 | Tues | Wed | Thu
 | Fri | |
| 1 | Aaron, Harold N. | | | | | | N/E | N/E | N/E | N/E | |

 | |
 | | | | | | | | | | | | |
 | | |
 | | 1 |
| 2 | Abbott, Bobby | | | | | | N/E | N/E | N/E | N/E | |

 | |
 | | | | | | | | | | | | |
 | | |
 | | 2 |
| 3 | Simmon, Carly | | | | | | N/E | N/E | N/E | N/E | |

 | |
 | | | | | | | | | | | | |
 | | |
 | | 3 |
| 4 | Taylor, James | | | | | | N/E | N/E | N/E | N/E | N/S |

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2 Abbott, Bobby
3 Simmon, Carfy
4 Taylor, James | ope High School
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2 Abbott, Bobby
3 Simmon, Carly
4 Taylor, James | ood yet ligh School Y2015
socool Subject 100 Teacher 120 Teacher
101 Algebra 1 12 Teacher
STUDENT NAME
1 Aaron, Harold N.
2 Abbott, Bobby
3 Simmon, Carly
4 Taylor, James | code Y2015 Term
Semester 1 500000 Subject Tescher 0 Agebra 1 1120 2 STUDENT NAME 1 Aaron, Harold N. 2 Abott, Bobby 3 Simmon, Carly 4 Taylor, James | ood Yr_ots Teacher 1 Per 1
senseter 1 Per 1
Senseter 1 12 Teacher Jackson, Kathy
STUDENT NAME
1 Aaron, Harold N.
2 Abbdt, Bobby
3 Simmon, Carly
4 Taylor, James | Open High School Youts Term
Semester 1 Per
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Semester 1 Semester 1 Semester 1 Per
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Semester 1 Semester 1 Semester 1 Sem 1 | Opder
Subject Your State Your State Part
Semester 1 Part
Semester 1 Part
State State 0 Algebra 1 112 Teacher on, Kathy 55 56 56 0 STUDENT NAME Mon Tues
Student N/E N/E 1 Aaron, Harold N. N/E N/E N/E 2 Abbott, Bobby N/E N/E N/E 3 Simmon, Carly N/E N/E N/E | Opder
product V1015
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ATP406 - Period Class Attendance Form Output

ATP407 – Period Attendance Gaps by Teacher

Synergy SIS > Attendance > Reports Period > List

The Period Attendance Gaps by Teacher lists all students in any of a teacher's sections with a gap in their period attendance. For example, if the student has absences for all periods but 3rd period, it probably is a data entry error and the student was actually absent. The teacher can review this report and fix the errors.

Report ATP407: Period Attendance Gaps By Teacher
Print Save Default Reset Saved Default Email Me
Name: Period Attendance Gaps By Teacher Number: ATP407 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
O Date Range
Start Date End Date
Section Options
Section ID
→
Gap Filter
Minimum Period Gap Size (Number of Consecutive Periods in a Gap) 1 Maximum Period Gap Size (Number of Consecutive Periods in a Gap) Maximum Gaps Per Day (Number of Consecutive Periods in a Gap) Maximum Gaps Per Day (Number of Gaps Per Day as Defined for Minimum and Maximum Period Gap Size) 1 Gaps will be based on: Gaps in Presence • Exclusive Match (When enabled, the student attendance records will be validated against the values entered in the Maximum Period Gap Size and the Maximum Gaps Per Day fields. Consecutive periods in a gap must match the value in the Maximum Gaps Size, and the number of gaps per day must match the value in the Maximum Gaps Per Day field. The Minimum Period Gap Size field will not apply when the "Exclusive Match" option is selected.)
Absence Definition
Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4
Absence Reasons () ↔ 🧭
Activity Counseling Exclardy Excused Funeral Illness Iss Lice Lunch Other Positive Suspension Tardy Unexcused Unverified Vacation Waived Vacation Waived
Include the following fields
Signature Line
Report Options
Hide Room Number 🔲 Hide Grade 📄 Hide Gender 📄 Hide Day

ATP407 – Period Attendance Gaps By Teacher Report Interface Screen

- Start Date and End Date Enter to filter the report by date
- Section ID By default, the report prints for all sections. Enter a Section ID range to print the report for only some sections.

- Minimum Period Gap Size Minimum number of consecutive periods with no attendance
 marks
- Maximum Period Gap Size Maximum number of consecutive periods with no attendance
 marks
- Maximum Gaps Per Day Maximum number of consecutive periods per day with no attendance marks, as defined by Minimum and Maximum Period Gap Size
- Gaps will be based on:
 - Gaps in Absence Evaluates the number of periods a student is absent.
 - Gaps in Presence Evaluates the number of periods the student is present.
 - Exclusive Match Validates student attendance records against the values entered in Maximum Period Gap Size and Maximum Gaps Per Day. This option only appears when you choose *Gaps in Presence* in the Gaps will be based on: drop-down.
- Reason Types or Absence Reasons Select options to filter by absence reason. To select or clear all Absence Reasons, use
 [□] ↔
 [©].
- Signature Line Select to include a line for a gap verifier to sign off
- Hide Room Number, Hide Grade, Hide Gender, or Hide Day Hides the selected option from the report output

	Teacher:														
									Pe	riods					
Prd	Section ID	Room	Student Name	Perm ID	Grd	Ger	Day	Date	0	1.3	23	4	5	67	8
0	000000000000000000000000000000000000000		Bud (gowin), Air	997091	12	M	в	06/01/2015	-	-	-			-	
			Depp, Johnny	997159	09	м	в	06/01/2015	-	-	-				
			Famsworth, Jose R.	164938	11	м	в	06/01/2015	-	-	-		-		
			Padilla, Joe I.	122069	12	M	в	06/01/2015	-	-	-		-		
_	1000		Williams, Sarah A.	997049	10	-	в	06/01/2015	-	-	-		-	-	
0	1006		John, Conne R.	997089	10	-	в	06/01/2015	-	-	-		-		
1	0106		Tanner, Diane C.	966553	11	-	в	06/01/2015		-					
1	0135		1,11.	997139	09	-	в	00/01/2015		-	-				
1	0988		1,11.	997140	09	-	в	00/01/2015		-	-				
1	1_384_SA99		Webster, Cheryl E.	940303	09	2	в	00/01/2015		-					
	1102		Williams, Saran A.	997049	10			00/01/2015	-	-	-		-	-	
1	1104		Abbott, William C.	905483	12		в	00/01/2015	-	-	-		-		
			Abbott, William C.	900483	12			00/02/2015	-	-		-		-	
			Abbott, William C.	005403	12		2	00/03/2015	-	-	-	-	-		
			Abbott, William C.	900483	12		6	00/04/2015	-	-	-		-		
			Abbott, William C.	900483	12			00/00/2010	-	-		-		-	
	4407		Abbott, William C.	900463	12		2	00/28/2015	-	-	-	-	-		
	1127		John, Conne R.	997089	10	5		00/01/2015	-	-	-		-		
	1133		Abbott, Bobby	997149	- 11	M		07/24/2015		-					
	1710		Abbott, Bobby	007105	- 11			0/124/2015		-					
2	1710		Smith, meresa L.	007150	00	5		00/01/2015		-	-		-		
1	1049		Bennit, Punchinello	997100	09	E		08/01/2015		-					
2	0259		T TT	007120	00	2		08/01/2015							
3 2	0308		I, II.	007100	00	5		00/01/2015		-	-				
2	0391		Delu, Tabba D. Decult Poul I	997102	12	M		08/01/2015		-	-				
2	0956			007133	00	5		08/01/2015							
	0000		T TT	007140	00	÷		08/01/2015		-					
2	0959		Carrera John I III	164031	11	M	8	08/01/2015							
à	1000		Chandler, Eric	007103	10	M	B	06/01/2015							
2	1010		Doop Johnny	007150	00	M		08/01/2015			-				
3	1303		John Corine R	997089	10	F	в	06/01/2015	-						
-			Padilla Joe I	122069	12	M	в	06/01/2015							
			Williams Sarah A	007040	10	F	8	08/01/2015		-			-		
3	1309		Nelson, Norman N	997170	09	'n.	в	06/01/2015	-				-		
3	1311		McQueen Steve	997113	10	м	B	06/01/2015							
3	1328		Bud (gowin) Air	997091	12	м	в	06/01/2015	-						
3	1339		Abbott William C	905483	12	м	в	06/01/2015	_	_	_				
-			Abbott, William C.	905483	12	м	A	06/03/2015			-			-	
			Abbott, William C	905483	12	м	в	06/04/2015	-		_				
			Abbott, William C.	905483	12	M	A	06/29/2015			-				
			Could There I	007405		-		00/04/00/15							

ATP407 – Period Attendance Gaps By Teacher Output

ATP408 – Period Attendance Gaps

Synergy SIS > Attendance > Reports Period > List

The Period Attendance Gaps reports lists all students that show a gap in their period attendance. For example, if the student has an absence for all periods but 3rd period, it probably is a data entry error and the student was absent.

Report ATP408: Period Attendance Gaps Print Save Default Reset Saved Default
Name: Period Attendance Gaps Number: ATP408 Page Orientation: Portrait Options Sort / Output Conditions Selection Advanced
Date Range
Start Date End Date
🕒 Gap Filter
Minimum Period Gap Size 1 Maximum Gaps Per Day 1
Absence Definition
Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4 → → → → → → → → → → → → → → → → → → →
Activity Bussspend Couns/admi Counseling Excused Funeral Illness Iss Other Suspension Tardy Unexcused Unverified Vacation Waived
Include the following fields
Signature Line

ATP408 – Period Attendance Gaps Report Interface Screen

- Start Date and End Date Enter to filter the report by date
- Section ID By default, the report prints for all sections. Enter a Section ID range to print the report for only some sections.
- Minimum Period Gap Size Minimum number of consecutive periods with no attendance marks
- Maximum Gaps Per Day Maximum number of consecutive periods per day with no attendance marks, as defined by Minimum Period Gap Size
- Reason Types or Absence Reasons Select options to filter by absence reason. To select

or clear all Absence Reasons, use $\Box \leftrightarrow \mathbf{C}$.

• Signature Line - Select to include a line for a gap verifier to sign off

0		Period	Attenda	nce Gap	os		Year: Repor	2014-2015 t: ATP408	
•				Periods					
Student Name	Perm ID	Grade Gen Da	y Date	012	34	56	789	10 11 12 13 14 1	5 16 17 18
(Lecter, Hannibal)	997148	09 M B	06/01/2015	-					
Abbott, Bobby	997149	11 M B	07/21/2015	-					
		В	07/24/2015	-					
Abbott, William C.	905483	12 M B	06/01/2015		-	-			
		В	06/04/2015		-	-			
		С	06/05/2015		-	-			
		С	06/02/2015		-	-			
		A	06/29/2015				-		
		Α	06/03/2015						
Barker, Richard A.	163180	10 M C	07/27/2015	-		-			
		A	07/28/2015	-					
		в	07/29/2015	-		-			
		C	07/30/2015	-		-			
Benhit, Punchinello	997150	09 M B	06/01/2015	-					
Bud (gowin), Air	997091	12 M B	06/01/2015		-		-		
Butler, Beverly J.	904112	10 F B	06/01/2015	-					
Camnpoeil, wayne	997097	12 M B	00/01/2015	-					
Capps, Jacqueine L.	818432	11 F B	06/01/2015	-		-			
Carrera, Jonn L. III	104931	11 M B	06/01/2015	-	-	-			
Cat, Jonesy Chandles, Eric	997099	10 M D	00/01/2010	-					
Charles, Enc	000353	11 5 0	00/01/2015		-	-			
Chesley, Brenda J.	172001	10 10 10	00/01/2015	-		-			
Callum, Frank W.	974452	12 M B	06/01/2015	-					
Connor, Lean I	159742	12 F B	00/01/2013	-					
Cook Raymond B	164900	12 M B	08/01/2015						
Croom Ernest D	185504	12 M B	06/01/2015						
Davis Diana I	164257	11 F B	08/01/2015						
Deer Rambi	997094	09 M B	08/01/2015						
Deiu Yabba D	997182	09 M B	06/01/2015						
Delci, Jonathan A.	909137	11 M B	06/01/2015						
Depp. Johnny	997159	09 M B	06/01/2015						
Devisme. Tammy	171331	11 F B	06/01/2015	-		-			
Duffel, Alice N.	887967	12 F B	06/01/2015	-					
Eidson, Clare	997103	09 F B	06/01/2015	-					
English, Tresh T. JR	997181	11 M B	06/01/2015			-			
Fang, Julia	163196	11 F B	06/01/2015	-		-			
Farnsworth, Jose R.	164938	11 M B	06/01/2015		-	-			
Frazee, Janice L.	171608	11 F B	06/01/2015	-	-				
Frazier, Keith L.	942393	11 M B	06/01/2015	-		-			
Frogge, Benjamin N.	163256	11 M B	06/01/2015	-		-			
Gale, Dorothy T.	997154	09 F B	06/01/2015	-					
Garcia, Julie C.	164813	11 F B	06/01/2015		-				
George, Regina	997102	11 F B	06/01/2015	-		-			
	_	_							

ATP408 – Period Attendance Gaps Output

ATP409 – Period Absence Count

Synergy SIS > Attendance > Reports Period > List

The Period Absence Count lists all students at a school and total the number of absences recorded for each student by period and overall.

▼ Report ATP409: Period Absence Count ■ · 2000
Print Save Default Reset Saved Default Email Me
Name: Period Absence Count Number: ATP409 Page Orientation: Landscape
Options Sort / Output Conditions Selection Advanced
Date
Start Date End Date 07/04/2016 06/12/2017
Absence Definition (ABS1)
Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4 Image: Constraint of the state of
Absence Definition (ABS2)
Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4
Absence Reasons ↔ Ace N Activity C-Pox Doctor App Excused Funeral Illness Lice Message Other Suspension Tardy Unexcused Unverified Vacation
Display Counselor/Administrator name if the report has been filtered by Counselor and/or Administrator

ATP409 – Period Absence Count Report Interface Screen

- Start Date and End Date Enter to filter the report by date.
- Counselor and/or Administrator name Displays the option(s) selected in either Select
 Counselor Filter and/or Select Administrator Filter on the Selection tab





ATP409 – Period Absence Count Output

ATP410 – Summer Attendance Report

Synergy SIS > Attendance > Reports Period > List

The Summer Attendance Report shows the minutes accrued by each student in the summer school program and how the minutes distribute between proficiency and core. Schools in California primarily use this for taking supplemental attendance.

Report ATP410: Summer Attendance Report
Print Save Default Reset Saved Default Email Me
Name: Summer Attendance Report Number: ATP410 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Reporting Period
Reporting Period State Reporting Period
Minutes
Core Category Proficiency Category Minutes Per Period
Filtering
Grade Grade
Independent Study Learning Center Other Alternative Program County Students CAL-Safe program Adult Transition Special Ed Out of County

ATP410 – Summer Attendance Report Report Interface Screen

- **Reporting Period** and **State Reporting Period** Select the reporting periods to include, as defined in the District and School calendars. To print the report for a State Reporting Period instead, select the period from the field.
- Core Category Enter the number of minutes to use for all sections.
- Proficiency Category Enter the number of minutes to use for all sections.
- Minutes Per Period Enter the number of minutes per period to use for all sections.
- Grade Select the range to include in the report.
- Instructional Settings Filters by selected options
- Track If the school uses tracks, select the tracks to include.

Labor Tarita			Summer Attendance Report Reporting Period: Period 3, 10/25/2010-11/19/2010					Year: 2010-2011 Report: ATP410				
Track:	Instructional S	etting:										
Student ID	Student Name	Gr	Pr	Crs ID	Course Title	APC	CRT	P/C	Apport Prof.	ionment Core	Min Total	Total Min
388116	Allen, Ruby D.	11										
377993	Allen, Shawn C.	12										
387820	Allinder, Benjamin R.	11										
92737	Allison, Kenneth B.	11										
92672	Allison, Pamela D.	12										
388126	Allred, David A.	11										
966707	Alnas, Kelly M.	11										
920153	Alonso, Raymond G.	11										
374439	Alpin, Steven J	12										
81303	Alvis, Jeremy T	11										
377916	Alwine, Roy M.	12										
389325	Amann, Walter A.	11										
167096	Amatova, Tammy C.	11										
386362	Ament, Alice J.	11										
371884	Amiri, Margaret M.	12										
388836	Amundsen, Russell A.	11										
118268	Anava, Anthony C.	12										
373834	Anderson, Ann M.	12										
386310	Anderson, Louis H.	11										
386734	Anderson, Marie	11										
379286	Anderson, Paula N.	12										
03455	Anderson, Peter W.	11										
375456	Andrews, Jean L.	12										
373838	Apple, Diana	12										
171008	Applegate, Sharon D.	11										
373298	Arambula, Pamela A.	12										
140843	Ardis, Anne L.	12										
914682	Arnold, Jason K.	12										
339443	Arnow, Kelly L.	12										
373840	Arnow, Wayne M.	12										
392796	Arvanitas, Christina T.	12										
372129	Arviso, Anthony M.	12										
373507	Ashoor, Carl S.	11										
	Acturiae Jacea A IR	11										

ATP410 – Summer Attendance Report Output

ATP602 – Period Sections Missing Attendance List

Synergy SIS > Attendance > Reports Daily > List or

Synergy SIS > Attendance > Reports Period > List

The Period Sections Missing Attendance List displays all sections at a school where attendance has not been taken.

Report ATP602: Period Sections Missing Attendance List Print Save Default Reset Saved Default Email Me							
Name: Period Sections Missing Attendance List Number: ATP602 Page Orientation: Portrait Options Sort / Output Conditions Selection Advanced							
Date Range Period Range							
Starting Date Ending Date Starting Period Ending Period 09/25/2018 09/25/2018 10 Image: Comparison of the second seco							
Print Empty Report							

ATP602 – Period Sections Missing Attendance List Report Interface Screen

- Start Date and End Date Enter to filter the report by date
- Starting Period and Ending Period Select the periods to include.
- **Time of Day** If the school takes attendance twice a day, select to include in the report (AM, PM, or AM/PM).
- Print Empty Report Select if you want the report to print even if all teachers took attendance.

۲	0	Period Sec	Year: 2015-2016 Report: ATP602				
Period	Teacher Name	Section ID	Course Title	Room #	Track	Sheet #	Time Of Day
Period 1	Teacher Name Jackson, Kathy	Section ID 000000001001	Course Title Algebra I	<u>Room #</u> 112	Track 5 Day Week	Sheet #	Time Of Day
08/24/201	5 3:50 PM		Edupoint School Distri	ct			Page 1 of

ATP602 – Period Sections Missing Attendance Output

ATP602.L – Period Sections Missing Attendance List

Synergy SIS > Attendance > Reports Daily > List or

Synergy SIS > Attendance > Reports Period > List

The Period Sections Missing Attendance List displays all sections at a school where attendance has not been taken.

This report is a subst Attendance List repo	itution for the ATP602 – Period rt and is located in its place in t	d Sections Missing he PAD Tree.						
Report ATP602.L: Pe Print Save Default Reset Save	riod Sections Missing A ed Default Email Me	ttendance List 🗖						
Name: Period Sections Missing Attendance List Number: ATP602.L Page Orientation: Portrait								
Options Sort / Output Condit	ions Selection Advanced							
Date Range	Period Range	Time Of Day						
Date Start 01/10/2018 Date End 01/10/2018	Period Filter ○ ↔ 	Possible Times of Day						
Section and Teacher Filters								
Course ID Course Title Section ID Staff Name								
Print Empty Report								

ATP602.L – Period Sections Missing Attendance List Report Interface Screen

- Date Start and Date End Enter to filter the report by date
- Period Filter Select the periods to include.
- **Possible Times of Day** If the school takes attendance twice a day, select to include in the report (AM, PM, or both AM and PM). If the school takes both period and daily attendance, select to include in the report (Day, Period, or both Day and Period).
- **Print Empty Report** Select if you want the report to print even if all teachers took attendance.

Demo School District Lectrone in Lecanos		Period Se	Hope High School ctions Missing Attendance List Date: 10/09/2017	Year: 2017-2018 Report: ATP602.L		
Period	Teacher	Section ID	Course Title	Room	Att Not Taken	
1	Blackburn M., Matt	0971	Sports Medicine	ANNX	1	
1	Bonjour R., Richard	0112	Prin Eng I	301	1	
1	Bordwell R., Robert	0191	German II	205	1	
1	Brady J., James	0189	Driver Educ	P-19	1	
1	Brook C., Clayton	0136	Auto Tech I	308	1	
1	Brown P., Patricia	0181	Math	236	1	
1	Brown P., Patricia	1_086_SA99	Student Aid	403	1	
1	Bunger T., Thomas	0113	Col Prep Wrt	P-10	1	
1	Bunger T., Thomas	1_088_SA99	Student Aid	403	1	
1	Burgener S., Scott	0157	Band/percussion	410	1	
1	Chaisson P., Paul	0137	Woodwork Tech 1	311	1	
1	Clifford R., Rob	0145	Algebra II	114	1	
1	Clow-Kennedy, Tamm	ny 0945	Foods For Today	132	1	
1	Cole N., Nancy	0133	Culinary Arts 1	136	1	
1	Craft, Kristin	0167	Amer History I	214	1	
1	Craft, Kristin	1_121_SA99	Student Aid	403	1	
1	Davis, Jeffrey	0177	Am Govt	P-13	1	
1	Davis, Paul	0195	Ap Spanish IV	201	1	
1	Default Teacher	0034	Animal Sci	104	1	
1	Donaldson, Keldon	0192	Spanish 10	304	1	

ATP602.L – Period Sections Missing Attendance Output
ATP603 – Positive Attendance Summary

Synergy SIS > Attendance > Reports Period > Summary

The Positive Attendance Summary report lists all students at a school and totals the student's absence hours and hours present for the reporting period selected. This report includes passing minutes in the calculations.

Report ATP603: Positive Attendance Summary Print Save Default Reset Saved Default										
Name: Positive Attendance Summary Number: ATP603 Page Orientation: Portrait										
Options Sort / Output Conditions Selection Advanced										
Conditions										
Reporting Period Reporting Period										
State Reporting Period										
Data Options										
Totals by										
Overrides										
Override Class Minutes Override Passing Minutes										
Class Minutes Passing Minutes										
No Backfill Daily Attendance Reason										
No Backfill Absence Reasons 30 Min Late Activity Couns/admi Counseling Exc Tardy Excused Funeral Illness Iss Lice Lunch Other Positive Suspension Tardy Unexcused Unverified Vacation Waived										

ATP603 – Positive Attendance Summary Report Interface Screen

- **Reporting Period** and **State Reporting Period** Select the reporting periods to include, as defined in the District and School calendars. To print the report for a State Reporting Period instead, select that period.
- Totals by Select how to present the totals. Select either Days or Hours.
- Include Additional Columns Select to display three extra fields:
 - Hours Limit Shows the limit of accruable hours for the week
 - Hours Pres Shows the hours present for the week
 - Hours Def Shows the hours deficient for the week
- Suppress Unused Bell Periods Select to show only the bell periods using positive attendance
- Override Class Minutes or Override Passing Minutes Select to override the class minutes or passing minutes defined in the bell schedule. Then enter the number of Class Minutes or Passing Minutes, as appropriate.

All Day Code – If you enter an all-day code for a school using period attendance but the
periods themselves do not show an absence, you can automatically populate the periods so
that all periods for that day, use this option. To prevent the backfilling process from occurring
for certain types of absence reasons, select the reasons in No Backfill Daily Attendance
Reason.

			Monday	Tuneday	Wodnosda	и т	hureday	Eridov	e aj e ta agrici							
Student Name	Period	Week	12345678901	2345678	90123456789	'1 90123	456789012	3456789	1	Hours Exc	Hours	Appr. Unx	Hours	Hours	Hours N/F	Hour
Aaron, Harold N.		07/27/2015	NotEnrolleN	otEnroll	leNotEnroll	leNot	Enrollel			0.67	0.00	0.00	0.00	0.00	12.00	0.00
968257	12 M	08/03/2015	1 1							2.00	0.00	0.00	0.00	0.00	0.00	0.6
		08/10/2015				+	+			0.00	0.00	0.00	0.00	0.00	0.00	3.3
		08/17/2015					?			0.00	0.67	0.67	0.00	0.00	0.00	2.6
		08/24/2015								0.00	0.00	0.00	0.00	0.00	0.00	1.3
		08/31/2015				A				0.00	0.67	0.67	0.00	0.00	0.00	0.00
		09/07/2015								0.00	0.00	0.00	0.00	0.00	0.00	0.00
		09/14/2015								0.00	0.00	0.00	0.00	0.00	0.00	0.00
		09/21/2015								0.00	0.00	0.00	0.00	0.00	0.00	0.00
		09/28/2015								0.00	0.00	0.00	0.00	0.00	0.00	0.00
		10/05/2015								0.00	0.00	0.00	0.00	0.00	0.00	0.00
		10/12/2015								0.00	0.00	0.00	0.00	0.00	0.00	0.00
		10/19/2015								0.00	0.00	0.00	0.00	0.00	0.00	0.00
		10/26/2015								0.00	0.00	0.00	0.00	0.00	0.00	0.00
		11/02/2015								0.00	0.00	0.00	0.00	0.00	0.00	0.0
		11/09/2015								0.00	0.00	0.00	0.00	0.00	0.00	0.00
		11/16/2015								0.00	0.00	0.00	0.00	0.00	0.00	0.00
		11/23/2015								0.00	0.00	0.00	0.00	0.00	0.00	0.00
		11/30/2015								0.00	0.00	0.00	0.00	0.00	0.00	0.00
		12/07/2015								0.00	0.00	0.00	0.00	0.00	0.00	0.00
								Period	SubTotals	2.67	1.33	1.33	0.00	0.00	12.00	8.0
								Stuc	lent Totals	2.67	1.33	1.33	0.00	0.00	12.00	8.0
								Inst. Set	ting Totals	2.67	1.33	1.33	0.00	0.00	12.00	8.00

ATP603 – Positive Attendance Summary Output

ATP604 – Positive Attendance Audit

Synergy SIS > Attendance > Reports Period > Summary

The Positive Attendance Audit lists all students at a school for a selected reporting period, lists all absences that the student accrued, and provides a total of the hours the student attended during the period. This report includes passing minutes in the calculations.

Report ATP604: Positive Attendance Audit											
Print Save Default Reset Saved Default Email Me											
Name: Positive Attendance Audit Number: ATP604 Page Orientation: Portrait											
Options Sort / Output Conditions Selection Advanced											
Conditions											
Reporting Period Reporting Period											
O Date Options											
Data Options Include Additional Columns Suppress Unused Bell Periods											
Overrides											
Override Class Minutes Override Passing Minutes Class Minutes Passing Minutes											
_											
No Backfill Daily Attendance Reason											
No Backfill Absence Reasons											
Activity Bussspend Couns/admi Counseling Excused Funeral Illness Iss Other Suspension Tardy Unexcused Unverified Vacation Waived											

ATP604 – Positive Attendance Audit Report Interface Screen

- **Reporting Period** and **State Reporting Period** Select the reporting periods to include, as defined in the District and School calendars. To print the report for a State Reporting Period instead, select that period.
- Include Additional Columns Select to display three extra fields:
 - Hours Limit Shows the limit of accruable hours for the week
 - Hours Pres Shows the hours present for the week
 - Hours Def Shows the hours deficient for the week
- Suppress Unused Bell Periods Select to show only the bell periods using positive attendance
- Override Class Minutes or Override Passing Minutes Select to override the class minutes or passing minutes defined in the bell schedule. Then enter the number of Class Minutes or Passing Minutes, as appropriate.

All Day Code – If you enter an all-day code for a school using period attendance but the
periods themselves do not show an absence, you can automatically populate the periods so
that all periods for that day, use this option. To prevent the backfilling process from occurring
for certain types of absence reasons, select the reasons in No Backfill Daily Attendance
Reason.

Frack: 4 Day Wee	k	Instructional Setting	: <u> </u>	Other Alterr	native F	Program										
		Bartad West		Monday	1	Tuesday	1	Wednesday 1	П	nursday	1	Friday 1	Total	Hours	Hours	
aron Harold N		Period Week 07/27/2015	-14	2345678	9012	345678	901	234567890	123	156789	012	234567890	Appr.	0.00	Credit	TO Week
968257	12	M 08/03/2015			1 en o								0.67	0.00	0.00	
		08/10/2015	1						1		1		3.33	0.00	0.00	
		08/17/2015	1						1		2		2.67	0.00	0.00	
		08/24/2015	1		1								1.33	0.00	0.00	
		08/31/2015							A				0.00	0.00	0.00	
		09/07/2015					10		1				0.00	0.00	0.00	
		09/14/2015											0.00	0.00	0.00	
		09/21/2015											0.00	0.00	0.00	
		09/28/2015											0.00	0.00	0.00	
		10/05/2015											0.00	0.00	0.00	
		10/12/2015											0.00	0.00	0.00	
		10/19/2015											0.00	0.00	0.00	
		10/26/2015											0.00	0.00	0.00	
		11/02/2015											0.00	0.00	0.00	
		11/09/2015											0.00	0.00	0.00	
		11/16/2015											0.00	0.00	0.00	
		11/23/2015											0.00	0.00	0.00	
		11/30/2015											0.00	0.00	0.00	
		12/07/2015											0.00	0.00	0.00	
			_				_				1	Period SubTotal	8.00	0.00	0.00	
											- 1	Student Totals	8.00	0.00	0.00	
												Inst. Setting Totals	8.00	0.00	0.00	

ATP604 – Positive Attendance Audit Output

ATP605 – Positive Attendance Totals

Synergy SIS > Attendance > Reports Period > Summary

The Positive Attendance Totals report lists all tracks and instructional settings at a school and summarizes the attendance and ADA for each track and instructional setting. This report includes passing minutes in the calculations.

Report ATP605: Positive Attendance Totals Print Save Default Reset Saved Default Email Me
Name: Positive Attendance Totals Number: ATP605 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Conditions
Reporting Period State Reporting Period V
Data Options
Totals by Image: Total
Overrides
Override Class Minutes Override Passing Minutes Class Minutes Passing Minutes
O No Dealeth Deite Attendance Descent
No Backfill Absence Reasons
Activity Bussspend Couns/admi Counseling Excused Funeral Illness Iss Other Suspension Tardy Unexcused Unverified Vacation Waived

ATP605 – Positive Attendance Totals Report Interface Screen

- **Reporting Period** and **State Reporting Period** Select the reporting periods to include, as defined in the District and School calendars. To print the report for a State Reporting Period instead, select that period.
- Totals by Select how to present the totals: either Days or Hours.
- Include Additional Columns Select to display three extra fields:
 - Hours Limit Shows the limit of accruable hours for the week
 - Hours Pres Shows the hours present for the week
 - Hours Def Shows the hours deficient for the week

- Override Class Minutes or Override Passing Minutes Select to override the class minutes or passing minutes defined in the bell schedule. Then enter the number of Class Minutes or Passing Minutes, as appropriate.
- All Day Code If you enter an all-day code for a school using period attendance but the
 periods themselves do not show an absence, you can automatically populate the periods so
 that all periods for that day, use this option. To prevent the backfilling process from occurring
 for certain types of absence reasons, select the reasons in No Backfill Daily Attendance
 Reason.

School	Track	Inst. Setting	Date Range	Days	Hours Exc	Hours Unx	Appr. Unx	Hours Over	Hours Credit	Hours N/E	Hou Ap
Hope High School	N/A	N/A	07/03/2015-06/30/2016	-	0.00	2.00	2.00	0.00	0.00	24.00	0
	N/A	Independent Stud	07/03/2015-06/30/2016		0.00	0.67	0.00	0.00	0.00	282.00	0
	N/A	CAL-Safe progran	07/03/2015-06/30/2016		0.00	0.00	0.00	0.00	0.00	0.00	0
	N/A	Adult Transition	07/03/2015-06/30/2016		0.00	0.67	0.67	0.00	0.00	3.00	0
	4 Day Week	Other Alternative I	07/03/2015-06/30/2016		2.67	1 33	1.33	0.00	0.00	12.00	8
	4 Day Week	CAL-Safe program	07/03/2015-06/30/2016		0.00	0.00	0.00	0.00	0.00	0.00	0
			School Totals		2.67	0.00	4.00	0.00	0.00	0.00	8
			Grand Totals		2.67	4.67	4.00	0.00	0.00	321.00	8

ATP605 - Positive Attendance Totals Output

ATP606 – Positive Attendance Summary Extended

Synergy SIS > Attendance > Reports Period > Summary

The Positive Attendance Summary Extended report lists all students enrolled during the selected reporting periods. For each student, it displays any absences in each period, totals the days enrolled in the period, and displays the total absences for the period. It also totals the absences and days enrolled by student, instructional setting, and school. This report includes passing minutes in the calculations.

Report ATP606: Positive Attendance Summary Extended Print Save Default Email Me
Name: Positive Attendance Summary Extended Number: ATP606 Page Orientation: Landscape Options Sort / Output Conditions Selection Advanced
Conditions
Reporting Period State Reporting Period T
Data Options
Totals by
Overrides
Override Class Minutes Override Passing Minutes Class Minutes Passing Minutes
No Backfill Daily Attendance Reasons
No Backfill Absence Reasons Activity Bussspend Couns/admi Counseling Excused Funeral Illness Iss Other Suspension Tardy Unexcused Unverified Vacation

ATP606 – Positive Attendance Summary Extended Report Interface Screen

- **Reporting Period** and **State Reporting Period** Select the reporting periods to include, as defined in the District and School calendars. To print the report for a State Reporting Period instead, select that period.
- Totals by Select how to present the totals: either Days or Hours.
- Hide Appr Unx Column Select to hide the approximate number of unexcused absences.
- Include Additional Columns Select to display three extra fields:
 - Hours Limit Shows the limit of accruable hours for the week
 - Hours Pres Shows the hours present for the week
 - Hours Def Shows the hours deficient for the week
- Suppress Unused Bell Periods Select to show only the bell periods using positive attendance.

- Override Class Minutes or Override Passing Minutes Select to override the class minutes or passing minutes defined in the bell schedule. Then enter the number of Class Minutes or Passing Minutes, as appropriate.
- All Day Code If you enter an all-day code for a school using period attendance but the
 periods themselves do not show an absence, you can automatically populate the periods so
 that all periods for that day, use this option. To prevent the backfilling process from occurring
 for certain types of absence reasons, select the reasons in No Backfill Daily Attendance
 Reason.

		Instruction	al Setting	: Oth	er Alterna	ative	Date	e Range: 07/0)3/2015-	12/11/2015	Day	s Taught: 116						
	Devied	here a b	M	londay	1 1	Fuesday	1	Wednesday	1	Thursday	1	Friday 1	Hours	Hours	Appr.	Hours	Hours	Hou
Student Name	reriod	Week 07/07/00/15	1234	50769	0123	43070	09012	15078		545078:	012	34507890	Exc	Unx	Unx	Over	12.00	App
069257	12 M	0//2//2015	NOTE		eNOT	Enro	TIENC	DIENIOI	2	LENIOI	i e i		2.00	0.00	0.00	0.00	0.00	0.0
500257	12 m	08/10/2015	2		2		2		2		2		0.00	0.00	0.00	0.00	0.00	3
		08/17/2015	2		2		Ť		2		2		0.00	0.67	0.00	0.00	0.00	21
		08/24/2015	2		2								0.00	0.00	0.00	0.00	0.00	11
		08/31/2015							Å				0.00	0.67	0.67	0.00	0.00	0.0
		09/07/2015											0.00	0.00	0.00	0.00	0.00	0.0
		09/14/2015											0.00	0.00	0.00	0.00	0.00	0.0
		09/21/2015											0.00	0.00	0.00	0.00	0.00	0.0
		09/28/2015											0.00	0.00	0.00	0.00	0.00	0.0
		10/05/2015											0.00	0.00	0.00	0.00	0.00	0.0
		10/12/2015											0.00	0.00	0.00	0.00	0.00	0.0
		10/19/2015											0.00	0.00	0.00	0.00	0.00	0.0
		10/26/2015											0.00	0.00	0.00	0.00	0.00	0.0
		11/02/2015											0.00	0.00	0.00	0.00	0.00	0.0
		11/09/2015											0.00	0.00	0.00	0.00	0.00	0.0
		11/16/2015											0.00	0.00	0.00	0.00	0.00	0.0
		11/23/2015											0.00	0.00	0.00	0.00	0.00	0.0
		11/30/2015											0.00	0.00	0.00	0.00	0.00	0.0
		12/07/2015											0.00	0.00	0.00	0.00	0.00	0.0
												Period SubTotals	2.67	1.33	1.33	0.00	12.00	8.0
												Student Totals	2.67	1.33	1.33	0.00	12.00	8.0
												Inst. Setting Totals	2.67		1.33		12.00	

ATP606 - Positive Attendance Summary Extended Output

ATP607 – Positive Attendance Audit Extended

Synergy SIS > Attendance > Reports Period > Summary

The Positive Attendance Audit Extended report lists all students enrolled during the selected reporting periods. For each student, it displays any absences in each period, totals the days enrolled in the period, and displays the total absences for the period. It also totals the absences and days enrolled by student, instructional setting, and school. This report includes passing minutes in the calculations.

Report ATP607: Positive Attendance Audit Extended Print Save Default Reset Saved Default Email Me
Name: Positive Attendance Audit Extended Number: ATP607 Page Orientation: Portrait Options Sort / Output Conditions Selection Advanced
Conditions
Reporting Period Reporting Period
Data Options Include Additional Columns Suppress Unused Bell Periods
Overrides
Override Class Minutes Override Passing Minutes Class Minutes Passing Minutes
No Backfill Daily Attendance Reasons
No Backfill Absence Reasons Activity Bussspend Couns/admi Counseling Excused Funeral Illness Iss Other Suspension Tardy Unexcused Unverified Vacation Waived

ATP607 – Positive Attendance Audit Extended Report Interface Screen

- **Reporting Period** and **State Reporting Period** Select the reporting periods to include, as defined in the District and School calendars. To print the report for a State Reporting Period instead, select that period.
- Include Additional Columns Select to display three extra fields:
 - Hours Limit Shows the limit of accruable hours for the week
 - Hours Pres Shows the hours present for the week
 - Hours Def Shows the hours deficient for the week
- Suppress Unused Bell Periods Select to show only the bell periods using positive attendance.
- Override Class Minutes or Override Passing Minutes Select to override the class minutes or passing minutes defined in the bell schedule. Then enter the number of Class Minutes or Passing Minutes, as appropriate.

All Day Code – If you enter an all-day code for a school using period attendance but the
periods themselves do not show an absence, you can automatically populate the periods so
that all periods for that day, use this option. To prevent the backfilling process from occurring
for certain types of absence reasons, select the reasons in No Backfill Daily Attendance
Reason.



ATP607 - Positive Attendance Audit Extended Output

ATP608 – Supplemental Instruction Summary

Synergy SIS > Attendance > Reports Period > Summary

The Supplemental Instruction Summary report lists the number of hours recorded for each type of supplemental funding.

Report ATP608: Supplemental Instruction Summary											
Print Save Default Reset Saved Default Email Me											
Name: Supplemental Instruction Summary Number: ATP608 Page Orientation: Portrait											
Sort / Output Conditions Selection Advanced											
Output Dabel Options											
File Type Prompt for download Show Active/Inactive Display "Confidential" Display "Printed by" User ID PDF • Active And Inactive • Show "Printed by" User ID •											
Phone Number Options											
Mask Phone Numbers Show unlisted phone numbers											
Supplemental Instruction Mandatory Sort Properties: None											
Supplemental Instruction + Add											
X Line Sort By Sort Order											
Additional Report to Run											
Mail Merge Options											
Merge Document Merge Output Type Merge Language Property											
The Merge Language Property is used to determine which version of the document (defined in Mail Merge setup) will be created. If there is no corresponding document for the given language (or this field is left blank) the default letter is used.											

ATP608 – Supplemental Instruction Summary Report Interface Screen

Report Options:

There are no options available for this report.

	Ò)		Supple	emental Ins	In School truction Su	immary		Year: Report:	2015-2016 ATP608
Year	Ext	CAHSEE Intensive	CAHSEE Intervention	Rec'd For Retention	K-12 Core Inst.	Low Star Score	Risk of Ret.	K12 Core Inst. (Raw)	Low Star Score (Raw)	Risk of Ret. (Raw)
Hope Hi	gh Scho	ol								
2014	R	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

ATP608 – Supplemental Instruction Summary Output

ATP609 – Supplemental Instruction Detail

Synergy SIS > Attendance > Reports Period > Summary

The Supplemental Instruction Detail report lists the number of hours recorded for supplemental instruction for each student by date. It also lists a summary of the total hours by student and the total number of hours by program.

▼ Report ATP609: Supplemental Instruction Detail ■ · CCO											
Print Save Default Reset Saved Default Email Me											
Name: Supplemental Instruction Detail Number: ATP609 Page Orientation: Portrait											
Sort / Output Conditions Selection Advanced											
Output	Label Options										
File Type Prompt for download Show Active/Inactive PDF Active And Inactive	Display "Confidential" Display "Printed by" User ID Show "Printed by" User ID										
Phone Number Options											
Mask Phone Numbers											
Supplemental Instruction Detail Mandatory Sort Properties: None											
Supplemental Instruction Detail	+ Add										
X Line Sort By	Sort Order										
Additional Report to Run											
Mail Merge Options											
Merge Document Merge Output Type Merge Language Pr	roperty										
The Merge Language Property is used to determine which version of the docu there is no corresponding document for the given language (or this field is left	ument (defined in Mail Merge setup) will be created. If blank) the default letter is used.										

ATP609 – Supplemental Instruction Detail Report Interface Screen

Report Options:

There are no options available for this report.

Č				Supplementa	I Instruction Detail		Year: 2014-2015 Report: ATP609						
School: Hop	e High Sc	hool						Year: 2014	Ext: R				
Section ID:	00000000	Course ID: AD86W	Course:	Academic Decath	Teacher: Hammond, John	Term:	YR	Fund: 0					
St		CIC Number											
Student		515 Number											
(Jones, Dilly)	Student	Ser 103	0.00										
ALL-H 18/00-	Student	ODE402	0.00										
Abbou, william	Chudent	900463 Tatal Usuan	0.00										
	Student	Total Hours:	0.00										
Allen, Todd		887274											
	Student	Total Hours:	0.00										
Camnpbell, Wa	ayne	997097											
	Student	Total Hours:	0.00										
Cat, Jonesy		997099											
	Student	Total Hours:	0.00										
Clark Smith, Fr	rank W.	172081											
	Student	Total Hours:	0.00										
Conner, Jean I	L	158743											
	Student	Total Hours:	0.00										
Devisme, Tam	my	171331											
	Student	Total Hours:	0.00										
English, Tresh	T. JR	997181											
	Student	Total Hours:	0.00										
Gabor, Eva		997241											
	Student	Total Hours:	0.00										
Gibson, Julia N	۹.	110389											
	Student	Total Hours:	0.00										
Jodie, Dorothy	L.	103638											
	Student	Total Hours:	0.00										
Jodie, Dorothy	L.	103638											
	Student	Total Hours:	0.00										
Jones, Lewis		997173											
	Student	Total Hours:	0.00										
Kast, Karen R.		158734											
	Student	Total Hours:	0.00										
Marcinko, Man	v L.	172190											
	Student	Total Hours:	0.00										

ATP609 – Supplemental Instruction Detail Output

ATP801 – Period Attendance Autodialer List

Synergy SIS > Attendance > Reports Period > List

The Period Attendance Autodialer List displays all students that the autodialer software will contact, the parent phone numbers, and the number of absences by period for the date listed.

Report ATP801: Period Attendance Autodialer List
Print Save Default Reset Saved Default Email Me
Name: Period Attendance Autodialer List Number: ATP801 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Attendance Conditions
Date Minimum Period Absences 09/25/2018
Parent/Guardian Relation Info
Primary Phone to Use Student Contact Allowed Ed. Rights Has Custody Lives With Mailings Allowed Absence Definition
Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4 ▼ ▼ ▼ ▼ ▼ Absence Reasons • ✓ ✓
Activity Bussspend Couns/admi Counseling Excused Funeral Illness Iss Other Suspension Tardy Unexcused Unverified Vacation Waived
Reason Flags
Include Dialer 🗌 Include Letter 🔲 Include Reports 🗌 Report To State
Export Option
Print PDF Details in Export Output (applicable to CSV, Excel, Fixed, TXT)

ATP801 – Period Attendance Autodialer List Report Interface Screen

- Date Select the date of the report to print.
- Minimum Period Absences Enter a value to only show students with more than a certain number of the absences selected in the Absence Definition.
- **Primary Phone to Use** Select which phone number the autodialer should call. To select which parent to call, select the options in Parent/Guardian Relation Info. These selections match the parent's information on the Student screen, **Parent** tab.
- Reason Types, Absence Reasons, and Reason Flags Select to filter the report by absence reason entered. The Reason Flags definitions are in the District Attendance Code and School Attendance Code screens. If the absence reason is an Include Dialer reason and you select that flag, the reason appears in the report.
- **Print PDF Details in Export Output** Select to include periods when printing to CSV, Excel, and Text File output types. Absence periods appear after the date in the output file.

				Period	Attenda	ance Auto	odia	ler	Lis	t					Ye Re	ar: port:	2015-2 ATP80	2016	
					on (08/03/2015													
								Atter	ndan	ce By	Peri	od							
Student	Perm ID	Gr	d Relation	Parent	Туре	Phone	Extn	1	2	3	4 5	6	7	8	9	10			
Aaron, Harold N.	968257	12	Step-Father	Daugherty, Howard	Primary	480-555-9969)	1											
			Father	Mucha, Victor	Primary	480-555-6654	•												
			Legal	Franklin, Ben	Mart	400 555 0000													
Totals			Mother	Daugnerty, Diane	WORK	480-555-9969	,												
1 Stude	nts Absent 1 Perio	bd																	
0 Stude	nts Absent 2 Perio	ods																	
0 Stude	nts Absent 3 Perio	ods																	
0 Stude	nts Absent 4+ Per	iods																	
1 Stude	nts Absent																		
Exc = Excused	ill	= Illne	220	Unx = Unexcused	Unv =	Unverified													

ATP801 – Period Attendance Autodialer List Output

ATP802 – Attendance Auto Dialer Report

Synergy SIS > Attendance > Reports Period > List

The Attendance Auto Dialer Report produces a file that the school's auto dialer uses to contact students absent on a given date. It also prints a companion report in PDF format that lists all of the information included in the file.

Report ATP802: Attendance Auto Dialer Report
Print Save Default Reset Saved Default Email Me
Name: Attendance Auto Dialer Report Number: ATP802 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Attendance Conditions
Date Grade 09/25/2018 Minimum Period Absences 2
Absence Definitions
Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4
Absence Reasons

ATP802 – Attendance Auto Dialer Report Interface Screen

- Date Filters by date
- Grade Filters by grade level
- Minimum Period Absences Shows only students with more than a certain number of absences selected in the Absence Definitions section.
- Reason Types or Absence Reasons Select options to filter by absence reason. To select or clear all Absence Reasons, use □ ↔ [©].

```
"ReferenceCode","Institution","Periods"
"968257","273","1"
```

ATP802 - Auto Dialer Absence List File



ATP802 – Attendance Auto Dialer Report Output

CFG801 – District Monthly Calendar Report

Synergy SIS > Attendance > Reports > Summary

The District Monthly Calendar Report prints a two-page report showing all the months of the district calendar and any holidays or other days off at the district level.

🔻 Rep	oort CFG8	01: Distr	rict Month	y Calendar Report 💻	
🖨 Print	Save Default	Reset Default			
Name: Dis	trict Monthly Ca	lendar Report	Number: CFG801	Page Orientation: Portrait	
Options	Sort / Outp	ut Condition	ns Selection	Advanced	
No options	exist for this repo	rt at this time.			

CFG801 – District Monthly Calendar Report Interface Screen

Report Options:

There are no options for this report.

Tuesday Day Ty 11 18 25 - Tuesday Tuesday Day Ty 1 - 8 - 15 - 22 - 29 -	ype Day 12 19 26 Septem Wed ype Day 2 9 16	Iber 2015 nesday Type Iber 2015	Thu Day 13 20 27 27 Thu Day 3 10	rsday Type rsday Type	Frie Day 14 21 28 Frie Day	iay Type iay Type
Day Ty 11 18 25	ype Day 12 19 26 Septem Wed ype Day 2 9 16	Type ber 2015 nesday Type	Day 13 20 27 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	Type rsday Type	Day 14 21 28 Fric Day	Type Jay Type
Tuesday Tuesday Day T 1 8 15 22 29	12 19 26 Septem ype Day 2 9 16 16	Iber 2015 nesday Type	13 20 27 Thu Day 3	rsday Type	14 21 28 Fric	day Type
Tuesday Day Ty 1 8 15 22 29	ype Day 26 Wed 29 9 16	Iber 2015 nesday Type	20 27 Thu Day 3	rsday Type	21 28 Fric	lay Type
Tuesday Day Tj 1 1 8 15 22 29	Septem ype Day 2 9 16	Iber 2015 nesday Type	Thu Day 3	rsday Type	Fric	lay Type
Tuesday Day Ty 1 8 15 22 29	Septem Wed ype Day 2 9 16	nber 2015 nesday Type	Thu Day 3	rsday Type	Fric Day	lay Type
Tuesday Day Ty 1 1 8 1 15 22 29 29	ype Day 2 9 16	Type	Thu Day 3	rsday Type	Frie Day	lay Type
Day Ty 1 8 15 22 29	ype Day 2 9 16	Туре	Day 3	Туре	Day	Туре
1 8 15 22 29	2 9 16		3		4	
8 15 22 29	9 16		40		4	
15 22 29	16		10		11	
22	-	┥──┤	17		18	
29	23	+ +	24		25	
	30					
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Tuesday	Wed	nesday	Thu	rsday	Frie	Jay Tur
Day	ype Day	Туре	Day	туре	Day	тур
6	7	T 1	8		9	
13	14	+ +	15		16	
20	21	+ +	22		23	
27	28	+ +	29		30	
	Marria	h an 0045			I	
	Novem	ber 2015				
Tuesday	Wed	nesday	Thu	rsday	Frid	lay
Day Ty	VDO Dav	Type	Day	Type	Dav	Turne
	ype Day	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	2.09	туре
3	4		5		6	тур
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3 10 17 24	4 11 18 25		5 12 19 26	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	6 13 20 27	тур
3 10 17 24	4 11 18 25		5 12 19 26		6 13 20 27	Тур
3 10 17 24	4 11 18 25 Decem	ber 2015	5 12 19 26		6 13 20 27	Type
3 10 17 24 Tuesday	4 11 18 25 Decem	ber 2015	5 12 19 26 Thu	rsday	6 13 20 27 Fric	lay
3 10 17 24 Tuesday Day Ty	Je Day 4 11 18 25 Decem Wed ype Day	ber 2015	5 12 19 26 Thu Day	rsday Type	6 13 20 27 Fric Day	lay Type
Tuesday Day Ti	ype Day 4 11 18 25 Decem Wed ype Day 2 2	ber 2015 nesday Type	5 12 19 26 Thu Day 3	rsday Type	6 13 20 27 27 Fric Day 4	lay Type
Tuesday Day Ty 1 8	ype Day 4 11 18 25 Decem Wed ype Day 2 9	ber 2015 nesday Type	5 12 19 26 Thu Day 3 10	rsday Type	6 13 20 27 7 Fric Day 4 11	тура Јау Тура
Tuesday Day Ty 1 8 15 15	ype 03y 4 11 18 25 Decem ype Day 2 9 16	ber 2015 nesday Type	5 12 19 26 Thu Day 3 10 17	rsday Type	6 13 20 27 Fric Day 4 11 18	тура Јау Тура
Tuesday Day Ty 1 1 8 15 22 2	ype Day 4 11 18 25 Decem Wed ype Day 2 9 16 23	ber 2015	5 12 19 26 Day 3 10 17 24	rsday Type	56 6 13 20 27 Fric Day 4 11 18 25	lay Type
	Tuesday Day T 6 13 20 27 27 Tuesday	Tuesday Wed Day Type Day 6 7 13 13 14 20 20 21 28 Novem Tuesday Wed	Tuesday Wednesday Day Type Day Type 6 7 14 14 20 21 28 14 27 28 14 14 November 2015 Tuesday Wednesday	Tuesday Wednesday Thur Day Type Day Type Day 6 7 8 1 6 7 8 1 13 14 15 2 20 21 22 2 27 28 29 29 November 2015 Tuesday Wednesday Thur Day Two Day 1	Tuesday Wednesday Thursday Day Type Day Type Day Type 0 Type Day Type Day Type 6 7 8 14 15 13 14 15 14 15 20 21 22 14 15 27 28 29 14 15 November 2015 Tuesday Ture Day Ture Day Ture	Tuesday Wednesday Thursday Frid Day Type Day Type Day Type Day 1 2 1 2 2 2 3 14 15 16 3 16 23 23 27 28 29 30<

CFG801 – District Monthly Calendar Report Output

CFG802 – School Monthly Calendar Report

Synergy SIS > Attendance > Reports > Summary

The School Monthly Calendar Report prints a report of all the months of the school calendar and can display the holidays, rotation day, and bell schedule assigned to each school day. If the school has tracks, it also prints a separate calendar for each track.

Report CFG802: School Monthly Calendar Report
Print Save Default Reset Default
Name: School Monthly Calendar Report Number: CFG802 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Column Display
Period Rotation Bell Period
Tracks To Display

CFG802 – School Monthly Calendar Report Interface Screen

- Period Rotation Shows the period rotation day assigned to each school day
- Bell Period Shows the bell period definition assigned to each school day
- Tracks To Display Prints the track calendars. To select or clear all tracks, use $\Box \iff \mathbf{C}$.

								J	luly	201	5								
	Mon	day			Tues	sday			Wedn	esday			Thur	sday			Fri	day	
Day	Туре	Rot	Bell	Day	Туре	Rot	Bell	Day	Туре	Rot	Bell	Day	Туре	Rot	Bell	Day	Туре	Rot	Bell
																3		Α	REG
6		В	REG	7		Α	REG	8		В	REG	9		Α	REG	10		в	REG
13		Α	REG	14		в	REG	15		Α	REG	16		В	REG	17		Α	REG
20		В	REG	21		Α	REG	22		В	REG	23		Α	REG	24		В	REG
27		A	REG	28		В	REG	29		Α	REG	30		В	REG	31		A	REG
								Αι	iqus	t 20	15								
	Mon	day			Tues	sday			Wedn	esdav			Thur	sday			Fri	day	
Day	Туре	Rot	Bell	Day	Туре	Rot	Bell	Day	Туре	Rot	Bell	Day	Туре	Rot	Bell	Day	Туре	Rot	Bell
3		В	REG	4		Α	REG	5		в	REG	6		Α	REG	7		в	REG
10		Α	REG	11		В	REG	12		Α	REG	13		в	REG	14		Α	REG
17		В	REG	18		Α	REG	19		в	REG	20		Α	REG	21		в	REG
24		Α	REG	25		В	REG	26		Α	REG	27		В	REG	28		Α	REG
31		В	REG																
								Sept	temt	ber 2	2015	5							
	Mor	dav			Tue	sdav			Wedn	esdav			Thur	sdav			Frie	dav	
Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Туре	Rot	Bell	Day	Type	Rot	Bell
				1		Α	REG	2		в	REG	3		Α	REG	4		в	REG
7		Α	REG	8		в	REG	9		Α	REG	10		в	REG	11		Α	REG
14		В	REG	15		Α	REG	16		в	REG	17		Α	REG	18		в	REG
21		Α	REG	22		в	REG	23		Α	REG	24		в	REG	25		Α	REG
28		В	REG	29		Α	REG	30		В	REG								
								Oc	tobe	er 20	015								
	Mor	dav			Tue	sdav			Wedn	esdav			Thur	sdav			Frie	dav	
Dav	Type	Rot	Bell	Dav	Type	Rot	Bell	Dav	Type	Rot	Bell	Day	Type	Rot	Bell	Dav	Type	Rot	Bell
-												1		Α	REG	2		в	REG
5		Α	REG	6		в	REG	7		Α	REG	8		в	REG	9		Α	REG
12		в	REG	13		Α	REG	14		в	REG	15		Α	REG	16		в	REG
19		Α	REG	20		В	REG	21		Α	REG	22		В	REG	23		Α	REG
26		В	REG	27		Α	REG	28		в	REG	29		Α	REG	30		в	REG
								Nov	emb	er 2	2015	5							
	Mor	dav			Tue	sdav			Wedn	esdav			Thur	sdav			Fri	dav	
Day	Туре	Rot	Bell	Day	Туре	Rot	Bell	Day	Туре	Rot	Bell	Day	Туре	Rot	Bell	Day	Туре	Rot	Bell
2		Α	REG	3		в	REG	4		Α	REG	5		в	REG	6		Α	REG
9		в	REG	10		Α	REG	11		в	REG	12		Α	REG	13		в	REG
16		Α	REG	17		в	REG	18		Α	REG	19		в	REG	20		Α	REG
23		в	REG	24		Α	REG	25		в	REG	26		Α	REG	27		в	REG
30		Α	REG																

CFG802 – School Monthly Calendar Report Output

School Enrollment History Extract

Synergy SIS > Attendance > Reports Daily > Extracts

The School Enrollment History Extract produces a text file detailing each student's enrollment that another program can import.

School Enrollment History Extract	· 2 C 👯 - O
Menu -	
Generate Extract	
Time Frame	Data Settings
Day of Year Days Back from Today	Comparison Year Enrollment Group
C ETE Operaida	
FTE Grade ↔ Ø FTE PS ↓ 01 0.02 0.3 04 05 06 0.07 06 0.07 0.6 09 10 11 12 124 12 12 16 US US+12 0.21 12 12 12	
Schools Using Schedule-based FTE	
State Funding Register Code Exclusion Filters	
Enrollment Register Code Exclusion Filters	
Register Code	P - Emotionally Disabled - Separate Private Facility (EDP) HI - Hearing Impairment MOMR - Moderate Mental Retardation D - Preschool Moderate Delay PSC - Preschool Severe Delay D - Specific Learning Disabled SMR - Severe Mental Retardation
Ohete Euseline Tuitien Deves Cade Evaluation Eilles	C Excellence Tuities Device Code Evolution Eillen
State Funding Tuttion Payer Code Exclusion Filter Tuttion Davier Code O + C	Enformment ruition Fayer Code Exclusion Filter
All others All others Cligible for state funding Foreign exchange student Foreign exchange student Privately paid Tuitioned out	I others Eligible for state funding Foreign exchange student Foreign exchange student Ineligible for state funding Non-district resident Privately paid Tuitioned out Ineligible for state funding Ineligible for state funding

School Enrollment History Extract Screen

Extract Options:

- Day of Year Select the day to extract (such as 40 or 100) or Days Back From Today.
- Comparison Year Select which to compare with *ADM*, *Enrollments*, or *State Funded* from Enrollment Group.
- FTE Select the FTE (Full-Time Equivalent) value to use for all students instead of the data entered into Synergy SIS.
- Grade Select the levels to include in the report. To select or clear all grades, use $\Box \iff arepsilon$
- Schools Using Schedule-based FTE Select the type to include in the report. To select or clear all school types, use □ ↔ .
- Register Code If the enrollment group is enrollment, select all options to exclude from the report. To select or clear all register codes, use □ ↔ ^C.
- Tuition Payer Code If the enrollment group is state funded, select all options to exclude from the report. To select or clear all tuition payer codes, use □ ↔ ☉.

• Tuition Payer Code – If the enrollment group is enrollment, select all options to exclude from the report. To select or clear all tuition payer codes, use □ ↔ ☉.



STU409 – Class Roster

Synergy SIS > Attendance > Reports Daily > List

The Class Roster report lists all students in a section and shows recorded absences for a 4-week period. With a signature line provided, the design of the report is to capture teacher or staff verification of the absences.

Report STU409: Class Roster
Print Save Default Reset Saved Default Email Me
Name: Class Roster Number: STU409 Page Orientation: Landscape
Options Sort / Output Conditions Selection Advanced
Report Options
Start Date Weeks SDATE 2 - Teacher
Term Code
Period Begin Period End
Section ID Blank Lines
 Allow extra lines to generate a new page Show Period Attendance Minimize Period Attendance Row Size Show Full Absence Code Hide Additional Staff
Include the following fields
 Signature Line Signature Text Grade Level Perm ID Phone Number Previous Absence Codes Legend House Team Counselor

STU409 - Class Roster Report Interface Screen

Report Options:

- Start Date Select the date you want the report to start.
- Weeks Select the number of weeks to display.
- **Teacher** By default, the report prints for all teachers. To print the report for only one, select the teacher here. Additional staff members also assigned to a class display on the roster.
- Term Code Select to print a single term.
- Period Begin and Period End Select to print a range of periods.
- Section ID By default, the report prints for all sections. Enter a range of Section IDs to print the report for a subset of sections.
- Blank Lines Enter the number of blank lines to add at the end of the report. Blank lines create room for adding students who enroll in the section after the report prints.
- Allow extra lines to generate a new page If you add blank lines, select this option to determine whether blank lines can add a new page.
- Show Period Attendance Select this if the school uses period attendance in addition to daily attendance
- Minimize Period Attendance Row Size Select to make rows smaller. This allows for 40+ rows to print per page. This option does not appear for schools that use daily or both daily and period attendance.
- Show Full Absence Code Select to include the entire absence code instead of just its first letter
- Hide Additional Staff Select to prevent additional staff assigned to the section from
 printing on the report
- Signature Line Select to include a line for a signature and date at the bottom of each page
- Signature Text Select to display the Class Attendance Signature Text from Synergy SIS > System > Setup > District Setup, System tab
- Grade Level Select to display grade level of students
- Perm ID Select to display student perm ID
- Phone Number Select to display student phone number
- Previous Absence Codes Select to display previous absence codes for verification
- · Legend Select to display a legend for attendance codes
- House Select to display the House the student is assigned to



See the Synergy SIS – Schedule and Course Guide for more information on Houses.

• Team – Select to display the Team the student is assigned to



See the Synergy SIS – Schedule and Course Guide for more information on Teams.

Counselor – Select to display the Counselor the student is assigned to

	۲					I	10	pe Cla	SS	Ro	ste	r	1				Yeai Rep	r: 2 ort: 5	2015- STU4	2010 09	6			
Sec 00	tion ID 0000001001	Period 1	Cours MA2	e ID 17			Co A	ourse Igeb	Title ra I					-	Teac Jac	her N ksoi	lame 1, Ka	thy		F	Room 112	Т	Track 5 Da	
-uu		le(S)			08	/03/20)15			08	/10/2	015			08	17/2	015			08	/24/20	15		
	Student Nam	e	Trk	М	T	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F	м	Т	W	т	F	
1	Aaron, Harold N		4																					ŀ
2	Abbott, Bobby																							
3	Simmon, Carly																							;
4	Taylor, James																							4
ege	end																							
	= Activity	A =	Appeal			D	= Do	octor Ap	р		E =	Excu	ised			i =	Illness			N	I = A	e N		
A	= TEST Non Enroll	mer N =	Train	_		P	= Po	sitive		-	U =	Unve	erified			U =	Unexc	used		L L	I = Ta	irdy	_	
A N		W =	vacano	n		vv	= vv		CUSE	D	X =	UNV	ERIFI			н =	Holida	iy		\ \	- va	icalio	n	
A N U	= UNEXCUSED UL	nt N -	Non Sc	hool Da	21/	0	- 01	hor			E -	Ann	Ema	Nosure		E -	Unanr	r Ema	Closure			Innler	mental	

STU409 – Class Roster Output

STU411 – Daily Class Attendance Minutes List

Synergy SIS > Attendance > Reports Daily > List

The Daily Class Attendance Minutes List displays all students in a section and displays the total number of minutes entered by day for a 3-week period.

Report STU411: Daily Class Attendance Minutes List
Print Save Default Reset Saved Default Email Me
Name: Daily Class Attendance Minutes List Number: STU411 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Report Options
Start Date Weeks 09/25/2018 3 Teacher Period Begin Period End
0 • 0 • Section ID Blank Lines
Include the following fields
Signature Line Perm ID Phone Number
Absence Definition
Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4 Unverified Unexcused Excused ✓ Absence Reasons □ ↔ ✓ ✓
Activity Bussspend Couns/admi Counseling Excused Funeral Illness Iss Other Suspension Tardy Unexcused Unverified Vacation Waived
Reason Flags Incl Dialer Incl Reports Incl Letter Report To State

STU411 – Daily Class Attendance Minutes List Report Interface Screen

- Start Date Prints the report starting with the date entered
- Weeks Prints the number of weeks entered (from 1 to 3)
- Section ID or Teacher Prints the report for only one section or teacher. By default, the report prints for all sections and teachers.
- Period Begin and Period End Prints a range of periods
- Blank Lines Adds blank lines to the end of the report. Blank lines create room for adding students who enroll in the section after the report prints.
- Signature Line Adds a space for the teacher to sign the report
- Perm ID and Phone Number Prints the student's perm ID and phone number

• Reason Type, Absence Reasons, or Reason Flags – Filters the report by absence reason. To define the Reason Flags, go to the District and School Attendance Codes screens. If the Absence Reason is an Incl Dialer reason and you select that flag, the reason

displays in the report. To select or clear all Absence Reasons, use $\Box \leftrightarrow \mathbf{C}$.

	Section ID 000000	001001	Course II MA27	D	Course Title Algebra I						Tea Ja	cher M	Name On, K	athy		Ro 1	om 12		Peri 1	od		
M T W T F M T W T	Stude	ent Name				08/03	/2015					08/10	/2015					08/17	/2015			T
a kanon, Hando N. o				M	т	W	т	F		M	т	w	Т	F		M	т	W	т	F		÷
0 Xebbrt, solety 0	U Aaron	, Harold N.		0	0	0	0	0	0	•	0	0	•	0	•	0	0	0	•	0	•	ŀ
0 Simmon, Carly 0	0 Abbot	t, Bobby		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	٥	0	0	ŀ
0 Taylor, James 0 <	0 Simm	on, Carly		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Ŀ
	0 Taylor	, James		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Į.
				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

STU411 – Daily Class Attendance Minutes List Output

STU427 – Perfect Career Attendance

Synergy SIS > Attendance > Reports Daily > List

The STU427 – Perfect Career Attendance report calculates perfect attendance for students for their entire career at a school district. You can run the report from the current and district focus. You can also define the grades to include in the perfect attendance calculation.

The report does not look at school attendance history imported from other
schools.

Report STU427: Perfect Career Attendance
Print Save Default Reset Saved Default Email Me
Name: Perfect Career Attendance Number: STU427 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Student Conditions
Grade □ ↔ 🕑
9 10 11 12
Gender
O Abasasa Definition
Absence Definition
Absence Reason Types 🖸 😁 🕑
Unverified Excused Tardy Unexcused Tardy Excused School Activity Unexcused Non-Enrollment Positive
Grades To Include In Perfect Attendance Calculation $\ \bigcirc \ \leftrightarrow \ \oslash$
□ PS □ K □ 01 □ 02 □ 03 □ 04 □ 05 □ 06 □ 7 □ 8 □ 9 □ 10 □ 11 □ 12 □ 12+

STU427 – Perfect Career Attendance Report Interface Screen

- Grade Filters the report by the grades selected
- Gender Filters the report by the gender selected
- Absence Reason Types Filters the report by absence reason types selected
- Grades To Include In Perfect Attendance Calculation Includes all the grades selected for each student's perfect attendance calculation

Demo School District Excitence to Education	Hope H Perfect Car	ool ndance	Year: 2018-2019 Report: STU427	
Name	Perm ID	Grade	Gender	
Acosta, John A.	150265	11	м	
Adair, Alan W.	871626	11	м	
Adair, Timothy S.	888621	11	м	
Adams, Albert L.	889844	11	м	
Adams, Billy A.	889314	11	м	
Adams, Martin C.	887623	11	м	
Aguilar, Stephen A.	108367	11	м	
Ahlstrom, Jack M.	888112	11	м	
Akagawa, Adam H.	165923	11	м	
Ake, Joshua J.	889794	11	м	

STU427 - Perfect Career Attendance Output

STU603 – ADM Summary

Synergy SIS > Attendance > Reports Daily > Summary

The ADM Summary Report lists all grades at a school and compares the ADM by grade level for a range of dates to a previous year's ADM.

Report STU603: ADM Summ	nary 🖪	· CC09
Print Save Default Reset Saved Default	Email Me	
Name: ADM Summary Number: STU603 Page Orie	entation: Portrait	
Options Sort / Output Conditions Sel	ection Advanced	
Time Frame		
Day of Year Days Back from Today		
Report Data Settings		
Comparison Year The contract of the contract		
Advanced Options		
FTE 0.50 ¥	Grade $\bigcirc \leftrightarrow & \heartsuit$ $\bigcirc PS \oslash K$ 01 02 03 04 05 06 07 08 09 10 11 12 12+ 16 US US+ 20 21	
Needs Grade Levels 🔲 ↔ 🕑		
□ 09 □ 10 □ 11 □ 12 ☑ Exclude ADA/ADM ☑ Exclude Alt State Fun Tuition Payer Code Ο ↔ ⓒ	nding for Schedule-Based FTE (EVIT) 🗌 Comb	ine Track Data
All others Eligible for state full Foreign exchange student Ineligible for state full Privately paid Tuitioned out	Inding ☐ Foreign exchange student nding ☑ Non-district resident	

STU603 – ADM Summary Report Interface Screen

- Day of Year Select which day to report by either entering it (such as 40 or 100) or enter the number of Days Back From Today.
- Comparison Year Select which year to compare.
- Enrollment Calculation Select whether to compare ADM, Enrollments, or State Funded.
- Grouping Select to group the report by Grade or by School.
- Show Detailed Differences Select to show differences.
- FTE (Full-Time Equivalent) Select the value to use for all students instead of the data entered into Synergy SIS.
- Grade Select the levels to include in the report. To select or clear all grades, use $\Box \iff arepsilon$
- Needs Grade Levels Select grades for student programs such as special education.
- Exclude ADA/ADM Select to remove the ADA/ADM calculations.
- Exclude Alt State Funding for Schedule-Based FTE (EVIT) Select to exclude EVIT students.

Combine Track Data – Select if the school has multiple tracks to combine them on the report.

							A	DM S	ummar	У				Repo	ort: STU6	03
						Comp	parison Y	'ear: 20	06-R, G	rouping	g: Grade					
	Day	1	Day	2	Day	3	Day	4	Day	5	Day	6	Day	7	Day	8
Grade	08/13/2007		08/14/2007		08/15/2007		08/16/2007		08/17/2007		08/20/2007		08/21/2007		08/22/2007	
PS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
К	99.50	0.00	101.50	0.00	102.31	0.00	102.79	0.00	103.60	0.00	104.61	0.00	105.19	0.00	105.91	0.00
01	198.00	0.00	199.00	0.00	198.68	0.00	199.25	0.00	199.80	0.00	200.32	0.00	200.73	0.00	201.00	0.00
02	236.00	0.00	238.00	0.00	238.68	0.00	239.25	0.00	239.80	0.00	241.00	0.00	241.89	0.00	242.54	0.00
03	208.00	0.00	209.00	0.00	209.67	0.00	209.75	0.00	210.80	0.00	211.65	0.00	212.30	0.00	212.77	0.00
04	180.00	0.00	180.50	0.00	180.67	0.00	180.75	0.00	181.40	0.00	182.16	0.00	182.73	0.00	183.14	0.00
05	198.00	0.00	199.00	0.00	199.34	0.00	199.25	0.00	199.40	0.00	199.83	0.00	200.16	0.00	200.52	0.00
06	159.00	0.00	160.00	0.00	160.34	0.00	160.75	0.00	162.20	0.00	163.31	0.00	164.30	0.00	164.89	0.00
07	146.00	0.00	148.00	0.00	148.35	0.00	148.50	0.00	148.80	0.00	149.32	0.00	149.74	0.00	150.15	0.00
08	150.00	0.00	151.00	0.00	152.00	0.00	152.50	0.00	152.80	0.00	153.00	0.00	153.28	0.00	153.51	0.00
UNG-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	1574.50	0.00	1586.00	0.00	1590.04	0.00	1592.79	0.00	1598.60	0.00	1605.20	0.00	1610.32	0.00	1614.43	0.00
provio	the second diff			4500.00		1500.04		1592 79		1598 60		1005 20				4044.40
previo	ous day diff	15/4.50		11.50		4.04		2.75		5.81		6.60		5.12		4.11
previo	ous day diff	15/4.50		11.50		4.04		2.75		5.81		6.60		1610.32 5.12		4.11
previo	us year Gin	15/4.50		11.50		4.04		2.75		5.81		6,60		1610.32 5.12		4.11
previ	us year Gin	15/4.50		11.50		4.04		2.75		5.81		6.60		1610.32 5.12		4.11

Tuition Payer Code – Select which options to use in the report. To select or clear all codes, use □ ↔ ☺.

STU603 – ADM Summary Output

For this report to print correctly, you must load the school enrollment history into the snapshot for both years to compare. To load the data into the snapshot, use the School Enrollment History screen.

Chapter 4: Census Reports

CEN201 – Initial Grade and School	179
CEN801 – Family Type Updater	. 180

CEN201 – Initial Grade and School

Synergy SIS > Census > Reports

The Initial Grade and School report displays all initial enrollment information for students within the chosen school or district. The report also displays the student's **Perm ID** and **Family ID**.

Sort / Outp	at Conditions Selection Advanced	Forman	
Output		Label Options	
File Type PDF	Prompt for download Show Active/Inactive 	Display "Confidential" Display "Pri Show "Prin	inted by" User ID ited by" User ID
Phone Num	ber Options		
Mask Phone I Show unliste	lumbers d phone numbers		
Student Manda None Student	tory Sort Properties:		
			+ Add
× Line	Sort By	_	+ Add Sort Order
× Line	Sort By Initial Grade (Student.ChildinitialGrade)	•	+ Add . Sort Order Ascending •
 ★ Line 1 2 	Sort By Initial Grade (Student ChildInitialGrade) Organization Name (Organization.OrganizationName)	*	+ Add Sort Order Ascending ✓
 Line 1 2 3 	Sort By Initial Grade (Student ChildInitialGrade) Organization Name (Organization OrganizationName) Perm ID (Student SisNumber)	* * *	Ascending Ascending Ascending Ascending
Line 1 2 3 Mail Merge	Sort By Initial Grade (Student.ChildinitialGrade) Organization Name (Organization.OrganizationName) Perm ID (Student.SisNumber) Options	* * *	+ Add Sort Order Ascending ↓ Ascending ↓ Ascending ↓

CEN201 - Initial Grade And School Report Interface Screen

Report Options:

There are no options for this report at this time.

		Central Initial Gra	Year: 2015-201 Report: CEN201		
Initial Grade	кх				
Hold	Perm ID	Student Name	Initial Grade	Family ID	
	164685	Smith, John	KX	102123	
	166118	Sunderland, Billy	KX	102 124	
	168395	Taylor, Shelly	КХ	101125	
	2002121	Williams Ashley	KX	100126	

CEN201 – Initial Grade And School Output

CEN801 – Family Type Updater

Synergy SIS > Census > Reports

The Family Type Updater runs a bulk update to change family types based on children and enrolled students. Running this process calculates the family type based on the youngest and oldest students.

📧 Repo	rt CEN801	: Family	Туре Up	odater 🔳	
🖨 Print 🛛 Sa	ave Default Res	et Default E	mail Me		
Name: Family	Type Updater Nu	imber: CEN801	Page Orienta	tion: Portrait	
Options	Sort / Output	Conditions	Selection	Advanced	
🕒 Family Type	e Update Options				
Eligible DOB Adult Age					

CEN801 – Family Type Updater Report Interface Screen

- Eligible DOB Date used when calculating eligibility ages
- Adult Age Age at which a student should be counted as an adult

ć				Family Type Updater	Year: 2015-2016 Report: CEN801
LogMe	ssage				
11/9/20 ⁻	15 3:57:12 PM Prelo	ading sc	hool type	S	
11/9/20	15 3:57:12 PM Loadi	ing stude	ents		
11/9/20	15 3:57:28 PM Loadi	ing famil	es		
11/9/20	15 3:58:19 PM Begir	n Family	Туре ирс	lates	
Updatin	g family types for scl	hool yea	2015		
Process Inactive	ed 120990 families : 34837				
Younge	st: Preschool Kindergarten ElementarySchool MiddleSchool HighSchool NonPublicSchool Elsewhere Adult NoChildren	32911	10489 2660 5237 7083 1066 2173 13648	10886	
Oldest:	Preschool Kindergarten ElementarySchool MiddleSchool HighSchool NonPublicSchool Elsewhere Adult NoChildren	34485	8904 1206 5544 11977 998 2191	7200	

CEN801 – Family Type Updater Output
Chapter 5: Course Reports

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CRS201 – Course Catalog

Synergy SIS > Course > Reports > Individual

The Course Catalog lists all of the courses offered with their description, ID, credit, and grade level.

Report CRS201: Course Catalog	· CC00
Print Save Default Reset Saved Default Email Me	
Name: Course Catalog Number: CRS201 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Course Info	
Course ID Course Title Department	
Options	
 Only Show Inactive Courses Page Break per Department Include Courses in Focus only Hide Grades Hide College Prep Hide Credit 	

CRS201 – Course Catalog Report Interface Screen

- Course Info Filter reports by Course ID, Course Title, or Department
- Options Select the display options for the report
 - Include Courses in Focus only Select to only display courses the school opted-in to

Hope High School С

Donortmont: Englis	
	•
DEDALITIELL LIQUA	

District

hei	ngn	001	1001
our	se C	atalo	bg

Year:	2016-2017
Report:	CRS201

Department: Eng	giisn	EN0040	Co Doportik L #		ENERG
Grades: 09 - 12 9th English-Corresponde	College Prep: No	Credit: 1.000	Grades: 10 - 12 Corres. Paperback Litera	College Prep: No	Credit: 0.500
9th Eng.Corr		EN092C	Cc.Short Storie		EN42C
Grades: 09 - 12 9th English-Corresponde	College Prep: No	Credit: 1.000	Grades: 09 - 12 Short Stories-Correspond	College Prep: No	Credit: 1.000
Δa Δm His & I if		EN58W	Col Pren Wrt		EN45
Grades: 10 As American History And	College Prep: No	Credit: 1.000	Grades: 12 College-Prep Writing	College Prep: No	Credit: 0.500
Aa Soph Eng Grades: 10 - 12 Aa Sophomore English	College Prep: No	EN35W Credit: 1.000	Comm Coll En101 Grades: 11 - 12 Community College En10	College Prep: No	EN101 Credit: 0.500
Advanced Esl Grades: 07 - 09 Advanced Eng Second I	College Prep: No	EN23 Credit: 1.000	Comm Coll En102 Grades: 11 - 12	College Prep: No	EN102 Credit: 0.500
Amorican Lit	angeoge	EN57	Cr Think & writ		ENA
Grades: 11 - 12 American Literature	College Prep: No	Credit: 0.500	Grades: 11 - 12 Critical Thinking And Writ	College Prep: No	Credit: 0.500
App Read Iii Grades: 12 Applied Reading Iii	College Prep: No	EN88 Credit: 0.500	Creative Wrt Grades: 11 - 12 Creative Writing	College Prep: No	EN44 Credit: 0.500
Baseball Lit Grades: 11 - 12 Baseball Literature	College Prep: No	EN43 Credit: 0.500	Debate Grades: 10 - 12 Debate	College Prep: No	EN74 Credit: 0.500
Basic Eng		EN19	Debate		EN741
Grades: 09 Basic English	College Prep: No	Credit: 0.500	Grades: 10 - 12 Debate	College Prep: No	Credit: 0.500
Beg Ela (eng) Grades: 07 - 09 Beginning Ela (english)	College Prep: No	EN11-2 Credit: 0.500	Eng (brit) Lit Grades: 11 - 12 English (british) Literature	College Prep: No	EN60 Credit: 1.000
Beginning Esl		EN11	Eng 9 Honors	-	EN09-H
Grades: 07 - 09 Beginning Esl	College Prep: No	Credit: 0.500	Grades: 09 English 9 - Honors (not V	College Prep: No Vtd)	Credit: 1.000
Beginning Esl		EN112	Eng 9th A-Hr		EN0912
Grades: 10 - 12 Beginning Esl	College Prep: No	Credit: 1.000	Grades: 09 English 9th	College Prep: No	Credit: 0.500
Cc-Am. Lit Grades: 10 - 12	College Prep: No	EN57C Credit: 1.000	English 10 Grades: 10 - 12	College Prep: No	PP70 Credit: 0.500
Corres American Literatu	ine	ENERG	English		ENIO
Grades: 10 - 12 Corr Literary Exploration	College Prep: No	Credit: 0.500	Grades: 12 English 101	College Prep: No	Credit: 0.500
Cc-P Of E I Grades: 10 - 12	College Prep: No	EN33C Credit: 0.500	English 4th Grade Grades: K - 06	College Prep: No	ENG04 Credit: 1.000
CorrespnPrinciples Of B	Engl				
Cc-P Of E Ii Grades: 10 - 12 Corres, Principles Of End	College Prep: No	EN34C Credit: 0.500	English 5th Grade Grades: K - 06	College Prep: No	EN05 Credit: 1.000
Cc-P Of E lii Grades: 10 - 12 Co-Principles Of English	College Prep: No	EN46C Credit: 0.500	English 7 Grades: 07 English 7	College Prep: No	EN07 Credit: 1.000
Grades: 10 - 12 Co-Principles Of English Printed by Admin User at (College Prep: No lii	Credit: 0.500	Grades: 07 English 7 School District	College Prep: No	Credit: 1.00

CRS201 – Course Catalog Report Output

CRS401 – Course List

Synergy SIS > Course > Reports > List

The Course List shows all courses with their ID, Title, and Department. It also indicates if a course is College Prep, the Credits, Academic Type, and whether the course is Core or Elective.

Report CRS401: Course List Print Save Default Reset Saved Default Email Me	· C C 0 0
Name: Course List Number: CRS401 Page Orientation: Landscape	
Course Info	
Course ID	
Options Only Show inactive Courses Include Courses in Focus only	

CRS401 - Course List Report Interface Screen

- Course Info Filter reports by Course ID, Course Title, or Department.
- Course Activeness Select an option to filter by only active or inactive courses.
 - Only Show Active Courses Select to display only active courses.
 - Only Show Inactive Courses Select to display only inactive courses.
- Include Courses in Focus only Select to only display courses the school opted-in to.

Demoschool District		Hope High School Course List					Year: 2016-2017 Report: CRS401
Course ID	Course Title	Department	College Prep	Credit	Max Credit	Academic Type	Schedule Priority
EN42C	Cc-Short Storie	English	No	1.000	1.000	Regular	Core (High)
EN43	Baseball Lit	English	No	0.500	0.500	Regular	Core (High)
EN44	Creative Wrt	English	No	0.500	0.500	Regular	Elective (Low)
EN45	Col Prep Wrt	English	No	0.500	0.500	Regular	Core (High)
EN46	Prin Eng lii	English	No	0.500	0.500	Regular	Core (High)
EN46C	Cc-P Of E lii	English	No	0.500	0.500	Regular	Core (High)
EN47	Soph English	English	No	0.500	0.500	Regular	Core (High)
EN471	Soph Eng/sem 1	English	No	0.500	0.500	Regular	Core (High)
EN472	Soph English	English	No	0.500	0.500	Regular	Core (High)
EN473	Soph Eng Block	English	No	0.500	0.500	Regular	Core (High)
EN4732	Soph Eng Block	English	No	0.500	0.500	Regular	Core (High)
EN47E	Trans Soph Eng	Elementary&School	No	0.500	0.500	Regular	Core (High)
EN48	Jr English	English	No	0.500	0.500	Regular	Core (High)
EN481	Jr English	English	No	0.500	0.500	Regular	Core (High)
EN482	Jr English	English	No	0.500	0.500	Regular	Core (High)
EN49	Sr English	English	No	0.500	0.500	Regular	Core (High)
EN50	Senior Lit	English	No	0.500	0.500	Regular	Core (High)
EN51	Lit Explor	English	No	0.500	0.500	Regular	Core (High)
EN51C	Cc-Lit Ex	English	No	0.500	0.500	Regular	Core (High)
EN52	Mythology	English	No	0.500	0.500	Regular	Core (High)
EN53	Sci Fiction	English	No	0.500	0.500	Regular	Core (High)
EN54	Paperback Lit	English	No	0.500	0.500	Regular	Core (High)
EN1540			A1-		0.000	Develop	

CRS401 – Course List Output

CRS601 – Course By School

Synergy SIS > Course > Reports > Summary

The Course By School is a simplified list of courses sorted by the schools offering each course. Courses are listed with only their ID and title.

Report CRS601: Course By School Print Save Default Reset Saved Default Email Me	· 2000
Name: Course By School Number: CRS601 Page Orientation: Landscape Options Sort / Output Conditions Selection Advanced	
Filters	
 Include Courses in Focus only Page Break per School 	

CRS601 – Course By School Report Interface Screen

- Include Courses in Focus only Select to only display courses the school opted-in to
- Page Break per School Separates schools with a page break

Demo Sci Esservices	hool District	Hope High School Course By School				Year: 2016-2017 Report: CRS601	
Course ID	Course Title	Course ID	Course Title	Course ID	Course Title	Course ID	Course Title
MU29	Beg Guitar	MU29	Beg Guitar	RD22	Begin Esl-Rdg	RD22	Begin Esl-Rdg
EN11	Beginning Esl	EN11	Beginning Esl	SC491	Biology	SC491	Biology
SC492	Biology	SC492	Biology	CB01	Bus/prsnl Finan	CB01	Bus/prsnl Finan
MU18	Cadet Band	MU18	Cadet Band	MU24	Cadet Orch	MU24	Cadet Orch
CA13B	Career Aware	CA13B	Career Aware	MU07	Chorale Choir	MU07	Chorale Choir
AS35	Colorgrd/drill	AS35	Colorgrd/drill	IT12	Comm/engr Tech	IT12	Comm/engr Tech
CB10	Comp Foundation	CB10	Comp Foundation	CB13	Comp Graphics	CB13	Comp Graphics
CB11	Computer Apps	CB11	Computer Apps	MU20	Concert Band	MU20	Concert Band
MU127	Concert Choir	MU127	Concert Choir	MU25	Concert Orch	MU25	Concert Orch
RD18	Corr Read	RD18	Corr Read	RD19	Corr Reading 9	RD19	Corr Reading 9
PE23	Dance/gymnastic	PE23	Dance/gymnastic	MA03D	Domestic Skills	MA03D	Domestic Skills

CRS601 - Course By School Output

Chapter 6: Course History Reports

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CHS202 – Student Graduation Requirement Profile

Synergy SIS > Course History > Reports > Individual

The Student Graduation Requirement Profile report displays a student's course history and progress towards graduation requirements. It also contains a summary of credits earned, sorted by subject area.

Report CHS202: Student Grad. Reg	uirement Profile 🗵	: 200
Print Save Default Reset Saved Default Email Me		
Name: Student Grad. Requirement Profile Number: CH\$202 Page Orie	ntation: Portrait	
Options Sort / Output Conditions Selection Advance	đ	
Grad Req Options		
Graduation Requirement		
Get Graduation Requirements From The Student's Dinioma Type		
Graduation Requirement Definition		
When the Get Graduation Requirements From The Student's Diploma	Type option is selected, the report will first look at the Diploma Type selected for the student and find the	e related Graduation Requirements.
If no Graduation Requirements are defined for the diploma or if the student d	oes not have a diploma selected, the same process will be followed sequentially with the Diploma Attem	pted Type 1, Diploma Attempted Type 2, and Diploma Attempted Type 3 fields.
If no Graduation Requirements are found after examining the four fields, the	Graduation Requirement selected in the Graduation Requirement dropdown will be used.	
Display Diploma Type		
Add Work in Progress		
-		
include future course request credit by picking the school year request credit	(leave blank to skip course request credit)	School Year for Request Credit
Show Detailed Course History	Show Repeat Tags	
Show mark received for completed course work	Use Simple Header	
Show Credit Walvers	Suppress Page Break	
Course Display Option		
Course ID and Title •		
Include Concurrent	Use Course History Course Hole	
Grad Req Test History Options		
Show Method Used	Show Number of Attempts	
Student into		
Last Name First Name		
Perm ID Grade		
Resting ID		
Filtering		
Student Filter		
Shulants Which:		
Meet Subject Area Reg.		
Meet Test Req.		
Meet GPA Req.		
Meet Service Learning Req.		
Meet Course Req.		

CHS202 – Student Graduation Requirement Profile Report Interface Screen

- Grad Req Options Select the graduation requirement options to display.
 - Graduation Requirement Select the appropriate graduation requirement to modify.



- Get Graduation Requirements From the Student's Diploma Type Select this
 option to print reports for students with the graduation requirements associated with
 their diploma type.
- Graduation Requirement Definition Select **Display Diploma Type** to display the diploma type with the Credit Requirements on the CHS202 output.

Add Work In Progress – Adds Work in Progress information to the report output.



Hybrid grading periods are only visible if you select the *Student Grade* option.

- School Year for Request Credit Includes a student's course requests as future credit.
- Show Detailed Course History Prints the requested course titles along with the corresponding credit. When this option is not selected, the report still prints the credits but not the course titles. Once selected, you can choose the Show Repeat Tags option to display any repeat tag information.
- Include Concurrent Displays concurrent Work in Progress (WIP) courses for students.
- Grad Req Test History Options Select the test history information to display.
- Student Info Enter the student information to print results for.
- Filtering Select filtering criteria for the reports.

The Log File provided with the report displays any errors that occur in reporting. The below error message indicates that the GPA Definition associated with the Graduation Requirement Profile does not have a minimum GPA value associated.

When the report prints to Excel, large reports separate output into Excel files that contain 200 lines each.

01/26/2016 10:24:11: Please use the Class Of GPA tab of the Graduation Requirements screen to fix the following error(s). 01/26/2016 10:24:11: A GPA Definition has been entered without selecting a minimum GPA value. Graduation Requirement: Standard, Starting Class Year: 2015. 01/26/2016 10:24:11: A GPA Definition has been entered without selecting a minimum GPA value. Graduation Requirement: Standard, Starting Class Year: 2014.

CHS202 Report Log File

Demo School District Excellence In Education	Hop Student Gra _{Grae}	oe High S I d. Requir J Req: High	chool ement School	t Profil	Year e Repo	: 2017-2018 ort: CHS202
Student Name:	SisNumber	Ger	: Grade	Enter D	Date:	Leave Date:
Last Name Goes By:	Nickname: Junior		Birth Date 03/15	2000	Home Addre	ss:
Home Phone: 480-555-1214	Home Language: Spanish	Ethnicity: Two	or More	•	Mesa,	AZ 85204
	Cr	edit Requiremen	ts			
Subject Area	Reg'd Credits	Credits Co	mpleted	Credits	In Progress	Credits Needed
English Literature			2.00			4.00
Mathematics	3.00		2.00			1.00
Science Required	3.00		2.00			3.00*
American History	3.00		2.00			1.00
Government	3.00		2.00			2.50
Electives	3.00		16.50			2.50
Foreign Language	2.00		10.00			2 00*
Total	20.00		23.00			10.50
	Test Requiren	nents				
Test Name	Performance Level	Score		Status		
AIMS Reading	Falls Far Below	600		Not Passed	1	
AIMS Reading	Falls Far Below	600		Not Passed	1	
AIMS Reading	Approaches	650		Not Passed	1	
AIMS Math	Exceeds	675		Passed		
AIMS Math	Exceeds	700		Passed		
AIMS Math	Meets	690		Passed		
	Service Learning Re	equirement				
Required Hours	Hours			Status		
50.00	60.00			Passed		
	GPA Require	nent				
Name	Required GPA	GPA		Status		
CUM GPA	2.00000	0		Not Passed	1	

CHS202 – Student Graduation Requirement Profile Output

CHS401 – Student Credit Check

Synergy SIS > Course History > Reports > List

The Student Credit Check report displays a list of students and their total number of credits attempted and completed. Print this report to review students that are behind in credit totals.

🔻 R	eport CHS401: Student	Credit Check	Щ.	🛛 👫 🐔 🍣 📚 🗈 🧇 🐹 🍕	C C 0 - 0
📥 Prin	t Save Default Reset Saved Defau	It Email Me			
Name:	Student Credit Check Number: CHS401	Page Orientation: Port	rait		
Optio	ons Sort / Output Conditions	Selection Advanced	1		
Repeat	Tags will not be included in the calculation u	unless a Graduation Rec	uirement is selected.		
Cred	it Thresholds by Grade				
Select a credits,	a grade level and enter the minimum number the student will be included in the report	er of credits the student	must have to qualify. If	the student does not meet the minimum	number of
11	 Grade must have a minimum of 	10.000	Credits		
	 Grade must have a minimum of 		Credits		
	 Grade must have a minimum of 		Credits		
	 Grade must have a minimum of 		Credits		
	 Grade must have a minimum of 		Credits		
	 Grade must have a minimum of 		Credits		
Grad	Reg Filtering				
Gradua	tion Requirement				
	•				
🔲 Ge	t Graduation Requirement From The Stude	ent's Diploma Type			
🔲 Disp	blay Counselor/Administrator name if the re	port has been filtered by	Counselor and/or Adn	ninistrator	

CHS401 – Student Credit Check Report Interface Screen

- Credit Thresholds by Grade Select each Grade from the list and enter the minimum number of credits for each.
- Grad Req Filtering Select a Graduation Requirement to filter credit totals.

Demo School District Excellence in Education	Hope High School Student Credit Check			ol e ck	Year: 2017-2018 Report: CHS401
Grade 11 students with les	ss than 10.000 credits	as of 11/8/201	7		
Student Name	SIS Number	Gender	Credits Attempted	Credits Completed	
matova, Tammy C.	167096	Female	0.000	0.000	
rutos, Rachel A.	152129	Female	10.000	9.000	
aurence, Jonathan P.	167792	Male	0.000	0.000	
opez, Robert	997033	Male	0.000	0.000	
uft, Noam	997016	Male	0.000	0.000	
1ingo, Ann D.	101384	Female	13.000	9.000	
Iorandini, Diane	168934	Female	0.000	0.000	
lielsen, Carolyn L.	172210	Female	0.000	0.000	
apay, Carlos	168508	Male	0.000	0.000	
edro, Tina	997021	Female	0.000	0.000	
Rodriguez, Denise A.	148568	Female	19.000	9.000	
Senft, Henry B.	166712	Male	0.000	0.000	
hreet, Ann N.	940527	Female	2.000	2.000	
ribe, Marie L.	156577	Female	2.500	2.500	
Veitzel, Aaron F.	164167	Male	11.000	9.000	

CHS401 – Student Credit Check Output

CHS402 – Graduation Requirement List

Synergy SIS > Course History > Reports > List

The Graduation Requirement List report lists students that either meet or do not meet specified requirements, depending on the criteria used in the report.

🝸 Report CHS402: Graduation Requirement List 💻 🗛 🐑 🗟 🗞 🖗 🔀 🍕 🕨 😂 🕲 🗣 🖉
Print Save Default Reset Saved Default Email Me
Name: Graduation Requirement List Number: CHS402 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Grad Req Options
Graduation Requirement
Add Work In Progress
Student Info
Last Name First Name Abbott Billy Perm ID Grade 905483 12 Section ID
Filtering
Student Filter Students Which: Meet Subject Area Req. Meet Test Req.

CHS402 - Graduation Requirement List Report Interface Screen

Report Options:

 Grad Req Options – Select the Graduation Requirement an additional graduation requirement options.



Hybrid grading periods are only visible if you select the *Student Grade* option for **Add Work in Progress**.

- Student Info Enter the student information to print results for.
- Filtering Select any filters to report information.

Demo School District Excellence in Education	Grad	Hope H duation F Grad Red	Requirement List q: High School	Year: Repo	2017-2 ort: CHS40	018 2	
Student Name	Perm ID	Grade	Gender	Student Name	Perm ID	Grade	Gender
Abbott, Billy C.	905483	12	М	Beck, Walter R.	873064	12	М
Ackley, Brian R.	913948	12	Μ	Becklund, Joan D.	943213	12	F
Adams, Howard T.	873985	12	Μ	Beckstead, Phyllis M.	871738	12	F
Adams, Scott M.	939208	12	M	Beeson, Joe A.	877978	12	Μ
Adams, Sean B.	877340	12	M	Bennett, Phyllis	877881	12	F
Aelvoet, Jesse J.	944233	12	M	Bergen, Paula A.	873510	12	F
Aguado, Karen C.	135319	12	F	Berger, Ashley J.	873993	12	F
Aguilar, Roger F.	991071	12	Μ	Bernal, Amanda N.	863455	12	F
Aguirre, Jason K.	952357	12	M	Bingham, Sandra D.	102827	12	F
Aitchison, Alice E.	871731	12	F	Birenbaum, Henry A.	140310	12	Μ
Alder, Lawrence S.	910024	12	M	Birtcher, Harry B.	950362	12	Μ
Alder, Sarah C.	968416	12	F	Bitter, Debra S.	118894	12	F
Aldrich, Steve K.	873815	12	M	Blackwell, Helen N.	877031	12	F

CHS402 – Graduation Requirement List Output

CHS403 – Repeat Course

Synergy SIS > Course History > Reports > List

The Repeat Course report prints a list of all repeat courses taken by particular students, and gives the date and mark for each course attempt. This report only identifies students with repeated courses that do not have a repeat tag applied.

Report		At 🧐 💲	📚 直 🧇 🖁	S .	ී ලී 🖯 - 🕄				
📥 Print 🛛 Si	ave Default	leset Saved De	fault Email	Ме					
Name: Repeat	Course Numbe	r: CHS403 Pag	ge Orientation:	Portrait					
Options	Sort / Output	Conditions	Selection	Advanced					
Grade 10 11 1 Include Wo Evaluate Based Completed Grouping Op	12 ork In Progress Cla d on Credits	isses							
Default groupin	ng is done by Cou Course ID	urse linked in Co	ourse History w	hich may or may not	be the same as	the Course IE) that was assigne	:d.	

CHS403 – Repeat Course Report Interface Screen

- Grade Select the grades to include in the report
- Include Work In Progress Classes Select to include Work in Progress information.
- Evaluate Based on Credits Select to display results by credits Completed or Attempted.
- Group by Course ID Select this to print results by Course ID, instead of the Course linked in Course History.

If using the **Merge Course** option on the District Course screen to link a child course to a parent course due to updates in course numbering, the CHS403 - Repeat Course report includes the merged course in the final count of the parent course. See the *Synergy SIS – Schedule and Course Guide* for more information.

Menu - < Q >	Irse 🗏 🔍 Find	👆 Undo 🕇 A	d X Delete	Ai 🖤 💐 🎙	2 💷 🗳	🖾 🔍 • 🖉 📚
Course ID: Course Title:						
Course Descriptio	n Year Override	Pre/Corequisite	Schools T	eaching Ass	ociated Co	urses Standards
Opt In Options Co	urse Fees			, and the second se		
Course ID Cou	urse Title	Cou	se Short Title			
					idatory	Inactive
Always Show In Cour	rse History Add					
Course Info						
Course Duration	Department	College Prep	Credit	Max Credit	Post Seco	ndary Credit Override
•	-					
Course History Type	Quality Points Alpha	Numeric Setting (D	efault to Alpha)			
•						
Academic Type		Teacher.	Aide	Extended Da	ay	
-		College /	Approved	Distance Le	arning Cour	se
		Pass/Fai	Only	Online Cour	se	
		Dual Cre	dit	Allow Schoo	Course Tit	le Override
		Title I		Jobs for Am	erican Grad	uates Program
O Scheduling Options			ParentVU	E Options		
O Course Restrictions					۲	Course Subject Area
					S	ubject Area 1
 Other Information 						-
Old SIS Course ID	Category Code Inst	tructional Level NC	LB Core		S	ubject Area 2
	<u> </u>	-			-	-
Merge Course	S				SI	ubject Area 3

Π

Den	no School District	(Hoj R Grouped J	pe High Schoo Repeat Course		Year Repo	: 201 ort: CH	7-2018 S403	
Grade	Student Name	Sis Number	Course ID	Course Title	Max Credit	Term	Mark	Comp	Audit Class
11	Acosta, John A.	150265	PE50	Aa Girls Sports	0.500	12/2014	А	0.500	
						5/2015	Α	0.500	
			PE78	Adv Wt Boys	0.500	12/2014	Α	0.500	
						5/2015	С	0.500	
			RD22	Begin Esl-Rdg	0.500	12/2014	Α	0.500	
						5/2015	Α	0.500	
			EN11	Beginning Esl	0.500	12/2014	В	0.500	
						5/2015	В	0.500	
			TREL	Tr Elective	0.500	12/2013	Α	0.500	
						5/2014	В	0.500	
			TREN	Tr English	0.500	12/2013	Α	0.500	
						5/2014	Α	0.500	
			TRMA	Tr Math	0.500	12/2013	D	0.500	
						5/2014	D	0.500	
			TRSC	Tr Science	0.500	12/2013	Α	0.500	
						5/2014	Α	0.500	
			TRSS	Tr Soc Studies	0.500	12/2013	Α	0.500	
						12/2013	Α	0.500	
						5/2014	Α	0.500	

CHS403 - Repeat Course Output

CHS404 – Student Graduation Check

Synergy SIS > Course History > Reports > Individual

The Student Graduation Check report displays a student's progress towards all graduation requirements. It displays course history, test results, GPA and Class Rank, and total service learning hours.

Report CHS404: Student Graduation Check	C C 0 - 0
Print Save Default Reset Saved Default Email Me	
Name: Student Graduation Check Number: CHS404 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Graduation Profile Options	
Graduation Profile Definition Include Concurrent	
Student Info	
Last Name First Name Perm ID Grade	

CHS404 – Student Graduation Check Report Interface Screen

- Graduation Profile Definition Select the definition results to display and whether to Include Concurrent course information.
- Student Info Enter the student information to print results for.

Student Graduation Check as of 11/09/2017 Report: CH3404 Abbott, Billy C. Crition Count The Merk Elementower Middle School Total Count The Merk Elementower Middle School Grade 08 MA23 PPQ2 English Literature Ballock High School Grade 08 MA23 Pre-Algebra Ballock High School Grade 09 MA23 Symphonic Band Grade 09 Ballock High School MA23 Symphonic Band Grade 09 Ballock High School Grade 09 Ballock High School MA27 Symphonic Band Satt Worl Hang Grade 19 Ballock High School Satt Worl Hang Satt Worl Han		-	Нор	e High School	Year: 2017-2018
Date Name Ass of 11//09/2017 Stadet Name Abbott, Billy C. Drig Caves Tite Mark Eleminover Middle School Grade 08 Stadet Name B Balcok High School Grade 08 Balcok High School Grade 09 Fall 2014 Grade 09 Balcok High School Carabe 09 Sack Stade School Carabe 09 Sack Stade School Carabe 09 Balcok High School Carabe 09 Sack Stade School Carabe 09 Sack School Carabe 09			Student	Graduation Check	Report: CHS404
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jnit Mak Binnow Midde School Grade 08 PR02 English Literature B Sienhower Midde School Grade 08 SZ 2012 Grade 08 MA23 Pre-Algebra B Sienhower Midde School C	Student Name Abbott, Billy	/ C.			(
Eisenhover Middle School PR02 Egiple Literature S3 207	Crs ID	Course Title	Mark		
Juli (2) English Literature B PPC2 English Literature B MA23 Pre-Algebra B MA23 Pre-Algebra B Silock High School Grade 09 MU21 Symphone Band C So29 Soance 8 C So209 Soance 8 C So222 World Hatig C Viru1 Symphonic Band A So223 World Hatig C So224 World Hatig C M023 Specify A C M024 Specify A C M023 Specint Hatig C	Eisenhower Midd	lle School		Crada 00	
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SC49 Biology B tope High School	MU38	Symphonic Band	A		
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WL41 French I C Standards of Learing VC Summary	TS32	Tr. Safety	B		
Standards of Learing VC Summary Discipline Req'd Need Status	WL41	French I	c		
Discipline Req'd Need Status	tandarda of Las	aring V/C Summany			
Discipline Req'd Need Status	nanuarus or Lea	anny vo ourninary			
	Discipline		Red a Neea S	otatus	

CHS404 – Student Graduation Check Output

CHS405 – Locally Awarded Verified Credits

Synergy SIS > Course History > Reports > List

The Locally Awarded Verified Credits report identifies students eligible to receive these credits. It lists students with specific diploma types who have marginally failed selected tests. The district must enable verified credit for this report to run.

Report CHS405: Locally Awarded Verified Credits	C C 0 - 9
📥 Print Save Default Reset Saved Default Email Me	
Name: Locally Awarded Verified Credits Number: CHS405 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Student Info	
Grade	
0 10 11 12	
Display Options	
Test Group	
SOL English: Writing SOL Algebra 1 Provincial Exam	
Minimum Times Failed	
Raw Score Allowance	
Include students that have met the course discipline requirements but have not met the default discipline requirement	

CHS405 - Locally Awarded Verified Credits Report Interface Screen

- Grade Select the grades to include on the report. and Test Group.
- Test Group Select the test groups to include in the report.
- **Minimum Times Failed** Enter the minimum times a student can fail a verified credit test to show on the report.
- Raw Score Allowance Enter the raw test score to meet in order to show on the report.

Demo School District Excellence in Education	Hope High School Locally Awarded Verified Credits				Year: 2011-2012 Report: CHS405				
Grade: StudentName	SIS Number	Course ID	Course Title	Term	Mark	Test Date	Test Name	Score	
12 Abbler, Ron M.	206156	LA1196	AP ENGLISH 12 LITERATURE & COMPOSITION	YR	A	06/06/2012	SOL EOC - AA-English	249	

CHS405 - Locally Awarded Verified Credits Output

CHS406 – Student Grad Req Exception List

Synergy SIS > Course History > Reports > List

The Student Graduation Requirement Exception List report shows students with missing subject area graduation requirements.

Report CHS406: Student Grad Req Exception List	C C 0 - 9
Print Save Default Reset Saved Default Email Me	
Name: Student Grad Req Exception List Number: CHS406 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Grad Req Options	
Get Graduation Requirement Definition from the Student's Diploma Type	
Graduation Requirement	
Add Work in Progress	
Grading Period	
Term Definitions	
Fall Spring	
Student Info	
Student Last Name Student First Name	
SIS Number Grade	

CHS406 – Student Grad Req Exception List Report Interface Screen

- Grad Req Options Select the graduation requirement options to filter.
- Student Info Enter the student information to print results for.

Demo School District Restaurs in Industria	Year: 2017-2018 Report: CHS406									
				Calc Grad				- Cree	dits —	
Student Name	SIS Number	Gen	Grd	Req. Yr.	Grad Req	Subject Area	Req	Стр	InPrg	Need
Abbott, Billy C.	905483	М	12	2009	High School	American History	3.00	2.00	0.00	1.00
						English Literature	3.00	2.00	0.00	1.00
						Foreign Language	2.00	0.00	0.00	2.00
						Government	3.00	0.50	0.00	2.50
						Mathematics	3.00	0.00	0.00	3.00
						Science Required	3.00	2.00	0.00	1.00
Abnernethy, Anne E.	902870	F	10	2010	High School	American History	3.00	0.50	0.00	2.50
						English Literature	3.00	0.00	0.00	3.00
						Foreign Language	2.00	0.00	0.00	2.00
						Government	3.00	0.00	0.00	3.00
						Mathematics	3.00	0.00	0.00	3.00
						Science Required	3.00	1.50	0.00	1.50
Acevedo, Ashley	901830	F	10	2010	High School	American History	3.00	0.50	0.00	2.50
						English Literature	3.00	0.00	0.00	3.00
						Foreign Language	2.00	0.00	0.00	2.00
						Government	3.00	0.00	0.00	3.00
						Mathematics	3.00	0.00	0.00	3.00
						Science Required	3.00	1.50	0.00	1.50

CHS406 - Student Grad Req Exception List Output

CHS407 – Work Samples by Class

Synergy SIS > Course History > Reports > List

The Work Samples by Class report displays work samples entered through the Class Work Sample Entry screen. The report displays all samples for the selected course, section, or teacher, and performance level totals.

Report CHS407: Work Samples	by Class 🔹 🗸 C C C
Print Save Default Reset Saved Default	Email Me
Name: Work Samples by Class Number: CHS407 F	Page Orientation: Landscape
Options Sort / Output Conditions Sele	ection Advanced
Section Options	
Course ID Section ID	Teacher
Student Options	
SIS Number	
Grade Grade	
Ninth Grade Entry Year	
-	
Include Students without Work Samples	
0	
Work Sample Levels U 🖶 🕑	
Work Sample Subjects 🖸 🖶 🧭	
Work Sample Strand	
	Repopulate Strand Dropdown
Performance Level	Essential Skills
0 ↔ ©	All Work Samples -
Does Not Not	
L Exceeds Meets Meet Attempted	Non-Class Work Samples
Completed Data	Include Student Work Samples associated with other sections
Decis Fad	Include Student Work Samples not associated with any sections
Staff Rater	
 Summary Options 	
Only count the work sample with the highest p counts when a student has been given multipl	verformance level for a particular student, subject, and class (excluding duplicate le work samples in the same subject)

CHS407 - Work Samples By Class Report Interface Screen

- Student Options Select the student options to filter.
 - Ninth Grade Entry Year Filter students by the year they entered the ninth grade.

- Work Sample Options Select the type of work samples to provide results for.
 - **Repopulate Strand Dropdown** Select this after making updates to work samples to refresh the available options.
- Summary Options Select the Performance Level, Completed Date, Essential Skills, and Staff Rater.

Hope High School Work Samples by Class											Year: Repor	2015-2 t: CHS4(2016 07	
School:	Hope High	School												
Teacher:	Barnard, Mar	tha			Section ID	000000000000000000000000000000000000000	Course ID:	EN73		Course:	Speech			
Student:	Barker, Richa	ırd A.			Sis Numbe	er: 163180	Grade: 11	Diploma Type:				9th GR En	try YR: 20	012-2013
Level: 9	evel: 9 Subject: English					Strand: Writing	g				ES:	No		
Title		Comp. Date	ES	PL	Rater	Course Name	Course ID	Section ID		Teacher	сом			
Persuasiv	e Speech	08/26/2015	Yes	E	Williams, W.	Speech	EN73	000000000 3	00000	Barnard, M	L			
Student:	Camps, Jacqu	ueline L.			Sis Numbe	r: 919432	Grade: 11	Diploma Type:				9th GR En	try YR:	
Level: 9	9			Sub	ject: English			Strand: Writing	g				ES:	No
Title		Comp. Date	ES	PL	Rater	Course Name	Course ID	Section ID		Teacher	сом			
Persuasiv	e Speech	08/16/2013	Yes	E	Williams, W.	Speech	EN73	000000000 3	00000	Barnard, M	_			
Teacher:	Barnard, Mart	ha												
Level:	9					Subject: English								
	Section ID	Per	iod	Total	Students	Strand		ES	ES	Count	Exceeds	Meets	Does No	t Meet
	000000000000000000000000000000000000000	003 1		17		Writing		No	16		4	7	5	

CHS407 - Work Samples By Class Output

CHS408 – Work Samples by Year

Synergy SIS > Course History > Reports > List

The Work Samples by Year report displays all work sample attempted by students within a year or year range.

Report CHS408: Work	Samples by Year 🛛	Ai 🖤 🜲 📚 🗈 🕪 🖾 🌒 > 🛛 C C O - 9
Print Save Default Reset Saved	d Default Email Me	
Name: Work Samples by Year Number: C	CHS408 Page Orientation: Landscape	
Options Sort / Output Condition	ns Selection Advanced	
Student Options		
SIS Number Grade Grade Crade Grade Diploma Type		
Ninth Grade Entry Year	▼ S	
Completed Date		
Select a maximum of eight school years: School Year From School Year To 2010-2011 • 2017-2018 •		
Work Sample Levels □ ↔ ♂ Work Sample Subjects □ ↔ ♂		
Performance Level	Essential Skills	
Performance Level ○ ↔ ♂ ◎ Does Not ◎ Not ◎ Exceeds ◎ Meets Meet Attempted	Essential Skills All Work Samples	•

CHS408 – Work Samples By Year Report Interface Screen

- Student Options Select the student options to filter.
 - Ninth Grade Entry Year Filter students by the year they entered the ninth grade.
- Work Sample Options Select the work sample options to filter.

Hope High School Work Samples by Year Demo School District Exceeds, M = Meets, D = Does Not Meet									Year: Repor	2016 D8					
School: Hope High	School														
Student	SIS Num Grd	Gend	Home Rm	Teacher	Diploma Type	9th Grd Entry Yr	Subject	2015- 2016	2014- 2015	2013- 2014	2012- 2013	2011- 2012	2010- 2011	2009- 2010	2008- 2009
Farnsworth, Jose R.	164938 11	М					English			9 - D					
							Math		Graduati on - E						
Student	SIS Num Grd	Gend	Home Rm	Teacher	Diploma Type	9th Grd Entry Yr	Subject	2015- 2016	2014- 2015	2013- 2014	2012- 2013	2011- 2012	2010- 2011	2009- 2010	2008- 2009
Frazee, Janice L.	171608 11	F					English			9 - M					
Student Frazier, Keith L.	SIS Num Grd 942393 11	Gend	Home Rm	Teacher	Diploma Type	9th Grd Entry Yr	Subject English	2015- 2016	2014- 2015	2013- 2014 9 - M	2012- 2013	2011- 2012	2010- 2011	2009- 2010	2008- 2009
Student	SIS Num Grd	Gend	Home Rm	Teacher	Diploma Type	9th Grd Entry Yr	Subject	2015- 2016	2014-2015	2013- 2014	2012-2013	2011-2012	2010-2011	2009-2010	2008-
Frogge, Benjamin N.	163256 11	М				,	English			9 - D					

CHS408 – Work Samples By Year Output

CHS409 – Work Samples by Student

Synergy SIS > Course History > Reports > List

The Work Samples by Student report lists work sample attempts of individual students or student groups.

Pepert CHS400: Work Samples by Student											
Report CHS409: Work Samples by S	Report Ch3403. WOLK Samples by Student										
Print Save Default Reset Saved Default Email Me											
Name: Work Samples by Student Number: CHS409 Page Orier	ntation: Landscape										
Options Sort / Output Conditions Selection A	dvanced										
Student Options											
SIS Number											
Grade Grade											
· → ·											
Diploma Type											
Nieth Orada Esta: Vear											
This Grade Entry Year											
Student Enrolled Section ID											
Include Students without Work Samples											
Work Sample Section Options											
CourseID Section ID Tea	acher										
	•										
Work Sample Options											
Work Sample Options											
Work Sample Levels											
Work Sample Subjects □ ↔ 🕑											
Work Sample Strand											
	Repopulate Strand Dropdown										
Performance Level	Essential Skills										
Performance Level □ ↔ 🕑	Essential Skills										
Exceeds Meets Does Not Meet Not Attempted	All Work Samples										
Completed Date											
Completed Date Begin Completed Date End											

CHS409 - Work Samples By Student Report Interface Screen

- Student Options Select the student options to filter.
 - Ninth Grade Entry Year Filter students by the year they entered the ninth grade.
- Work Sample Section Options Enter options to display work samples associated with specific classes.

- Work Sample Options Select the type of work samples to provide results for.
 - **Repopulate Strand Dropdown** Select this after making updates to work samples to refresh the available options.

Demo Exceli	School District ence in Education Hope High School			W	Hope I ork Sam	⊣igh Scl ples by	nool Student			Y. R	ear: eport:	2015-2016 CHS409
Student:	Barker, Richard A.		SIS N	um: 163180	Grade: 11	Diplom	a Type:		Ninth G	rade Entry Year:	2012	-2013
Level	: 9		Subje	ct: English		Strand	: Writing					
	Title	Compl. Date	Ess. Skill	Perf. Level	Staff Rater	Course Name	e Course ID	Section ID	Teacher	CO M		
	Persuasive Speech	08/26/2015	Yes	Exceeds	Williams, W.	Speech	EN73	00000000000 0003	Barnard, M.			
Level	: 9		Subje	ct: English		Strand	: Writing					
	Title	Compl. Date	Ess. Skill	Perf. Level	Staff Rater	Course Name	e Course ID	Section ID	Teacher	CO M		
	Speech	08/16/2013	No	Exceeds	Williams, W.							
	English Composition	08/23/2013	No	Does Not Meet	Williams, W.					5		
Student:	Camps, Jacqueline L		SIS N	um: 919432	Grade: 11	Diplom	a Type:		Ninth G	rade Entry Year:		
Level	: 9		Subje	ct: English		Strand	: Writing					
	Title	Compl. Date	Ess. Skill	Perf. Level	Staff Rater	Course Name	e Course ID	Section ID	Teacher	CO M		
	Persuasive Speech	08/16/2013	Yes	Exceeds	Williams, W.	Speech	EN73	00000000000 0003	Barnard, M.			
Student:	Davis, Diana L.		SIS N	um: 164257	Grade: 11	Diplom	a Type:		Ninth G	rade Entry Year:		
Level	: 9		Subje	ct: English		Strand	: Writing					
	Title	Compl. Date	Ess. Skill	Perf. Level	Staff Rater	Course Name	e Course ID	Section ID	Teacher	CO M		
	Persuasive Speech	08/16/2013	Yes	Meets	Williams, W.	Speech	EN73	000000000000000000000000000000000000000	Barnard, M.			

CHS409 - Work Samples By Student Output

CHS410 – Graduation Requirement Test List

Synergy SIS > Course History > Reports > List

The Graduation Requirement Test List report displays all test requirements for individual students or student groups.

🝸 Report CHS410: Graduation Requirement Test List 🔲 👫 🎨 🛢 🥪 🖾 🍕 🕨 😂 🕫 • 😐
Print Save Default Reset Saved Default Email Me
Name: Graduation Requirement Test List Number: CH\$410 Page Orientation: Landscape
Options Sort / Output Conditions Selection Advanced
Student Options
SIS Number Grade Grade Jiploma Type Ninth Grade Entry Year
Section ID Teacher
Graduation Requirement Options
Graduation Requirement Definition will be based on the Student's Diploma Type. The default Graduation Requirement Definition will be used if a Student is no Graduation Requirement Definition
Test Filtering Options
Test Include/Exclude Option Show All Students
Test Result Properties to Include
V Performance Level V Score V Test Group Result V Test Date V Method Used

CHS410 – Graduation Requirement Test List Report Interface Screen

- Student Options Select the student options to filter.
 - Ninth Grade Entry Year Filter students by the year they entered the ninth grade.
- Graduation Requirement Options Select a Graduation Requirement Definition.
- Test Filtering Options Select the Test Include/Exclude Option for filtering results.
- Test Result Properties to Include Select the properties to display on the report output.

Demo School District Instance In Tacalas School: Hope High Schoo	1	Grad	Hope High S Iuation Require	School ment Test	List	Year: 2017-20 Report: CHS410
Student	SIS Number	Grad	le Diploma Type	Ninth Grade	Entry Year	
Abbott, Billy C.	905483	12				
Test Group Name	Performance Level	Score	Test Group Result	Test Date	Method Used	
AIMS Reading	Falls Far Below	600	Not Passed	03/16/2016		
AIMS Reading	Falls Far Below	600	Not Passed	03/16/2015		
AIMS Reading	Approaches	650	Not Passed	03/18/2017		
AIMS Math	Exceeds	700	Passed	03/16/2016		
AIMS Math	Exceeds	675	Passed	03/16/2015		
AIMS Math	Meets	690	Passed	03/18/2017		
Student Abnernethy, Anne E.	SIS Number 902870	Grad 10	le Diploma Type	Ninth Grade	Entry Year	
Test Group Name	Performance Level	Score	Test Group Result	Test Date	Method Used	
AIMS Reading			Not Taken			
AIMS Math			Not Taken			
Student	SIS Number	Grad	le Diploma Type	Ninth Grade	e Entry Year	
Acevedo, Ashley	901830	10				
Test Group Name	Performance Level	Score	Test Group Result	Test Date	Method Used	
AIMS Reading			Not Taken			
AIMS Math			Not Taken			

CHS410 – Graduation Requirement Test List Output

CHS411 – Course History Audit

Synergy SIS > Course History > Reports > List

The Course History Audit report lists all changes made to Student Course History records, including the date and time information was changed. This also includes the user's login information and IP address.

Report CHS411: Course History Audit	Ai 🖤 🜲 📚 🗈 🕪 🔀 🍕 • 🛭 C C 9 - 9											
Print Save Default Reset Saved Default Email Me	Print Save Default Reset Saved Default Email Me											
Name: Course History Audit Number: CHS411 Page Orientation: Landscape												
Options Sort / Output Conditions Selection Advanced												
Date of Change												
Start Date End Date												
Student Info												
Perm ID Gender												
Last Name First Name												
Grade Grade												
Exclude Inserts												

CHS411 – Course History Audit Report Interface Screen

- Start Date/End Date Select the date range for audit details.
- Student Info Enter the student information to print results for.

Demo School District Excellent in Excernine		017-2018 HS411							
Student Name	Student Grade Gender Perm ID								
Abbott, Billy C.				12	Male	905483			
Course Title	Course IE	Course ID Insert Date							
Property Name	Date Of Change	Original Value	New	Value	Audit Staf	Name	IP Address		
		Calendar Year	2013 Calendar	Month : 5					
English 9	EN09		11/14/2005 00:00:	05 00:00:00 Unknown					
		Calendar Year	2013 Calendar	Month : 12					
March Band	MU41		11/14/2005 00:00:	00	Unknown				
Mark	09/28/2017 10:17	7:51 B	C		User, Adm	in	68.3.201.50		
		Calendar Year	2014 Calendar	Month: 5					
Biology	SC49		11/14/2005 00:00:	00	Unknown				
Mark	11/08/2017 15:43	3:43 D	В		User, Adm	in	10.200.2.102		
VC1Type	11/08/2017 15:43	3:43	1		User, Adm	in	10.200.2.102		
		Calendar Year	2015 Calendar	Month : 5					
Symphonic Band	MU38		11/14/2005 00:00	00	Unknown				
OverrideSubjectArea	10/02/2017 13:20):24	15		User, Adm	in	10.200.11.98		

CHS411 – Course History Audit Output

CHS801 – Course History Labels With GPA

Synergy SIS > Course History > Reports > Labels

The Course History Labels With GPA report prints a set of labels which contain the student's course list and grades for the specified grading period.

Report CHS801: Course History Labels With GPA	្លាល
Print Save Default Reset Default Email Me	
Name: Course History Labels With GPA Number: CHS801 Page Orientation: Portrait	
Options Label Setup Soft / Output Conditions Selection Advanced	
Month Year	
Display Options	
GPA Type 1 Override Label (Default is ACA)	
GPA Type 2 Override Label (Default is TOT)	
Course Title to show	
Show School Name and Grade from Course History	
Show Attendance 1	
Show Attendance 2	
Show Conduct	
Show Credit	
Format Options	
Staff Name Format	
Student Filters	
Grade 07 08 09 10 11 12	

CHS801 – Course History Labels With GPA Report Interface Screen

- Grading Periods Select the Month and Year to print reports for.
- Display Options Select the information to display on labels.
 - GPA Type Select the GPA and enter an Override Label to display, if necessary.
 - Course Title to Show Select the course title that displays on labels.
- Staff Name Format Select how staff display on labels.
- Grade Select the grade(s) to print labels for.

* = Audit Class		* = Audit Class				* = Audit Class		
Davis, Diana L.	Hope H	Legaspi, Jonath	an A.		Hope H	Perez, Evelyn A		
Stu ID:164257 Grade:11		Stu ID:168177	Grade:1	1		Stu ID:928527	Grade:1	1
Title Teacher Mk		Title	Teacher	Mk		Title	Teacher	Mk
English 10 Sullivan, B A		Rdg & Writing	Jackson, K	92		Rdg & Writing	Jackson, K	83
Science 10 Sullivan, B ACA GPA				ACA GPA				ACA GPA
Sports Medicine Allen, M A.32666				3.33				2.66
* = Audit Class		* = Audit Class				* = Audit Class		
Delci, Jonathan A.	Hope H	Legaspi, Martha	G.		Hope H	Scatterday, Ann	a R.	
Stu ID:909137 Grade:11		Stu ID:170120	Grade:1	1		Stu ID:132613	Grade:1	1
Title Teacher Mk		Title	Teacher	Mk		Title	Teacher	Mk
Paula Aderson, G B+		Rdg & Writing	Jackson, K	83		Rdg & Writing	Jackson, K	88
Science 10 ALA GPA				ACA GPA				ACA GPA
Sports Medicine A 2.66				2.66				2.66

CHS801 – Course History Labels With GPA Output

CPL201 – Student Career Plan Profile

Synergy SIS > Course History > Reports > Individual

The Student Career Plan Profile report lists each subject area required for graduation, and displays a student's scheduled and completed courses in each subject.

Report CPL201: Student Career Plan Profile	C C 0 - 9										
Print Save Default Reset Saved Default Email Me											
Name: Student Career Plan Profile Number: CPL201 Page Orientation: Portrait											
Options Sort / Output Conditions Selection Advanced											
Student Info											
Last Name First Name											
SIS Number Grade											

CPL201 – Student Career Plan Profile Report Interface Screen

Report Options:

• Student Info – Enter the student information to print results for.

Demo School District Excellence in Education		5	H Stude	ope nt C	e High Sch Career Plai	nool n Prof	ile	Year: Repo	2015-20 rt: CPL201	16
General Information	1		S	oftw	are Develop	ber				
Student Name Barker, Richar	d A.	sis 1	Number 63180		Gen M	Grade 11	Enter 08	r Date 3/05/2015	Leave Date	
Last Name Goes By		Nick Name			Bi	rth Date 11/16/1	998	Home Addres 2525 W Main	s nSt	
Phone 480-555-1234	Home l Filipii	_anguage 10		Eth B	nic Code Iack or African A	merican		Mesa, AZ 85	201	
Required		Comp	leted		In Prog	ress		Planned	ł	Needed
Subject Area	Crd C	ourse Title	Mar	k Crd	Course Title		Crd Co	ourse Title	Crd	Credits
English Literature	3.000						PF	02A-Prin Of Eng	0.500	2.000
							PF	02B-Prin Of Eng	0.500	
Mathematics	3.000 N	A30-Geometry	В	0.500	MA30-Geometry	C	.000 MA	45W1-Pre-Calculus	0.500	1.000
	N	A30-Geometry	В	0.500			M/	45W2-Pre-Calculus	0.500	
Science Required	3.000 A	G31-Animal Sci	В	1.000			SC	81-Physics	1.000	0.000
	8	C49-Science 10	В	0.500			SC	812-Physics	0.500	
	8	C49-Science 10	С	0.500						
American History	3.000 0	023-History	1	0						3.000
	C	023-History	1	0						
Government	3.000									3.000
Electives	3.000 A	R32-Beg Photo	В	0.500	EN86-Yearbook	C	.000 HE	92-Sports Medicine	0.500	0.000
	E	N09-ENG 9	А	0.500			IT3	312-Comp Aided D&	d 0.500	
	E	N09-ENG 9	А	0.500			117	3-Weld & Mat Proc	0.500	
	Т	RAR-Tr Art	А	0.500			ITS	92-Auto Repair li	0.500	
	Т	RAR-Tr Art	А	0.500						
	г	RIT-Tr Ind Tech	А	0.500						
	г	RMU6-Stage Bar	nd A	0.500						
Totals	18.00			6.50			0.00		5.50	9.00

CPL201 - Student Career Plan Profile Output

CTE401 – CTE Program Participant List

Synergy SIS > Course History > Reports > List

The CTE401 – CTE Program Participant List report is a list of students currently enrolled or previously enrolled in Career and Technical Education (CTE) by School Name, Program Name, Student Name, SIS Number, Ranking, and Program Code for the current year. For the 2017-18 school year, the JTED and Non-JTED reports extract in Excel.

Report CTE401: CTE Progra	m Participant List	st 🥐 💄 📚 🖬 🕹 🗒 🏔 🔎	000-00
		* • * * * * * * *	
Save Delauit			
Name: CTE Program Participant List Number: CTE40	01 Page Orientation: Portrait		
Options Sort / Output Conditions Select	ction Advanced		
Student Info			
SIS Number State Student Number			
905483 0001341311			
Last Name First Name			
Abbott Billy			
Grade Grade			
Gender			
•			
Resolved Race/Ethnicity			
Hispanic Two or More	White	Asian 🔤	
Black or African American 🔲 Native Hawaiian or Othe	er Pacific Islander 📃 American Indian or Alaska Nat	ive	
0.0-11-1-1			
Options			
Program Code			
Program Indicator JTED Type			
· · ·			
Minimum # of Carnegie Units			
Report: Include All Course History	Generate Report Only		
JTED/Non-JTED Report: Include Current Courses			
Use Credit Values from Sections			

CTE401 – CTE Program Participant List Report Interface Screen

- Student Info Enter the student information to print results for.
- Options Select the CTE program options to print results for.
 - Program Code (CIP Code) Prints results for a specific program
 - **Program Indicator** Prints results for either *Needs* students or Special Ed *Services* students. Needs is the default option.
 - JTED Type Prints results for JTED courses, Non-JTED courses, or Both
 - Minimum # of Carnegie Units Smallest total number of credits a student can have to display on the report. Carnegie Units are the number of credits earned by a student for each CTE Course.
 - Report: Include All Course History Select to include two rows per student in the output file. The first reports Carnegie Units for courses completed, and the second reports Carnegie Units for courses in progress. If left blank, only courses in progress report.

- JTED/NonJTED Report: Include Current Courses Select to report Work in Progress as part of both JTED and Non-JTED extracts. If left blank, Synergy SIS only reports courses from Course History.
- Use Credit Values from Sections Select to have the report pull credits from the Credits field on the Section screen. If left blank, the report pulls credits from the Credits Completed field on the Student Course History screen.



If the **Credits Completed** field on Student Course History is blank, the report uses the value in the **Credit** field on the District Course screen.

• Generate Report Only – Select this to only generate the report results. If blank, the job result screen provides CTE Participant Extract log files along with the report results.

CTE40	CTE401: Job Result Files ×									
Result	Description	File Type								
	CTE Program Participant List	PDF								
	CTE Participant Extract Non-JTED Log	ТХТ								
	CTE Participant Extract JTED file	ТХТ								
	CTE Participant Extract JTED Log	ТХТ								
	CTE Participant Extract Non-JTED file	ТХТ								

CTE401 Job Result Screen

Demo School District Excellence in Education School Name: Hope High S	Hope High School CTE Program Participant List Oppe High School CTDS Number: 1192								:018 11
Program CIP Code: AUTO	Prog	gram Title	Automotive	e					
Student Name	SPED Services	Alt LEP Fno	State ID Number	Grade	Gender	Ethnicity	Race	Course	Carnegie Units
Ake, Joshua J.			0001319330	11	М	Non-Hispanic	White	Auto Tech I	0.50
Alcazar, Eugene			0020193638	10	М	Hispanic	Hispanic	Auto Tech I	0.50
Alcazar, Eugene A.			0020193607	10	М	Hispanic	Hispanic	Auto Repair II	1.00
Allen, Aaron L. JR			0001273162	10	М	Non-Hispanic	White	Auto Repair II	1.00
Allinder, Benjamin R.			0010988084	11	М	Non-Hispanic	White	Auto Tech I	0.50
Arellano, Lisa R.			0001253159	10	F	Non-Hispanic	Native Ha	Auto Tech I	0.50
Arvayo, Joe M.			0001258783	10	М	Hispanic	Hispanic	Auto Repair II	1.00
Asay, Carlos H.			0001272279	10	М	Non-Hispanic	White	Auto Repair II	1.00
Baker, Michael I.			0001354971	11	М	Non-Hispanic	White	Auto Tech I	0.50
Baker, Norma R.			0020236380	10	F	Non-Hispanic	White	Auto Tech I	0.50

CTE401 – CTE Program Participant List Output

CTE403 – CTE Completer Profile

The CTE Completer Profile provides student specific completion details to meet state audit requirements. The report prints a single page for each student. Multiple pages print with the student information displayed in the report header. Districts must set up standards and sub-standards (competencies) and associate them to each CTE course. Before printing the report, run the Update Student Course History and Update Student CTE processes.

Report C Print Save C	TE403: CTE Co	fault Email Me	At 🐑 🜲 📚 🗈 🔗 🔣 🍕 🕨	C C 🛛 - 9
Name: CTE Comple	eter Profile Number: CTE	03 Page Orientation: Portrait		
Options Sor	t / Output Conditions	Advanced		
Start Date Image: Constraint of the start	End Date			

CTE403 – CTE Completer Profile Report Interface Screen

Report Options

• Program Code – Enter the CTE program code to display results for.

	Hope High School CTE Completer Profile	Year: 2016-2017 Report: CTE403
	•	
Student: Abbott, Billy	School: Hope High School	School Number: 160
District Student ID: 123456	State Student ID: 123456789	Grade: 12
Pathway: Health Science	Pathway Type: Male	Completion Date: 12/15/2016
Competency Percent: 89.09%	Cluster: HLT	
Course Title: Bio-Medical Explorations 1	District Course Code: 4511	State Course Code: 001
Completion Date: 12/2013	School: Hope High School	
Course Title: Bio-Medical Explorations 1 Completion Date:5/2014	District Course Code: 4512 School: Hope High School	State Course Code: 001
Course Title: Human Body Systems	District Course Code: 7119	State Course Code: 102
Completion Date: 12/2014	School: Hope High School	
Course Title: Bio-Medical Explorations 2	District Course Code: 4517	State Course Code: 002

CTE403 - CTE Completer Profile Output

CTE601 – 40th and 100th Day CTE Totals

Synergy SIS > Course History > Reports > Summary

The CTE601 report lists the total number of students in each CTE course on the As of Date selected and provides an extract option for 40th Day reporting and 100th Day reporting. The report displays totals by grade level, gender, SPED program, ELL program, LEP program, FRM program, and/or Single Parent Program.

Report CTE601: 40th and 100th Day CTE Totals At the set Saved Default Email Me
Name: 40th and 100th Day CTE Totals Number: CTE601 Page Orientation: Landscape Options Sort / Output Conditions Selection Advanced
Section Info
As of Date 11/08/2017
Certificate Type
Program Code
Course Code Default Course Length
Use FRM Totals for Economic Disadvantaged
Extract Options
Run Extract Submission Day Transaction Type Transaction Type Articulated

CTE601 - 40th And 100th Day CTE Totals Report Interface Screen

- Section Info Enter the section information to print results for.
 - Certificate Type Types include *Document Number*, *Social Security Number*, *State ID*, and *Teacher Admin License Number*. Designates which type of number displays in the output files. The Document Number extracts from the **Document Number** on the **Credentials** tab of **Synergy SIS > Staff > Staff**.
 - Program Code Filters results to a specific program code or range of program codes. The Program Code extracts from the State Code field on Synergy SIS > Course > CTE Programs.
 - Course Code Filters results to a specific course code. The Course Code extracts from the CTE Programs section on the Synergy SIS > Course > District Course screen.
 - Default Course Length Designates a default course length for any course that does not have a Default Course Length specified on the District Course screen.

- Use FRM Totals for Economic Disadvantaged Select this to use free and reduced meals totals to indicate disadvantaged students. If left blank, no FRM totals report.
- Extract Options Select Run Extract to enable the following additional options for extract content:
 - Submission Day Select the submission type
 - 40th Day Extracts all sections with term codes for Semester 1 (S1)
 - 100th Day Extracts all sections with term codes for Semester 2 (S2)
 - Extract Type
 - Articulated Reports students taking courses off-campus
 - Non-Articulated Reports student taking courses on-campus



Districts must set the **Technical Provider** to an option with a **State Code** of *1* for Articulated types. Districts must set the **Technical Provider** to an option with a **State Code** of *0* or leave the Technical Provider field blank for Non-Articulated types.

Demo Excel	School District	Hope High School District 40th and 100th Day CTE Totals									Yea Rep	:: 201 ort: CT	15-201 E601	6			
Program	Course	Term Der	Course	Deem	Teeshes Neme	Cartificate #		Grade	Leve	el —	Gen	der		- Spe	cial –		
Code	Code Course Name	Term Per	Length	Room	Teacher Name	Certificate #	09	10	11	12	м	F	SPED	LEP	Econ	SP	lotal
12346584	12 Expl Agric	S2	60	104	Rex, K.	123-45-6789					0	0					0
12346584	12 Expl Agric	YR 4	60								0	0					0
AT	Z Auto Tech I	S1	60								0	0					0
AT	Z Auto Tech I	S1	60								0	0					0
AT	Z Auto Tech I	S1	60								0	0					0
AT	Z Auto Tech I	S1	60		Mellyn, W.	123-45-6789					0	0					0
AT	Z Auto Tech I	S1	60								0	0					0
CTE	CT Reading	S1	60								0	0					0
CTE	CT Reading	S1	60								0	0					0
PP402	02 Reading	S2	55								0	0					0
PP402	02 Reading	S2	55								0	0					0
PP402	02 Reading	S2	55								0	0					0

CTE601 – 40th And 100th Day CTE Totals Output
SLP201 – Student Service Learning Profile

Synergy SIS > Course History > Reports > Individual

The Student Service Learning report displays a list of all student service learning activities.

Report SLP201: Student Service Learning Profile
Print Save Default Reset Saved Default Email Me
Name: Student Service Learning Profile Number: SLP201 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Student Info
Perm ID Last Name First Name
Grade Grade
A Options
Date Earned Total Hours □ Use Simple Header
School Type
School Type Show School Type Group By School Type

SLP201 – Student Service Learning Profile Report Interface Screen

- Student Info Enter the student information to print results for.
- Options Filter results by Date Earned and Total Hours.
- School Type Select the school type to filter results by.



SLP201 – Student Service Learning Profile Output

SLP401 – Student Service Learning List

Synergy SIS > Course History > Reports > List

The Student Service Learning List report displays a list of all students and the total number of hours earned for service learning.

Report SLP401: Student Service Learning List Print Save Default Reset Saved Default Email Me	A\$ 🖤 🌲 📚 🖻 🔗 🔀 🔩 🕨	200-9
Name: Student Service Learning List Number: SLP401 Page Orientation: Portrait		
Options Sort / Output Conditions Selection Advanced		
Date Range		
Date Earned		
Total		
Total Hours		

SLP401 – Student Service Learning List Report Interface Screen

- Date Earned Filter results by the date the student earned service learning credit.
- Total Hours Filter results by the total service learning hours earned.

Demo School District Excellence in Education		⊢ Studer	lope Higl It Service	Year: 2017-2018 Report: SLP401	
Student Name	Perm ID	Grade	Gender		
Abbott, Billy C.	905483	12	Male	60.00	
Abnernethy, Anne E.	902870	10	Female	0.00	
Acevedo, Ashley	901830	10	Female	0.00	
Ackley, Brian R.	913948	12	Male	0.00	
Acosta, John A.	150265	11	Male	0.00	
Adair, Alan W.	871626	11	Male	0.00	
Adair, Diane N.	903912	10	Female	0.00	
Adair, Timothy S.	888621	11	Male	0.00	
Adams, Albert L.	889844	11	Male	0.00	
Adams, Billy A.	889314	11	Male	0.00	
Adams, Howard T.	873985	12	Male	0.00	
Adams, Martin C.	887623	11	Male	0.00	

SLP401 – Student Service Learning List Output

STU204 – Student Transcript

Synergy SIS > Course History > Reports > Individual

The Student Transcript contains all of a student's course history and progress towards graduation requirements. It also displays achievements, test history, service learning hours, and class rank information.

Report STU204: Student Transcript	4	C C 🖯 - 🕄
Print Save Default Reset Saved Default Email Me		
Name: Student Transcript Number: STU204 Page Orientation: Portrait		
Student Transcript Sort / Output Conditions Selection Advanced		
Student Info		
Perm ID Grade Grade Grade J Section ID Counselor		
Show Only School of Record		
Transcript Options		
Transcript Options		
Suppress Graduation Requirement		
Enable Duplex Formatting		
Suppress Test Types O ↔ 🕑 Suppress CHS Type		
Fall Default Elementary School Middle School High School		
Include students without course history		
Include Withdrawn Classes		
laentity Options		
Student Identification		
Preferred Identity (Default): The report will print student name and gender information as it appears on the Student > I page. Legal Identity: The report will print student name and gender information as it appears on the Student > Protected Inforvalues exist. If no values exist on the Student > Protected Information tab page, then the report will print student name appears on the Student > Demographics tab page. If the user does not make a selection, the report will print name and gender as they appear on the Student > Demographics	Demo rmatio and aphic:	ographics tab on tab page, if gender as it s tab page.
Suppress Gender		

STU204 – Student Transcript Report Interface Screen

- Student Info Enter the student information to print results for.
- Enable Duplex Formatting Inserts a blank page at the end of student reports with an odd number of pages that says "This Page Intentionally Left Blank."
- Include students without course history Prints a confirmation of enrollment for students without course history records.

- Include Withdrawn Classes Prints withdrawn classes on the report for those records that meet the number of days entered in Create Withdrawal Records when Leave Date Is At Least ____ Day(s) After Enter Date on the System tab of the District Setup screen.
- Student Identification Select the name to print on the student transcripts.
 - Legal Identity Prints the information from the Protected Information tab of the Student screen on the report. If no protected information exists, the information from the Demographics tab prints instead.
 - *Preferred Identity* Prints the information from the **Demographics** tab of the Student screen on the report.



Only the student's **First Name**, **Last Name**, **Middle Name**, **Suffix**, and **Gender** extract from the **Protected Information** tab. All other information extracts from the **Demographics** tab, even when the *Legal Identity* option is selected.

Abbott, B	illy C.			E	Edupoint School District Hope High School				Hope High School 4301 E Guadalupe Rd						
905483	State ID 000134	1311	12 M					Gilber	t, AZ 8523	4					
BirthPlace Mesa	Da	ate Of Bi 03/15/2	rth 000					Phone Fax							
lome Address 1955 S Val Vista Dr Mesa, AZ 85204					Demo School District Excellence in Education				949-555-1212 949-555-1213 Counselor Wilson, Rob						
Crs ID	Course Title	Mark	Cred Att/Cmp	Crs ID	Course Title	Mark	Cred Att/Cmp	Crs ID	Course	Title	Mark	Cred A	tt/Cm		
Vr: 2012	Eisenhower Middl	le School	rade: 08	Vr. 2015	Hope High Sch	lool Grad	ie: 10	Vr: 20	Hoj 16	pe High So Term: So	hool	Brade: 11			
PP02	English Literature	8	0.50 / 0.50	MU38	Symphonic Band	A	0.50 / 0.50	MA31	Alt Geor	netry	D	1.50	/ 1.5		
Cred Att: 0.50	Cred Cmp: (0.50	GPA: 0.000	MU41	March Band	С	0.50 / 0.50	MU38	Sympho	nic Band	A	0.50	/ 0.5		
E	Eisenhower Middl	le School		PA90	Thea Arts I	в	0.50 / 0.50	PA91	Thea Ar	ts li	С	0.50	/ 0.5		
Yr: 2012	Term: S2	Gr	rade: 08	SC49 Cred Att: 2.5	Biology Cred Cmp: 2	F 60 6	0.00 / 0.00	PE76	Weight '	Trn Boys	ç	0.50	/ 0.8		
MA25	Pre-Algebra	B	1.00 / 1.00	Great Art. 2.0	Hope High Sch	nool	JFA. 0.000	Cred Att:	5.00	Cred Cmp: 8	5.00	GPA: 0.	000		
Cred All: 1.00	Blalock High S	chool	GPA. 0.000	Yr: 2015	Term: SMF	R Grad	le: 10		Wa	rk In Prog	iress				
Yr: 2014	Term: Fa	II Gr	rade: 09	FS32C	Cc-Persni Dev.	A	0.50 / 0.50		Но	pe High Sc	hool				
R EN09	English 9	F	0.00 / 0.00	SC49	Biology	в	0.50 / 0.50	Yr: 20	17	Term: \$1	(Grade: 12	!		
MU21	Symphonic Band	с	0.50 / 0.50	Cred Att: 1.0	0 Cred Cmp: 1.	00 C	SPA: 0.000	AR54	Beg Jev	velry		0.50	/ 0.0		
SA62	Stu Asst Couns	P	0.50 / 0.50	Vr. 2045	Hope High Sch	ing Crut	lo: 40	PA86	Intermer	diate Acting		0.50	0.0		
SC09	Science 9 World Hist'r	c	0.50 / 0.50	0010	Come Facilities	ing Grad	0.50 / 0.00	PE/61	World H	is/geog		0.50	/ 0.0		
Cred Att: 2.00	Cred Cmp: 3	2.00	GPA: 0.000	CB18	Desktop Publish	F	0.50 / 0.00	SC49	Science	10		0.50	/ 0.0		
	Hope High Sc	chool		EN33	Prin Eng I	č	0.50 / 0.50	SS51	Am Gov	t		0.50	/ 0.0		
Yr: 2014	Term: SN	IR Gr	rade: 09	EN51	Lit Explor	в	0.50 / 0.50	Cred Att:	3.00	Cred Cmp:		GPA:			
EN09	English 9	в	0.50 / 0.50	MA31	Alt Geometry	F	0.00 / 0.00		Ho	pe High Sc	hool	Decides 40			
MA27	Algebra I	D-	1.50 / 1.50	MU38	Symphonic Band	A	0.50 / 0.50	TT: 20	17	Term: 51		orade: 12	-		
Cred Att: 2.00	Cred Cmp: 2	2.00	GPA: 0.000	Cred Att: 3.0	Biology Cred Cmn: 2	50 0	0.50 / 0.50 SPA: 0.000	AD860	/v Academ Stained	Glass		0.50	0.0		
	Hope High Sc	inool		0.007.00.0	Hope High Sch	nool		AR40	Stained	Glass		0.25	/ 0.0		
Yr: 2014	Term: Sp	ring G	ade: 09	Yr: 2016	Term: Fall	Grad	le: 11	IT14	Robotic	s Tech		0.25	/ 0.0		
EN09	Computer Apps English 9	-	0.50 / 0.50	EN34	Prin Eng II	D	0.50 / 0.50	IT14	Robotics	s Tech		0.25	/ 0.0		
MA27	Algebra I	Ă	1.50 / 1.50	1771	Welding I	F	0.50 / 0.00	SC422	2 Life Scie	ence		0.25	/ 0.0		
MU21	Symphonic Band	в	0.50 / 0.50	MU38	Symphonic Band	A	0.50 / 0.50	Cred Att:	2 00	once Cred Cmn:		GPA:	7 0.0		
SC09	Science 9	D	0.50 / 0.50	SS34	Amer History I	ĉ	0.50 / 0.50		Ho	pe High So	hool				
SS22 Cred Att: 4 00	World Hist/g	3 60	0.50 / 0.50 CPA: 0.000	TS32	Tr. Safety	в	0.50 / 0.50	Yr: 20	17	Term: S2		Grade: 12			
01007112 4.00	Hope High Sc	chool	0.77. 0.000	WL41	French I	С	0.50 / 0.50	EN46	Prin Eng	9 III		0.50	/ 0.0		
Yr: 2015	Term: Fal	ll Gr	rade: 10	Cred Att: 3.5	0 Cred Cmp: 3.	. oo	SPA: 0.000	NC95	2 Indepen	dent Study		0.50	/ 0.0		
EN51	Lit Explor	F	0.00 / 0.00	Vr. 2046	Hope High Sch	iool Grad	la: 44	NC96	2 Rt 6th P Waisht	er Tre Bour		0.50	/ 0.0		
MA31	Alt Geometry	С	0.50 / 0.50	ENIS2	Muthology	ing Glad	0.50 / 0.50	SS51	Am Gov	t t		0.50	/ 0.0		
MU29	Beg Guitar	D-	0.50 / 0.50	ENDZ	C	ontinued on	next column	Cred Att:	2.50	Cred Cmp:		GPA:			
		Continued (on next column												
				Immunizatio	on	1	2	3	4	5	6		7		
				DTP/DTaP/DT		12/06/2010	12/01/2012	01/04/2014	02/08/2015	03/09/2010	8	_			
				HBV 2 DORE		10/01/2014	01/02/2014								
				Henatitic A		05/31/2004	06/01/2016				-	_			
				HIB		12/06/2010	12/01/2012	02/08/2015	03/09/2016						
				MMR		03/09/2016	3								
				Polio		12/06/2010	12/01/2012	01/04/2014	02/06/2015	03/09/2010	8				
				Td		07/14/2017									
				Varicella		12/30/2017					-	_	_		
GPA/Credit S	Summary SPA		0.000	vancella 13 +		I	1								
Class Deels		- Ee	0.000												
Class Rank Class Size Completed Serr	820 C 820 B nesters 0 C	ased On Calculated	GPA 0.000 02/07/2008												
				Signature								11/09/2	017		
				Signature								Page	1 of		

STU204 – Student Transcript Output

STU209 – Student Standards Transcript

Synergy SIS > Course History > Reports > Individual

The Student Standards Transcript is an elementary transcript report which displays student grades in predefined rows.

Before you can create elementary student transcripts, you must complete student report cards within Grade Book by marking them as Complete.

Report	ort STU20	9: Student	Standard	s Trans	script 🗖		C C 🛛 - 🕄
🚔 Print	Save Default	Reset Saved Def	ault Email Me		At 🦈 🍣	. 📚 直 🧇 🖾 🔍 •	
Name: Stude	ent Standards T	ranscript Numbe	: STU209 Page (Drientation:	Portrait		
Options	Sort / Output	Conditions	Selection A	dvanced			
Student Inf	0						
Perm ID							
Last Name	F	irst Name					
	l						
	ade -						
Teacher Nam	le						
	-						
Sort By	Teacher Name						
-							
Report Car	rd History Option	IS					
Transcript O	ption						
	-						
	Report Card						
📃 Use Sch	ool Info Override	S					

STU209 – Student Standards Transcript Report Interface Screen

- Student Info Enter the student information to print results for.
- Report Card History Options Select the information to display on the transcript.
 - Include Report Card Prints a report card for the student(s) along with the transcript.
 - Use School Info Overrides Displays overrides set on the Student School Attended History screen.

Student Name	Edupoint School District	Adams Elementary
Aaron, ian	Adams Elementary	3777 E Houston Av
Perm ID State ID Grd Gen	6	Glibert, AZ 85234
129442 0010685150 04 Male		
		Tel: 949-555-2425 Fax:
Enter Date Leave Date		Alternate School Mumber 1010000
0//14/2015	Demo School District	Atemate school Number. 1010000
Date of Birth Phone	Mark Legend	·
02/24/2006 480-555-1214	4 - Outstanding	
Lines Address	3 = Above Average	
1955 S Vol Vieto Dr	2 = Satisfactory	
Moon A7 95234	1 - Below Average	
M688, AZ 03234		
-	•	
School Year		16-18
Grade Level		04
SPECIAL AREAS		
Art		4
Music		4
Physical Education		4
SOCIAL STUDIES		
American History/Civics, Government, Geography and J	Economics)	4
World History (Civics, Economics, Geography)		4
Process: Connecting Reading, Research, Current Event	9	4
Social Studies Effort	-	0
SCIENCE		I •
Process: Inquiry, History & Perspectives		4
Life Science		4
Physical Science		4
Earth and Share Science		
Science Effort		
HISTORY / SOCIAL SCIENCE		
Georgehy		
MATH		3
Operations and Algebraic Thinking		4
Number and Operations in Pase Ten		
Number and Operations: Eractions		
Menorement and Data		
Geometry		
Mathematical Dradices		
Matienalical Produces		
PREAKING AND LISTENING		0
Commission and Collaboration		
Comprehension and Collaboration		
Presentation of Knowledge and locas		•
opeaning and usering crime		•
Convertings of Observed English		
Conventions of Standard English		
Nowedge of Language		4
Language Effect		
Language crion		0
WRITING		
Text Types and Purposes		4
Production and Distribution of Writing		4
Research to Build and Present Knowledge		4
Kange of Writing		4
PEADWO		0
READING Retails		
Ney locas and Details		4
Cran and Souchure		4
Press of Deadles and Text Conscisuon		4
Hange of Heading and Text Complexity		4
Phonics and Word Recognition		4
Fluency		4
Reading Effort		• •
Transcript is unoffici	al unless signed by a school official	Date: 10/29/2015
	Page 1 of 1	
-		

STU209 - Student Standards Transcript Output

Chapter 7: Discipline Reports

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ADS201 – Student Discipline Profile

Synergy SIS > Discipline > Reports > Individual (for reports on multiple students)

Synergy SIS > Discipline > Student Discipline > Menu > Reports (for reports on a single student)

The Student Discipline Profile prints discipline information for an individual student per incident. The incident includes the description, disposition date, and disposition code. Reports display a full discipline history for a selected student.

Report ADS201: Student Discipline Profile
Print Save Default Reset Saved Default Email Me
Name: Student Discipline Profile Number: ADS201 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Student Info
Perm ID
Last Name First Name Middle Name
Grade Grade
Discipline Info
Disposition Code
Minimum Incidents Minimum Demerits 1 0
Filters
Show Full History

ADS201 – Student Discipline Profile Report Interface Screen

- Perm ID, Gender, Last Name, First Name, Middle Name, or Grade Filters the report by the option selected.
- Disposition Code, Minimum Incidents, or Minimum Demerits Filters the report by the option selected.
- Show Full History The report displays records for the current school and school year only. Select to include all discipline records for the student.

Student Into	ormation											
Student Name Mason, Heather C.				Perm ID 997270		Ger	nder F	Grade 09	Tra	ick	Address	
Last Name Go	es By		Nick N	lame			Bir	th Date)5/06/2	200	12 Bachman Rd Silent Hill, AZ 8528		n Rd AZ 85283
Phone 123-456-	7890		Home L	me Language Resolved Race/Ethnicity			ty Enter Date Leave Date 05/11/2015			Leave Date		
Mason, H ✓ Cont	Harry tact Allowed	d 🗸 Has	Cell s Custod	ly 🔽 Lives W	123 ith	- 456-7 ✓Ed	89 . Rig	0 Ihts	v	/ Mai	ings Allowed	
Incident	Discipli	ne		Disciplin	ne		Disc	ipline		_		
05/13/2015	02	Alcoh		DET	0)5/1	- 3/2015		emer		h School
00/10/2010	02	Dispositio	n Date Disposition				ло, 1 п	uration	Staff Name		Staff Name	
		05/13/2015		DET - Detention				aration			User, Admin	
05/13/2015		DET - Detention							User, Admin			
05/29/2015	09	Defia	nce	DET	0	(05/1	8/2015			0 Hope Hig	h School
		Dispositio	on Date	Disposition			D	uration			Staff Name	

ADS201 – Student Discipline Profile Output

ADS401 – Student Discipline Listing

Synergy SIS > Discipline > Reports > List

The Student Discipline Listing displays a list of students and a summary of their discipline records, including the date, discipline code, and description. This report also allows school personnel to view discipline incident information for students of a specific gender or grade.

- D (ADO404) Of selent Discipline Listing
Report ADS401: Student Discipline Listing
Print Save Default Reset Saved Default Email Me
Name: Student Discipline Listing Number: ADS401 Page Orientation: Landscape
Options Sort / Output Conditions Selection Advanced
Student Info
Grade Grade
Discipline Info
Incident Date Imit → Imit → Disposition Code Minimum Incidents Minimum Demerits 1 0

ADS401 – Student Discipline Listing Report Interface Screen

- Grade or Gender Filters the report by the option selected.
- Incident Date Filters the report by date or by a custom date range.
- Disposition Code, Minimum Incidents, or Minimum Demerits Filters the report by disposition code, number of incidents, or number of demerits.

Edup	oint		٤	Hope High School Student Discipline Listing	Year: 2014-2015 Report: ADS401
Student Na	me	Perm ID	Grade	Gender	
(Aardvark, A	rthur)	997184	09	Male	
	Incident Date	Discipline Code	Description		
1	02/19/2015	AZ05	Aggression Cleansed Discipline (Comment	
(Abbott, Billy	(C.)	905483	12	Male	
	Incident Date	Discipline Code	Description		
1	05/26/2015	AZ12	Lying, Cheating, Forger	y or Plagiarism	
2	05/26/2015	AZ10	Dangerous Items Test		

ADS401 – Student Discipline Listing Output

ADS402 – Student Demerit List

Synergy SIS > Discipline > Reports > List

The Student Demerit List displays the number of discipline incidents and demerits for a student. The report includes parent information. A school official can use this list to determine if you should contact a parent regarding student discipline issues.

Report ADS402: Student Demerit List	R
Print Save Default Reset Saved Default Email Me	
Name: Student Demerit List Number: ADS402 Page Orientation: Land	iscape
Options Sort / Output Conditions Selection Advance	d
Student Info	
Grade Grade	
Discipline Info	
✓ Show Full History Date Range Image Minimum Incidents Minimum Demerits	

ADS402 - Student Demerit List Report Interface Screen

Report Options:

- Grade or Gender Filters students by the option selected.
- Show Full History Displays all demerits for the entire year or choose a Date Range to limit the results.
- Minimum Incidents or Minimum Demerits Filters report by incident or demerit.

Edupoi	nt			Hop Stude 01/01	e High Scho ent Demerit 1/2015-06/30/2	ool List 015	Yea Rej	2015)2		
Student Name	Perm ID	Grd	Gen	Relation	Parent Name	Туре	Phone	Extn	Incident	Demerits
(Aardvark, Arthur)	997184	09	М	Grandfather	Aardvark, Joe				1	0
				Father	Schmidt, Sam					
				Mother	Aardvark, Anna					
(Abbott, Billy C.)	905483	12	М	Father	Aaron, Arthur	Work	### ### ##	##	2	0
				Guardian	Bacon, Aaron	Primary	480-555-12	34		
				Biological	Abbott, Diana	Primary	555-555-55	55		
Mason, Heather C.	997270	09	F	Father	Mason, Harry	Cell	123-456-78	90	2	0

ADS402 – Student Demerit List Output

ADS403 – Discipline Disposition List

Synergy SIS > Discipline > Reports > List

The Discipline Disposition List sorts student discipline information by disposition. You can use this report to view all students with a certain discipline disposition.

Report ADS403: Discipline Disposition List
Print Save Default Reset Saved Default Email Me
Name: Discipline Disposition List Number: ADS403 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Disposition
□ Home Suspension □ Ticket □ Transfer □ Warning
Filters
□ Show Full History Date Range → ■

ADS403 – Discipline Disposition List Report Interface Screen

Report Options:

- **Disposition** Filters the report by dispositions selected and/or date range. Use the Check All icon to select all disposition types.
- Show Full History Displays all dispositions for the entire year or choose a Date Range to limit the results.

Edupoint		Hoj Discipl i 01/0	pe High Scho i ne Dispositio 1/2013-06/01/20		Year: 2014-2015 Report: ADS403	
Disposition	Grade	Student Name	Date	Perm ID	Gender	School
ALC - Alternative Learning Classroom	12	(Abbott, Billy C.)	01/20/2015	905483	Male	Hope High School
DET - Detention	09	Mason, Heather C.	05/13/2015	997270	Female	Hope High School
			05/13/2015			
			05/18/2015			
	12	(Abbott, Billy C.)	05/27/2015	905483	Male	Hope High School

ADS403 – Discipline Disposition List Output

ADS601 – Discipline Summary by Grade

Synergy SIS > Discipline > Reports > Summary

The Discipline Summary by Grade lists all discipline codes and the total number of discipline records in each code. You can use this report to view statistics regarding the number of discipline incidents by grade and gender.



ADS601 – Discipline Summary By Grade Report Interface Screen

- Grade You must select at least one grade level. You can filter reports by up to seven grades at once. Use the Select All icon to select all grades.
- Start Date, End Date, and Minimum Number Of Incidents Filters the report based on your entries.



ADS601 – Discipline Summary By Grade Output

ADS602 – Discipline Summary by Ethnic Code

Synergy SIS > Discipline > Reports > Summary

The Discipline Summary by Ethnic Code displays all discipline incidents and shows totals by ethnic code and gender.

Report ADS602: Discipline Summary by Ethnic Code
Print Save Default Reset Saved Default Email Me
Name: Discipline Summary by Ethnic Code Number: ADS602 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Ethnicity Type Resolved Race / Ethnicity
Resolved Race / Ethnicity
O ↔ C □ American Indian or Alaska Native □ Asian □ Black or African American □ Native Hawaiian or Other Pacific Islander □ White □ Hispanic □ Two or More
Start Date End Date Minimum Number Of Incidents

ADS602 – Discipline Summary By Ethnic Code Report Interface Screen

- Ethnicity Type Filters reports by ethnicity. Use the Select All icon to select all Resolved Race/Ethnicity types.
- Start Date, End Date, and Minimum Number Of Incidents Filters the report based on your entries.

Edupoint				Disc	ipline	Hope e Sum 7/07/20	Higi mar	h Sc y by 06/02	hool Ethi 2015	nic Co	ode
Description	Gender	Purple	Americ	an Indian Asian	Black o	r African Native H	awalitan White	Hispan	IC TWO O	More Other	Total
Academic/cheat (01)	Female	0	0	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0
Alcohol (02)	Female	0	0	0	0	0	1	0	0	0	1
	Male	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	1	0	0	0	1
03 - Arson (03)	Female	0	0	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0
Assault (04)	Female	0	0	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0
Bus (06)	Female	0	0	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0
Deadly Weapon (08)	Female	0	0	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0
Defiance (09)	Female	0	0	0	0	0	1	0	0	0	1
	Male	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	1	0	0	0	1
Discrimination (10)	Female	0	0	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0
Disorder Cond (11)	Female	0	0	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0

ADS602 – Discipline Summary By Ethnic Code Output

ADS801/IDS801 Discipline Action Form and Letter

Synergy SIS > Discipline > Student Discipline – ADS801

Synergy SIS > Discipline Incident > Student Incident – IDS801



The ADS801 and IDS801 Discipline Action Form report student information, details of the discipline incident, and any action taken by the school. It also provides an area for a customized message and a signature box for principals and parents. You can also print a cover letter to send to parents.

Printing the Discipline Action Form

- 1. Open the detailed view of an incident.
- 2. Click Print Disciplinary Action Form to print the report. The document displays as a PDF.

🖸 D	iscipline Incidents	Bin Hide Detail
Line	Incident Date	Student Incident Detail Incident Detail Incident Violations Interventions
1	06/15/2017	Incident ID Incident Date Entered By Referred By Referrer Type
2	05/15/2017	121 06/15/2017 Wilson, Rob Wilson, Rob
3	04/19/2017	Print Discipline Report
4	02/28/2017	Merge Document Merge Language
5	02/14/2017	Print Disciplinary Action Form
0	00/40/0047	

Print Discipline Report

Dear Parent, From time to time, p taken by the school the action. Please s	part of a chil staff to help ign this cop	d's gro your c y and r	DI: wing process i child correct hi eturn it to sch	HC SCI involv is /he ool.	ope High PLINE ACT ves making mis er mistakes. Yo	Sch FION takes at u are er	FORM	he purpo to discus	se of this s this action	Schoo Form report i on with	l Pho Print s to ir your	ne: (94 Date: I nform y child ar	19) 555-1212 May 20, 2015 ou of action Id to support
Student mormatic	/II												
Last Name:					First Name:				Middl	e Name	:		
Abbott			Cradar		ыну		Chudont	10.4	0.00			Dhan	
Gender:			Grade:	905483			ID#:	F. D.O.B. 05/08/1995			480-555-1234		
Custodial Informat	ion		**				303483		03/08	1330		400-5	
Name:				Re	lation:	_		Phone	-	Type			Extension:
Aaron Arthur				Eat	ther					Work			
Aaron, Arthur				ratier			400.55		Deim				
Discipliners Inside				Gu	arqian			480-55	5-1254	Prima	iry		
Unsciplinary Incider		ident	Date:		Incident Time	o.		ntered B	r		Dof	orrod R	W.
100091	05	/15/20	15		9:00 AM User Adm			n User, Admin				y- in	
Violations:													
Technology, Improp	er use of > C	omput	ter										
Description:													
A bad was done.													
Location:						Locati	ion Text:						
Cafeteria													
Action Taken													
Disposition Date	End Date		Disposition C	ode				Day	s H	lours	Sta	iff Nam	e
05/15/2015	05/22/2019	5	Detention			5.00				User, Admin			
Suspension / Expul	sion												
Request for exter A student who has r Type of educational	nded suspen eceived an O service prov	sion/e Out-of- vided:	xpulsion (follo School suspen Alternative	w Ext ision Clas	tended Suspen: must be provid swork Exchang	sion/Exp led educ je 🗆 Alt	oulsion pro cational se ernative E	ocedure). rvices for ducation	the days	missed. me instr	uctio	n 🗆 Ot	her program
Student suspend	ed pending	parent	/guardian con	ferer	nce								
Contact for school w	ork exchang	ge:						Pho	ne No.: _				_
Signatures		-											
The charges wer to the student.	e explained The student	Pri	incipal/Design	ee:								Date:	
was given the op	portunity to	Pa	rent/Guardiar	1:								Date:	
or non-involvem	ent.	Stu	udent:									Date:	

Discipline Action Form

Printing the Cover Letter

- 1. Select the letter type from the Merge Document field.
- 2. Select the primary language or student's home language from Merge Language.
- 3. Click Print Disciplinary Action Form. The document displays as a PDF.

05/20/201	5
	-
5001 N D	obson Rd
Santa Ana	, CA 92701
To the Pa	ent(s) of Billy Abbott
This is no	tification that Billy is suspended from school for the following days and for the
reason(s)	lescribed below:
Reason(s)	for Suspension
Number	y, improper use of > computer
5.00	05/15/2015
Billy may	return to school on
The provi	sions of this suspension are:
1.	Billy is to remain off Hope High School campus, stay away from all bu stops and cannot attend any school or district functions while suspended.
2.	You may request that homework and /or class assignments are made available for you to pick up at the school office. Completed assignments should be returned to the teacher(s) for grading and credit.
3.	Billy should report to the principal's office before returning to class.
Please cal	if you have any questions.
Sincerely,	

Disciplinary Action Form Cover Letter

Chapter 8: Discipline Incidents Reports

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IDS201 – Student Discipline Profile

Synergy SIS > Discipline Incident > Reports > Individual (for reports on multiple students)

Synergy SIS > Discipline Incident > Student Incident > Menu > Reports (for reports on a single student)

The Student Discipline Profile prints discipline information for an individual student per incident. The incident includes the description, disposition date, and disposition code. Reports display a full discipline history for a selected student. A principal can use this report to review an individual student's discipline history or to conduct a formal meeting with a student's parents.

Report IDS201: Student Discipline Profile
Print Save Default Reset Saved Default Email Me
Name: Student Discipline Profile Number: IDS201 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Student Info
Perm ID Gender 905483 Male
Last Name First Name Middle Name
Abbott C
Grade Grade
Discipline Info
Disposition Code Display Arrest Information
Minimum Incidents Minimum Demerits 1 0
0.511-0
U Filters
Incident Date Sort Violation Numbering
Show Full History Show Incident Description Hide Parent Info
Report Options
Show Counselor

IDS201 – Student Discipline Profile Report Interface Screen

- Perm ID, Gender, Last Name, First Name, Middle Name, or Grade Filters the report by option selected. You can also choose a grade range.
- **Disposition Code**, **Minimum Incidents**, or **Minimum Demerits** Filters the report by disposition, number of incidents, or number of demerits.
- Incident Date Sort Determines what order to display the Discipline Incidents in on the report. The default selection is descending order, or newest to oldest, but you can also choose to display them in ascending order.

- Violation Numbering Tallies the violations per student that display on the report. The default selection is none but you can also choose to display them in ascending or descending order.
- Show Full History The report displays records for the current school and school year only. Select this to include all discipline records for the student.
- Show Incident Description Displays incident description
- Hide Parent Info Removes the Custodial Information section from the report output
- Show Counselor Displays the student's counselor on the bottom row of the report

Contact Allowed Mother Aaron, Kathleen Contact Allowed Incident Information Incident Date 10/14/2017 Violations Dress Standard Comment Student was wearing Dispositions Disposition Date Corte	Has Custo Phone Ho Has Custo transcenter	ady V a Type me ody V Incident ID 121	Lives With Pho Lives With D	✓ E 180-555- ✓ E Demerits 0	id. Rights 1214 id. Rights Hours 0.00	Mailings Allowed Extension Mailings Allowed Organization Name Hope High School	
Mother Aaron, Kathleen Contact Allowed Incident Information Incident Date 10/14/2017 Violations Dress Standard Comment Student was wearing Dispositions Disposition Date Contect Conte	Phone Hose Custo at Role ender	e Type me ody 🗸 Incident ID 121	Pho 4 Lives With	one 180-555. ✓ E Demerits 0	.1214 Ed. Rights Hours 0.00	Extension Mailings Allowed Organization Name Hope High School	
Contact Allowed Incident Information Incident Date 10/14/2017 Violations Dress Standard Comment Student was wearing Dispositions Disposition Date Corte	Has Custo Has C	Incident ID	Lives With	⊽E Demerits 0	d. Rights Hours 0.00	Mailings Allowed Organization Name Hope High School	
Incident Information Incident Date Incider 10/14/2017 Offer Violations Dress Standard Comment Student was wearing Dispositions	nt Role ender an offensive	121	•	Demerits 0	Hours 0.00	Organization Name Hope High School	
Incident Date Incider 10/14/2017 Offer Violations Dress Standard Comment Student was wearing Dispositions Disposition Date Code	nt Role ender an offensive	Incident ID 121		Demerits 0	Hours 0.00	Organization Name Hope High School	
Violations Dress Standard Comment Student was wearing Dispositions Disposition Data Code	an offensive						
Dispositions		e t-shirt in	class. Whe	en asked	to remove	it, student refused.	
00/04/0047	Desc	ription	_				
End Date Days 5.0	Hours Hours	spensio s	n ^{Staff Name} Wilson,	Rob			Completed
Disposition Date Code 08/21/2017 ISS	B In	ription School S	Suspens	ion			
End Date Days 08/25/2017 5.0	Hours	; S	Staff Name Wilson,	Rob			Completed
Violations: Dress Standard							
Incident Information							
09/06/2017 Offe	ender	Incident ID		Demerits 0	Hours 0.00	Organization Name Hope High School	
Violations							
Dress Standard							
Student wore an offer	sive tee-ch	irt todav					

IDS201 – Student Discipline Profile Output

If the discipline information for a student spans more than one page, Synergy SIS uses the simple header on all pages after the first one.

First page with initial student header:

Demo School District Excellence in Education		Hoj Stude r	be Hig I t Disc	h So iplin	chool e Profil	e	Yea Rep	r: 2015-2016 ort: IDS201	
Student Name Abbott, Billy C.		Perm ID 905483		Gender M	Grade 12		Address		Abb
Last Name Goes By	Nick N Wi	lame II		Bi	rth Date 03/25/199	98	1955 S Val Mesa, AZ 8	Vista Dr 5204	ott,
Phone 480-555-1214	Home Ma	Home Language Re Mandarin H		Resolved Race/Ethnicity		Ente 0	Enter Date Leave 02/17/2016		Bill

IDS201 - Student Discipline Profile Output

All other pages with simplified student header:



IDS201 – Student Discipline Profile Output

IDS202 – School Incident

Synergy SIS > Discipline Incident > Reports > Individual

The School Incident report shows all the details about a specific disciplinary incident, including participant information.

🔻 Re	port IDS2	02: School	Incident	t m
📥 Print	Save Default	Reset Default	Email Me	
Name: Scl	hool Incident N	umber: IDS202 Pa	ge Orientation:	Portrait
Options	s Sort / Outp	out Conditions	Selection	Advanced
Incident ID				
Incident Da	te →			

IDS202 – School Incident Report Interface Screen

Report Options:

• Incident ID and/or Incident Date - Prints a report for each incident in a range of dates.

dupoint	8		Н	op Sc	e High hool In	Sch cide 0008	nool nt 7	Year: 2014-2015 Report: IDS202
General Information								
Incident ID: 100087	Incident Date: 05/13/201	5 Ir	ncident Time	Time: Organization Name:				
Description	05/15/2015		1.00 P	IVI	порет	ngn	501001	
lliegal dance-	off tournar	nent	•					
Referred By: Jones, Davy			•	F	Referral Date: 05/13/20	15	Staff Name: User, Admin	
ncident Detail								
Incident Cost: 500.00	Gang Related		Hate	Rela	ited:			
Incident Context Code: Lunch								
Location		1	Location Te	xt				
Cafeteria								
King High School	ol							
King High Scho								
Student Participar	nts							
Student Name: Abbott, Bobby (Perm ID: 169523		Gender: M	Grade: 10	School Of Enrollment: King High School	
Incident Role: Injuries St 1 - Offender			es Sustaine	d: Violations: Alcohol > Possession; Defiance				
Student Name: Da Silva, Louis	J.		Perm ID: 164937	,	Gender: M	Grade: 11	School Of Enrollment Hope High School	I
Incident Role: 1 - Offender		Injuri	es Sustaine	d:	Violations: Defiance			
Student Name: Eastwood, Clint			Perm ID: 997239	,	Gender: M	Grade: 10	School Of Enrollment: Hope High School	I
Incident Role: 1 - Offender		Injuri	es Sustaine	d:	Violations: Defiance			
Student Name: Grant, Cary			Perm ID: 997114	Ļ	Gender: M	Grade: 10	School Of Enrollment: Hope High School	
Incident Role: 3 - Bystander or	witness	Injuri	es Sustaine	d:	Violations:			
Student Name: Mason, Heather	c.		Perm ID: 997270		Gender: F	Grade: 09	School Of Enrollment: Hope High School	
Incident Role: 1 - Offender		Injuri	es Sustaine	d:	Violations: Alcohol >	Posse	ession; Defiance	
Non Student Partici	pants							
Name: Leeroy, Jenkins			Gender: M	In	njuries Sustair	ned:	Incident Role: 1 - Offender	
Violations: Alcohol > Posses	sion: Defiance	e						

IDS202 – School Incident Output

IDS401 – Student Discipline Listing

Synergy SIS > Discipline Incident > Reports > List

The Student Discipline Listing displays a list of students and a summary of their discipline records, including the date, violation, and disposition code. This report also allows school personnel to view discipline incident information for students of a specific gender or grade.

School Focus

	ed Default Email N	1e	
Name: Student Discipline Listing Num	ber: IDS401 Page Ori	entation: Landscape	
Options Sort / Output Condition	ons Selection	Advanced	
■ Student Info			
Grade Grade			
Discipline Info			
Incident Date			
Display Arrest Information			
Disposition Code	erits		
٠ <u></u>			
Filter By Violations			
Filter By Violations Category ↔			

IDS401 – Student Discipline Listing Report Interface Screen

District Focus

Report IDS401: St	udent Disc	ipline Listing 🗖		< CC00
Print Save Default Reset	Saved Default	Email Me		
Name: Student Discipline Listing	Number: IDS401 P	age Orientation: Landscape		
Options Sort / Output Co	inditions Select	on Advanced		
 Student Info 				
Grade Grade				
· • ·				
 Discipline Info 				
Incident Date				
iii →	i			
Display Arrest Information				
Disposition Code				
-				
Incident Role				
· ·				
Minimum Incidents Minimum	Demerits			
0				
 Filter By Violations 				
Category 🖸 \leftrightarrow 🥑				
T **review Reqd**	🗏 Academic/cheat	Aggression	🗖 Arson	
Assault	🔲 Bus	Cont.violation	Contract	
Counselor	Court Order	Dangerous Items	Deadly Weapon	
Demance is wrong	Discrimination	Disorder Cond	Display/affect	
Eighting	Eorgon:	Compling	Cong Actions	
E Fighting	Harassment	Horsenlay	In Lieu Del Tree	
In Lieu/det	Indecent Evnos	Internet/comput	In Lieu Kei Trite	lagiarism
Med/diet Sunn	No Dance	No Hall Pass	Ohs Gesture	lagianom
Other Violations of School Policies	E Pd Interview	Poss/obs Mater	Poss/stin Pron	
Prob/hats	Prob/iss	Prob/ne	Robbery/extorto	
Security	Sexual Assault	Sexual Harassmt	Sexual Offense	
Spitting	Stu Confl	Stu Search	Student Speech	
Tardies	Teacher Ref.	Technology, Improper use of	Theft	
Threats/13-2911	🔲 Tobacco	Trespassing	🔲 Unex Ab/ditch	
📰 Unknown	🔲 Vandalism			
-				
 Display Options 				
Display Options				
•				
Diaplay Coupoplar/Administratory	ama if the report to	a boon filtarad by Countrains	adlar Administrator	

IDS401 – Student Discipline Listing Report Interface Screen

- Grade or Gender Filters the report by the selected options.
- Date, Disposition Code, Incident Role, Minimum Incidents, and Minimum Demerits Filters the report by the selected options.
- Display Arrest Information Prints arrest information on the report.
- Category Filters the report by violations.
- Display Options District users can choose from the following:
 - Show School Name Sorts by school and then by student last name, alphabetically and displays the school name in the left margin.
 - *Group By School* Sorts by school and then by student last name, alphabetically and include the school name in the header and page breaks by school.

• Display Counselor/Administrator name – This selection displays the option(s) selected in either Select Counselor Filter and/or Select Administrator Filter on the Selection tab.



See the Synergy SIS – Query and Reporting Guide for more information about these selections.

School Focus Output

Demo School District Extense V. Scientine			Hope High School Student Discipline Listing	Year: 2016-2017 Report: IDS 401
Student Name	Perm ID	Grade	Gender	
Abbott, Billy C.	905483	12		
hoident Date 1 03/18/2016	Incident Role Victim	Violations Entry Con't.; Two students	Lying, Cheating, Forgery or Plagiarism; Sexual Assault	
2 09/07/2016	Offender	Dress Stands Student wore	and an offensive tee-shirt toda v, it was damn hilarious,	
3 11/30/2016	Offender	Disorder Con	nd	
4 12/09/2016	Offender	Technology, Was looking	Improper use of at inappropriate sites on computer	
5 01/04/2017	Offender	Aggression	Fighting	
6 01/27/2017	Offender	Dress Standa	ard	
7 01/30/2017	Offender	Assault		
8 02/14/2017	Offender	Aggression >	Assault	
9 02/28/2017	Metim	Alcohol		
10 04/19/2017	Offender	The t > Theft	t> School property	
11 05/15/2017	Offender	Aggression >	Assault	
12 06/15/2017	Offender	Dress Standa **testStudent	ard t was wearing an offensive t-shirt in class. When asked to remove it,	student refused . That was it !
Alpin, Steven J.	874439	12		
hoident Date 1 04/12/2017	incident Role Offender	Violations Fighting		
Anaya, Anthony C.	118268	12		
hoident Date 1 04/12/2017	incident Role Offender	Violations Fighting		
Printed by Admin User at 06/07/20	17 4:18 PM		Edupoint School District	Page 1 of 3

IDS401 – Student Discipline Listing Output

School Name Hope High School hoideri		~				
Hope High School hoiden		Student Name	Perm ID	Grade	Gender	
Inciden		Abbott, Billy C.	905483	12		
1 03/18/20	Date Incident Role 16 Victim	Violations Entry Con't.; Lying, Cheating, F	forgenyor Plagianism; S	iexual Assault		
2 09/07/20	16 Offender	Dress Standard	chiet toda v it was dans	bibriour		
3 11/30/2	16 Offender	Disorder Cond	sint toda y, it was dann	r mano da .		
4 12/09/20	16 Offender	Technology, Improper use of	tes on computer			
5 01/04/20	17 Offender	Aggression > Fighting	tes on comparen			
6 01/27/21	17 Offender	Dress Standard				
7 01/30/2	17 Offender	Assault				
8 02/14/2	17 Offender	Aggression > Assault				
9 04/19/2	17 Offender	Thet > Theft > School property	(
10 05/15/2	17 Offender	Aggression > Assault				
11 06/15/20	17 Offender	Dress Standard **testStudent was wearing an o	ffensive t-shirt in class	. When asked to rer	nove it, student refus	al. That was it !
Kennedy High Scho	ol	Adams, Albert R.	872978	12		
hoiden 1 03/18/20	Date Incident Role 16 Offender	Violations Entry Con't.; Sexual Assault				
Kennedy High Scho	ol	Alarcon, Charles R.	938494	12		
hoiden 1 12/07/20	Date Incident Role 16 Offender	Violations Aggression > Minor Aggressive	Act			
Hope High School		Alpin, Steven J.	874439	12		
hoiden 1 04/12/20	Date Incident Role 17 Offender	Violations Fighting				

District Focus Output with Show School Name Selected

IDS401 – Student Discipline Listing Output

District Focus Output with Group By School Selected

Demo School District Dethree V. Schoolen		Edupoint School District Student Discipline Listing	Year: 2016-2017 Report: IDS 401
		Hope High School	
Student Name	Perm ID	Grade Gender	
Abbott, Billy C.	905483	12	
hoident Date 1 03/18/2016	Incident Role Victim	Violations Entry Con't; Lying, Cheating, Forgery or Plagianism; Sexual Assault Two students had an alternation before the borne for that game.	
2 09/07/2016	Offender	Dress Standard Student wore an offensive tee-shirt today, it was damo bilarious	
3 11/30/2016	Offender	Disorder Cond	
4 12/09/2016	Offender	Technology, improper use of	
5 01/04/2017	Offender	Aggression > Fighting	
6 01/27/2017	Offender	Dress Standard	
7 01/30/2017	Offender	Assault	
8 02/14/2017	Offender	Aggression > Assault	
9 04/19/2017	Offender	The t > Theft > School property	
10 05/15/2017	Offender	Aggression > Assault	
11 06/15/2017	Offender	Dress Standard *TestStudent was wearing an offensive t-shirt in class. When asked to remove it, st	udent refused. That was it !
Alpin, Steven J.	874439	12	
hoident Date 1 04/12/2017	Incident Role Offender	Violations Fighting	
Anaya, Anthony C.	118268	12	
hoident Date 1 04/12/2017	incident Role Offender	Violations Fighting	
Printed by Admin User at 06/07/20)17 3:54 PM	Edupoint School District	Page 1 of

IDS401 – Student Discipline Listing Output

IDS402 – Student Demerit List

Synergy SIS > Discipline Incident > Reports > List

The Student Demerit List displays the number of discipline incidents and demerits for a student. This report includes parent information. A school official can use this list to determine if you should contact a parent regarding the number of discipline incidents and/or demerits their child receives.

🔻 Repo	ort IDS402	: Student	Demerit	List 🔳	
📥 Print	Save Default	Reset Saved Defa	ault Email	Ме	
Name: Stude	ent Demerit List	Number: IDS402	Page Orienta	tion: Landscape	•
Options	Sort / Output	Conditions	Selection	Advanced	
O Student In	fO				
Grade Gr	ade •				
Discipline	Info				
Show Fu	III History e idents Minim	mum Demerits			

IDS402 - Student Demerit List Report Interface Screen

- Grade or Gender Filters the report by grade or gender.
- Show Full History Displays all demerits for the entire year or choose an Incident Date Range.
- Minimum Incidents or Minimum Demerits Filters by number of incidents or demerits.

Edupoi	nť		Hope High School Student Demerit List			Year: 2014-2015 Report: IDS402					
Student Name	Perm ID	Grd	Gen	Relation	Parent Name	Туре	Phone	Extn	Incident	Demerit	
(aaa, zzz)	997254	11	F	Biological	ZZZ, BBB	Mobile	### ### ####		1		
				Biological	ZZZ, CCC	Mobile	###-###-#####				
(Aardvark, Arthur)	997184	09	м	Grandfather	Aardvark, Joe				2		
				Father	Schmidt, Sam						
				Mother	Aardvark, Anna						
(Abbott, Billy C.)	905483	12	м	Father	Aaron, Arthur	Work	***************		15		
				Guardian	Bacon, Aaron	Primary	480-555-1234				
				Biological	Abbott, Diana	Primary	555-555-5555				
(Abbott, Bobby)	997149	10	м	Mother	Abbott, Diana	Primary	555-555-5555		2		
				Father	Abbott, Jerry						
(Abbott, Bobby C.)	169523	10	м	Mother	Abbott, Diana	Primary	555-555-5555		2		
				Father	Abbott, Todd	Primary	555-555-5555				
(Babb, Mark M.)	157131	09	F	Mother	Babb, Sarah	Cell	480-555-1234		1		
				Mother	Lundstrom, Joan	Primary	707-555-1234				
				Father	Babb, Walter	Work	480-555-1234				
Bledsoe, Ann A.	164063	12	F	Step-Mother	Bledsoe, Denise	Primary	480-555-1234		1		
				Mother	Cruz, Shirley						
				Father	Bledsoe, Fred	Cell	480-555-1234				
Bud Gowin, Air	997091	12	м	Father	A, Ralph				2		
(Cat, Jonesy)	997099	11	м						1		
Chesley, Brenda J.	909353	11	F	Mother	Chesley, Sara	Work	602-555-1234		1		
-				Father	Chesley, Robert	Work	480-555-1234				

IDS402 – Student Demerit List Output

IDS403 – Discipline Disposition List

Synergy SIS > Discipline Incident > Reports > List

The Discipline Disposition List sorts student discipline information by disposition. School personnel can use this report to view all students with a certain discipline disposition.

Report IDS403: Discipline Disposition List	· CC00
Print Save Default Reset Saved Default Email Me	
Name: Discipline Disposition List Number: IDS403 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Disposition Code	
Actions Completed In One Day Actions Completed In One Or More Days Actions Completed In One Or More Days Be Detention	
Detention Served Due Process / Disciplinary Removal / Exp Due process / Disciplinary Removal / Exp	ary Removal / Rem
□ Due Process / Reassignment □ Suspension □ Victim Related Actions	
Filters	
Show Full History	
Date Range	
Law Enforcement	
Display Arrest Information	
Display Counselor/Administrator name if the report has been filtered by Counselor and/or Administrator	

IDS403 – Discipline Disposition List Report Interface Screen

- Disposition Filters the report by disposition. Use the Select All icon to select all disposition types.
- Show Full History Displays all demerits for the entire year or choose an Date Range.
- Display Arrest Information Prints arrest information on the report.
- Display Counselor/Administrator name This selection displays the option(s) selected in either Select Counselor Filter and/or Select Administrator Filter on the Selection tab.



Edupoint	Hope H Discipline I 01/01/20	Year: 2014-2015 Report: IDS403			
Disposition Code Gra	de Student Name	Start Date	Perm ID	Gender	School
AZ Due Process / Disciplinary	12 (Abbott, Billy C.)	12/18/2014	905483	Male	Hope High School
1	2+ (Bacon, Kevin)	05/13/2015	997092	Male	Hope High School
AZ Victim Related Actions	12 (Abbott, Billy C.)	11/25/2014	905483	Male	Hope High School
DE Detention	11 (aaa, zzz)	05/18/2015	997254	Female	Hope High School
	12 (Abbott, Billy C.)	11/07/2014	905483	Male	Hope High School
		05/15/2015			
	10 Eastwood, Clint	05/13/2015	997239	Male	Hope High School
	10 Hale, Lawrence C.	01/12/2015	902053	Male	Hope High School
	11 (Hudson, Nicole L.)	02/04/2015	171521	Female	Hope High School
	09 Mason, Heather C.	05/13/2015	997270	Female	Hope High School
SU Suspension	11 (Aaron, Harold N.)	12/03/2014	968257	Male	Hope High School
	12 (Abbott, Billy C.)	11/10/2014	905483	Male	Hope High School
		12/15/2014			
		01/06/2015			
		04/21/2015			
	10 (Abbott, Bobby)	08/19/2014	997149	Male	Hope High School
	11 (Allen, Diane B.)	05/11/2015	901507	Female	Hope High School
	09 (Babb, Mark M.)	05/14/2015	157131	Female	Hope High School
	12 Bud Gowin, Air	09/08/2014	997091	Male	Hope High School
	11 (Cat, Jonesy)	03/02/2015	997099	Male	Hope High School
	10 Hale, Lawrence C.	01/06/2015	902053	Male	Hope High School
	12 Ruby, Jack	09/04/2014	997090	Male	Hope High School
	09 smith, jennica	05/13/2015	997110	Female	Hope High School

IDS403 – Discipline Disposition List Output
IDS601 – Discipline Summary by Grade

Synergy SIS > Discipline Incident > Reports > Summary

The Discipline Summary by Grade lists all discipline codes and the total number of discipline records in each code. School personnel can use this report to view statistics regarding the number of discipline incidents by grade and gender.



IDS601 – Discipline Summary By Grade Report Interface Screen

Report Options:

- Grade Select at least one grade. You can filter reports by up to seven grades at once. Use the Select All icon to select all grades.
- Date or Minimum Number Of Incidents Filters the report by date and/or incidents.
- Display Counselor/Administrator name This selection displays the option(s) selected in either Select Counselor Filter and/or Select Administrator Filter on the Selection tab.



See the *Synergy SIS* – *Query and Reporting Guide* for more information about these selections.

Edupoint							Disc	Ho iplin 07/0	pe ⊢ ie Su 07/201	ligh 1 mm 4 - 06	Scho ary b 5/02/2	ool oy Gr 2015	ade	Year: 2014-2015 Report: IDS601
		09			10			11			12			
	alle		and a	alle		and the second	all ^e		and the	all a	. NO	and the	atal	
Description 🕫	8 ⁵	Par	~~	4 ⁰¹	Ale	~	401	Phin	~~	40.	Mar	~~	~~	
"review Reqd" (35)											2	2	2	
03 - Arson (03)		1	1										1	
17- fighting (2100)	2	1	3		1	1					2	2	6	
21 - test (21)		1	1							2	1	3	4	
Academic/cheat (01)														
Aggression (AZ05)					4	4	4	2	6		10	10	20	
Alcohol (02)	1		1		1	1	4		4	1	2	3	9	
Assault (04)											2	2	2	
Attempted spitting (AS9)							1		1				1	
Bus (06)														
Dangerous Items (AZ10)					1	1	1		1		2	2	4	
Deadly Weapon (08)					2	2	1		1				3	
Defiance (09)	1	1	2	_	1	1		1	1			_	4	
Discrimination (10)														
Disorder Cond (11)				_	_		2		2	_			2	
Dress Standard (12)														
Drug/distributn (13)				_	1	1				_		_	1	
Drug/possession (14)					2	2					1	1	3	
Entry Con't. (60)	_	_		_	_					_		_		
Fighting (15)					1	1		2	2		5	5	8	
Forgery (16)	_	_								_		_		
Gambling (17)					3	3					2	2	5	
Gang Act/assoc (18)					1	1	1		1	1	1	2	4	
Gum (52)														
Harassment (19)	_	_						1	1	_	1	1	2	
Illicit Drugs (LG)	1		1		1	1	1	1	2	2	2	4	8	
Internet/comput (20)		_						1	1	-	-		1	
Lving, Cheating, Forgery					1	1						_	1	
or Plagiarism (
Med/diet Supp (22)														
Other Violations of School Policies (AZ1					1	1	1		1				2	
Robbery/extortn (23)					1	1	1		1	1	1	2	4	
Printed by Admin User at 06/	/02/20	015 8:28	B AM						Edupoin	t School	District			Page 1 of 2

IDS601 – Discipline Summary By Grade Output

IDS602 – Discipline Summary by Ethnic Code

Synergy SIS > Discipline Incident > Reports > Summary

The Discipline Summary by Ethnic Code displays all discipline incidents and shows totals by ethnic code and gender.

Report IDS602: Discipline Summary by Ethnic Code
Print Save Default Reset Saved Default Email Me
Name: Discipline Summary by Ethnic Code Number: IDS602 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Ethnicity Type Resolved Race / Ethnicity
Resolved Race / Ethnicity
O ↔ O Hispanic Two or More White Asian Black or African American Native Hawaiian or Other Pacific Islander □ American Indian or Alaska Native
Start Date End Date Minimum Number of Incidents

IDS602 – Discipline Summary By Ethnic Code Report Interface Screen

- Ethnicity Type Filters the report by Resolved Race/Ethnicity selections. Use the Select All icon to select all Resolved Race/Ethnicity types.
- Start Date, End Date, and Minimum Number Of Incidents Filters the report by date or number of incidents.

Edupoint				Disc	l ipline: 0	Hope 9 Sur 7/07/2	e Higl nmar 2014 -	h Sc y by 06/02	hool Ethn 2/2015	ic Co	ode or ^{Naska}	Year: 2014-2015 Report: IDS602	
Description	Gender	Purple	Hispan	TWO OF	More White	Asian	Black o	African Native	Hawailan America	n Indian Other	Total		
Bus (06)	Female	0	0	0	0	0	0	0	0	0	0		
	Male	0	0	0	0	0	0	0	0	0	0		
	Total	0	0	0	0	0	0	0	0	0	0		
Dangerous Items (AZ10)	Female	0	0	0	1	0	0	0	0	0	1		
	Male	0	0	1	1	1	0	0	0	0	3		
	Total	0	0	1	2	1	0	0	0	0	4		
Deadly Weapon (08)	Female	0	0	0	1	0	0	0	0	0	1		
	Male	0	0	2	0	0	0	0	0	0	2		
	Total	0	0	2	1	0	0	0	0	0	3		
Defiance (09)	Female	0	0	0	1	0	0	0	0	0	1		
	Male	0	3	0	1	0	0	0	0	0	4		
	Total	0	3	0	2	0	0	0	0	0	5		
Discrimination (10)	Female	0	0	0	0	0	0	0	0	0	0		
	Male	0	0	0	0	0	0	0	0	0	0		
	Total	0	0	0	0	0	0	0	0	0	0		
Disorder Cond (11)	Female	0	0	1	1	0	0	0	0	0	2		
	Male	0	1	0	0	0	0	0	0	0	1		
	Total	0	1	1	1	0	0	0	0	0	3		
Dress Standard (12)	Female	0	0	0	0	0	0	0	0	0	0		
	Male	0	0	0	0	0	0	0	0	0	0		
	Total	0	0	0	0	0	0	0	0	0	0		
Drug/distributn (13)	Female	0	0	0	0	0	0	0	0	0	0		
	Male	0	1	0	0	0	1	0	0	0	2		
	Total	0	1	0	0	0	1	0	0	0	2		
Drug/possession (14)	Female	0	0	0	0	0	0	0	0	0	0		
	Male	0	0	1	1	1	0	0	0	0	3		
	Total	0	0	1	1	1	0	0	0	0	3		
Printed by Admin User at 08/02	/2015 8:30 AM					Edu	point Sch	ool Dist	rict			Pane	- 2 of

IDS602 – Discipline Summary By Ethnic Code Output

IDS605 – Incident Summary Reports

Synergy SIS > Discipline Incident > Reports > Summary

The Incident Summary Reports display necessary counts to complete federal discipline reporting and state reporting requirements. These reports require special setup to run.



See your administrator for more information on Incident Summary Reports setup.

These are focus-based reports and available grades change based on the school in focus.

- District Focus reports return data for the entire district.
- Level Focus reports return data for all schools of the same level (elementary, high school, etc.).
- School Focus reports return data for an individual school.



IDS605 - Incident Summary Reports Report Interface Screen

Report Options:



Items in the reports sort by using the most severe disposition. Violation types also display with the most severe listed first. You can set the severity code for these values for further clarity.

- Start Date/End Date By default, the date range contains the first and last days of school from the district calendar.
- Grade By default, leaving all options clear runs the report for all grades.

- Incident Report Select at least one of the following:
 - Action Taken by Ethnicity Report Compiles all distinct incident dispositions for a student by race and gender. If a student has multiple dispositions that fall into the same category for one incident, those dispositions tally once. For example, if a student has two suspensions for Incident A and three for Incident B, the student would be tallied in the Suspension column twice.
 - Behavior Incident Count Report Counts one violation per incident. The tally falls
 under the most severe disposition associated with the most severe violation. Violation
 severity takes precedence before disposition severity.
 - Bullying Incident Count Report Counts one violation per incident. The tally falls under the most severe disposition associated with the most severe violation. Violation severity takes precedence before disposition severity.
 - Firearm Summary Report Counts once per student incident, with the most significant violation reported. This report splits data by student IDEA status. If a record in the Special Education Student Services section exists for the student at the time of an incident, they will be classified as IDEA.
 - Incident Count Report Counts once per incident. The tally falls under the most severe disposition associated with the most severe violation. Violation severity takes precedence before disposition severity.
 - Student Count Report Counts one violation per student. The tally falls under the most severe associated with the student violation.
 - Students with Firearms Report Tallies by firearm violation. If the student has multiple incidents in which they bring a weapon to school, they only count once under that specific weapon's tally. However, this report totals by both student and incident, so each incident counts in the total incidents column.
- There are two additional optional Law Enforcement Options available for you to select:
 - Display Arrest Information Prints an asterisk next to incident/disposition records that involve an arrest.
 - Only Display "Was Arrested" Records Displays summary reports that only include records with the "Was Arrested" option selected.
- After running a report, the Job Result Window displays with the report and a reporting log, which contains any errors that occur during the query.



Job Result Window

6/2/2015	3:23:14	PM End p	processing	Student	Counts	(duratio	on: (00:00:00.0	938708)							
6/2/2015	3:23:14	PM N	No violatio	ns are	associate	d with	the	violation	federal	codes.	Please ver	rify report	setup	in District	Discipline	Options
6/2/2015	3:23:13	PM Begir	n processin	g Stude	ent Counts	3										

Incident Summary Report Log

Edupoint	Hope High Incident Summ	School ary Reports	Year: 2014- Report: IDS60	-2015)5
	Hope High S	School		
Report	Type of Incident	Incident ID	SIS Number	Grade
Action by Ethnicity and Gender	Asian - Male - Suspension	100007	905483	12
Action by Ethnicity and Gender	Asian - Male - Suspension	100032	905483	12
Action by Ethnicity and Gender	Asian - Male - Suspension	100077	905483	12
Action by Ethnicity and Gender	Hispanic - Male - Suspension	100046	968257	11
Action by Ethnicity and Gender	Hispanic - Male - Suspension	100053	997099	11
Action by Ethnicity and Gender	Two or More - Female - Suspension	17	901507	11
Action by Ethnicity and Gender	White - Female - Suspension	100082	157131	09
Action by Ethnicity and Gender	White - Female - Suspension	100082	997110	09
Action by Ethnicity and Gender	White - Male - Suspension	14	997090	12
Action by Ethnicity and Gender	White - Male - Suspension	21	997091	12
Action by Ethnicity and Gender	White - Male - Suspension	100022	164899	12
Action by Ethnicity and Gender	White - Male - Suspension	100032	902053	10
			Total:	12

IDS605 – Incident Summary Reports Output

ADS801/IDS801 Discipline Action Form and Letter

Synergy SIS > Discipline > Student Discipline – ADS801

Synergy SIS > Discipline Incident > Student Incident – IDS801



The forms are identical.

The ADS801 and IDS801 Discipline Action Form report student information, details of the discipline incident, and any action taken by the school. It also provides an area for a customized message and a signature box for principals and parents. You can also print a cover letter to send to parents.

Printing the Discipline Action Form

- 1. Open the detailed view of an incident.
- 2. Click Print Disciplinary Action Form to print the report. The document displays as a PDF.

🕒 Di	scipline Incidents	Billion Hide Detail
Line	Incident Date	Student Incident Detail Incident Detail Incident Violations Interventions
1	06/15/2017	Incident ID Incident Date Entered By Referred By Referrer Type
2	05/15/2017	121 06/15/2017 Wilson, Rob Wilson, Rob
3	04/19/2017	Print Discipline Report
4	02/28/2017	Merge Document Merge Language
5	02/14/2017	Print Disciplinary Action Form
	00/40/0047	

Print Discipline Report

Dear Parent, From time to time, I taken by the school the action. Please :	part of a child staff to help y sign this copy	s grov our cl and re	DI: wing process i hild correct hi eturn it to sch	Ho SCI involv is /he	ope High PLINE ACI ves making mis er mistakes. Yo	Sch TION takes at u are en	ool FORM school. 1 scouraged	The purpose I to discuss t	e of this i	School Form F report is	l Pho Print s to in your o	ne: (94 Date: I Iform yo child an	9) 555-1212 May 20, 2015 Du of action d to support
Student Informatio	on			_									
Last Name:				- 1	First Name:				Middle	Name:			
Abbott					Billy				с				
Gender:			Grade:				Student	ID#:	D.O.B:			Phone	2:
Male			12				905483		05/08/	1996		480-5	55-1234
Custodial Informat	lion							Dhana					Putanaiana.
Name:				Re	ation:			Phone:		Type:			Extension:
Aaron, Arthur				Fat	ther			###-###	-####	Work			
Bacon, Aaron				Gu	ardian			480-555	-1234	Prima	iry		
Disciplinary Incide	nt												
Incident Number:	Inci	lent I	Date:		Incident Time	e:	E	Entered By:			Ref	erred B	y:
100091	05/:	15/20	15		9:00 AM			Jser, Admin			Use	r, Admi	n
Violations:													
Technology, Improp	er use of > Co	mput	er										
A bad was done													
Location:						Locati	on Text:						
Cafeteria						Locati	on reat.						
Action Takon													
Disposition Date	End Date		Disposition (ode				Davs	н	ours	Sta	ff Nami	9
05/15/2015	05/22/2015		Detention	ouc				5.00		ours	lise	ar Adm	-
5,13,2013			octention					5.00			0.50	., A uli	
Request for exter A student who has a Type of educational Student suspence Contact for school v	nded suspensi received an Ou service provid led pending p vork exchange	on/ex ıt-of-s led: [arent/ :	spulsion (follo School suspen ☐ Alternative /guardian con	w Ext Ision Clas ferer	tended Suspen: must be provid swork Exchang	sion/Exp led educ ;e 🗆 Alt	oulsion pr ational se ernative t	ocedure). ervices for t Education [he days] At-hon e No.:	missed. ne instri	uction	n 🗆 Oti	her program
Signatures		-											_
The charges we	re explained The student	Pri	ncipal/Design	ee:							0	ate:	
was given the o	pportunity to	Par	ent/Guardiar	n:							0	ate:	
explain his/her or non-involven	nvolvement nent.	Stu	dent:								0	ate:	

Discipline Action Form

Printing the Cover Letter

- 1. Select the letter type from the Merge Document field.
- 2. Select the primary language or student's home language from Merge Language.
- 3. Click Print Disciplinary Action Form. The document displays as a PDF.

05/20/201	5
5001 N D Santa An	obson Rđ a, CA 92701
To the Pa	rent(s) of Billy Abbott
This is no reason(s)	tification that Billy is suspended from school for the following days and for the described below:
5.00 Billy may	return to school on
The provi	sions of this suspension are:
1.	Billy is to remain off Hope High School campus, stay away from all bu stops and cannot attend any school or district functions while suspended.
1. 2.	Billy is to remain off Hope High School campus, stay away from all bustops and cannot attend any school or district functions while suspended. You may request that homework and /or class assignments are made available for you to pick up at the school office. Completed assignments should be returned to the teacher(s) for grading and credit.
1. 2. 3.	Billy is to remain off Hope High School campus, stay away from all bu stops and cannot attend any school or district functions while suspended. You may request that homework and /or class assignments are made availabl for you to pick up at the school office. Completed assignments should b returned to the teacher(s) for grading and credit. Billy should report to the principal's office before returning to class.
1. 2. 3. Please cal	Billy is to remain off Hope High School campus, stay away from all bustops and cannot attend any school or district functions while suspended. You may request that homework and /or class assignments are made available for you to pick up at the school office. Completed assignments should be returned to the teacher(s) for grading and credit. Billy should report to the principal's office before returning to class. 1 if you have any questions.
1. 2. 3. Please cal Sincerely	 Billy is to remain off Hope High School campus, stay away from all bu stops and cannot attend any school or district functions while suspended. You may request that homework and /or class assignments are made available for you to pick up at the school office. Completed assignments should be returned to the teacher(s) for grading and credit. Billy should report to the principal's office before returning to class. if you have any questions.

Disciplinary Action Form Cover Letter

Chapter 9: Fees Reports

Direct Payment Fees Reports	
FDP201 - Student Fee Profile	
FDP202 - Student Fee Receipt	
FDP401 - Student Fee List	
FDP402 - Student Fee Collection List	
FDP403 - Student Fee Refund Needed List	
FDP405 - Fee Code Detail by Payment Method	
FDP408 – Course Fees by Class	
FDP412 - Fees Collected Detail	
FDP414 - Course Fees Collected Detail	
FDP415 - Student Fee Aging List	
FDP416 - Student Fee Daily Deposits	
FDP417 - Course Fee Totals List	
FDP418 - Student Fee Refund Paid List	
FDP601 - Fees Collected Summary	
FDP602 - Fee Code by Payment Method	
Standard Fees Reports	
FEE201 - Student Fee Profile	
FEE401 - Student Fee List	
FEE402 - Student Fee Collection List	

Direct Payment Fees Reports

FDP201 - Student Fee Profile

Synergy SIS > Fees - Direct Payment > Reports > Individual

The Student Fee Profile creates detailed individual reports of all fees assigned to each student. This report includes the date of the incurred fee, the fee code, fee category, a description of the fee, associated notes, the fee amount, any payments received, and the current balance due.

You can run the FDP201 report from the Student Fees screen by selecting <i>Student Fee Profile</i> from the Menu .
Report FDP201: Student Fee Profile CONTRACT Print Save Default Save Default Reset Saved Default Final Me Contract Save Default Contract Save Default
Name: Student Fee Profile Number: FDP201 Page Orientation: Portrait Options Sort / Output Conditions Selection Advanced
Student Info
Perm ID Gender Last Name First Name Middle Name Grade Grade ▼ → ▼
Fee Filters
Transaction Date Transaction Date Balances To Include All Balances Scope of Fees to Include
Do Not Show Pending Payments
Fee Codes and Fee Categories can only be selected when 'Scope of Fees to Include' is set to 'Include fees for focus organization and focus year'.
Fee Codes
Fee Codes Ο ↔ 🕑
ARTS - Art Supplies BK - Book Damages BND - Jazz Band Fee BUS - Football Transportation BUS1 - Out of District Transportation GYM - PE Locker LAB - Lab Materials LKR - Locker Damages PE - Gym locker PKP - Parking Permit YBK - Year Book
Fee Categories
Fee Category
Art Supplies Bus Transportation

FDP201 – Student Fee Profile Report Interface Screen

Report Options:

 Student Info – Select an individual student or group of students based on the Student ID, Gender, Last Name, First Name, Middle Name, or Grade. Example: if you select grade 12, the report prints an individual report for each student in grade 12.

- Transaction Date Includes fees for a particular date or date range
- Balances to Include Select which balances to include in the report. Options include:
 - All Balances Includes students regardless of their fee balance.
 - Non-Zero Balances Only Excludes students who have no fees assigned to them.
- Scope of Fees to Include Selects how the fees display and summarize. The options include:
 - Include fees for focus organization and focus year (school focused only)
 - Include fees for focus organization and all years (school focused only)
 - Include fees for all organizations and focus year (district focused only)
 - Include fees for all organizations and all years (district focused only)
- · Do Not Show Pending Payments Excludes students with pending payments
- Fee Codes Includes only selected fee codes in the report. The School Fee Codes screen defines fee codes.
- Fee Category Includes only selected fee categories in the report. The Fee Category Lookup Table defines fee categories.

Student Name	Billy C			Perm ID:	Gender:	Grade:	Organiz	ation:	Cabool		
Abbott,	Billy C.			905465	IVI	12	но	be High	School		
Date	Fee Code	Description / Fe	ee Notes	Course	Fees	Payments	Credits	Refund	Debits	Balance	Refur Neede
Hope High S	chool								_		
10/03/2013	YBK	Year Book		-	35.00	0.00	35.00	0.00	0.00	0.00	0.00
	Date	Mistakenly ordere Trans, ID	ed two yearbooks inste Trans, Type Adi	ad ustment Reason	Adjustment Note				Amount		
	10/03/2013	1	Adju	ustment	,				35.00		
					т	otal Credits:	35.00 Tot	al Debits:	0.00		
10/03/2013	YBK	(2 @ \$35.00) Yea	ar Book	-	70.00	70.00	0.00	0.00	0.00	0.00	0.00
	Payment Da	te Trans. ID	Payment Method	Payment I	Note		Status		Amount		
	10/03/2013	8	Check				Successful		70.00		
	03/25/2014	3	Credit/Debit	Pay School	ls Payment: (2 @ \$35.00)) Year Book	Pending		70.00		
40/00/0040	DIC	Tem Causer Cree	t Eventations		5.00	6.00	0.00	0.00	140.00	0.00	0.00
10/03/2013	Payment Da	te Trans. ID	Payment Method	- Payment I	lote	5.00	Status	0.00	Amount	0.00	0.00
	10/03/2013	7	Cash				Successful		5.00		
	03/25/2014	3	Credit/Debit	Pay Schoo	Is Payment: Torn Cover.	Great	Pending		5.00		
									10.00		
10/03/2013	BK	Book Damages		-		0.00	0.00	0.00	0.00	0.00	0.00

FDP201 – Student Fee Profile Report Output

FDP202 - Student Fee Receipt

Synergy SIS > Fees - Direct Payment > Reports > Individual

The Student Fee Receipt report prints out an individual receipt for a specific payment. Enter a **Transaction ID** number to run the report.



FDP202 – Student Fee Receipt Report Interface Screen

Report Options:

• **Transaction ID** – Find Transaction ID numbers by navigating to the **History** tab of the Student Fees screen. Select a fee from the Student Fees section and click **Show Detail**. Transaction IDs are listed in the Payment History section.

School Bastict		Student Fee	Receipt	Report: FI	0P202
Abbott, Billy C	2.0		Transaction ID:	1603397	
1959 S Val Vi	sta Dr		Payment Date:	07/14/2013	3
Mesa, AZ 852	34		Payment Time:	10:11 AM	
udent ID: Payment Amo \$12.50	905483 punt Payme Che	ent Method			
Payment Note	19 19				
Fee Code	Descr	iption	Course		Amount
BDI					840.50
	Band Instrument Renta			1	\$12.00
	Band Instrument Renta				\$12.50
	Band Instrument Renta	•			\$12.50
	Band Instrument Renta				\$12.50
	Band Instrument Renta				\$12.5U

FDP202 – Student Fee Receipt Report Output

FDP401 - Student Fee List

Synergy SIS > Fees - Direct Payment > Reports > List

The Student Fee List report prints out a list of only those students with a fee balance. This report includes the student's name and Perm ID, the total fees and payments incurred by the student, and the student's current balance due. This list compiles all students.

Report FDP401: Student Fee List	· C	C 0 9
Print Save Default Reset Saved Default Email Me		
Name: Student Fee List Number: FDP401 Page Orientation: Landscape		
Options Sort / Output Conditions Selection Advanced		
Student Info		
Grade Grade		
Fee Filters		
Transaction Date		
Scope of Fees to Include		
Fee Codes and Fee Categories can only be selected when 'Scope of Fees to Include' is set to 'Include fees for focus organization	and foc	us year'.
Fee Codes		
Fee Codes □ ↔ 🕑		
ARTS - Art Supplies BK - Book Damages BND - Jazz Band Fee BUS - Football Transportation BUS1 - Out of District Transportation GYM - PE Locker LAB - Lab Materials LKR - Locker Damages PE - Gym locker PKP - Parking Permit YBK - Year Book		
Fee Categories		
Fee Category □ ↔ 𝒞		
□ Art Supplies □ Bus Transportation □ PE Locker □ Lab Fee □ Locker □ Payment □ Parking Permit □ Sports □ Textbook □ Yearbook		

FDP401 – Student Fee List Report Interface Screen

- **Grade** Select a group of students based on their grade. For example, if you select grade 12, the report prints an individual report for each student in grade 12.
- Transaction Date Includes fees for a particular date or date range.
- Balances To Include Includes either all balances or only non-zero balances.
- Scope of Fees to Include Select how to display and summarize the fees. The options include:
 - Include fees for focus organization and focus year (school focused only)
 - Include fees for focus organization and all years (school focused only)
 - Include fees for all organizations and focus year (district focused only)
 - Include fees for all organizations and all years (district focused only)

- Fee Codes Includes only selected fee codes in the report. The School Fee Codes screen defines fee codes.
- Fee Category Includes only selected fee categories in the report. The Fee Category Lookup Table defines fee categories.

Read Dates				Studen All Orgs	Report: FDP401					
Student Name	Perm ID	Gender	Grade	Total Fees	Total Payments	Credit Adjustments	Refunds	Debit Adjustments	Balance	Refund Needed
Abbott, Billy C.	905483	Male	12	6901.99	1457.00	4372.00	35.00	0.00	1107.99	860.00
(Banner, Bruce)	997185	Male	12	10.00	0.00	0.00	0.00	0.00	10.00	0.00
Bledsoe, Ann A.	164063879	Female	12	165.00	8.00	15.00	0.00	0.00	142.00	3.00
Bud Gowin, Air	997091	Male	12	367.00	0.00	0.00	0.00	0.00	367.00	0.00
Burgundy, Ronald E.	997109	Male	12	268.00	0.00	0.00	0.00	0.00	268.00	0.00
Camñpbell, Wayne	997097	Male	12	372.00	0.00	0.00	0.00	0.00	372.00	0.00
Cherry, Steven A.	867178	Male	12	1451.00	0.00	0.00	0.00	0.00	1451.00	0.00
Clark Smith, Frank W.	172081	Male	12	1327.00	0.00	0.00	0.00	0.00	1327.00	0.00
Collum, Evelyn	874453	Female	12	135.00	0.00	0.00	0.00	0.00	135.00	0.00
Conner, Jean L.	158743	Female	12	135.00	0.00	0.00	0.00	0.00	135.00	0.00
Cook, Raymond B.	164899	Male	12	1431.00	30.00	0.00	0.00	0.00	1401.00	0.00
Croom, Ernest D.	165504	Male	12	1466.00	0.00	0.00	0.00	0.00	1466.00	0.00
(Davidson, Helen S.)	158528	Female	12	85.00	0.00	0.00	0.00	0.00	85.00	0.00
Duffel, Alice N.	887967	Female	12	135.00	0.00	0.00	0.00	0.00	135.00	0.00
Gan, Pamela	171987	Female	12	135.00	0.00	0.00	0.00	0.00	135.00	0.00
Griess, Brian	997265	Male	12	30.00	0.00	0.00	0.00	0.00	30.00	0.00
(Jacobs, Willie)	148629	Male	12	1297.00	0.00	0.00	0.00	0.00	1297.00	0.00
Johnson, Bobby E.	163912	Male	12	1357.00	0.00	0.00	0.00	0.00	1357.00	0.00
Klingler, Sean R.	886232	Male	12	1327.00	0.00	0.00	0.00	0.00	1327.00	0.00
Lambert, Heather	944180	Female	12	285.00	0.00	0.00	0.00	0.00	285.00	0.00
(Lemman, Carlos S.)	158732	Male	12	1084.00	0.00	0.00	0.00	0.00	1084.00	0.00
Leon, Roxanne	997123	Female	12	50.00	0.00	0.00	0.00	0.00	50.00	0.00
Lofton, Kenny	997106	Male	12	268.00	0.00	0.00	0.00	0.00	268.00	0.00
Luft, Noam	997016	Male	12	1327.00	0.00	42.50	0.00	0.00	1284.50	0.00
Lumsden, Anna M.	164184	Female	12	135.00	0.00	0.00	0.00	0.00	135.00	0.00
(Maarkovic, Rose N.)	873094	Female	12	90.00	0.00	0.00	0.00	0.00	90.00	0.00
Mendez, Scott	997122	Male	12	268.00	0.00	0.00	0.00	0.00	268.00	0.00
Nguyen, Billy T.	906613	Male	12	268.00	0.00	0.00	0.00	0.00	268.00	0.00
Nguyen, Christina D.	984553	Female	12	50.00	0.00	0.00	0.00	0.00	50.00	0.00
Padilla, Joe I.	122069	Male	12	1327.00	0.00	0.00	0.00	0.00	1327.00	0.00
Papay, Carlos	168508	Male	12	1332.00	0.00	0.00	0.00	0.00	1332.00	0.00
Rheault, Paul J.	893769	Male	12	1327.00	0.00	0.00	0.00	0.00	1327.00	0.00
Rieder, Stephanie R.	169811	Female	12	160.00	0.00	0.00	0.00	0.00	160.00	0.00
Ruby, Jack	997090	Male	12	268.00	0.00	0.00	0.00	0.00	268.00	0.00
Srooge, Eboneezer	997271	Male	12	30.00	0.00	0.00	0.00	0.00	30.00	0.00
Summers, Scott	997100	Male	12	273.00	0.00	0.00	0.00	0.00	273.00	0.00
			Total	26936.99	1495.00	4429.50	35.00	0.00	21047.49	863.00

FDP401 – Student Fee List Report Output

FDP402 - Student Fee Collection List

Synergy SIS > Fees - Direct Payment > Reports > List

The Student Fee Collection List creates detailed individual reports of all fees that students currently owe. This report includes the date of the incurred fee, the fee code, fee category, a description of the fee, the fee amount, any payments received, any waived or refunded amounts, and the current balance due. The report does not include any students without a balance.

Report FDP402: Student Fee Collection List	· C C 0 9
Print Save Default Reset Saved Default Email Me	
Name: Student Fee Collection List Number: FDP402 Page Orientation: Landscape	
Options Sort / Output Conditions Selection Advanced	
Student Info	
Perm ID	
Last Name First Name Middle Name	
Grade Grade ↓ ↓ ↓ Gender ↓	
C Fee Fitters	
Transaction Date Comments	
Minimum Amount (Individual Student Fee Balance)	
Minimum Amount (Student Total Balance)	
Scope of Fees to Include	
 Fee Codes 	ization and roodo your.
Fee Codes □ ↔ 𝔅	
ARTS - Art Supplies BK - Book Damages BND - Jazz Band Fee BUS - Football Transportation BUS1 - Out of District Transportation GYM - PE Locker LAB - Lab Materials LKR - Locker Damages PE - Gym locker PKP - Parking Permit YBK - Year Book	n
Fee Categories	
Fee Category □ ↔ 🕑	
Art Supplies Bus Transportation PE Locker Lab Fee Locker Payment Parking Permit Sports Textbook Yearbook	

FDP402 – Student Fee Collection List Report Interface Screen

- Student Info Select an individual student or group of students based on the Student ID, Last Name, First Name, Middle Name, Grade, or Gender. For example, if you select grade 12, the report prints an individual report for each student in grade 12.
- Transaction Date Includes fees for a particular date or date range.

- Minimum Amount (Individual Student Fee Balance) The minimum fee amount owed to include on the list. For example, if the minimum balance is \$10, individual fees more than \$10 display on the report.
- Minimum Amount (Student Total Balance) The minimum total amount owed to include on the list. As an example, if the minimum balance is \$100, only students owing more than \$100 display on the report.
- Scope of Fees to Include Selects how the fees display and summarize. The options include:
 - Include fees for focus organization and focus year (school focused only)
 - Include fees for focus organization and all years (school focused only)
 - Include fees for all organizations and focus year (district focused only)
 - Include fees for all organizations and all years (district focused only)
- Comments Display a message or description that appears on each student's collection fee list report.
- Fee Codes Includes only selected fee codes in the report. The School Fee Codes screen defines fee codes.
- Fee Category Includes only selected fee categories in the report. The Fee Category Lookup Table defines fee categories.

Student Information					Hope High S student Fee Coll All Orgs All	:	Year: 2014-2015 Report: FDP402					
Student Nam Abbott,	e: Billy C				Perm ID: 905483	Gender: M	Grade 1	2				
Parent Info	rmation											
Parent Nan Aaron,	e: Arthur				Home Address: 1650 W Main St Mesa, AZ 85204-1234			Mail Add 1650 \ Mesa,	ress: V Main St AZ 85204-	1234		
Fee Inform	ation	0.1	Description.		0			D	0	Defended.	D-1-1-	8-1
Jate	Code	Category	Description		Course		Fees	Payments	Credits	Refunded	Debits	Balance
10/04/2013	РКР	РКР	Parking Permit		-		\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
Payr	ment Date	Payment	Method	Payment Notes						Amour	t	
02/10/2014 Payı	GYM ment Date	GYM Payment	Additional Varsity	Locker Fee Payment Notes	-		\$5.00	\$0.00	\$0.00	\$0.00 Amour	\$ 0.00 t	\$5.00
									Sul	b Total:		
02/14/2014	GYM	GYM	Additional Varsity	Locker Fee			\$10.00	\$0.00	\$0.00	\$0.00	\$ 0.00	\$10.00
Payr	nent Date	Payment	Method	Payment Notes					Sul	Amour b Total:	t	
05/16/2014	LKR	LKR	New Description		-		\$85.00	\$ 0.00	\$70.00	\$0.00	\$ 0.00	\$15.00
Payr	nent Date	Payment	Method	Payment Notes						Amour	t	
									Sul	b Total:		
05/16/2014	тхт	тхт	books				\$25.00	\$20.00	\$0.00	\$0.00	\$ 0.00	\$5.00
08/03/2015 1	0:58 AM				Edupoint School D	District					Pr	age 1 of 6

FDP402 – Student Fee List Report Output

FDP403 - Student Fee Refund Needed List

Synergy SIS > Fees - Direct Payment > Reports > List

The Student Fee Refund Needed List creates detailed individual reports of all students owed refunds for fees. This report includes the date of the incurred fee, the fee code, fee category, a description of the fee, the fee amount, any payments received, any waived or refunded amounts, and the current balance due.

Report FDP403: Student Fee Refund Needed List	· CC00
Print Save Default Reset Saved Default Email Me	
Name: Student Fee Refund Needed List Number: FDP403 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Student Info	
Perm ID	
Last Name First Name Middle Name	
Grade Grade	
Fee Filters	
Minimum Refund Amount Scope of Fees to Include Include fees for all organizations and all years	
Fee Codes and Fee Categories can only be selected when 'Scope of Fees to Include' is set to 'Include fees for focus organization) and focus year'.
Fee Codes	
Fee Codes $\bigcirc \leftrightarrow \heartsuit$	
ARTS - Art Supplies BK - Book Damages BND - Jazz Band Fee BUS - Football Transportation BUS1 - Out of District Transportation GYM - PE Locker LAB - Lab Materials LKR - Locker Damages PE - Gym locker PKP - Parking Permit YBK - Year Book	
G Fee Categories	
Fee Category	
Art Supplies Bus Transportation	

FDP403 – Student Fee Refund List Report Interface Screen

- Student Info Select an individual student or group of students based on the Perm ID, Last Name, First Name, Middle Name, or Grade. For example, if you select grade 12, the report prints an individual report for each student in grade 12.
- Minimum Refund Amount The minimum refund owed to include on the list. If the minimum refund is \$100, only students owed more than \$100 display on the report.

- Scope of Fees to Include Selects how the fees display and summarize. The options include:
 - Include fees for focus organization and focus year (school focused only)
 - Include fees for focus organization and all years (school focused only)
 - Include fees for all organizations and focus year (district focused only)
 - Include fees for all organizations and all years (district focused only)
- Fee Codes Includes only selected fee codes in the report. The School Fee Codes screen defines fee codes.
- Fee Category Includes only selected fee categories in the report. The Fee Category Lookup Table defines fee categories.

	Stu	Hope Hope Hope Hope Hope Hope Hope Hope	High School Refund Needed List ds for 2013-2014	Year: 2013-2014 Report: FDP403	
Student Name Fee Code	Perm ID Description	Grade	Course ID And Title		Refund Amount Needed
Hope High School					
Abbott, Billy C.	905483	12			
ВК	Lost Book: Algebra II				45.00
				Total	45.00
			Hope Hi	nh School Total	45.00
				Grand Total	45.00
Printed by Admin User at 1	0/04/2013 3:30 PM	Edupol	nt School District	P	age 1 of 1
		-			

FDP403 – Student Fee Refund List Report Output

FDP405 - Fee Code Detail by Payment Method

Synergy SIS > Fees - Direct Payment > Reports > List

The Fee Code Detail by Payment Method creates a detailed report of all payments made. This report includes payment method, fee code, the date of the incurred fee, the fee code, fee category, a description of the fee, the fee amount, any payments received, and any waived or refunded amounts.

Report FDP405: Fee Code Detail by Payment Method	C C 0 0
Print Save Default Reset Saved Default Email Me	
Name: Fee Code Detail by Payment Method Number: FDP405 Page Orientation: Landscape	
Options Sort / Output Conditions Selection Advanced	
Payment Methods	
Payment Method 🖸 ↔ 🧭	
Cash Check Credit/Debit	
Fee Filters	
Payment Date	
ree Codes and ree Categories can only be selected when Scope of rees to include is set to include tees for focus organization an	d tocus year.
Fee Codes	
Fee Codes Ο ↔ 🕑	
ARTS - Art Supplies BK - Book Damages BND - Jazz Band Fee BUS - Football Transportation BUS1 - Out of District Transportation GYM - PE Locker LAB - Lab Materials LKR - Locker Damages PE - Gym locker PKP - Parking Permit YBK - Year Book	
Fee Categories	
Fee Category □ ↔ 𝒞	
Art Supplies Bus Transportation PE Locker Lab Fee Locker Payment Parking Permit Sports Textbook Yearbook	

FDP405 – Fee Code Detail By Payment Method Report Interface Screen

- Payment Method Select the payment types included in the report.
- **Payment Date** Includes payments for a particular date or date range. If left blank, the date range defaults to the current school year.
- Scope of Fees to Include Indicates how to display and summarize the fees. The options include:
 - Include fees for focus organization and focus year (school focused only)
 - Include fees for focus organization and all years (school focused only)
 - Include fees for all organizations and focus year (district focused only)
 - Include fees for all organizations and all years (district focused only)

- Fee Codes Includes only selected fee codes in the report. The School Fee Codes screen defines fee codes.
- Fee Category Includes only selected fee categories in the report. The Fee Category Lookup Table defines fee categories.

Doumont	Foo Code	Eco Dooo	ription	110111. 10	All Olgs All Tee	15		
Method	ree code	Perm ID	Student Name	Trans ID	Payment Note	Payment Date	Payment Amount	
Adams Elen	nentary							
Cash	BUS1	Out of Dis	trict Transportation					
		156076	Youvella, Ann L.	6		09/09/2013	550.00	
						Fee Totals	550.00	
Cash	MUS	Instrumen	t Rental					
		129442	Aaron, lan	2		03/25/2014	25.00	
						Fee Totals	25.00	
Cash	TRP	Field Trip						
		129442	Aaron, lan	2		03/25/2014	5.00	
						Fee Totals	5.00	
						Cash Totals	580.00	
Check	BND	Jazz Band	d Fee					
		116796	Zamarripa, Jenna A.	4		09/09/2013	950.00	
						Fee Totals	950.00	
Check	BUS1	Out of Dis	trict Transportation					
		150613	Zamaripa Enrique, Thomas F.	5		09/09/2013	10.00	
						Fee Totals	10.00	
Check	MUS	Instrumen	t Rental					
		129442	Aaron, lan	1	Check #116	03/25/2014	15.00	
						Fee Totals	15.00	

FDP405 - Fee Code Detail By Payment Method Report Output

FDP408 – Course Fees by Class

Synergy SIS > Fees - Direct Payment > Reports > List

The Course Fees by Class report lists the students with a balance due by section. This report includes section ID, period, course name, title, staff name, room name for the section listed, and a list of the students with a balance. It displays each student's name, Perm ID, grade, gender, total fees, total payments, and balance due.

Report FDP408: Course Fees By Class	C C 0 0
Print Save Default Reset Saved Default Email Me	
Name: Course Fees By Class Number: FDP408 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Section	
Department	
Caurea ID	
SectionID	
Term	
Period Range Period Range	
Staff	
Subject Area	
×	
G Fee Filters	
Include Students with zero balance	
Fee Codes	
Fee Codes $\bigcirc \leftrightarrow \oslash$	
ARTS - Art Supplies BK - Book Damages BND - Jazz Band Fee BUS - Football Transportation BUS1 - Out of District Transportation GYM - PE Locker LAB - Lab Materials LKR - Locker Damages PE - Gym locker PKP - Parking Permit YBK - Year Book	
Fee Categories	
Fee Category □ ↔ 🕑	
Art Supplies Bus Transportation	

FDP408 - Fee By Class Report Interface Screen

- Department Includes only the selected department in the report
- Course ID Includes only the selected course in the report
- Section ID Includes only the selected section in the report
- Term Includes only the selected term in the report
- Period Range Includes only selected class periods in the report
- Staff Includes only the selected staff member in the report

- Subject Area Includes only the selected subject area in the report
- Include Students with zero balance –Includes the students without outstanding fees in the report
- Scope of Fees Select how to display and summarize the fees. The options include:
 - Include fees for focus organization and focus year (school focused only)
 - Include fees for focus organization and all years (school focused only)
 - Include fees for all organizations and focus year (district focused only)
 - Include fees for all organizations and all years (district focused only)
- Fee Codes Includes only selected fee codes in the report. The School Fee Codes screen defines fee codes.
- Fee Category Includes only selected fee categories in the report. The Fee Category Lookup Table defines fee categories.

Robust District			⊂ourse Course	e Fees By	chool Class	S	Year: 20 Report: FD	14-2015)P408
Hope High School								
Department Fine Arts			Course ID		Course T	ïtle		
Section ID 00000000000001 3	Period 1	Term Code S2	Track	Teacher Name Allen, Melis	ssa			Room Name VJ
Student Name		Sis Numb	er Grade	Track C	Gender	Enter Date	Leave Date	Balance
(Abbott, Bobby C.)		169523	10	N	N	12/01/2014		5.00
Thomas, Randy M.		997190	12+	N	Ν	12/01/2014		5.00
			Section To	tal: 0000000	0000001	3		10.00
			Staff Total:	: Allen, M	lelissa			10.00
		De	partment To	tal: Fine Art	s			10.00
		Or	ganization T	otal: Hope Hi	igh Schoo	ol		10.00

FDP408 – Fee By Class Report Output

FDP412 - Fees Collected Detail

Synergy SIS > Fees - Direct Payment > Reports > List

The Fees Collected Detail creates a detailed report of fees paid by students for different fee categories. The end of the report shows a total of all fees paid. This report is for the school in focus and includes fee code, payment method, the fee category, a description of the fee, the fee amount, the student with the assigned fee, and their student ID.

▼ Report FDP412: Fees Collected Detail ▲ Print Save Default Reset Saved Default Email Me	• 233
Name: Fees Collected Detail Number: FDP412 Page Orientation: Portrait	
Payment Methods	
Payment Method □ ↔ 𝔅	
Cash Check Credit/Debit	
Fee Filtters	
Payment Date	
Fee Codes and Fee Categories can only be selected when 'Scope of Fees to Include' is set to 'Include fees for focus organization a	ind focus year'.
Fee Codes	
Fee Code □ ↔ 🕑	
ARTS - Art Supplies BK - Book Damages BND - Jazz Band Fee BUS - Football Transportation BUS1 - Out of District Transportation GYM - PE Locker LAB - Lab Materials LKR - Locker Damages PE - Gym locker PKP - Parking Permit YBK - Year Book	
Fee Categories	
Fee Category □ ↔ 𝒞	
□ Art Supplies □ Bus Transportation □ PE Locker □ Lab Fee □ Locker □ Payment □ Parking Permit □ Sports □ Textbook □ Yearbook	

FDP412 - Fees Collected Detail Report Interface Screen

- Payment Method Select the payment types to include on the report.
- **Payment Date** Includes payments for a particular date or date range. If left blank, the date range defaults to the current school year.
- Scope of Fees to Include Select how to display and summarize the fees. The options include:
 - Include fees for focus organization and focus year (school focused only)
 - Include fees for focus organization and all years (school focused only)
 - Include fees for all organizations and focus year (district focused only)
 - Include fees for all organizations and all years (district focused only)

- Fee Codes Includes only selected fee codes in the report. The School Fee Codes screen defines fee codes.
- Fee Category Includes only selected fee categories in the report. The Fee Category Lookup Table defines fee categories.

Scheel Science			Fees From: To	Collected Detail : - All Orgs All Years	5	Repo	Year: 2013-2014 Report: FDP412		
Fee Co	de Fee Description		FullYear	Fee Category					
	Student Name	Perm ID	Payment Method		Trans ID	Payment Date	Amount		
Adams	Elementary								
BND	Jazz Band Fee		2013-2014	BUS					
	Zamarripa, Jenna A.	116796	Check		4	09/09/2013	950.00		
						Total:	950.00		
BUS1	Out of District Trans	portation	2013-2014	BUS					
	Youvella, Ann L.	156076	Cash		6	09/09/2013	550.00		
	Zamaripa Enrique, Thomas F.	150613	Check		5	09/09/2013	10.00		
						Total:	560.00		
MUS	Instrument Rental		2013-2014	TXT					
	Aaron, Ian	129442	Check		1	03/25/2014	15.00		
	Aaron, lan	129442	Cash		2	03/25/2014	25.00		
						Total:	40.00		
TRP	Field Trip		2013-2014	BUS					
	Aaron, lan	129442	Cash		2	03/25/2014	5.00		
						Total:	5.00		
					Adan	ns Elementary Total:	1,555.00		

FDP412 - Fees Collected Detail Report Output

FDP414 - Course Fees Collected Detail

Synergy SIS > Fees - Direct Payment > Reports > List

The Course Fees Collected Detail creates a detailed report of course fees paid. The end of the report includes a total of all fees paid. This report is for the school or district in focus and includes department, payment method, the course of the assigned student fee, and the student ID.

Report FDP414: Course Fees Collected Detail Print Save Default Reset Saved Default Email Me
Name: Course Fees Collected Detail Number: FDP414 Page Orientation: Portrait Options Sort / Output Conditions Selection Advanced
Fee Filters
Payment Date
Section ID Currently, the report can only show five payment methods at one time. Payment Method ↔

FDP414 – Course Fees Collected Detail Report Interface Screen

Report Options:

- **Payment Date** Includes payments for a particular date or date range. If left blank, the date range defaults to the current school year.
- Payment Method Select the payment types to include in the report.



The FDP414 report can only accommodate seven payment method headings across the report. If you do not select payment method filters, only the first seven payment methods show on the report.

School Statist		(Course Fees	s Collected Detail	Report: FDP414		
		Cash	Check	Credit/Debit			
Hope High School							
Department FS -	Family and Consumer S	Sciences					
Course Title FS41	- Culinary Arts 1						
Werner, Jason M.	891204		15.00				
Wilbur, Stephen R.	889452		15.00				
Willhelm, Andrew M.	902994	15.00					
Winn, Joan E.	903695	15.00					
Wolf Black, Juan C.	904967			15.00			
Woodbury, Kenneth B.	874256		15.00				
	Course Totals:	30.00	45.00	15.00			

FDP414 – Course Fees Collected Detail Report Output

FDP415 - Student Fee Aging List

Synergy SIS > Fees - Direct Payment > Reports > List

The Student Fee Aging List creates a detailed report of past due fees divided by the period that the fee is overdue. The report includes the student, their school, and the overdue amount. This report displays based on fee code. The students with overdue fees display alphabetically under the fee code. Overdue amounts and totals display at the end of every fee code list and the grand totals display on last page of the report.

Report FDP415: Student Fee Aging List Print Save Default Reset Saved Default Email Me
Name: Student Fee Aging List Number: FDP415 Page Orientation: Landscape
Options Sort / Output Conditions Selection Advanced
Configuration
As Of Date 01/12/2018
Past Due Aging Periods
Please enter the day(s) past due for each of the aging periods.
Period 1 Period 2 Period 3 Period 4 0 0 0 0

FDP415 – Student Fee Aging List Report Interface Screen

- As Of Date Includes fees up to a particular date. The date defaults to the current school year.
- Past Due Aging Periods Select the payment types that display in the report.

Schoor District			As Of Date: 10/4/2013								
ope High School											
LAB Lab M	aterials										
			Transaction	Transaction			Past Due				
lame	Perm ID	Course	Date	Fee Amount	0 Days	30 Days	60 Days	90 Days	Total Due		
Adair, Timothy S.	888621		10/04/2013	25.00	25.00				25.00		
Adams, Billy A.	889314		10/04/2013	25.00	25.00				25.00		
Adams, Sean B.	877340	FS41 - Culinary Arts 1	10/04/2013	15.00	15.00				15.00		
Allen, Elizabeth	886019		10/04/2013	25.00	25.00				25.00		
Allen, Ruby D.	888116		10/04/2013	25.00	25.00				25.00		
Allen, Tammy	901931		10/04/2013	25.00	25.00				25.00		
Allred, David A.	888126		10/04/2013	25.00	25.00				25.00		
Alnas, Kelly M.	966707		10/04/2013	25.00	25.00				25.00		
Alonso, Raymond G.	920153		10/04/2013	25.00	25.00				25.00		
Amiri, Margaret M.	871884		10/04/2013	25.00	25.00				25.00		
Anderson, Marie	886734	FS41 - Culinary Arts 1	10/04/2013	15.00	15.00				15.00		
Arellano, Lisa R.	904050	FS41 - Culinary Arts 1	10/04/2013	15.00	15.00				15.00		
Armenta, Brian A.	903942		10/04/2013	25.00	25.00				25.00		
Arnow, Wayne M.	873840	FS41 - Culinary Arts 1	10/04/2013	15.00	15.00				15.00		
Ashoor, Carl S.	873507		10/04/2013	25.00	25.00				25.00		
Baker, Michael I.	972425		10/04/2013	25.00	25.00				25.00		
Balls, Richard A.	163180		10/04/2013	25.00	25.00				25.00		

FDP415 – Student Fee Aging List Report Output

FDP416 - Student Fee Daily Deposits

Synergy SIS > Fees - Direct Payment > Reports > List

The Student Fee Daily Deposits lists the totals for all payment types received on an individual day. This report displays payments by payment type and date. If you select a date range, all the dates total as well.

Report FDP416: Student Fee Daily Deposits Print Save Default Reset Saved Default Email Me
Name: Student Fee Daily Deposits Number: FDP416 Page Orientation: Landscape Options Sort / Output Conditions Selection Advanced
Fee Filters
Payment Date
FDP416 is limited to showing 9 Payment Methods across the report. If no Payment Method filters are selected, only the first 9 Payment Methods will show on the report.
Payment Method O ↔ ⊘ Cash Check Credit/Debit Refund Fund

FDP416 – Student Fee Daily Deposit Report Interface Screen

Report Options:

- **Payment Date** Includes payments for a particular date or date range. If left blank, the date range defaults to the current school year.
- Payment Method Select the payment types that display in the report.



The FDP416 report can only accommodate nine payment method headings across the report. If you do not select payment method filters, only the first nine payment methods show on the report.

Scharl Barrier			St	udent Fee Daily Date Range:	Year: 2013-2014 Report: FDP416	
Hope High School						
Date	Cash	Check	Credit/Debit	Total		
10/03/2013	5.00	88.00	80.00	173.00		
10/04/2013	75.00	105.00	25.00	205.00		
Totals:	80.00	193.00	105.00	378.00		
Grand Totals:	80.00	193.00	105.00	378.00		

FDP416 – Student Fee Daily Deposits Report Output

FDP417 - Course Fee Totals List

Synergy SIS > Fees - Direct Payment > Reports > List

The Course Fee Totals List creates a detailed report of fees for each course. The fees display alphabetically by department and by course. The report includes the total fees assessed for the course, the total amount of fees waived, the payment totals, the total amount of fees refunded, and the total current balance for the course. There is also a grand total of all these amounts on the last page of the report.

Report FDP41	7: Course	Fee Tota	als List 🔳	• 2000
Print Save Default	Reset Saved Def	fault Email	Me	
Name: Course Fee Totals L	ist Number: FDP4	117 Page Orie	ntation: Portrait	
Options Sort / Output	Conditions	Selection	Advanced	
Configuration				
Payment Date				

FDP417 – Course Fee Totals List Report Interface Screen

Report Options:

• Payment Date - Includes fees for a particular date or date range

Karsaa Schoel District		Hope High School Course Fee Totals List					Year: 2014-2015 Report: FDP417			
lope High School										
Department: AG										
Course		Fee Amount	Waivers	Net	Payments	Refunds	Adjmts	Net Payments	Balance	
- Landscape D&m I		360.00	0.00	360.00	0.00	0.00	0.00	0.00	360.00	
	Totals:	360.00	0.00	360.00	0.00	0.00	0.00	0.00	360.00	
Department: AR										
Course		Fee Amount	Waivers	Net	Payments	Refunds	Adjmts	Net Payments	Balance	
- Beg Jewelry		2100.00	0.00	2100.00	55.00	0.00	0.00	55.00	2045.00	
	Totals:	2100.00	0.00	2100.00	55.00	0.00	0.00	55.00	2045.00	
Department: FA										
Course		Fee Amount	Waivers	Net	Payments	Refunds	Adjmts	Net Payments	Balance	
- FD		20.00	0.00	20.00	5.00	0.00	0.00	5.00	15.00	
	Totals:	20.00	0.00	20.00	5.00	0.00	0.00	5.00	15.00	
Department: FS										
Course		Fee Amount	Waivers	Net	Payments	Refunds	Adjmts	Net Payments	Balance	
- Culinary Arts 1		975.00	0.00	975.00	135.00	0.00	0.00	135.00	840.00	
- Culinary Arts 2		600.00	0.00	600.00	30.00	0.00	0.00	30.00	570.00	
	Totals:	1575.00	0.00	1575.00	165.00	0.00	0.00	165.00	1410.00	

FDP417 - Course Fee Totals List Report Output
FDP418 - Student Fee Refund Paid List

Synergy SIS > Fees - Direct Payment > Reports > List

The Student Fee Refund Paid List creates detailed individual reports of all fees refunded to students. This report includes the student refunded, the date of the refund, the fee code, fee category, a description of the fee, the refund amount, the refund code, reason, and the grand total of refund issued.

Report FDP418: Student Fee Refund Paid List	C C 🛛 🕄
Print Save Default Reset Saved Default Email Me	
Name: Student Fee Refund Paid List Number: FDP418 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Student Info	
Perm ID	
Last Name First Name Middle Name	
Grade Grade	
Fee Filters	
Refund Code □ ↔ 🕑	
□ NEEDS VALUES	
Minimum Refund Amount	
Refund Date	
Scope of Force to Include	
Eas Cadas and Eas Catagories can only be selected when "Scene of East to Include" is set to "include face for facus organization and fa	cue voar
Precious and reclaregones can only be selected when Scope of rees to include is set to include rees for focus organization and for	cus year.
□ ARTS - Art Supplies □ BK - Book Damages □ BND - Jazz Band Fee □ BUS - Football Transportation □ BUS1 - Out of District Transportation □ GYM - PE Locker □ LAB - Lab Materials □ LKR - Locker Damages	
PE - Gym locker PKP - Parking Permit VBK - Year Book	
Fee Categories	
Fee Category ○ ↔ Ø	
Art Supplies Bus Transportation PE Locker Lab Fee	
□ Locker □ Payment □ Parking Permit □ Sports □ Textbook □ Yearbook	

FDP418 - Student Fee Refund Paid List Report Interface Screen

- Student Info Select an individual student or group of students based on the **Perm ID**, **Last Name**, **First Name**, **Middle Name**, or **Grade**. For example, if you select grade 12, the report prints an individual report for each student in grade 12.
- **Refund Code** Includes only selected refund codes in the report. The Refund Code table defines the refund codes.

- Minimum Refund Amount Minimum amount refunded to include on the list. If the minimum balance is \$100, only students refunded more than \$100 display in the report.
- **Refund Date** Includes refunds for a particular date or date range. If left blank, the date range defaults to the current school year.
- Scope of Fees to Include Select how to display and summarize the fees. The options include:
 - Include fees for focus organization and focus year (school focused only)
 - Include fees for focus organization and all years (school focused only)
 - Include fees for all organizations and focus year (district focused only)
 - Include fees for all organizations and all years (district focused only)
- Fee Codes Includes only selected fee codes in the report. The School Fee Codes screen defines fee codes.
- Fee Category Includes only selected fee categories in the report. The Fee Category Lookup Table defines fee categories.

School Biastict				Student Fee Refur	nd Paid List Years		Year: 2013-201 Report: FDP418	4
Student Name	Perm ID	Grade	Fee Code	Description	Refund ID	Refund Date	Refund Code	Amount
Abbott, Billy C.	905483	12	BK	Lost Book: Algebra II		10/03/2013	3 NEEDS VALUES	\$35.00
Grand Total								\$35.00

FDP418 - Student Fee Refund Paid List Report Output

FDP601 - Fees Collected Summary

Synergy SIS > Fees - Direct Payment > Reports > Summary

The Fees Collected Summary creates a report of total fees paid by fee code. The end of the report includes a total of all fees paid. This report is for the school in focus. If the focus is on the district, the report includes all schools in the district.

Report FDP601: Fees Collected Summary	•	C C 0 0
Print Save Default Reset Saved Default Email Me		
Name: Fees Collected Summary Number: FDP601 Page Orientation: Portrait		
Options Sort / Output Conditions Selection Advanced		
Payment Methods		
Payment Method		
Cash Check Credit/Debit		
Scone of East to Include		
Include fees for all organizations and all years		
Fee Codes and Fee Categories can only be selected when Scope of Fees to include is set to include fees for focus organization	1 and	tocus year.
• Fee Codes		
Fee Code □ ↔ 🕑		
ARTS - Art Supplies BK - Book Damages BND - Jazz Band Fee BUS - Football Transportation		
UBUS1 - Out of District Transportation UGYM - PE Locker ULAB - Lab Materials ULKR - Locker Damages		
Fee Categories		
Fee Category □ ↔ 🕑		
Art Supplies Bus Transportation PE Locker		
Content Payment Parking Permit Sports		

FDP601 – Fees Collected Summary Report Interface Screen

- Payment Method Select the payment types that display on the report.
- **Payment Date** Includes payments for a particular date or date range. If left blank, the date range defaults to the current school year.
- Scope of Fees to Include Select how to display and summarize the fees. The options include:
 - Include fees for focus organization and focus year (school focused only)
 - Include fees for focus organization and all years (school focused only)
 - Include fees for all organizations and focus year (district focused only)
 - Include fees for all organizations and all years (district focused only)
- Fee Codes Includes only selected fee codes in the report. The School Fee Codes screen defines fee codes.

• Fee Category – Includes only selected fee categories in the report. The Fee Category Lookup Table defines fee categories.

Schoel Diester		Fees Collect From: To: - All	ed Summary Orgs All Years	Yea Rep	7: 2013-2014 ort: FDP601
Organization Name	Eas Description	FullVoor	Foo Catagony		Amount
Fee Code	Fee Description	Fuiltear	Fee Calegory		Amount
Adams Elementary					
BND	Jazz Band Fee	2013-2014	BUS		950.00
BUS1	Out of District Transportation	2013-2014	BUS		560.00
MUS	Instrument Rental	2013-2014	TXT		40.00
TRP	Field Trip	2013-2014	BUS		5.00
				Total:	1,555.00
Hope High School					
BK	Book Damages	2013-2014	TXT		85.00
LAB	Lab Materials	2013-2014	LAB		145.00
LKR	Locker Damages	2013-2014	LKR		18.00
PE	Gym locker	2013-2014	GYM		60.00
YBK	Year Book	2013-2014	YBK		70.00
				Total:	378.00
				Grand Total:	1,933.00

FDP601 – Fees Collected Summary Report Output

FDP602 - Fee Code by Payment Method

Synergy SIS > Fees - Direct Payment > Reports > Summary

The Fee Code by Payment Method creates a report of all payments made. This report breaks payments down by payment method.

Report FDP602: Fee Code by Payment Method Summary	· CC00
Print Save Default Reset Saved Default Email Me	
Name: Fee Code by Payment Method Summary Number: FDP602 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Payment Methods	
Payment Method 🖸 ↔ 🧭	
Cash Check Credit/Debit	
Fee Filters	
Payment Date	
Scope of Fees to Include	
Fee Codes and Fee Categories can only be selected when 'Scope of Fees to Include' is set to 'Include fees for focus organizatio	n and focus year'.
Fee Codes	
Fee Codes	
ARTS - Art Supplies BK - Book Damages BND - Jazz Band Fee BUS - Football Transportation	
BUS1 - Out of District Transportation GYM - PE Locker LAB - Lab Materials LKR - Locker Damages	
Fee Categories	
Fee Category □ ↔ 𝔅	
Art Supplies Bus Transportation PE Locker Lab Fee	
Locker Payment Parking Permit Sports	
Textbook Yearbook	

FDP602 – Fee Code By Payment Method Report Interface Screen

- Payment Method Select the payment types to include in the report.
- **Payment Date** Includes payments for a particular date or date range. If left blank, the date range defaults to the current school year.
- Scope of Fees to Include Selects how to display and summarize the fees. The options include:
 - Include fees for focus organization and focus year (school focused only)
 - Include fees for focus organization and all years (school focused only)
 - Include fees for all organizations and focus year (district focused only)
 - Include fees for all organizations and all years (district focused only)
- Fee Codes Includes only selected fee codes in the report. The School Fee Codes screen defines fee codes.

• Fee Category – Includes only selected fee categories in the report. The Fee Category Lookup Table defines fee categories.

	Fee Co	Hope Hig ode by Paymer From: To: - All	h School nt Method S Orgs All Yea	Summary ars	Year: 2013 Report: FDP6	-2014 602
Organization Name Payment Method	P	ayment Amount	Count			
Adams Elementary						
Cash		580.00	3			
Check		975.00	3			
	Total	1,555.00	e			
Hope High School						
Cash		80.00	6			
Check		193.00	10			
Credit/Debit		105.00	3			
	Total	378.00	19			
	Grand Total	1,933.00	25			
Printed by Admin User at 1	0/07/2013 12:53 PM	Edupoint Sc	hool District			Page 1 of 1

FDP602 – Fee Code By Payment Method Report Output

Standard Fees Reports

FEE201 - Student Fee Profile

Synergy SIS > Fees - Standard > Reports > Individual

The Student Fee Profile creates detailed individual reports of all fees assigned to each student. This report includes the date of the incurred fee, the fee code, fee category, a description of the fee, associated notes, the fee amount, any payments received, and the current balance due.

	EE201: Student Fee	Profile 🛛 🕐 🖸 🖉 🖲 🖸
Print Save	efault Reset Default Email Me	
Name: Student Fe	e Profile Number: FEE201 Page Orie	ntation: Portrait
Options S	rt / Output Conditions Selection	on Advanced
Student Info		
Perm ID	Gender	
905483	Male 👻	
Last Name	First Name M	iddle Name
Abbott	Billy	;
Grade		
Options		
Sort and Disr	av by Organization	
Balances To Inclu All Balances		
Scope of Fees to	neidde	
Scope of Fees to Include fees for f	cus organization and focus year 💌	
Scope of Fees to Include fees for f Fee Codes can of and focused at a	In the second se	nclude' is set to 'Include fees for focus organization and focus year'
Scope of Fees to Include fees for f Fee Codes can of and focused at a Fee Codes	In Note ccus organization and focus year v ly be selected when 'Scope of Fees to chool year.	nclude' is set to 'Include fees for focus organization and focus year'
Scope of Fees to Include fees for f Fee Codes can o and focused at a ● Fee Codes Fee Code ○ ↔	vcus organization and focus year v ly be selected when 'Scope of Fees to chool year.	nclude' is set to 'Include fees for focus organization and focus year'
Scope of Fees to Include fees for f Fee Codes can o and focused at a	Andoc ccus organization and focus year cus organization and focus year y be selected when 'Scope of Fees to chool year. y be selected when 'Scope of Fees to chool year. by be selected when 'Scope of Fees to chool year. By be selected when 'Scope of Fees	nclude' is set to 'Include fees for focus organization and focus year' mages BND - Jazz Band Fee BUS - Football Transportation Cocker LAB - Lab Materials CCK - Locker Fee er PKP - Parking Permit TBK - Textbook Fee
Scope of Fees to Include fees for f Fee Codes can o and focused at a Fee Codes Fee Code → BIO - Biology BUS1 - Out of LKR - Locker YBK - Year Bo	Andoc ccus organization and focus year ccus organization and focus year year. C ab BK - Book Da District Transportation AZZLK - Jazz Damages PE - Gym lock	Include' is set to 'Include fees for focus organization and focus year' mages BND - Jazz Band Fee BUS - Football Transportation Locker LAB - Lab Materials LCK - Locker Fee ker PKP - Parking Permit TBK - Textbook Fee

FEE201 – Student Fee Profile Report Interface Screen

- Student Info Selects an individual student or group of students based on the **Student ID**, **Gender**, **Last Name**, **First Name**, **Middle Name**, or **Grade**. Example: if you select grade 12, the report prints an individual report for each student in grade 12.
- Sort and Display by Organization Sorts the report by school name
- Transaction Date Includes fees for a particular date or date range.
- Scope of Fees to Include Select how the fees display and summarize. The options include:
 - Include fees for focus organization and focus year (school-focused only)
 - Include fees for focus organization and all years (school-focused only)
 - Include fees for all organizations and focus year (district-focused only)
 - Include fees for all organizations and all years (district-focused only)
- Fee Code Only includes selected fee codes in the report. Fee codes are defined in the School Fee Codes screen.
- Fee Category Only includes selected fee categories in the report. Fee categories are defined in the Fee Category Lookup Table.

General In	formation		Hope High Scho Student Fee Prof Focus Org Focus Y	ool file ⁄ear	Ye Re	ear: 2014-201 eport: FEE201	15
(Aaror	, Harol	d N.)	Perm ID 968257			Gender M	Grade 11
Date	Code	Description	Note	Cat	Fees	Payments	Balance
10/22/2014	TST	New Fee Code		SPT	\$77.00		\$77.00
10/22/2014	BK	Book Damages		YBK	\$33.00		\$33.00
10/22/2014	вк	Book Damages		TXT	\$44.00		\$44.00
10/22/2014	BK	Book Damages		TXT		\$10.00	(\$10.00
11/18/2014	UNI	For football uniforms		SPT	\$50.00		\$50.00
05/27/2015	PE	Basketball locker fee	Fee: BSK - Basketball	LKR	\$18.00		\$18.00
				Total	\$222.00	\$10.00	\$212.00

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FEE201 – Student Fee Profile Report Output

FEE401 - Student Fee List

Synergy SIS > Fees - Standard > Reports > List

The Student Fee List report prints out a list of only those students with a fee balance. This report includes the student's name and Perm ID, the total fees and payments incurred by the student, and the student's current balance due. All students compile into a single list.

Report FEE401: Student Fee List	< C C 0 0
Print Save Default Reset Default Email Me	
Name: Student Fee List Number: FEE401 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Student Info	
Grade ▼ → ▼	
• Fee Filters	
Transaction Date Balances To Include	
All Balances	g
Scope of Fees to Include	ê
Include fees for focus organization and focus year	Fe
Fee Codes can only be selected when 'Scope of Fees to Include' is set to 'Include fees for focus organization and focused at a school year.	and focus year
Fee Codes	
Fee Code □ ↔ 🕑	
BIO - Biology Lab BK - Book Damages BND - Jazz Band Fee BUS - Footbal BUS1 - Out of District Transportation JazzLK - Jazz Locker LAB - Lab Materials LCK - Locker LKR - Locker Damages PE - Gym locker PKP - Parking Permit TBK - Textbod YBK - Year Book PKE - Gym locker PKP - Parking Permit TBK - Textbod	I Transportation Fee kk Fee
Fee Categories	
Fee Category	

FEE401 – Student Fee Profile Report Interface Screen

- **Grade** Selects a group of students based on their grade. For example, if you select grade 12, the report prints an individual report for each student in grade 12.
- Transaction Date Includes fees for a particular date or date range
- Balances To Include Includes either all balances or only non-zero balances
- Scope of Fees to Include Selects how the fees display and summarize. The options include:
 - Include fees for focus organization and focus year (school focused only)
 - Include fees for focus organization and all years (school focused only)
 - Include fees for all organizations and focus year (district focused only)
 - Include fees for all organizations and all years (district focused only)
- Fee Code Includes only selected fee codes in the report. Fee codes are defined in the School Fee Codes screen.

•	Fee Category – Includes only selected fee categories in the report. Fee categories are
	defined in the Fee Category Lookup Table.

6		Hop	e High So udent Fee	chool List	Year: Report:	2014-2015 FEE401
		F	ocus Org F	ocus Year		
Student Name	Perm ID	Gender	Grade	Total Fees	Total Payments	Balanc
(Aaron, Harold N.)	968257	м	11	\$222.00	\$10.00	\$212.0
Abbott, Billy C.	905483	м	12	\$3,067.00	\$80.00	\$2,987.0
(Abbott, Bobby)	997149	м	10	\$60.00	\$0.00	\$60.0
(Abbott, Bobby C.)	169523	м	10	\$95.00	\$0.00	\$95.0
(Allen paco, Diane B.)	901507	F	11	\$1,000.00	\$0.00	\$1,000.0
(Babb, Mark M.)	157131	F	09	\$119.00	\$0.00	\$119.0
Bacon, Kevin	997092	м	12+	\$1,068.00	\$0.00	\$1,068.0
Banner, Bruce	997185	м	12	\$23.00	\$0.00	\$23.0
Barker, Richard A.	163180	м	10	\$1,119.50	\$0.00	\$1,119.5
Bledsoe, Ann A.	164063	F	12	\$1,070.00	\$0.00	\$1,070.0
Boatright, Stephen D.	165819	м	11	\$1,035.00	\$0.00	\$1,035.0
Bud (gowin), Air	997091	м	12	\$1,372.00	\$0.00	\$1,372.0
Burgundy, Ronald E.	997109	м	12	\$238.00	\$0.00	\$238.0
Butler, Beverly J.	904112	F	10	\$1,005.00	\$0.00	\$1,005.0
Camñpbell, Wayne	997097	м	12	\$337.00	\$0.00	\$337.0
Capps, Jacqueline L.	919432	F	11	\$37.00	\$0.00	\$37.0
Carrera, John L. III	164931	м	11	\$15.00	\$0.00	\$15.0
Cat, Jonesy	997099	м	11	\$15.00	\$0.00	\$15.0
Cherry, Steven A.	867178	м	12	\$337.00	\$0.00	\$337.0
Chesley, Brenda J.	909353	F	11	\$15.99	\$0.00	\$15.9
Clark Smith, Frank W.	172081	м	12	\$238.00	\$0.00	\$238.0
Collum, Evelyn	874453	F	12	\$5.00	\$0.00	\$5.0
Conner, Jean L.	158743	F	12	\$5.00	\$0.00	\$5.0
Cook, Raymond B.	164899	м	12	\$337.00	\$0.00	\$337.0
(Correa, Matthew H.)	162916	м	11	\$15.00	\$0.00	\$15.0
Croom, Ernest D.	165504	M	12	\$337.00	\$0.00	\$337.0
Davis, Diana L.	164257	F	311	\$15.00	\$0.00	\$15.0
Deer, Bambi	997094	м	09	\$5.00	\$0.00	\$5.0
Delci, Jonathan A.	909137	м	11	\$15.00	\$0.00	\$15.0
Depp, Johnny	997159	м	09	\$18.00	\$0.00	\$18.0
Devisme, Tammy	171331	F	11	\$15.00	\$0.00	\$15.0

FEE401 – Student Fee List Report Output

FEE402 - Student Fee Collection List

Synergy SIS > Fees - Standard > Reports > List

The Student Fee Collection List creates detailed individual reports of all fees that students currently owe. This report includes the date of the incurred fee, the fee code, fee category, a description of the fee, the fee amount, any payments received, any waived or refunded amounts, and the current balance due.

T Report FEE402: Student Fee Collection List
Print Save Default Reset Default Email Me
Name: Student Fee Collection List Number: FEE402 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Student Info
Perm ID
Last Name First Name Middle Name
Grade
e Filters
Transaction Date Comments Image: Comment in the ima
Fee Code → ✓ BIO - Biology Lab BK - Book Damages BND - Jazz Band Fee BUS - Football Transportation BUS1 - Out of District Transportation JazzLK - Jazz Locker LAB - Lab Materials LCK - Locker Fee LKR - Locker Damages PE - Gym locker PKP - Parking Permit TBK - Textbook Fee YBK - Year Book
Fee Categories
Fee Category ↔ ♥ Lab Fee □ Payment □ Parking Permit □ Yearbook □ Bus Transportation □ PE Locker □ Sports □ Textbook

FEE402 – Student Fee Collection List Report Interface Screen

- Student Info Select an individual student or group of students based on the Perm ID, Last Name, First Name, Middle Name, Grade, or Gender. For example, if you select grade 12, the report prints an individual report for each student in grade 12.
- Transaction Date Includes fees for a particular date or date range.
- Minimum Amount (Student Total Balance) The minimum amount owed to include on the list. If the minimum balance is \$100, only students who owe more than \$100 display in the report.

- Scope of Fees to Include Selects how the fees display and summarize. The options include:
 - Include fees for focus organization and focus year (school focused only)
 - Include fees for focus organization and all years (school focused only)
 - Include fees for all organizations and focus year (district focused only)
 - Include fees for all organizations and all years (district focused only)
- Comments A message or description that appears on each student's collection fee list report
- Fee Code Includes only selected fee codes in the report. Define fee codes in the School Fee Codes screen.
- Fee Category Includes only selected fee categories in the report. Define fee categories in the Fee Category Lookup Table.

Ì		Stude	nt Fee Collection List All Orgs All Years	Ye Re	ar: 2014-2 port: FEE40	015 2
Abbott,	Billy C		Perm ID: 905483	Gender: M	Grade: 12	
Parent Info	rmation					
arent Name:			Mail Address:	Home Addr	ess:	
No Finan	cially Res	sponsible Person Indicated	No Financially Responsible	No Finar	icially Response	sible
			Person Indicated	Person I	ndicated	
Fee Informa	ation					
Date	Code	Description	Category	Fees	Payments	Balance
10/03/2013	BK	Torn Cover: Great Expectations	TXT	\$5.00		\$5.00
10/03/2013	BK	Lost Book: Algebra II	TXT	\$45.00		\$45.00
10/03/2013	BK	Book Damages	PAY		\$5.00	(\$5.00)
10/03/2013	YBK	(2 @ \$35.00) Year Book	YBK	\$70.00	\$70.00	\$0.00
10/03/2013	YBK	Year Book	YBK	\$35.00		\$35.00
		Mistakenly ordered two yearboo	ks instead of one			
10/03/2013	LKR	Locker Damages	LKR	\$18.00		\$18.00
10/04/2012	DKD	Broke lock on locker	DKD	¢10.00		¢10.00
10/04/2013	PKP	Parking Permit	PKP	\$10.00		\$10.00
02/10/2014	PE	Additional Varsity Locker Fee Fee: BASE - Baseball	GYM	\$5.00		\$5.00
02/14/2014	PE	Additional Varsity Locker Fee	GYM	\$10.00		\$10.00
		Fee: BASE - Baseball				
03/04/2014	PE	Additional Varsity Locker Fee	GYM	\$10.00		\$10.00
02/04/2014	DE	Fee: BASE - Baseball	CVM	¢10.00		¢10.00
03/04/2014	PE	Fee: BASE - Baseball	GTM	\$10.00		\$10.00
03/25/2014	LAB	xyz	LAB	\$0.00		\$0.00
		Fee: TST - Test				
05/16/2014	BK	books	TXT	\$25.00		\$25.00
05/16/2014	999	New Description	LKR	\$85.00		\$85.00
05/20/2014	BUS1	Out of District Transportation	BUS	\$12.00		\$12.00
05/20/2014	TST	New Fee Code	YBK	\$12.00		\$12.00
05/20/2014	BND	Jazz Band Fee	BUS	\$950.00		\$950.00
07/10/2014	PE	Additional Varsity Locker Fee	GYM	\$0.00		\$0.00
		Fee: BASE - Baseball				****
0//1//2014	PE	Fee: AFTRH _ After Seher I De-	GYM			\$0.00
07/17/2014	BUS1	Test	BUS	\$20.00		\$20.00
		Fee: AFTRH - After School Prog	gram			
07/22/2014	PKP	Parking Permit	PKP	\$0.99		\$0.99
		Test mass assigning fees				
10/07/2014	BK	Broken spine on math book	TXT	\$25.00		\$25.00
10/07/2014	BND	Jazz Band Fee	SPT	\$950.00	\$40.00	\$910.00

FEE402 - Student Fee List Report Output

Chapter 10: Grade Book Reports

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Class Summary Report	
Chart - Assignment Student Performance	
Chart - Class Grade	
Chart - Class Category Summary	

GBK201 - Standards Based Report Card

Synergy SIS > Grade Book > Reports

The GBK201 report prints the Standards Based Report Card generated in Grade Book. The report output displays Standards Based Report Cards that vary by school district.

and the second second	Cause Default	Denni Defeuit									
Pint	Save Default	Reset Detauk									
Name: St	andards Based F	teport Card Number	GBK201 Page	Orientation: Portrait							
Option	IS Sort / Outp	ut Conditions	Selection	Advanced							
Stude	nt Info										
Perm ID											
Last Nar	ne	First Name									
Grade											
	· •	-									
Teach											
- reach	er Filters										
The tead	er Filters her drop down is 1	filtered by the focus or	ganization and ye	ear. You must focus to	o the school that th	he teacher attend	s to find the tea	her in the drop do	wn.		
The teac Teacher	er Filters her drop down is :	filtered by the focus or	ganization and ye	ear. You must focus to	o the school that th	he teacher attend	s to find the tead	her in the drop do	wn.		
The teacher	er Filters her drop down is '	filtered by the focus or	ganization and ye	ear. You must focus to	o the school that th	he teacher attend	s to find the tead	cher in the drop do	wn.		
The tead Teacher	er Filters her drop down is : s	filtered by the focus of	ganization and ye	ear. You must focus to	o the school that th	he teacher attend	s to find the tea	ther in the drop do	wn.		
The teacher Coption Bat	er Filters her drop down is s ch Process	filtered by the focus or	ganization and ye ents Not Marked	ear. You must focus to	o the school that th	he teacher attend	s to find the tead	ther in the drop do	wn.		
Option Bat Prir	er Filters her drop down is ' s ch Process t in Home Langua	iltered by the focus or Include Stud sge Run "Update	ganization and ye ents Not Marked Grading Records	ear. You must focus to I Complete s" And "Lpdate Absen	o the school that th nces" (prior to gen	he teacher attend	s to find the tead	ther in the drop do	wn.		
Option Option Bat Prin Repor	er Filters her drop down is : s ch Process t in Home Langua ting Period	ilitered by the focus or include Stud age Run "Update	ganization and ye ents Not Marked Grading Records	ear. You must focus to I Complete s" And "Update Abser	o the school that th nces" (prior to gen	he teacher attend	s to find the tead	ther in the drop do	wn.		
Patient The tead Teacher Teacher Option Bat Prin Report	er Filters her drop down is s ch Process t in Home Langua ting Period g Period	ittered by the focus or ▼ Ø Include Stud sge ■ Run "Update	ganization and ye ents Not Marked Grading Records	sar. You must focus to I Complete s" And "Update Abser	o the school that th nces" (prior to gen	he teacher attend	a to find the tead	cher in the drop do	wn.:		
Option Option Option Report Reportin Q3	er Hitters her drop down is ' s ch Process t in Home Langua ting Period g Period	iltered by the focus of	ganization and ye ents Not Marked Grading Records	ear. You must focus to I Complete s'' And "Update Abset	o the school that th nces" (prior to gen	he teacher attend	a to find the tead	cher in the drop do	wn.		
Option Option Bat Prin Report Q3 the school	er Filters her drop down is : b Process tin Home Langue ting Period g Period ols to print gric is is selected then o	iltered by the focus of include Stud Constraints include Stud include Stud inclu	ganization and ye ents Not Marked Grading Records processed will be is will be printed.	ear. You must focus to I Complete s" And "Update Abset based on the focus. A	o the school that th nces" (prior to gen All schools that the	he teacher attend herating Report C	a to find the tead ands) to at or below th	ther in the drop do	wn.:	d. If the schools	to print grid
Optior Optior Bat Prir Report Q3 the schoo Schoo Schoo	er Filters her drop down is : ch Process tin Home Langua ting Period g Period ols to print gric is i is selected then or is to Print	iltered by the focus or	ganization and ye ents Not Marked Grading Records processed will be is will be printed.	ar. You must focus to I Complete s" And "Lpdate Abset based on the focus. A	o the school that th nces" (prior to gen All schools that the	he teacher attend herating Report C e user has access	ands)	ther in the drop do	wn. vil be processe	d. If the schools	to print grid

GBK201 - Standards Based Report Card Report Interface Screen

- Student Info Select the students.
 - An individual student based on the Perm ID, Last Name, First Name, Middle Name
 - A group of students based on the **Grade** or grade range. For example, if grade 12 is selected the report prints an individual report for each student in grade 12.



- Teacher Filters Select a specific **Teacher** to include from a list of all available teachers. If no selection is made, all teachers are included. You must be focused to the school that teacher attends.
- Options Select the appropriate options.
 - Batch Process Runs faster and uses a specific sort order Clear to show Other Options and to sort report cards based on the **Sort/Options** tab.
 - **Print in Home Language** Select to print report cards in the language of the student set in Grade Book View Report Cards screen.
 - Include Students Not Marked Complete Select to include student who have not completed the requirements.
 - Run "Update Grading Records" And "Update Absences" (prior to generating Report Cards) Runs Synergy SIS processes required to populate attendance on report cards prior to generating report output.

• Other Options – Select the appropriate options when **Batch Process** is not selected.

Options			
Batch Process Print in Home Language	 Include Students Not Marked Run "Update Grading Record 	Complete is" And "Update Absences" (prior to generating Report Cards)
Other Options			
Archive To Student Documents	Document Category Report Card -	Comment Archiving c	

- Archive to Student Documents Select to archive report to Documents tab on the Student screen in the selected Document Category. Enter Document Comment if needed.
 - If you enter text in **Document Comment**, the entered text displays on the **Documents** tab of the Student screen.
 - If you do not enter text in **Document Comment**, the default text (School Year Grading Period Report Card) displays on the **Documents** tab of the Student screen.



For paperless report cards, clear **Batch Process** and set the **Document Category** to *Report Card*. Enter the report card number in **Document Comment**. For example: *QTR1 Report Card*.

- Reporting Period Select to include the specified grading period only.
- Schools To Print Click Add to select a school.

				St	tuder	nt P	rog	ress Report						
and the second						G	irac	le						
Student						_		School	8	0				_
Teacher						_		Year	2012-2013					_
EFFORT	T	CODE		_			_	SKILL PE	RFORMANCE			CODE	8	
Outstanding	-	4		Profile	lent i	n cor	ncep	ts/skills; complet	e understanding; str	ong performanc		4		
Satisfactory/Consiste	ent (3		Devel	oping	Pro	ficie	noy in concepts	s/skills; consistent ur	derstanding		3		
Improving/Not Const	stent	2		Limite	d Pro	ficie	noy	in concepts/ski	ils; beginning to gras	sp concepts/skill	5	2		
Area of Concern		1		Does	not yet	tund	erst	and concepts/ski	lis that have been in	troduced		1		
				A blan	k India	cates	the	skill was not em	phasized this grading	g period.	-			
				Individ	tual Pr	mara	m				+	Z		
							_				4	2	2	
NGLISH LANGUAGE	LEAR	NER (ELL	.)					MATHEM	ATICS	Effort	1	2	3	-
Currently Identified					_				Anca	Linon	4	4		
AZELLA Score								-	Math Sk	ill Performar	ce			
			4	2	2	Ē		Operations	s and Algebraic	Thinking (C	A)		-	-
NOLIEUL ANOLACE	ADTE	C.H.	+	-	-	+	-	subtractio	nt and solve add	tion and	3	3		
NGLISH LANGUAGE	ARIS	Enort	4	4		<u> </u>	_	Add and	subtract fluently	within 20	3	3		\vdash
English Langu	age Art	s Skill Pen	orma	ance		_	_	Foundatio	on for multiplicat	ion using	2	2		\vdash
honics and Word Recog honics and word analysis si	inition	coding			1			models	10	Dent	3	3	81 - Ja	
ords)			4	3				Place val	to Operations II	n Base Ten (2	0.0	—
luency		1011/02200						Add and	subtract within 1	, 000 usina	-	-		⊢
ead text with accuracy, purp ite, and understanding)	ose, app	propriate	4	3				place val	ue and propertie	s of	3	3		
iterature					-	\top		Measurem	ent and Data (N	ID)				-
haracters, setting, plot, and	points of	f view)	4	3				Measure	length using cus	stomary and	2	2		Г
formational Text		100000000						metric un	its		3	3		
nain topic and key details of ext. text features)	multipar	agraph	4	3				Tell time	to nearest 5 min	utes	3	3		
Iriting						-		Solve pro	blems with mon	ey	3	3		-
ather information from expendital resources, produce and	riences a	and sources writing)	s, use	techn	ology	and		graphs, b	ar graphs, line p	olots	3	3		
Opinion			4	3				Geometry	(G)					-
Informative/Explanatory	0	100 100	4	3		1		Recogniz	te and reason wi	th shapes	3	3	-	⊢
Narrative			3	3		-		Fartuon	circles and recta	rigies	3	3		1
peaking and Listening	ack for a	noticelitics												
nd explanation, present infor	mation I	n all	3	3				GRAD	ING PERIOD	1	2	3	4	
ontent areas)				1000	L	-	_	ATTE	NDANCE		- 25		19	
onventions rammar capitalization num	duation	and		2012				Days At	osent				~	1
celling when writing or speak	king)		3	3				Days Ta	ardy					
ocabulary	1000							Absence	e/tarciness					1
letermine or clarify the mean of multiple-meaning words a	ing of u	nknown	3	3				affected	I performance				10	

Standards Based Report Card Output

GBK401 – Teacher Grade Book Activity

Synergy SIS > Grade Book > Reports

The GBK401 report prints Grade Book usage in each class, by teacher. This report includes the total assignment count, the dates of the last assignment created, and scores last entered, by class.

T Report GBK401: Teacher Grade Book Activity	<<	្ល ៥	0 9
Print Save Default Reset Default			
Name: Teacher Grade Book Activity Number: GBK401 Page Orientation: Portrait			
Options Sort / Output Conditions Selection Advanced			
Report Options			
Tem ·			
Section ID			
Teacher *			
Suppress Teacher Sub Totals			

GBK401 - Teacher Grade Book Activity Report Interface Screen

- Term Select term to include in report.
- Section ID range- Enter a selected Section ID range.
- **Teacher** Select a specific teacher to include from a list of all available teachers. If no selection is made, all teachers are included. You must be focused to the school that teacher attends.
- Suppress Teacher Sub Totals Select to not show total assignment count by teacher.



Hope High School Teacher Grade Book Activity Year: 2010-201 Report: GBK401 Report: GBK401 As of: 06/06/2011

Year: 2010-2011

					Assignment	Last	Activity
Staff Name	Per	Term	Section ID	Course	Count	Assignments	Scores Entered
Aderson, Gordon	1	S1	0140	MA40 - Algebra II	5	09/21/2010	09/11/2009
	1	S2	1140	MA402 - Algebra II	5	09/20/2010	09/11/2009
	1	YR	1_021_SA99	SA99 - Student Aid	0		
	2	S1	0240	MA40 - Algebra II	5	09/21/2010	09/11/2009
	2	S2	1240	MA402 - Algebra II	5	09/17/2010	09/11/2009
	3	S1	0340	MA51W - Ap Calc Bc	6	04/22/2011	09/11/2009
	3	S2	1340	MA51W2 - Ap Calculus Bc	5	09/20/2010	09/11/2009
	3	YR	3_021_SA99	SA99 - Student Aid	0		
	4	S1	0440	MA40 - Algebra II	5	09/18/2010	09/11/2009
	4	S2	1424	AG31 - Animal Science	0		
	4	S2	1440	MA402 - Algebra II	5	09/21/2010	09/11/2009
	5	S1	0540	MA40 - Algebra II	5	09/16/2010	09/11/2009
	5	S2	1540	MA402 - Algebra II	5	09/21/2010	09/11/2009
					Total: 51		
Arthur A., Andrea	1	S1	0179	PP01X - Mathematics	5	09/21/2010	09/11/2009
	1	S2	1179	PP01X - Mathematics	5	09/16/2010	09/11/2009
	2	S1	0279	PP03 - Rdg & Writing	5	09/19/2010	09/11/2009
	2	S2	1279	PP032 - Ess Reading/wri	5	09/17/2010	09/11/2009
	3	S1	0379	PP09 - Ind Instr	5	09/21/2010	09/11/2009
	3	S2	1379	PP04 - Personal Mgt	5	09/17/2010	09/11/2009
	4	S2	0973	PP09 - Ind Instr	5	09/21/2010	09/11/2009
	5	S1	0579	PP01 - Basic Math	5	09/19/2010	09/11/2009
	5	S2	1579	PP012 - Mathematics	5	09/19/2010	09/11/2009
	6	S1	0679	PP09 - Ind Instr	5	09/18/2010	09/11/2009
	6	S2	1679	PP092 - Ind Instr	5	09/21/2010	09/11/2009
	6	YR	6 035 SA99	SA99 - Student Aid	0		
	-				Total: 55		
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Teacher Grade Book Activity Report Output

GBK601 – Standards Based Missing Report Card

Synergy SIS > Grade Book > Reports

The GBK601 report prints a list of students missing a completed Standards Based Report Card in Grade Book for a given grading period by school or district.

T Report GBK601: Standards Based Missing Report Card	< C C 0 9
Print Save Default Reset Default	
Name: Standards Based Missing Report Card Number: GBK601 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Teacher	
O Options	
Use Homeroom Section	
Grading Period Selection	
If the focus is at a school you will have the option to run the report for the current school or multiple schools. If the focus is on a non-school node then only the multiple school option wil current school is selected the grading period dropdown will show all of the grading periods for the focused school year. If multiple schools is selected then the grading period dropdown and previous and a grid will become visible to select the schools to run.	I be available. If the will contain current
Run At	
Adams Elementary	
Grading Period	

GBK602 Standards Based Missing Report Card Report Interface Screen

- Use Homeroom Section Select to show the status for students in the Homeroom period only. Otherwise, it shows the status for all periods.
- Run At Select to include students from the focus school or multiple schools. Multiple schools can be added in the Schools to Print Grid.
- Grading Period Select to show only a certain grading period.



Standards Based Missing Report Card Report Output

GBK602 – Missing Marks and Comments Report

Synergy SIS > Grade Book > Reports

The GBK602 report lists all the missing assignments from students by teacher, grade, or section for a specified grade period.

Report GBK602: Missing Marks and Comments	< C C 0 9
Print Save Default Reset Default	
Name: Missing Marks and Comments Number: GBK602 Page Orientation: Landscape	
Options Soft / Output Conditions Selection Advanced	
Report Options	
Grading Mark Teacher Name Grade Section ID	
© Filters	
Missing Comment Type T Include Students with Missing Comments	2

GBK602 Missing Marks And Comments Report Interface Screen

- Grading Mark Select the grading period to include in the report. A grading period must be selected.
- Teacher Name Select a teacher to show only a certain teacher's classes.
- Grade Select a single grade or range of grades to include in the report. If no selection is made, all grades are included.
- Section ID Enter to show only a selected Section ID range.
- **Missing Comment Type** Select the missing comment type from either *All Comments* or *Automatic Comments Only*.
- Include Students with Missing Comments Select to include students that do not have any comments.

			Mis	Adam ssing Ma	s Elem rks an Qtr 1	entary d Comments	Year: 2011-20 Report: GBK60:	2
Section ID	Period	Course ID	O Course Title	0		Teacher Name	Ro	om
0547	1	0500	5th Grade			Garski, Melissa	00	47
Student Name			SIS Num <mark>be</mark> r	Grade	Gender	Report Card Name	Missing Marks	Total Commer Count
Burgess, Bruce			101133	Grade 01	м	1st Grade - ELD	38	0
Gantt, Alice		1	993473	Grade 01	F	1st Grade - ELD	38	0
Lafnear, Philip			504662	Grade of			30	

Missing Marks And Comments Report Output

GBK603 – Student Recognition Report

Synergy SIS > Grade Book > Reports

The GBK603 report displays a list of students who meet specified report card mark criteria by section. This report can be assigned a user-defined title at run time, allowing the end user to generate lists of students for various recognition or remediation purposes.

Report GBK603: Student Recognition Report Print Save Default Reset Default	< C C 0 9
Name: Student Recognition Report Number: GBK603 Page Orientation: Landscape	
Options Soft / Output Conditions Selection Advanced Grade Template and Grading Period Selection	
Grade Student Mark Criteria Creding Mark. Student Mark Criteria Report Title	
Subject And Grade Mark Selection	
Subject To Print Add K Line Subject Mark	Foedbook

GBK603 Student Recognition Report Interface Screen

- **Grade** Select a single grade or range of grades to include in the report. If no selection is made, all grades are included.
- Grading Mark Select the grading period to include in the report.
- Student Mark Criteria Select an option to use with Subjects to Print in the Subject and Grade Mark Selection grid.
 - May Meet Any Use this option to filter the students that meet any one of the criteria
 - Must Meet All Use this option to filter the students that meet ALL of the criteria
- Report Title Enter a title to use instead of the current Report Title.
- Subjects to Print Click Add to select the Subject and Mark to use with the Student Mark Criteria selection to match students that meet both criteria.

Eclupoint			Stude	Adams Eleme e nt Recognitio 3rd Trimest Accelerated Rea	ntary o n Report er aders		Year: 2010-2011 Report: GBK603	
Section ID	Period	Course ID	Course Title		Teacher Name		Room]
0547	1	0500	5th Grade		Garski, Melissa		0047	
Student Name		s	tudent ID	Grade	Gender	Teacher Name		
Burgess, Bruce		1	01133	Grade 05	м	Garski, Melissa		
Gantt, Alice		9	93473	Grade 05	F	Garski, Melissa		
Lafnear, Philip		9	64882	Grade 05	м	Garski, Melissa		
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Student Recognition Report Output

GBK604 – Missing Marks Detail Report

Synergy SIS > Grade Book > Reports

The GBK604 report provides a list of all missing marks and summary totals by student. Totals of the overall report by Teacher and Grade Level are also provided.



GBK604 Missing Mark Detail Report Interface Screen

- Grading Marks Select the grading periods to include in the report.
- **Grade** Select a single grade or range of grades to include in the report. If no selection is made, all grades are included.
- Teacher Name Select a specific teacher to include from a list of all available teachers. If no
 selection is made, all teachers are included. You must be focused to the school that teacher
 attends.
- **Teacher Types To Include** Select either *Homeroom Teachers* or *Specialist/Delegated Teachers* to include in the report. If no selection is made, all teacher types are included.
- Mark Types To Include Select one or more score types to include in the report.
- Subjects (Report Card Headings) To Include Select one or more subjects to include in the report.
- **Report Sort Order** Select how the report is sorted and displayed, either *Alpha By Header/Row* or *Report Card Sequence*.



Missing Marks Detail Report Output

GBK623 – Grade Reporting Highlights

Synergy SIS > Grade Book > Reports

The GBK623 report displays lists of students whose marks have risen or dropped by a specified mark rise or drop value by section. Additionally, this report displays lists of students who have acceptable marks or unacceptable marks in selected report card areas. Attendance data can also display for students who meet absence or tardy thresholds.

Report GBK623: Grade Reporting Highlights	« C C 0 9
Print Save Default Reset Default	
Name: Grade Reporting Highlights Number: GBK623 Page Orientation: Landscape	
Options Sort / Output Conditions Selection Advanced	
Report Options	
Grading Mark → Mark Level Rise Mark Level Drop Include students with Include students Include	
	4
Selection Grid + Add X Line Score Type Acceptable Mark Types	Loo Loo Loo
O Filter Options	
Homeroom Teacher School Grade	

GBK623 Grade Reporting Highlights Report Interface Screen

- Grading Mark Select the grading period or range of grading periods to include in the report.
- Mark Level Rise Enter a number to display students whose marks have risen by that value or more For example, a Mark Level Rise of 1 displays students whose marks improved from C to B or greater.
- Mark Level Drop Enter a number to display students whose marks have dropped by that value or more For example, a Mark Level Drop of 1 displays students whose marks declined from B to C or lower.
- Include students with ____ or more absences in attendance def 1 Enter the amount of absences to display students who meet the specified threshold.
- Include students with ____ or more tardies in attendance def 2 Enter the amount of tardies to display students who meet the specified threshold.
- Marks to Include, Selection Grid Click Add to select Acceptable Mark Types or Unacceptable Mark Types based on the specified Score Type that students are filtered against.
- Homeroom Teacher Select a specific teacher to include from a list of all available teachers. If no selection is made, all teachers are included. You must be focused to the school that teacher attends.

• School Grade – Select a single grade or range of grades to include in the report. If no selection is made, all grades are included.

School District				Ar Grade (Comp	dams E Repor 2nd Ti ared to	Elemer ting H rimest o 1st T	ntary ighlights er rimester)	Year: 2010-2011 Report: GBK623
Section ID 0102	Period 1	Course ID 0300	Course 3/4 Gr	e Title ade		Te Ca	acher Name rroll. Natalie	Room 0002
Student ID	Student Name		Grade	Entry Date	Abcont	Tardy	Маевала	Grade Level Common
	Student Name		Grade	Litty Date	Absent	Taruy	message	Grade Level Commen
992706	Alejandrez, Willie		Grade 03	8/31/2010			Lower mark for Comprehension Text (4/3)	and Analysis of
							Higher mark for Problem Solvin Mathematical Reasoning (3/4)	g and
							Lower mark for Geography (O/N	4)
100000	Dustanta		Orada CC	0/04/0040			Lower mark for Arizona History	(4/1)
130333	Bustamante, Aaro	n	Grade 03	8/31/2010			Acceptable mark for Reading / I Overall Grade(A)	Language Arts
							Lower mark for Vocabulary Dev	elopment (4/3)

Grade Reporting Highlights Reports Output

GBK626 – Mark Verification By Teacher

Synergy SIS > Grade Book > Reports

The GBK626 report displays a list of all marks and comments given to students by specialists or delegated teachers, by homeroom section or specialist/delegated teacher.



GBK626 Mark Verification By Teacher Report Interface Screen

- Grading Mark Select the grading period to include in the report.
- Report Target Select either Delegated Teachers or Special Subject Teachers to include in the report. If no selection is made, all teacher types are included.
- Break On Select where to make page breaks in the report, either report card Subject or Teacher.
- Group By Select how to group students, either by Homeroom Teacher or Specialists.

Scheel District		Mark Verification By Teacher 3rd Trimester							
Homeroom Teache Carroll, Natalie	er								
Student Name	Student ID	Grade	Specialist	Туре	Report Card Area	Mark	Comment		
Alejandrez, Willie	992706	Grade 03	Carroll, Natalie	SPECIALIST	Narrative Writing Informative Reports Summaries Response to Literature Mechanics/Grammar Spelling Visual Arts Performing Art	4 4 2 4 4 3 3	No Comment Given		
		Grade 03	Locatis, Abby	DELEGATE	Word Recognition Vocabulary Development Literary Response and Analysis	ABOVE 3 N/A	No Comment Given		
		Grade 03	Spelling, Tori	SPECIALIST	Writing Strategies & Application	4	No Comment Given		
Antonio Gonzalez, James	105613	Grade 03	Carroll, Natalie	SPECIALIST	Narrative Writing Informative Reports Summaries Response to Literature Mechanics/Grammar Spelling Visual Arts Performing Art	4 4 2 4 3 3	No Comment Given		
		Grade 03	Locatis, Abby	DELEGATE	Word Recognition Vocabulary Development	ABOVE 4	No Comment Given		
Bahena, Joshua	129454	Grade 03	Carroll, Natalie	SPECIALIST	Narrative Writing Informative Reports Summaries Response to Literature Mechanics/Grammar Spelling Visual Arts Performing Art	4 3 4 2 4 4 3 3	No Comment Given		
		Grade 03	Locatis, Abby	DELEGATE	Word Recognition Vocabulary Development	ABOVE 2	No Comment Given		
Baker, Carlos	151640	Grade 03	Carroll, Natalie	SPECIALIST	Narrative Writing Informative Reports Summaries Response to Literature Mechanics/Grammar Spelling Visual Arts Performing Art	M N/A 2 3 3 3 3	No Comment Given		
		Grade 03	Locatis, Abby	DELEGATE	Word Recognition Vocabulary Development Literary Response and Analysis	ABOVE 1 N/A	No Comment Given		

Mark Verification By Teacher Output

GBK628 – Mark Exception Report

Synergy SIS > Grade Book > Reports

The GBK628 report displays lists of students who have earned a specified number of marks on their report card, by section. The report output displays the report card area/subject where the specified marks were earned by student.

T Report GBK628: Mark Exception Report		< C C 0 9
Print Save Default Reset Default		
Name: Mark Exception Report Number: GBK628 Page Orientation: Landscape		
Options Sort / Output Conditions Selection Advanced		
Filters Selection		
Grading Mark Grade Student Mark Criteria Print All Marks Equal or Greater		
Marks Selection		
Θ		+ Add
X Line Score Type	Mark	Counter

GBK628 Mark Exception Report Interface Screen

- Grading Mark Select the grading period to include in the report.
- **Grade** Select a single grade or range of grades to include in the report. If no selection is made, all grades are included.
- Student Mark Criteria Select an option to use with Marks Selection grid.
 - May Meet Any Marks Use this option to filter the students that meet any one of the criteria
 - Must Meet All Marks Use this option to filter the students that meet ALL of the criteria
- **Print All Marks** Select this option to include all report card marks, in addition to those that met the criteria in the Marks Selection grid.
- Equal or Greater Select this option to include results that are greater than or equal to the counter value for selected score types.
- Marks Selection Click Add to select the Score Type, Mark, and Counter to use with the
 Student Mark Criteria selection to match students that meet both criteria

				Adams Elem	n Report	Year: 2010-20 Report: GBK6	011 28
School District				3rd Trime	ster		
Castion ID Desired	0		0.000	Title	TesherNene	Deem	٦
Section ID Period	Cour	se ID	Course	Title	Teacher Name	Room	
0547	0500		5th Gra	de	Garski, Melissa	0047	
Student Name	Student ID	Grade	Gender	Teacher	Subject	Mark	_
Bahena, Sean	979319	Grade 05	М	Garski, Melissa	READING / LANGUAGE ARTS	A	
Flores Esparza, Marie	141786	Grade 05	F	Garski, Melissa	READING / LANGUAGE ARTS	A	
Galindo, Andrew	969776	Grade 05	м	Garski, Melissa	READING / LANGUAGE ARTS	A	
Gifford, Walter	170411	Grade 05	М	Garski, Melissa	READING / LANGUAGE ARTS	А	
Gomez, Brian	158098	Grade 05	м	Garski, Melissa	READING / LANGUAGE ARTS	А	
Guillen, Judy	971719	Grade 05	F	Garski, Melissa	READING / LANGUAGE ARTS	А	
Johnson, Johnny	154281	Grade 05	м	Garski, Melissa	READING / LANGUAGE ARTS	А	
Krantz, Amanda	148354	Grade 05	F	Garski, Melissa	READING / LANGUAGE ARTS	A	
indsey, Ralph	158634	Grade 05	м	Garski, Melissa	READING / LANGUAGE ARTS	A	
opez, Melissa	992571	Grade 05	F	Garski, Melissa	READING / LANGUAGE ARTS	A	
opez Gomez, Marie	154465	Grade 05	F	Garski, Melissa	READING / LANGUAGE ARTS	A	
uster, Johnny	964883	Grade 05	м	Garski, Melissa	READING / LANGUAGE ARTS	A	
Mahon, Ruth	980736	Grade 05	F	Garski, Melissa	READING / LANGUAGE ARTS	А	
Martin Reyes, Lori	146497	Grade 05	F	Garski, Melissa	READING / LANGUAGE ARTS	A	
McCarthy, Betty	984376	Grade 05	F	Garski, Melissa	READING / LANGUAGE ARTS	A	
Mejia, Diana	972698	Grade 05	F	Garski, Melissa	READING / LANGUAGE ARTS	A	
Mimila Hurtado, Justin	988538	Grade 05	м	Garski, Melissa	READING / LANGUAGE ARTS	A	
Moldero, William	100509	Grade 05	м	Garski, Melissa	READING / LANGUAGE ARTS	A	
Montoya Cipriano, Susan	102509	Grade 05	F	Garski, Melissa	READING / LANGUAGE ARTS	А	
tal number of students:	19		-01.	,		0.0	
d by Admin User at 06/27/20	111 3:50 PM			Edupoint School D	District		Page

Mark Exception Report Output

GBK631 – Mark Distribution by Subject

Synergy SIS > Grade Book > Reports

The GBK631 report provides the mark distribution for each report card item or parent for a given grading period. The report has a Page Break option that allows the report to break on teacher, subject, or grade level.



GBK631 - Mark Distribution By Subject Report Interface Screen

- Mark Period Select the grading period to include in the report.
- Grade Select a single grade or range of grades to include in the report. If no selection is made, all grades are included.
- Subjects Select one or more subjects to include in the report. These are report card headings.
- **Report Card Row Inclusion** Select how to summarize mark distribution, either *Summary By Parent/Subject* or *Summary By Each Report Card Row*. Parent is a subject level overview. Each row is the subject level detail.
- Page Break Select where to make page breaks in the report, either By Teacher, By Subject, or By Grade Level.

				I	Mark	Elementary Year: 2012-2013 Ition By Subject Report: GBK631 Ntr 1
Teacher						Grade Level
						Grade 0 1
Subject		Gei	es Is tti	Genes Att2	li	
			Total		Total	
ATTENDANCE	Court Subject Mark %	0 0.0%	0	0 00%	0	
	Teacher Subject Total	0	0	0	0	
	Teache r Subject %	0.0%		00%		
Subject		Ge I A	ies Is tti	Ge∎es Att2	k	Grade 0 1
			Total		Total	
ATTENDANCE	Count Subject Mark %	0 0.0%	0	0 00%	0	
	Teacher Subject Total	0	0	0	0	
	Teache r St bject %	0.0%		00%		

Mark Distribution By Subject Report Output
GBK632 – Mark Distribution by Ethnicity

Synergy SIS > Grade Book > Reports

The GBK632 report provides the mark distribution, by ethnicity, for each report card item or parent for a given grading period.

Report GBK632: Mark Distribution By Ethnicity	< C C 0 9
Print Save Default Reset Default	
Name: Mark Distribution By Ethnicity Number: GBK632 Page Orientation: Landscape	
Options Sort / Output Conditions Selection Advanced	
Mark Period	
Teacher Types 🖸 😁 🧭	
Homeroom Teachers Specialists Delegated Teachers	
Report Card Rows To Include Subjects to Include □ ↔ 🗹	
Characteristics of Successful Learners	E
Student is in Supportive Program	
Mark Types to Include 🔘 🕶 🕑	
4-1 Grading Scale A.F. Effort OSA Proficiency Program Rubric 1-4 Work Habits X VA	

GBK632 - Mark Distribution By Ethnicity Report Interface Screen

- Mark Period Select the grading period to include in the report.
- **Grade** Select a single grade or range of grades to include in the report. If no selection is made, all grades are included.
- **Teacher Types** Select either *Homeroom Teachers*, *Specialists*, or *Delegated Teachers* to include in the report. If no selection is made, all teacher types are included.
- **Report Card Row Inclusion** Select how to summarize mark distribution, either *Summary By Parent/Subject* or *Summary By Each Report Card Row*. Parent is a subject level overview. Each row is the subject level detail.
- Subjects Select one or more subjects to include in the report. These are report card headings.
- Mark Types To Include Select one or more score types to include in the report.



Mark Distribution By Ethnicity Report Output

GBK633 – Mark Distribution by Gender

Synergy SIS > Grade Book > Reports

The GBK633 report provides the mark distribution, by gender, for each report card item or parent for a given grading period.

T Report GBK633: Mark D	istribution By Gender 📧	< C C 0 9
Print Save Default Reset Default		
Name: Mark Distribution By Gender Number:	GBK633 Page Orientation: Landscape	
Options Sort / Output Conditions	Selection Advanced	
Mark Period		
Grade		
Teacher Types 🖸 😁 🕑		
Homeroom Teachers Specialists Delegat	ted Teachers	
Report Card Rows to Include	Subjects to Include □ ↔ 🕑	adhack
	Characteristics of Successful Learners	6
	Student is in Supportive Program	
Mark Types to Include □ ↔ 🕑		
4-1 Grading Scale Proficiency X		
A-F Program Y-N		
Effort Rubric 1-4		
OSA Work Habits		

GBK633 - Mark Distribution By Gender Report Interface Screen

- Mark Period Select the grading period to include in the report.
- **Grade** Select a single grade or range of grades to include in the report. If no selection is made, all grades are included.
- Teacher Types Select either Homeroom Teachers, Specialists, or Delegated Teachers to include in the report. If no selection is made, all teacher types are included.
- **Report Card Row Inclusion** Select how to summarize mark distribution, either *Summary By Parent/Subject* or *Summary By Each Report Card Row*. Parent is a subject level overview. Each row is the subject level detail.
- **Subjects** Select one or more subjects to include in the report. These are report card headings.
- Mark Types To Include Select one or more score types to include in the report.



Mark Distribution By Gender Report Output

GBK634 – Mark Distribution By Score Type

Synergy SIS > Grade Book > Reports

The GBK634 report provides the mark distribution for each report card item for a given grading period and selected score types.



GBK634 - Mark Distribution By Score Type Report Interface Screen

- Mark Period Select the grading period to include in the report.
- **Grade** Select a single grade or range of grades to include in the report. If no selection is made, all grades are included.
- **Teacher Types** Select either *Homeroom Teachers*, *Specialists*, or *Delegated Teachers* to include in the report. If no selection is made, all teacher types are included.
- Mark Types To Include Select one or more score types to include in the report.

				Ma	rk D	Eler istribution f Qtr 4	nentary 3y Score Type 1		Year: Report:	2012-2013 G BK634
			Achiev	/eme	ent (A-F),Decir	nal Rubric,Effor	t 1-4		
Section ID Period	Co l ise	ID	Colse	Title		0.0	Teacher Name			Grade Level
1			3 rd G ra	de						Grade D3
Report Card Area			Effort	1-4						
		ł	32	1	1	Total				
PEParticipation – Active Involvement	Mark Count Mark %	0	2 0 100.0% 0.0%	0 0.0%	0 0.0%	2				
PEBehavlor – Conduct	Mark Count Mark %	0 0.0%	2 0 100.0% 0.0%	0 0.0%	0 0.0%	2				
Music Partbipation – Active involvement	Mark Count Mark %	0 0.0%	1 0 100.0% 0.0%	0 0.0%	0 0.0%	1				
Music Behavior – Conduct	Mark Count Mark %	0 0.0%	1 0	0 0.0%	0 0.0%	1				
Grade Leve	l Teacher Total	0	6 0	0	0	6				
ined by Bob Wilcon at 080										

Mark Distribution By Score Type Report Output

GBK635 – Comment Summary Report

Synergy SIS > Grade Book > Reports

The GBK635 report displays a list of all comments a student received, by section.



GBK635 Comment Summary Report Interface Screen

- Grading Mark Select the grading period to include in the report.
- **Grade** Select a single grade or range of grades to include in the report. If no selection is made, all grades are included.

School District			Adam Comment 4t	is Elementar Summary F h Quarter	y leport	Year: Report:	2010-2011 GBK635
Section ID	Period	Course ID	Course Title		Teacher Name	Roor	n
0102	1	0300	3/4 Grade		Carroll, Natalie	0002	
Student Name		Student ID		Grade	Gender	Teacher Name	
Alejandrez, Willie		992706		Grade 03	м	Carroll, Natalie	
Will disc time see	e was a pleasure to ussions. Willie is a f s, his handwriting ca ng him on campus n	have in class. He a antastic reader and in be illegible - esp ext vear!	always tried his hardes I always enjoyed readi ecially when he is in a	t on classwork and v ng in class. I would l rush. I hope Willy ha	as very well behaved durin ike to see him focus on his is a great summer and I loo	g class writing - at k forward to	
Baker, Carlos		151640		Grade 03	м	Carroll, Natalie	
l en in n	oyed having Carlos eed of help. I hope	in class this year. Carlos has a great	Carlos always gave his summer and I look for	s best in class and wa ward to seeing him o	is quick to lend a hand to an n campus next year!	ny students	
Total number of s	tudents: 2				,,		

Comment Summary Report Output

GBK638 – Comment Analysis Report

Synergy SIS > Grade Book > Reports

The GBK638 report provides a list of comments used on standards-based report cards, the comment category, and the number of times the comment was used. The report can be run for multiple grading periods and can be filtered to run for a selected grade range, comment category, and/or comments used a specified number of times.

🖲 Report GBK638: Comment Analysis Report 🖷	« C C 8 9
Print Save Default Reset Default	
Name: Comment Analysis Report Number: GBK638 Page Orientation: Landscape	
Options Sort / Output Conditions Selection Advanced	
Grading Period Ο ➡ 🕑	
□ Q1 □ Q3	
02	
Grade	
Include Comments Used Times	
•	1
Comment Categores 🖸 🤝 😨	40
3rd Grade Educational Technology Social Science	e e
Algebra I Mathematics	
Biology Reading	

GBK638 Comment Analysis Report Interface Screen

- Grading Period Select the grading periods to include in the report.
- **Grade** Select a single grade or range of grades to include in the report. If no selection is made, all grades are included.
- Include Comments Used Select the criteria to select comments that are used at least the number entered in the Times filter:
- **Times** Enter the minimum number of times the comments are used that meet the criteria selected in the **Include Comments Used** filter.
- Comment Categories Select the comment categories available in the comment bank.

E.

	Elementary Comment Analysis Rep	ort Year Repo	: 2012-2013 rt: GBK638
	4th Quarter 2012-13 CommentCount Sorted: DESC,CommentCatego Sorted: ASC	ory Sorted: ASC,Comment	
Comment		CommentCate gory	CommentCount
ure class was silicoss	ser in gong o ve 200 alta kaning low to kea tie nois	A i mai systems	2
doled by Bob Milson al C	08/05/2013 11:48 AM		Page

Comment Analysis Report Output

Reports Within Grade Book

1. Click Reports on the Grade Book Main screen. The Grade Book Reports screen opens.

Grade Book Main										Search		Lock S	lign Ou
L (S1) GEOMETRY(2) SEC	C:2615 / 1st	6 Wk 🕶 🗘	Filters & Options	•			Search	by Asgn Name	+ New	🔹 🌀 Rej	ports 🗸 Save	e Changes	
						1 of 11 - Sig	ned Parent Letters	& Calculator Contra	icts				
•		i Signed Parent Letters & MAX:100.00 PTS:100.00 8/15/2016	i Vocabulary Quiz MAX:100.00 PTS:100.00 8/18/2016	i Bell Work 8/11 - 8/19 MAX:100.00 PTS:100.00 8/19/2016	i Signed Progress Report 8-25-16 MAX:50.00 PTS:50.00 8/29/2016	i Constructions by Hand/Quad. MAX:100.00 PTS:1.00 8/30/2016	i Module 1: Topic A/B Quiz MAX:100.00 PTS:100.00 9/1/2016	i Bell Work 8/22 - 9/6 MAX:100.00 PTS:1.00 9/7/2016	i Skills Practice Worksheet 1 MAX:100.00 PTS:100.00 9/12/2016	i Homework Average 8/11 - MAX:100.00 PTS:100.00 9/13/2016	i Unit Test Module 1 Topics A, B, & MAX:100.00 PTS:100.00 9/15/2016	i Notebook Check 1 MAX:100.00 PTS:100.00 9/15/2016	i.
Student 🗈	Grade	Minor 🛛	Minor 🛛	Minor S	Minor 🛽 🔊	Minor 🔊	Minor 🛛	Minor 🛛	Minor 🛛	Minor	Major 😒	Major S	

Grade Book Main Screen

2. Select a report from the report list.

Grade Book Reports		
Grade Book Reports Detailed Progress Report • •	 Run report for all students Run report for "at risk" students Run report for selected students 	Run report for all Assignments Run report for selected Assignments

Grade Book Reports Screen

3. Select the Grade Book Reports options.

The options displayed vary based on the report selected.

- Use Student Name Student identified by name
- Use Student Nickname Student identified by nickname
- Use Student ID Student identified by student id
- Include Sub Class Assignments Includes Sub Class Assignments, as well as main class assignments
- Run report for all Classes Includes all classes
- Run report for current Class Includes only the current class
- Run report for selected Class Includes only classes selected in the list in the report

Run report for selected Classes Note: this option can take serveral minutes longer to se	oacula.
Jackson, K Am Govt(0)-SEC:1077	
Jackson, K French 10(1)-SEC:1158	
Jackson, K French II(1)-SEC:1458	
Jackson, K French III(1)-SEC:1534	-

Grade Book Reports Screen

- Run report for all Students Includes all students in the selected class
- Run report for "at risk" students Includes only at risk students (as defined by the teacher on the Grade Book Options tab)
- Run report for selected students Includes only students selected in the list in the report

Run report for selected stud	ients
Arnold, Jason	*
Balley, Evelyn	
Beck, Eric	
Bernal, Amanda	-

Grade Book Reports Screen

- Run report for all Assignments Includes all assignments
- Run report for selected Assignments Includes only assignments selected from the list in the report

Run report for selected Assignment	nents
Assignment	
Homework	
Project	
Quiz	-

Grade Book Reports Screen

All reports can be printed as a PDF. Select reports can also be printed as an Excel worksheet.

4. Select the report options.

Report Detail	Detailed	Header Text
	C Summary Only	
Assignment Detail Options	Show Notes	
	Show Comments	
	Show Assignment Description	Footer Text
	Show Due Date	
Include Not For Grading Assignments	Include Not For Grading	
Class Average Chart	Show Chart	
Show Score Type Options	Show Mark	
	Show Points	
	Show Percentage	
Page Orientation	Landscape	
Request Parent Signature	Show Signature Box	

Grade Book Reports Screen

See report description for details.

Some reports allow Headers and Footers be added to the report:

- Header Text Text entered in this text box displays above the report detail.
- Footer Text Text entered in this text box displays below the report detail.
- 5. Click Run Report.

Detailed Progress Report

The Detailed Progress Report displays:

- Each student's current overall progress in class
- Overall progress by assignment category
- · Assignment details, if selected
- · Charts, if selected

rade Book Reports			
Grade Book Reports			
Detailed Progress Report Output report as PDF ▼ Font Size 8 © Use Student Name © Use Student Nichname © Use Student Nichname © Use Student D ■ Include Sub Class Assign Note: this option may not appy to yo	Run report for current Cir ments ur currently selected report.	es ®Run report for all students @Run report for "at risk" students @Run report for selected students	
Student Progress Options			
Report Detail	Detailed	Header Text	
	Commence Only		
Assignment Detail Options			
rasgrinen octan optons	Show Notes		
	Show Comments		
	Show Assignment Description	Engler Text	11
	Show Due Date		
Include Not For Grading Assignments	Include Not For Grading		
Page Orientation	Landscape		
Charts 0	Show Chart(s)		
	Options Category Summary		11
	Category Percentages		
	Category Points Overall Grade & Category		
	Breakdown		
	Student vs. Class Average		
	Selected		
Show Score Type Options	Show Mark		
	Show Points		
	Show Percentage		
Request Parent Signature	Show Signature Box		
Request Parent Signature	d Show Signature Box		

Detailed Progress Report Interface Screen

Grade Book Reports Options

- Font Size Font size must be between 8pt and 14pt.
- Row Height Row Height for the report grids must be between 15 pixels and 45 pixels.

Student Progress Options

- Report Detail:
 - **Detailed** Adds assignment detail below the Summary area, displaying a list of assignments with date, mark, points, percentage, assignment category, and assignment name.
 - Summary Only Excludes details.

- Assignment Detail Options:
 - Show Notes Displays Public Notes for assignments on report output.
 - Show Comments Displays comments teacher assigned to student for a given assignment.
 - Show Assignment Description Displays assignment description.
 - Show Due Date Displays the due date for assignments
- Include Not For Grading Assignments:
 - Include Not For Grading Filters report output to hide/display assignments marked Not For Grading.
- Charts:
 - Show Chart(s) Adds charts to top of report
 - Options Select the charts in the order you want them to display on the report.

Charts O	Show Chart(s)
	Options Category Percentages
	Overall Grade & Category
	Breakdown
	Student vs. Class Average
	Selected 1. Category Summary
	2. Category Points

Detailed Progress Report Interface Screen

• Category Summary – Shows the student's total points, percentage, mark in each assignment category, total missing assignments, and overall class grade

Category	Points	%	Mark
Homework	36.80/40	92.0%	A-
Quiz	18/20	90.0%	A-
Assignment	29.20/30	97.3%	A+
Project	8/10	80.0%	B-
Missing Assignments: 1			
Overall Class Grade		92.0%	A-

Category Summary Chart Output

• Category Points – Shows a stacked bar graph of the student's earned points by assignment category compared to the total possible points in each category



Category Points Output

• Category Percentages – Shows a stacked bar graph of the student's percentage performance in each assignment category



Category Percentages Output

 Overall Grade & Category Breakdown – Shows a pie chart of the total points possible per assignment category with the student's overall percentage score and the student's total missing assignments.



Overall Grade & Calegory Output

• *Student vs. Class Average* – Shows a stacked bar graph of the student's total percentage score compared to the class average percentage score



Student Vs. Class Average Output

- Show Score Type Options Select options/details to display for each assignment: **Show Mark**, **Show Points**, and **Show Percentage**.
- Page Orientation
 - Landscape Prints the page in landscape orientation.
- Request Parent Signature:
 - Show Signature Box Adds Parent Signature line to bottom of report.

Student: Anderson, Paula ID: 879286 Grade: 12			Class: (YR) Jacl Teacher: Kathy Ja	kson, K Cc- ckson	Persni I	Dev.(7) SE	C:0010	
			Area		G	irade	5	Score
			Homework		C-		72.0	
			Quiz		В-		80.0	
			Assignment		F		24.0	
			Project		B+		88.0	
			Test		D		64.0	
			Overall Class Grad	de	D		65.6	
Date Assigned	Category	Assignment	Points 8.00 / 10.00	Mark 20 (80.0%)	:	Comme	ent	Note
/18/2016	Quiz	Quiz	8.00 / 10.00	20 (80.0%)				
//24/2016	Project	Project	8 80 / 10 00	22 (88 0%)				
//25/2016	Assignment	Assignment	2.40 / 10.00	6 (24.0%)				
//26/2016	Homework	Homework	7.20 / 10.00	18 (72.0%)				
Parent S	ignature							

Detailed Progress Report By Subject

The Detailed Progress Report by Subject displays current performance in each subject area, by student. This report displays the following in each subject area:

- Points earned / points possible
- · Percentage of points earned
- Grade mark
- · Performance by assignment type and on specific assignments

Grade Book Reports				
Grade Book Reports Detailed Progress Report By Subje Output report as PDF • Use Student Name Use Student Nickname Use Student ID Include Sub Class Assignment Note: this option may not apply to your ourse	ect Run report for cur Run report for all Run report for sele Run report for sele Run report for sele Run report for sele Run report Run Run report Run report Run report Run Run Run Run Run Run Run Ru	rent Class Classes acted Classes a served ritules larger to execute	 Run report for all students Run report for selected students 	
Progress Report Options Font Size Page Orientation Include Results From All Teachers Include Not For Grading Assignments Hide Letter Grade Request Parent Signature Show Assignment Areas Show Assignments By Subject	Default Landscape Landscape Include All Teachers Include Not For Grading Hide Letter Grade Show Signature Box Show Assignment Areas Show Assignments	Header Text		
Cancel				Run Report

Detailed Progress Report By Subject Report Interface Screen

Progress Report Options

- Font Size Adjusts the font size 1-3 point sizes.
- Page Orientation:
 - Landscape Prints the page in landscape orientation.
- Include Results from All Teachers:
 - Include All Teachers Includes assignment results from all teachers and not just the teacher in current focus.

- Include Not For Grading Assignments:
 - Include Not For Grading Includes assignments marked Not For Grading.
- Hide Letter Grade:
 - Hide Letter Grade Does not display the letter grade in subject totals and assignment type totals.
- Request Parent Signature:
 - Show Signature Box Adds Parent Signature line to bottom of report.
- Show Assignment Areas:
 - Show Assignment Areas Displays each assignment type by subject area, and student's overall performance in them. Points earned / points possible, percentage of points earned, and letter grade (if selected) are reported for each assignment type.
- Show Assignments By Subject:
 - Show Assignments Displays list of all assignments in a subject and the student's
 performance on them. If Show Assignment Areas is selected, assignments are broken
 down by assignment type. The date, assignment name, score (and percentage), and
 points earned / points possible are displayed for each.
- Show Comments:
 - Show Comments Displays the comment code for the mark.

08/07/2017	Math Test 2	Score: 0 (0.00) - Missing	Points: 1.00 / 10.00
06/02/2017	Math Test	Score: 20 (90.91)	Points: 13.64 / 15.00

Detailed Progress Report By Subject Output

т	hursday, February 23, 2017
Student: Anderson, Sean ID: 170754	Grade: 03 Teacher: Nicole Mantle
Math	9.00 / 10.00 = 90.0 (A-)
Math Assignment	9.00 / 10.00 = 90.0 (A-) 9.00 / 10.00 = 90.0 (A-)

Detailed Progress Report By Subject Output

Summary Progress Report

The Summary Progress Report displays the student's current progress in class. Progress by assignment category can also be included in this report.

rade Book Reports		
Grade Book Reports		
Summary Progress Report Output report as PDF Use Student Name Use Student Nickname Use Student ID	▼ ® Run report for all	studenta actad studenta
Include Sub Class Assignm Note: this option may not apply to your or	nents irrently selected report.	
Class Progress Report Options		
Dropped Classes Option	Show Dropped Classes	Header Text
Font Size Page Orientation	Default • Landscape	
Missing Assignments Option	Show Missing Assignments Show Category Detail	
Order by	Student Name/ Student ID Points	Footer Text
Parent Signature Option	Request Parent Signature	
Cancel		Run Repor

Summary Progress Report Interface Screen

Class Progress Report Options:

- Dropped Classes Option:
 - Show Dropped Classes Add the dropped classes to the report.
- Font Size Adjusts the font size 1-3 point sizes.
- Page Orientation:
 - Landscape Prints the page in landscape orientation.
- Missing Assignments Option:
 - Show Missing Assignments Adds a Missing or Absent Assignments box to the report. This box shows the date, assignment type, and assignment name of any assignment that is missing.

- Category Detail Option:
 - Show Category Detail Adds assignment category-level detail to the report. This includes information about the number of assignments, points earned/points possible, percentage of points earned, and mark earned by assignment category.
- Order by:
 - Student Name/Student ID Prints the Summary Progress Reports in alpha or numeric order. If Hide Student Name is selected, the report prints in numeric order, by Student ID.
 - Points Prints the Summary Progress Reports by student, in order of student points earned, highest to lowest.
- Parent Signature Option:
 - Show Signature Box Adds Parent Signature line to bottom of report.

Boschee, Teresa				16-1	
ID: 888853				Ka	thy Jackso
Grade: 12				Нор	e High Scho
(S2) Rel Time, R Rt 5th Per	(5) SEC:1875			72.8	SETUP
Category: Homework	Weight 100.0	Total Assignments: 1	8.40 /10.0	84.0	SETUP
Category: Quiz	Weight 100.0	Total Assignments: 1	7.60 /10.0	76.0	SETUP
Category: Assignment	Weight 100.0	Total Assignments: 1	8.40 /10.0	84.0	SETUP
Category: Project	Weight 100.0	Total Assignments: 1	2.00 /10.0	20.0	SETUP
Category: Test	Weight 100.0	Total Assignments: 1	10.00 /10.0	100.0	SETUP
(S2) Rel Time, R Rt 6th Per Category: Homework	(6) SEC:1876 Weight 100.0	Total Assignments: 1	2.40 /10.0	68.0 24.0	SETUP SETUP
Category: Quiz	Weight 100.0	Total Assignments: 1	9.60 /10.0	96.0	SETUP
Category: Assignment	Weight 100.0	Total Assignments: 1	8.40 /10.0	84.0	SETUP
Category: Project	Weight 100.0	Total Assignments: 1	7.20 /10.0	72.0	SETUP
Category: Test	Weight 100.0	Total Assignments: 1	6.40 /10.0	64.0	SETUP
(VR) Jackson K Cc-Persn	Dev (7) SEC:0010			57 6	F
Category: Homework	Weight 100.0	Total Assignments: 1	6.40 /10.0	64.0	D
Category: Quiz	Weight 100.0	Total Assignments: 1	4.80 /10.0	48.0	F
Category: Assignment	Weight 100.0	Total Assignments: 1	5.20 /10.0	52.0	F
	Weight 100.0	Total Assignments: 1	3.60 /10.0	36.0	F
Category: Project		Total Assignments: 1	8.80 /10.0	88.0	B+

Summary Progress Report Output

Summary Progress Report By Report Card

The Summary Progress Report by Report Card Area displays current progress in class by:

- Report card area
- Student. Report

The report card areas are defined by the school's actual report card.

Grade Book Reports				
Grade Book Reports Summary Progress Report By Report Card Output report as PDF • Use Student Name Use Student Nickname Use student ID Include Sub Class Assignments Note: this option may not apply to your currently selected	d Area Run report for current Run report for all Class Run report for selected Note: the splits on take seve led report.	Class ® Ru es © Ru Classes of minufes longer to seacufus.	un report for all students un report for selected students	
Report Options Font Size Page Orientation Request Parent Signature Show	it_▼ dscape w Signature Box	Header Text		
		Footer Text		Z
Cancel				Run Report

Summary Progress Report By Report Card Area Report Interface Screen

- Font Size Adjusts the font size 1-3 point sizes.
- Page Orientation:
 - Landscape Prints the page in landscape orientation.
- Request Parent Signature
 - Shows Signature Box Adds Parent Signature line to bottom of report.

lent Progress Report	
2/23/2017	
rading Period: 4th Qtr	
	Nicola Montio
	NICOle Mantie
	Adams Elementary
	Mark
Points: 9.00/10.00 (90.0%)	А
Points: 9.00/10.00 (90.0%)	А
	ent Progress Report 2/23/2017 ading Period: 4th Qtr Points: 9.00/10.00 (90.0%) Points: 9.00/10.00 (90.0%)

Summary Progress Report By Report Card Area Output

Print Grade Book

The Print Grade Book Report displays a printed version of the Grade Book. Students are listed on the report with their performance on each assignment. The detail is based on the setting in the Grade Book Main screen:

- Grade Book prints standards if Standards mode.
- Grade Book prints assignments if Assignments.

Grade Book Reports		
Grade Book Reports		
Print Grade Book Output report as PDF Use Student Name Use Student Nickname Use Student ID Include Sub Class Assignments	Run report for current Class Run report for all Classes Run report for selected Classes Nate: the option can take second mixtures larger to execute.	
Note: this option may not apply to your currently selected report.		
Report Options		
Font Size Default • Page Orientation <table-cell> Landscape</table-cell>		
Cancel	(Run Report

Print Grade Book Report Interface Screen

- Font Size Adjusts the font size 1-3 point sizes.
- Page Orientation:
 - Landscape Prints the page in landscape orientation.

(YR) Jackson, K Cc-Pe Page 1 of 1	ersnl Dev.(7) SEC:0010				
Student	Grade	Project MAX:25.00 PTS:10.00 7/25/2016 Project	Homework MAX:25.00 PTS:10.00 7/25/2016 Homework	Test MAX:25.00 PTS:10.00 7/24/2016 Test	Assignment MAX:25.00 PTS:10.00 7/22/2016 Assignment	Quiz MAX:25.00 PTS:10.00 7/17/2016 Quiz
Sowards, Jack	77.6 C+	22	21	25	12	17
Sowards, Philip	61.6 D-	14	18	24	8	13
Shahidinejad, Christine	75.2 C	19	16	18	23	18
Pace, Terry	57.6 F	9	18	14	7	24
Nichols, Harry	69.6 D+	24	25	5	16	17
Lee, Martha	52.8 F	12	17	12	18	7
Krieg, Marie	66.4 D	23	7	21	24	8
Keller, Bruce	64.0 D	22	24	5	22	7
Harrison, Anna	54.4 F	17	8	24	9	10
Giles, Louise	53.6 F	14	13	14	5	21
Buchanan, Rebecca	59.2 F	18	6	9	20	21
Boschee, Teresa	57.6 F	9	16	22	13	12
Barratt, Teresa	71.2 C-	18	23	14	13	21
Banks, Gloria	88.8 B+	23	23	22	22	21
Anderson, Paula	65.6 D	22	18	16	6	20

Print Grade Book Report Output

Blank Grade Book

The Blank Grade Book Report displays a blank printed version of the Grade Book. Each student is listed on the report as well as blank columns to add new assignments and scores.

Grade Book Reports			
Grada Book Benorts			
Blank Grade Book Output report as PDF Use Student Name Use Student Nickname Use Student ID Include Sub Class Assignment Note: this option may not apply to your current		 Run report for all students Run report for selected students 	
Blank Gradebook Options			
Print Extra Lines at the bottom of the report Font Size Page Orientation Include Overall Grade	Show Extra Lines Default Landscape Include Overall Grade		
Cancel			Run Report

Blank Grade Book Report Interface Screen

Blank Grade Book Options

- Print Extra Lines at the bottom of the report:
 - Show Extra Lines Adds blank lines to the bottom of the report to allow you to write new or transferred students' names.
- Font Size Adjusts the font size 1-3 point sizes.
- Page Orientation:
 - Landscape Prints the page in landscape orientation.
- Include Overall Grade:
 - Include Overall Grade Includes the students' current overall grade in the class.

Grade Book Grid 2/10/2017 **Hope High School** Grading Period: 3rd Qtr (YR) Jackson, K Cc-Persnl Dev. (7) SEC:0010 Anderson, Paula 65.6 D Banks, Gloria 88.8 B+ Barratt, Teresa 71.2 C-Boschee, Teresa 57.6 F Buchanan, Rebecca 59.2 F Giles, Louise 53.6 F 54.4 F Harrison, Anna Keller, Bruce 64.0 D Krieg, Marie 66.4 D Lee, Martha 52.8 F Nichols, Harry 69.6 D+ Pace, Terry 57.6 F Shahidinejad, Christine 75.2 C Sowards, Jack 77.6 C+ Sowards, Philip 61.6 D-

Blank Grade Book Report Output

Assignment Detail Report

The Assignment Detail Report displays each student's performance by assignment including the:

- Student marks
- Points earned/points possible
- Notes

Grade Book Reports			
Grade Book Reports Assignment Detail Report Output report as PDF Use Student Name Use Student Nickname Use Student ID Include Sub Class Assignments Note: this option may not apply to your currently selected report.	Run report for current Class Run report for all Classes Run report for selected Classes Run report for selected Classes Nate: the optim on take sevent minutes larger to execute.	 Run report for all students Run report for "at risk" students Run report for selected students 	 Run report for all Assignments Run report for selected Assignments
Report Options			
Note: these options are generic and may not Font Size Default Page Orientation Lands Request Parent Signature Show	apply to your currently selected repor ccape Signature Box Foot	t. Ier Text er Text	
Cancel			Run Report

Assignment Detail Report Interface Screen

Report Options

- Font Size Adjusts the font size 1-3 point sizes.
- Page Orientation:
 - Landscape Prints the page in landscape orientation.
- Request Parent Signature:
 - Show Signature Box Adds Parent Signature line to bottom of report.

Assignment Results 02/10/2017						
(athy Jackson, K Cc-Persnl Dev.(7) SEC:001						
Homework	work Homework 7/26/2016					
Student	Mark	Points	Comment	Status		
Anderson, Paula	18	7.20 / 10.00				
Banks, Gloria	23	9.20 / 10.00				
Barratt, Teresa	23	9.20 / 10.00				
Boschee, Teresa	16	6.40 / 10.00				
Buchanan, Rebecca	6	2.40 / 10.00				
Giles, Louise	13	5.20 / 10.00				
Harrison, Anna	8	3.20 / 10.00				
Keller, Bruce	24	9.60 / 10.00				
Krieg, Marie	7	2.80 / 10.00				
Lee, Martha	17	6.80 / 10.00				
Nichols, Harry	25	10.00 / 10.00				
Pace, Terry	18	7.20 / 10.00				
Shahidinejad, Christine	16	6.40 / 10.00				
Sowards, Jack	21	8.40 / 10.00				
Sowards, Philip	18	7.20 / 10.00				

Assignment Detail Report Output

Student Missing Assignments Report

The Student Missing Assignments Report displays a list of all Missing or Absent Assignments, by student, including the:

- Date
- Assignment type
- Assignment name
- Notes

Grade Book Reports			
Grade Book Reports Student Missing Assignments Report Output report as PDF Use Student Name Use Student Nickname Use Student ID Include Sub Class Assignments Note: this option may not apply to your currently set		lass ® Run report for all students © Run report for selected students lasses resultes larger to execute.	
Report Options Font Size De Page Orientation □ L Request Parent Signature If so the second secon	fault • .andscape Show Signature Box	Header Text Footer Text	
Cancel			Run Report

Student Missing Assignments Report Interface Screen

Report Options

- Font Size Adjusts the font size 1-3 point sizes.
- Page Orientation:
 - Landscape Prints the page in landscape orientation.
- Request Parent Signature:
 - Show Signature Box Adds Parent Signature line to bottom of report.

10: 1224	11p 56			Jamos Brown
Grade: 10	00		(1st 6 Wk) GEOMETRY(2	2) SEC:2615
Date	Assignment Type	Subject	Assignment	Notes
8/30/2016	Minor		Constructions by Hand/Quad. Angle Sum Practice In Class Assignment	
		_	1	
_				
Parent	Signature			

Student Missing Assignments Report Output

Missing Assignments Summary Report

The Missing Assignments Summary Report displays a list of all students with Missing or Absent Assignments. The report includes the:

- Student name
- Date
- Assignment type
- Assignment name
- Notes

Grade Book Reports				
Grade Book Reports	Dent •			
Missing Assignment Summary Output report as PDF Use Student Name Use Student Nickname Use Student ID	Run report for cu Run report for all Run report for all Nuce the option on to Note: the o	rrent Class Classes lected Classes ex serveral minutes longer to ex	Run report for all students Run report for selected students	
Include Sub Class Assign Note: this option may not apply to your	ments ourrently selected report.			
Report Options				
Fort Size Page Orientation Request Parent Signature	Default ▼ □ Landscape If Show Signature Box	Header Text		
		Footer Text		
Cancel				Run Repor

Missing Assignments Summary Report Interface Screen

Report Options

- Font Size Adjusts the font size 1-3 point sizes.
- Page Orientation:
 - Landscape Prints the page in landscape orientation.
- Request Parent Signature:
 - Show Signature Box Adds Parent Signature line to bottom of report.

Missing or Absent	Assignments	2/10/2017	Grading Period: 1st 6 Wk	
(1st 6 Wk) GEOME	TRY(2) SEC:2615			
Student	Date	Туре	Assignment	Notes
Abbott, Billy	08/30/2016	Minor	Constructions by Hand/Quad. Angle So Practice In Class Assignment	um
Abbott, Billy	09/12/2016	Minor	Skills Practice Worksheet 1	
Abbott, Billy	08/29/2016	Minor	Signed Progress Report 8-25-16	
Barrett, Dennis	09/12/2016	Minor	Skills Practice Worksheet 1	
Case, Mary	08/18/2016	Minor	Vocabulary Quiz	
Case, Mary	08/29/2016	Minor	Signed Progress Report 8-25-16	
Case, Mary	09/12/2016	Minor	Skills Practice Worksheet 1	
Downton, Abby	08/29/2016	Minor	Signed Progress Report 8-25-16	
Downton, Abby	09/12/2016	Minor	Skills Practice Worksheet 1	
Downton, Abby	08/30/2016	Minor	Constructions by Hand/Quad. Angle So Practice In Class Assignment	um
Downton, Abby	09/15/2016	Major	Notebook Check 1	
Early, George	08/18/2016	Minor	Vocabulary Quiz	
Early, George	09/12/2016	Minor	Skills Practice Worksheet 1	

Missing Assignment Summary Report Output

Class Summary Report

The Class Summary Report summarizes each student's performance in class. Overall Grade (percentage and mark), performance in each assignment type (percentage and mark), and number of missing assignments are displayed on this report.

Grade Book Reports			
Grade Book Reports Class Summary Report Output report as PDF Font Size 10 Row Height 15 Use Student Name Use Student Nickname Use Student ID Include Sub Class Assignments Note: this option may not apply to your currently selected report.	Run report for current Class Run report for all Classes Run report for all Classes Run report for selected Classes Note: the optics can take several meader larger to execute.	 Run report for all students Run report for selected students 	
Cancel			Run Report

Class Summary Report Interface Screen

Grade Book Reports Options

- Font Size Font size must be between 8pt and 14pt.
- Row Height Row Height for the report grids must be between 15 pixels and 45 pixels.

Class: (YR Teacher: Kati) Jackson, K Cc-Persni hy Jackson	Dev.(7) SEC:0010	2/10/2017 8:59: Grading Period:	34 AM 3rd Qtr			
Student	Overall Grade	Homework 100.0	Quiz 100.0	Assignment 100.0	Project 100.0	Test 100.0	Missing
Anderson, Paula	65.6 D	72.0 C-	80.0 B-	24.0 F	88.0 B+	64.0 D	
Banks, Gloria	88.8 B+	92.0 A-	84.0 B	88.0 B+	92.0 A-	88.0 B+	
Barratt, Teresa	71.2 C-	92.0 A-	84.0 B	52.0 F	72.0 C-	56.0 F	
Boschee, Teresa	57.6 F	64.0 D	48.0 F	52.0 F	36.0 F	88.0 B+	
Buchanan, Rebecca	59.2 F	24.0 F	84.0 B	80.0 B-	72.0 C-	36.0 F	
Giles, Louise	53.6 F	52.0 F	84.0 B	20.0 F	56.0 F	56.0 F	
Harrison, Anna	54.4 F	32.0 F	40.0 F	36.0 F	68.0 D+	96.0 A	
Keller, Bruce	64.0 D	96.0 A	28.0 F	88.0 B+	88.0 B+	20.0 F	
Krieg, Marie	66.4 D	28.0 F	32.0 F	96.0 A	92.0 A-	84.0 B	
Lee, Martha	52.8 F	68.0 D+	28.0 F	72.0 C-	48.0 F	48.0 F	
Nichols, Harry	69.6 D+	100.0 A+	68.0 D+	64.0 D	96.0 A	20.0 F	
Pace, Terry	57.6 F	72.0 C-	96.0 A	28.0 F	36.0 F	56.0 F	
Shahidinejad, Christine	75.2 C	64.0 D	72.0 C-	92.0 A-	76.0 C	72.0 C-	
Sowards, Jack	77.6 C+	84.0 B	68.0 D+	48.0 F	88.0 B+	100.0 A+	
Sowards, Philip	61.6 D-	72.0 C-	52.0 F	32.0 F	56.0 F	96.0 A	

Class Summary Report Output

Chart - Assignment Student Performance

The Assignment Student Performance chart displays a graphic chart of the performance of a class on an assignment by student.

Grade Book Reports		
Grade Book Reports Chart: Assignment Student Performance	select assignment to Chart:	
Use Student Name Use Student Nickname Use Student ID Include Sub Class Assignments Note: this option may not apply to your currently selected report.	Bell Work 1/4 - 1/13 Exponential Eqs. Not Requiring Logs Kuta Software Worksheet Homework Average-Unit 4	•
Cancel	Run	Report

Chart: Assignment Student Performance Report Interface Screen

Grade Book Reports Options

• Select assignments to Chart - Includes only the assignments selected in the list.


Student Assignment Results Chart Output

Chart - Class Grade

The Class Grade Chart displays a graphic chart of the student's grade to date.

Grade Book Reports			
Chart: Class Grade Cutput report as PDF Use Student Name Use Student Nickname Use Student ID Include Sub Class Assignments Note: this option may not apply to your currently selected report	Run report for current Class	Run report for all students ○ Run report for selected students	

Chart: Class Grade Report Interface Screen



Class Grade Chart Output

Chart - Class Category Summary

The Class Category Summary Chart displays a graphic chart of the performance of a class on by assignment types to date by student.

Grade Book Reports		
Grade Book Reports Chart: Class Category Summary Output report as PDF Output report as PDF Use Student Name Use Student Nickname Use Student ID	 ® Run report for all students Run report for selected students 	
Include Sub Class Assignments Note: this option may not apply to your currently selected report. Cancel		Run Report

Chart: Class Category Summary Report Interface Screen



Class Category Summary Chart Output

Chapter 11: Grading Reports

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GRD201 – Report Card

The GRD201 – Report Card generates a two-sided $8\frac{1}{2} \times 11$ page with an address that you can fold in half and mail. The report card includes the student's GPA and progress toward meeting graduation requirements. It also lists the grades and comments received in the student's classes for the current grading period. This is the default report card format.

Synergy SIS > Grading > Reports > Individual

The Report Card produces a customized report card to mail to the student's home address.

Report GRD2	01: Report Card			· CC00	
Print Save Default Reset Default Email Me					
Name: Report Card Numb	er: GRD201 Page Orientation: Portrait				
Options Label Setup	Sort / Output Conditions Se	election Advanced			
NOTE: To modify the default	s for these fields, navigate to "Synergy SIS	> Grading > Setup > Grading	Setup" and select the "Report C	Card Options" tab.	
Data Range					
Period Range		Individual Period			
Starting Period	Ending Period	Grading Period □ ↔ ♂	Progress Period □ ↔ 🕑		
Hybrid Data Range		First Quarter Second Quarter Third Quarter Fourth Quarter	 Progress Period 1 Progress Period 2 Progress Period 3 Progress Period 4 		
1st CPA	Start Crado End Crado				
CUR GPA -	09 • 12 •				
1st GPA Mark	1st GPA Mark (Hybrid)				
2nd GPA	Start Grade End Grade				
CUM GPA -	09 • 12 •				
2nd GPA Mark	2nd GPA Mark (Hybrid)				

GRD201 - Report Card Report Interface Screen

Report Options:

Use the Report Options to modify the district setup defined on the **Report Card Options** tab of the Grading Setup screen.

- Data Range Specifies the periods to display on the report card.
 - Select the same period in **Starting Grading Period** and **Ending Grading Period** to include one period in the Period Range section.
 - Select the Grading Period(s) or Progress Period(s) to report in the Individual Period section. You cannot select both a Grading Period and Progress Period If using Enhanced Grade Period Selection.
 - Verify all periods selected fit on one page so the report card can mail easily.



Use Hybrid 1 Data Range and Hybrid 2 Data Range to print additional grading periods.

- GPAs Select the GPA definitions to display on the report card.
 - Select the concurrent GPA definition for the **1st GPA** to print the GRD201 with concurrent information.
 - Select which GPA Mark to use or leave it blank to include all marks.



• Select which grade levels to include in the GPA calculation by selecting the **Start Grade** and **End Grade**.

GPAs			
1st GPA	Start Grade	End Grade	*
1st GPA Mark			
2nd GPA	Start Grade	End Grade	•
2nd GPA Mark			
3rd GPA	Start Grade	End Grade	•
3rd GPA Mark			
4th GPA	Start Grade	End Grade	•
4th GPA Mark			

GRD201 – Report Card Report Interface Screen

- Rank:
 - Rank GPA Select to include the student's rank based on the defined GPA options.
 - Rank Grading Period Select to include the student's rank based on the Grade Periods defined on the Grade Period/Mark Definition tab.

Rank		
1st Rank	1st Rank Grading Period	

GRD201 – Report Card Report Interface Screen

- Mailing Options:
 - Destination Address and Return Address Select addresses to use for the mailing.
 - Enable Mailing Select to print the Destination Address and Return address.
 - Service Requested Select how to handle undeliverable report cards.
 - **Parent/Guardian Options** Select which parent address to use in the report card mailing.

Mailing Options			
🗹 Enable Mailing	Mailing Destination		
	Student Print Address -		
	Return Address		
	School Name and School Address 👻		
	Service Requested		
	No Print (default) 👻		
Parent/Guardian Options			
Contact Allowed	Has Custody Mailings Allowed		

GRD201 – Report Card Report Interface Screen

- Graduation Requirements:
 - 1st Requirement Select which graduation requirements definition to use for the report card.

Graduation Requirements		
1st Requirement		
High School 🔹		

GRD201 – Report Card Report Interface Screen

- Exclude the following students from Graduation Requirements This area prevents the graduation requirements from printing for any student that matches the criteria set. The excluded students can match either filter.
 - 1. Select whether to use the Filter or Condition field.
 - 2. Select the Operator such as Equal To, Not Equal To, or In List.
 - 3. Enter the Value of the field to match.

For example, if the **Filter** is set to *Grade*, the **Operator** is set to *Equal To*, and the **Value** is set to *09*, the graduation requirements do not display for any students in grade 9.

Exclude the following st	Exclude the following students from Graduation Requirements			
Filter 1				
Filter	Operator Value			
Filter 2				
Condition	Operator Value			

GRD201 - Report Card Report Interface Screen

- Report Content Options:
 - **Title Override** By default, the title of the report is *Report Card*. Enter a title to display a different title on the report card.
 - **Missing Fields** Lists any field used in the generation of the report card that is incomplete and lists the location of the field. Edupoint recommends that all of the listed fields be complete prior to printing the report card.
 - Period Display Option Select whether to display all classes or only classes with marks.
 - Homeroom Source Select which source to display for homerooms: *Calculated* (*Default*) or *Source*.
 - Date of Next Report Card Select the date to display on the report or leave blank.
 - Display Standards Select whether standards associated with a course in Grade Book or on the Standards tab of Synergy SIS > Course > District Course display on the report card.
 - **Display Concurrent** Select *Show Concurrent* to include concurrent courses. Select *None* or leave this blank to exclude concurrent courses.
 - Standard Sort Option Select the display order of the standards selected in Display Standards.
 - Attendance Definition Summary Select the attendance options to display. The options correspond to the Att 1 Att 6 fields defined in Grading Setup.
 - Abbreviate Course Title Select to display the Course Short Title from the District Course screen instead of the Course Title.
 - Abbreviate Teacher Name Select to display the last name of the teacher followed by their first initial. If not selected, the full first name of the teacher displays.
 - Include Conduct Only Select to include conduct information for period/sections without marks or comments entered.
 - Include Citizenship Only Select to include citizenship information for period/sections without marks or comments entered.
 - Suppress GPA Select to not print the GPA on the report card.
 - Suppress Grad Req Select to not print the Graduation Requirements on the report card.
 - **Suppress Grading Legend** Select to not print the Grading Legend on the report card.

• Suppress Barcode – Select to omit the mailing barcode.



GRD201 – Report Card Report Interface Screen

Suppress Postage Box – Select to not print the postage box.

Demo School District Authors & January	Hope High School 4301 E Guadalupe Rd Gilbert, AZ 85234	PRESORTED FIRST-CLASS U.S. POSTAGE PAID 1234
	Parent/Guardians of Abbott, Billy C. 1955 S Val Vista Dr Mesa, AZ 85204	

GRD201 – Report Card Report Interface Screen

- Enable Duplex Formatting Select to print on both sides of the paper.
- Replace Grade Marks With Course History Marks Attempts to match Student Grade records included in the report with what displays in Student Course History for the current school year. When a match is found, the Mark from Student Course History is used. Any additional Student Course History records for the current school year are included on the report output.
 - Course History Only Only grading records with a matching course history record display in the report.
 - Course History and Grading Combined All grading records display in the report. Marks are replaced from course history whenever a match is found.
 - No Course History (Default) The report only displays grading records.



Replace Grade Marks With Course History Marks is only used with mail merge templates.

- Show Concurrent for Home School Only Selecting this option along with Display Concurrent set to Show Concurrent displays concurrent courses depending on your focus. For example, when focused to the home school, the marks from both the home school and the concurrent school display. However, when focused to the concurrent school, the marks from only the concurrent school display.
- Include Student Year End Value Derived from the Year End Status field on the Other Info tab of Synergy SIS > Student > Student. You must configure the Year

End Status lookup table to add the required values to activate the indicator on this report output. You must run the Year End Status Update process for the value to populate on the Student screen. (Only for use with mail merge templates that use the Year End Status.)

Print "Projected" Text – Select to display (Projected) after the Year End Status at the bottom of the report card. For example, Student Promoted becomes Student Promoted (Projected). Selecting this automatically selects Include Student Year End Status. If no Year End Status exists for the student, nothing displays on the report card.

This is only used with mail mer End Status.	ge templates that use the Year
Report GRD201: Report Card Print Save Default Reset Default Email Me	· 2 C 0 9
Name: Report Card Number: GRD201 Page Orientation: Portrai	t
Options Label Setup Sort / Output Conditions	Selection Advanced
Report Content Options	
Title Override Missing Fields Synergy>System>Setup>Organization (District Node): -Website URL -Website URL Homeroom Source Date of Next Report Card Image: Setup Setu	Abbreviate Course Title Abbreviate Teacher Name Include Conduct Only Include Citizenship Only Suppress GPA Suppress Grad Req Suppress Grading Legend Suppress Barcode Suppress Postage Box Enable Duplex Formatting Iace Grade Marks With Course History Mark Option About About Print "Projected" Text
Display Standards	
Display Concurrent	

GRD201 – Report Card Report Interface Screen

 Footer Options – Select the Footer Style to display a signature slip for students to return with a parent/guardian signature. • Signature Slip Options – Enter the Slip Header Content and Staff Label.

Footer Options		
Footer Style		
Signature Slip Options		
Slip Header Content		
Staff Label		

GRD201 – Report Card Report Interface Screen

• Report Style Options – Select to Show Grade Detail Headers with a White Background.

Report Style Options	
Show Grade Detail Headers with a White Background	

GRD201 – Report Card Report Interface Screen

• Report Filter Options – Select the options that display on the report card in terms of Marks To Include, Citizenship To Include, Conduct To Include, and Work Habits To Include.

Report Filter Options
Marks To Include
A A- A+ B B- B+ C C- C+ D D- D+ F I WF
Citizenship To Include ○ ↔ ⓒ
Outstanding Satisfactory Needs Improvement
Conduct To Include □ ↔ 🕑
Outstanding Satisfactory Needs Improvement
Work Habits To Include Ο ↔ 🕑
Outstanding Satisfactory Needs Improvement

GRD201 – Report Card Report Interface Screen

- Custom Mail Merge:
 - Progress Mail Merge Select to include the student's progress on the report card.
 - Grading Mail Merge Select to include the student's grades on the report card.

These options allow for the display of hybrid grades.	
---	--

 Custom Mail Merge 	
Progress Mail Merge	
·	
Grading Mail Merge	
_	

GRD201 – Report Card Report Interface Screen



• Student Info – Enter and select information to filter the information on the report cards by student information.

 Student Info 		
Perm ID		
Student First Name	Student Last Name	

GRD201 - Report Card Report Interface Screen

- Graduation Requirements Options Select the Details to Display for graduation requirements.
 - Graduation Requirements (default) Select to list the number of credits required for graduation and the number of credits earned on the report card.
 - Graduation Requirements and Test History Select to list the number of credits required for graduation, the number of credits earned, and the student's test history on the report card.
 - Test History Select to display the student's test history on the report card.

Graduation Requirement Options	
Details to Display	

GRD201 – Report Card Report Interface Screen

- Attendance Options Select the types of absences to print on the report card along with the number of occurrences for that type of attendance.
 - Each **Attendance Def** field contains options numbered *1-6* as defined in Grading Setup.
- Attendance Percentage Rate (APR) Options Synergy SIS uses the values selected on the Grading Setup screen by default.
 - Current Grading Period Select the attendance definition defined on the Grade Period/Mark Definition tab to calculate the attendance rate.
 - Year To Date Select the attendance definition defined in the Grade Period/Mark Definition tab to calculate the attendance rate.
 - Custom Date Range Select the attendance definition defined in the Grade Period/Mark Definition tab to calculate the attendance rate for the selected timeframe.
 - Include Attendance Percentage Rate Comment Select to display the comment on GRD201.



The percentage rate is determined by the formula:

(Days in segment - Days absent) / Days in segment

Attendance Options	
Attendance Def 1 Attendance Def 2 Attendance Def 3 Attendance	The Def 4
Attendance Percentage Rate (APR) Options	
Current Grading Period Year To Date Custom Date Range	Include Attendance Percentage Rate Comment

GRD201 – Report Card Report Interface Screen

• Label Setup tab – Select the Label Type.

Report GRD808: Cu	mulative Record Labels	• 200-0
Print Save Default Reset De	efault Email Me	
Name: Cumulative Record Labels No	umber: GRD808 Page Orientation: Portrait	
Options Label Setup Sort /	Output Conditions Selection Advanced	
Label Type	e ·	
Avery 5160 Mailing Labels 1"x2 5/8" Avery 5161 Mailing Labels 1"x4" Avery 5168 Mailing Labels 3 1/2" X 5" Avery 5267 Mailing Labels 1/2"x1 3/4" Avery 5963 Mailing Labels 2" x 4"	Side margins Top margin Vertical pitch Vertical pitch Number Number across	
Top Margin (in.)	Label Height (in.)	
Side Margin (in.)	Label Width (in.)	
Vertical Pitch (in.)	Number Across	
Horizontal Pitch (in.)	Number Down	

GRD201 – Report Card Report Interface Screen, Label Setup Tab

	Hope Rob	e High School Wilson, Principal	Edu	upoint So	hool District	Student Name: Abbott, Bill	y C.	
301 E Gu ilibert, AZ	adalupe Rd 85234	949-555-12	212 High	School 2017	Report Card -2018	Perm ID: 905483	Grade: 12	Home Room 403
				Grade [Detail			
Period	Course II) Course Title		1st Qtr	Teacher			AB
0	SS51	Am Govt		А	Jackson, Kathy			
	Comment	s) Excellent Student Good Attitude In Class Shows Extra Effort						
1	AR54	Beg Jewelry		А	Sullivan, Joe			
	Comment	s) Good Attitude In Class Shows Extra Effort						
2	PA86	Intermediate Acting		в	Gardner, David			
3	PE761	Weight Trn Boys		в	Joseph, Thomas			
	Comment	s) Excellent Student						
4	EN60	Eng (brit) Lit		А	Snyder, Joan			
-	Comment	s) Please Contact Teacher						
5	WL22	Spanish II		А	Oistad, Tiffany			
6	SC49	Science 10		A-	Tofft, Robert			
>eme Sche	ol District	Hope High School 4301 E Guadalupe Ro Gilbert, AZ 85234	4				PRE FIRS U.S. PC	SORTED ST-CLASS ISTAGE PAID 1234



With Enable Mailing Selected



GRD201 - Report Card Output, Opposite Side

GRD202 – Report Card Tri Fold

The GRD202 – Report Card Tri Fold generates a one-sided $8\frac{1}{2} \times 11$ page that you can fold in three. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. This report typically mails inside a window envelope.

Synergy SIS > Grading > Reports > Individual

The Report Card generates a one-sided 8 $\frac{1}{2}$ x 11 page that can be folded in thirds and mailed to the student's parents. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. It is designed to tri-fold and fit in a #10 window envelope.

Report GRD202: Report Card Tri Fold	•	C C 🖯 - 3
Print Save Default Reset Saved Default Email Me		
Name: Report Card Tri Fold Number: GRD202 Page Orientation: Portrait		
Options Sort / Output Conditions Selection Advanced		
NOTE: To modify the defaults for these fields, navigate to "Synergy SIS > Grading > Setup > Grading Setup" and select the "Report Co	ard Op	tions" tab.
🖸 Data Range		
Period Range		
Starting Period Ending Period First Quarter First Quarter 		
Hybrid Data Range		
Period Range		
Starting Period Ending Period		

GRD202 - Report Card Tri Fold Report Interface Screen

Report Options:

Use the Report Options to modify the district setup defined on the **Report Card Options** tab of the Grading Setup screen.

- Data Range Specifies the periods to display on the report card.
 - To include one period, select the same period in **Starting Grading Period** and **Ending Grading Period**.
 - Verify all periods selected fit on one page so the report card can mail easily.



To print additional grading periods, use Hybrid 1 Data Range and Hybrid 2 Data Range.

- GPAs Define the GPA definitions to display on the report card.
 - Select which GPA Mark to use or leave it blank to include all marks.



• Select which grade levels to include in the GPA calculation by selecting the **Start Grade** and **End Grade**.

_			
GPAs			
1st GPA	Start Grade	End Grade	•
1st GPA Mark			
2nd GPA	Start Grade	End Grade	_
2nd GPA Mark			
Trd GPA	Start Grade	End Grade	
Prd CDA Mark	-		•
4th GPA	Start Grade	End Grade	•
4th GPA Mark			

GRD202 - Report Card Tri Fold Report Interface Screen

- Rank:
 - Rank GPA Select to include the student's rank based on the defined GPA options.
 - Rank Grading Period Select to include the student's rank based on the Grade Periods defined on the Grade Period/Mark Definition tab.

Rank		
1st Rank	1st Rank Grading Period	

GRD202 - Report Card Tri Fold Report Interface Screen

- Address Options:
 - **Parent/Guardian Options** Select which parent address to use in the report card mailing.

• Mailing Destination and Return Address - Select addresses to use for the mailing.

Address Options		
Parent/Guardian Options		
Strict Parent Conditions		
Contact Allowed	Has Custody	
Ed. Rights	Mailings Allowed	
Lives With		
Mailing Destination		
Student Print Address		
Return Address		
School Name and School Address 🔻		

GRD202 – Report Card Tri Fold Report Interface Screen

 Sort Options – Select the Homeroom Period Override to give the report card to the student in selected class period instead of mailing the report card.

Sort Options
Homeroom Period Override

GRD202 - Report Card Tri Fold Report Interface Screen

- Graduation Requirements:
 - 1st Requirement Select which graduation requirements definition to use for the report card.
 - Test Requirement Select the test requirement definition to use for the report card.

Graduation Require	ments	
1st Requirement	Test R	Requirement
High School	•	-

GRD202 - Report Card Tri Fold Report Interface Screen

- Exclude the following students from Graduation Requirements This area prevents the graduation requirements from printing for any student that matches the criteria set. The excluded students can match either filter.
 - 1. Select whether to use the Filter or Condition field.
 - 2. Select the Operator such as Equal To, Not Equal To, or In List.

3. Enter the Value of the field to match.



Filter 1 Filter Operator Value Operator Value Value	Exclude the follo	students from Graduation Requirements	
Filter Operator Value Image: Condition Operator Value Image: Condition Operator Value	Filter 1		
Condition Operator Value	Filter	Operator Value	
Condition Operator Value	Filter 2		
	Condition	Operator Value	

GRD202 – Report Card Tri Fold Report Interface Screen

- Report Content Options:
 - Show Citizenship Select whether to show the citizenship Code or Description.
 - Title Override By default, the title of the report is *Report Card*. Enter a title to display
 a different title on the report card.
 - Homeroom Source Select which source to display for homerooms: Calculated (Default) or Source.
 - **Missing Fields** Lists any field used in the generation of the Report Card that is incomplete and lists the location of the field. Edupoint recommends that all of the listed fields be complete prior to printing the Report Card.

Report Content Options	
Show Citizenship	Abbreviate Course Title
~	Abbreviate Teacher Name
Title Override	Display Credit Totals
	Remove the Date and Time
Homeroom Source	Remove Admin Date on Test Results
Missing Fields	
Synergy>System>Setup>Organization (District Node): -Website URL	

GRD202 - Report Card Tri Fold Report Interface Screen

- Abbreviate Course Title Select to display the Course Short Title from the District Course screen instead of the Course Title.
- Abbreviate Teacher Name Select to display the last name of the teacher followed by their first initial. If not selected, the full first name of the teacher displays.
- Display Credit Totals Select to display course credit totals.
- Remove the Date and Time Select to remove the date and time the report card printed.

 Remove Admin Date on Test Results – Select to remove the date the test was taken from the report card.



GRD202 – Report Card Tri Fold Report Interface Screen

 Report Filter Options – Select the options that display on the report card in terms of Marks To Include, Citizenship To Include, Conduct To Include, and Work Habits To Include.

Report Filter Options	
Marks To Include O ↔ 🕑	
A A- A+ B B- B+ C C- C+ D D- D+ F I WF	
Citizenship To Include	
Conduct To Include	
Work Habits To Include	

GRD202 - Report Card Tri Fold Report Interface Screen

- Additional Filtering:
 - Filter Type Select to *Include* or *Exclude* students with the selected options. Select *None* to not use additional filtering.
 - Sped Program Select the special education programs to include or exclude on the report. Use □ ↔ ^C to select all.
 - ELL Program Code Select the English Language Learner programs to include or exclude on the report. Use □ ↔ ⓒ to select all.
 - Custom Filtering:
 - Business Object Select to filter by a specific Business Object.
 - Property Select to filter by a specific Property of the Business Object

• Filter Values – Select from the options displayed based on the Business Object and Property. Use □ ↔ ⓒ to select all.

Additional Filtering					
Filter Type ▼ Sped Program ○ ↔ ♂					
Autism Moderate Mental Retardation Preschool - Moderate Delay Speech/Language Impairment	Emotional Disability Multiple Disabilities Preschool - Severe Delay Traumatic Brain Injury	Emotional Disability (priva Multiple Disabilities - Sev Impairment Preschool - Speech/Lang Visual Impairment	ate school) ere Sensory guage Delay	Hearing Impairment Orthopedic Impairment Severe Mental Retardation	 Mild Mental Retardation Other Health Impairment Specific Learning Disability
ELL Program Code □ ↔ Ø		- visual impairment			
Title III Funded Receives ESOL services a funded with Title III and/or Sta ESOL Funding.	, ESOL/Bilingual Funded and not	Both Title III and State ESOL/Bilingual Funded	Monitored ESOL student	ESOL program eligit language proficiency te receiving ESOL progra	ole, based on an English est, but not currently m services
 Custom Filtering 					
Business Object	Property		•		

GRD202 - Report Card Tri Fold Report Interface Screen

• Custom Sort Property - Choose the custom Sort Type for data.

Custom Sort Proper	ty			
Sort Type	•			

GRD202 – Report Card Tri Fold Report Interface Screen

 Student Info – Enter and select information to filter the information on the report cards by student information.

Student Info	
Perm ID	
Student First Name	Student Last Name
Grade Grade	

GRD202 - Report Card Tri Fold Report Interface Screen

	Hope High School 4301 E Guadalupe R Gilbert, AZ 85234 949-555-1212	d				Hi 04	gh School Report (/30/2018 03:20:05	Card PM
	To the Parent/Guardi Abbott, Billy C. Jr. 1957 S Val Vista Mesa, AZ 85204	an(s) of				Ab Pe Gra	bott, Billy C. Jr. rm ID ade	905483 12
Gr	ade Detail							
Pe	r. Course / Teacher		2nd Qtr	S1 Final	Cit	ABS	Current Grading Pe	eriod Comments
0	Am Govt	А	F	B-		5.00		
	Jackson, Kathy	0	A +	A+		5.00	availante estudionte	
1	Sullivan Joe	U	A+	A+		5.00	excélente estudiante	
-	Intermediate Acting	В	С	С		5.00		
2	Gardner, David	5	Ŭ	0		0.00		
3	Weight Trn Boys	В	A+	A+		5.00	Buena actitud en clas	ie .
5	Joseph, Thomas							
4	Eng (brit) Lit	D	A+	A+		5.00	Muestra el esfuerzo e	extra
	Snyder, Joan							
5	Spanish II	C+	В	C+		5.00		
	Olstad, Tiffany							
6	Science 10	A-	А	A		5.00		
	Teacher, Science							
	CUR GPA	3.0	193	CUM GPA			0.000	
	YTD GPA	3.0	93					

GRD202 – Report Card Tri Fold Output

GRD203 – Report Card Pressure Seal Trifold

The GRD203 – Report Card Pressure Seal Trifold generates a one-sided $8\frac{1}{2} \times 11$ page that you can fold in three and mail. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. It can also include the student's graduation requirements, though this generally produces a second page. You can customize the report to print a signature slip instead of an address.

Synergy SIS > Grading > Reports > Individual

The Report Card generates a one-sided 8 $\frac{1}{2}$ x 11 mailer that can be folded in thirds and mailed to the student's parents. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. It can also include the student's graduation requirements, but this generally produces a second page for mailing. The report can be customized to print a signature slip instead of an address.



To include a counselor name in this report card, additional Mail Merge settings are required. Refer to the *Synergy SIS – Mail Merge 2.0 Guide* for further details.

Report GRD203: Report Card Pressure Seal Trifold	C C 0 - 0
Print Save Default Reset Saved Default Email Me	
Name: Report Card Pressure Seal Trifold Number: GRD203 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
NOTE: To modify the defaults for these fields, navigate to "Synergy SIS > Grading > Setup > Grading Setup" and select the "Report Catab.	ard Options"
Data Range	
Period Range	
Starting Period Ending Period	
First Quarter First Quarter 	
Hybrid Data Range	
Period Range	
Starting Period Ending Period	

GRD203 - Report Card Pressure Seal Trifold Report Interface Screen

Report Options:

Use the Report Options to modify the district setup defined on the **Report Card Options** tab of the Grading Setup screen.

- Data Range Specifies the periods to display on the report card.
 - To include one period, select the same period in **Starting Grading Period** and **Ending Grading Period**.

• Verify all periods selected fit on one page so the report card can mail easily.



To print additional grading periods, use Hybrid 1 Data Range and Hybrid 2 Data Range.

- GPAs Define the GPA definitions to display on the report card.
 - Select which GPA Mark to use or leave it blank to include all marks.



• Select which grade levels to include in the GPA calculation by selecting the **Start Grade** and **End Grade**.

GPAs		
1st GPA	Start Grade End Grade	
1st GPA Mark		
2nd GPA	Start Grade End Grade	
2nd GPA Mark		
3rd GPA	Start Grade End Grade	
3rd GPA Mark	• • •	
4th GPA	Start Grade End Grade	
4th GPA Mark	* * *	
	×	

GRD203 – Report Card Pressure Seal Trifold Report Interface Screen

- Footer Options:
 - Footer Style Select an option:
 - None
 - Mailing Prints the address
 - Signature Slip Prints a parent signature area
 - Mailing Options:
 - Mailing Destination and Return Address Select addresses to use for the mailing.
 - Print Address Service Requested Message Select to add this information to the mailing output.
 - Show both Parent and Student name Select to show both names.
 - Start of Mailing Label Window (in. ex: 2.51) Enter the number in inches to shift the address to the right from the place defined in the Grading Setup screen.
- Parent/Guardian Options Select which parent address to use in the report card mailing.

• Signature Slip Options – Enter the Slip Header Content and Staff Label.

Footer Options		
Footer Style		
Mailing	•	
Mailing Options		
Mailing Destination		
Student Print Address	-	
Return Address		Start of Mailing Label Window (in. ex: 2.51)
School Name and School Ad	idress 👻	
Print Address Service Re	equested Message	
Parent/Guardian Options		
Contact Allowed	Has Custody	
Ed. Rights	Mailings Allowed	
Signature Slip Options		
Slip Header Content		
Staff Label		

GRD203 - Report Card Pressure Seal Trifold Report Interface Screen

- Graduation Requirements:
 - 1st Requirement Select which graduation requirements definition to use for the report card.

Graduation Requirements	
1st Requirement	
High School	

GRD203 – Report Card Pressure Seal Trifold Report Interface Screen

- Exclude the following students from Graduation Requirements This area prevents the graduation requirements from printing for any student that matches the criteria set. The excluded students can match either filter.
 - 1. Select whether to use the Filter or Condition field.
 - 2. Select the Operator such as Equal To, Not Equal To, or In List.

3. Enter the **Value** of the field to match.



For example, if the **Filter** is set to *Grade*, the **Operator** is set to *Equal To*, and the **Value** is set to *09*, the graduation requirements do not display for any students in grade 9.

Exclude the follow	wing students from Graduation Re	Requirements
Filter 1		
Filter	Operator V	Value
Filter 2		
Condition	Operator Va	Value

GRD203 - Report Card Pressure Seal Trifold Report Interface Screen

- Report Content Options:
 - District Name Override Select to use a different name for the district.
 - Title Override By default, the title of the report is *Report Card*. Enter a title to display
 a different title on the report card.
 - Comments Line 1 Enter comments to display on the left side.
 - Comments Line 2 Enter comments to display on the right side.
 - **Missing Fields** Lists any field used in the generation of the Report Card that is incomplete and lists the location of the field. Edupoint recommends that all of the listed fields be complete prior to printing the Report Card.
 - Period Display Option Select whether to display all classes or only classes with marks.
 - Homeroom Source Select which source to display for homerooms: Calculated (Default) or Source.
 - Display Standards Select whether standards associated with a course in Grade Book or on the Standards tab of Synergy SIS > Course > District Course display on the Report Card.
 - **Display Concurrent** Select *Show Concurrent* to include concurrent courses. Select *None* or leave this blank to exclude concurrent courses.
 - Show Concurrent for Home School Only Selecting this option along with Display Concurrent set to Show Concurrent displays concurrent courses depending on your focus. For example, when focused to the home school, the marks from both the home school and the concurrent school display. However, when focused to the concurrent school, the marks from only the concurrent school display.
 - Standard Sort Option Select the display order of the standards selected in Display Standards.
 - Abbreviate Course Title Select to display the Course Short Title from the District Course screen instead of the Course Title.

- Abbreviate Teacher Name Select to display the last name of the teacher followed by their first initial. If not selected, the full first name of the teacher displays.
- Include Conduct Only Select to include conduct information for period/sections without marks or comments entered.
- Include Citizenship Only Select to include citizenship information for period/sections without marks or comments entered.
- Suppress Barcode Select to omit the mailing barcode.

Demo School District Enderer V Buster	Hope High School 4301 E Guadalupe Rd Gilbert, AZ 85234	PRESORTED FIRST-CLASS U.S. POSTAGE PAID 1234
	Parent/Guardians of Abbott, Billy C. 1955 S Val Vista Dr Mesa, AZ 85204	

GRD203 – Report Card Pressure Seal Trifold Report Interface Screen

- Suppress Grad Req Select to not print the Graduation Requirements on the Report Card.
- Suppress GPA Select to not print the GPA on the Report Card.
- Show Credits Attempted Select to show the credits attempted for the course.
- Show Credits Completed Select to show the credits completed for the course.
- Sort by Sort Tab Only Select to use sort options on the Sort tab and not defined in Grading Setup.
- Show Duplicate Course Titles Select to show duplicate course titles on the report card.
- Enable Duplex Formatting Select to print on both sides of the paper.

Report Content Options	
District Name Override	Abbreviate Course Title
	Abbreviate Teacher Name
Title Override	Include Conduct Only
High School Report Ca	Include Citizenship Only
Comments Line 1	Suppress Barcode
	Suppress Grad Req
	Suppress GPA
	Show Credits Attempted
Comments Line 2	Show Credits Completed
	Sort by Sort Tab Only
	Show Duplicate Course Titles
	Enable Duplex Formatting
Missing Fields	
Synergy>System>Setup>Organization (District Node): -Website URL	
Period Display Option	
Homeroom Source	
Calculated (Default)	
Display Standards	Display Concurrent
· · · · · · · · · · · · · · · · · · ·	·
Standard Sort Option	Show Concurrent for Home School Only

GRD203 – Report Card Pressure Seal Trifold Report Interface Screen

• Report Style Options - Select to Show Grade Detail Headers with a White Background.

Report Style Options
Show Grade Detail Headers with a White Background

GRD203 – Report Card Pressure Seal Trifold Report Interface Screen

• Report Filter Options – Select the options that display on the report card in terms of Marks To Include, Citizenship To Include, Conduct To Include, and Work Habits To Include.

Marks To Include □ ↔ 🕅	
A A- A+ B B- B+ C C- C+ D D- D+ F I WF	
Citizenship To Include ○ ↔ ③	
Outstanding Satisfactory Needs Improvement	
Conduct To Include	
Outstanding Satisfactory Needs Improvement	
Work Habits To Include O ↔ 🕑	
Outstanding Satisfactory Needs Improvement	

GRD203 – Report Card Pressure Seal Trifold Report Interface Screen

 Student Info – Enter and select information to filter the information on the report cards by student information.

 Student Info 	
Perm ID	
Student First Name	Student Last Name

GRD203 – Report Card Pressure Seal Trifold Report Interface Screen

With Mailing Selected

	Hope I	High School	Edup	ooint S	chool District	Abbott, Bil	lly C.		
301 E Gu Silbert, AZ	adalupe Rd 85234	949-555-1212	High S	School 2017	Report Card	Perm ID: 905483	Grade: 12	Home F	Room:
			G	Grade	Detail				
Period	Course ID	Course Title		1st Qtr	Teacher				ABS
0	SS51	Am Govt		A	Jackson, Kathy				
chool:	Hope High S	School							
	Comment(s)	Excellent Student Good Attitude In Class Shows Extra Effort							
1	AR54	Beg Jewelry		Α	Sullivan, Joe				
chool:	Hope High S	School							
	Comment(s)	Good Attitude In Class Shows Extra Effort							
2	PA86	Intermediate Acting		в	Gardner, David				
chool:	Hope High \$	School							
3	PE761	Weight Trn Boys		в	Joseph, Thomas				
chool:	Hope High \$	School							
	Comment(s)	Excellent Student							
4	EN60	Eng (brit) Lit		Α	Snyder, Joan				
chool:	Hope High \$	School							
	Comment(s)	Please Contact Teacher							
5	WL22	Spanish II		A	Olstad, Tiffany				
chool:	Hope High \$	School							
6	SC49	Science 10		A-	Tofft, Robert				
chool:	Hope High S	School							
Deme Scherov	Hi 43 out District 5 Sector	ope High School 301 E Guadalupe Rd ilbert, AZ 85234					PR FIR U.S. PC	ESORTED IST-CLASS OSTAGE F 1234	o S PAID

GRD203 – Report Card Pressure Seal Trifold Output

Rob Wilson, Principal						Abbott, Billy C.			
301 E Gi Silbert, A2	uadalupe Rd Z 85234	949-555-1212	High	Schoo 2017	7-2018	Perm ID: 905483	Grade: 12	Home 403	Room:
				Grade	Detail				
Period	Course ID) Course Title		1st Qtr	Teacher				ABS
0	SS51	Am Govt		A	Jackson, Kathy				15
chool:	Hope Hig	h School							
	Comment(Excellent Student Good Attitude In Class Shows Extra Effort 							
1	AR54	Beg Jewelry		А	Sullivan, Joe				11
chool:	Hope Hig	h School							
	Comment(s) Good Attitude In Class Shows Extra Effort							
2	PA86	Intermediate Acting		в	Gardner, David				19
chool:	Hope Hig	h School							
3	PE761	Weight Trn Boys		в	Joseph, Thomas				8
chool:	Hope Hig	h School							
	Comment(s) Excellent Student							
4	EN60	Eng (brit) Lit		A	Snyder, Joan				0
chool:	Hope Hig Comment(h School s) Please Contact Teacher							
5	WL22	Spanish II		Α	Olstad, Tiffany				0
chool:	Hope Hig	h School							
6	SC49	Science 10		A-	Tofft, Robert				g
chool:	Hope Hig	h School							
Pl	ease sign an	d return to homeroom teacher.						-	
At	bbott, Billy C				Homeroom Teacher				
- 31	soon, realine				round requipt				

With Signature Slip Instead of Address

GRD203 – Report Card Pressure Seal Trifold Output

With No Footer Selected

4301 E Gu Glibert, AZ	Hope Hope Hob Wi Rob Wi adalupe Rd 85234	High School Ison, Principal 949-555-1212	Ed High	upoint So School 2017	chool District Report Card -2018	Student Name: Abbott, Bil Perm ID: 905483	ly C. Grade: 12	Home Room: 403
				Grade I	Detail			
Period	Course ID	Course Title		1st Qtr	Teacher			ABS
0	\$\$51	Am Govt		A	Jackson Kathy	_	_	1!
School:	Hope High 3	School						
	Comment(s)	Excellent Student Good Attitude In Class Shows Extra Effort						
1	AR54	Beg Jewelry		А	Sullivan, Joe			1
School:	Hope High :	School						
	Comment(s)	Good Attitude In Class Shows Extra Effort						
2	PA86	Intermediate Acting		в	Gardner, David			19
School:	Hope High	School						
3	PE761	Weight Trn Boys		в	Joseph, Thomas			1
School:	Hope High :	School						
	Comment(s)	Excellent Student						
4	EN60	Eng (brit) Lit		Α	Snyder, Joan			(
School:	Hope High	School						
	Comment(s)	Please Contact Teacher						
5	WL22	Spanish II		Α	Olstad, Tiffany			(
School:	Hope High 3	School						
6	SC49	Science 10		A-	Tofft, Robert			1
School:	Hope High :	School						
High Scl	hool Repor	t Card - 2017-2018						

GRD203 – Report Card Pressure Seal Trifold Output

GRD204 – Report Card Pressure Seal Trifold Preprinted

The GRD204 – Report Card Pressure Seal Trifold Preprinted generates a one-sided 8½ x 11 page that you fold in three and mail. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. It can also include the graduation requirements for service learning and tests. This report typically prints on pre-printed report card paper.

Synergy SIS > Grading > Reports > Individual

The Report Card generates a one-sided 8 $\frac{1}{2}$ x 11 mailer that can be folded in thirds and mailed to the student's parents. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. It can also include the student's graduation requirements, but this generally produces a second page for mailing. The report can be customized to print a signature slip instead of an address. The report is designed to be printed on pre-printed report card paper.

▼ Report GRD204: Report Card Pressure Seal Trifold Preprinted
Print Save Default Reset Saved Default Email Me
Name: Report Card Pressure Seal Trifold Preprinted Number: GRD204 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
NOTE: To modify the defaults for these fields, navigate to "Synergy SIS > Grading > Setup > Grading Setup" and select the "Report Card Options" tab.
Data Range
Period Range
Starting Period Ending Period First Quarter First Quarter First Quarter
Hybrid Data Range
Period Range
Starting Period
Hybrid Data Range
Start Date Override End Date Override

GRD204 – Report Card Pressure Seal Trifold Preprinted Report Interface Screen

Report Options:

Use the Report Options to modify the district setup defined on the **Report Card Options** tab of the Grading Setup screen.

- Data Range Specifies the periods to display on the report card.
 - To include one period, select the same period in **Starting Grading Period** and **Ending Grading Period**.
 - To override the date from the selected Starting Grading Period and Ending

Grading Period in Start Date Override and End Date Override.

• Verify all periods selected fit on one page so the report card can mail easily.



To print additional grading periods, use Hybrid 1 Data Range and Hybrid 2 Data Range.

- GPAs Define the GPA definitions to display on the report card.
 - Select which GPA Mark to use or leave it blank to include all marks.



• Select which grade levels to include in the GPA calculation by selecting the **Start Grade** and **End Grade**.

GPAs	
1st GPA	Start Grade End Grade
1st GPA Mark	
2nd GPA	Start Grade End Grade
2nd GPA Mark	
3rd GPA	Start Grade End Grade
3rd GPA Mark	
4th GPA	Start Grade End Grade
4th GPA Mark	

GRD204 – Report Card Pressure Seal Trifold Preprinted Report Interface Screen

- Mailing Options:
 - Mailing Destination and Return Address Select addresses to use for the mailing.
 - **Parent/Guardian Options** Select which parent address to use in the report card mailing.

Mailing Destination		Return Address	
Student Print Address	-	School Name and School Address	•
Parent/Guardian Options			
Contact Allowed			Has Custody
Ed. Rights			Mailings Allowed

GRD204 – Report Card Pressure Seal Trifold Preprinted Report Interface Screen

- Report Content Options:
 - Missing Fields Lists any field used in the generation of the Report Card that is
 incomplete and lists the location of the field. Edupoint recommends that all of the listed
 fields be complete prior to printing the Report Card.
- School Comment Enter a school specific comment to display on the report card.
- **Title Override** By default, the title of the report is *Report Card*. Enter a title to display a different title on the report card.
- Period Display Option Select whether to display all classes or only classes with marks.
- Homeroom Source Select which source to display for homerooms: Calculated (Default) or Source.
- Abbreviate Course Title Select to display the Course Short Title from the District Course screen instead of the Course Title.
- Abbreviate Teacher Name Select to display the last name of the teacher followed by their first initial. If not selected, the full first name of the teacher displays.
- Show Duplicate Course Titles Select to show duplicate course titles on the report card.
- Suppress Barcode Select to omit the mailing barcode.



GRD204 – Report Card Pressure Seal Trifold Preprinted Report Interface Screen

• Suppress GPA – Select to not print the GPA on the Report Card.

Missing Fields	Abbreviate Course Title
Synergy>System>Setup>Organization (District Node): -Website URL	Abbreviate Teacher Name Show Duplicate Course Titles Suppress GPA
School Comment	Suppress Barcode
i Title Override High School Report Ca	
Period Display Option	

GRD204 – Report Card Pressure Seal Trifold Preprinted Report Interface Screen

• Report Filter Options – Select the options that display on the report card in terms of Marks To Include, Citizenship To Include, Conduct To Include, and Work Habits To Include

Report Filter Options	
Marks To Include $\rightarrow $	
Citizenship To Include	
Conduct To Include	
Work Habits To Include □ ↔ ♂ Outstanding □ Satisfactory □ Needs Improvement	

GRD204 – Report Card Pressure Seal Trifold Preprinted Report Interface Screen

 Student Info – Enter and select information to filter the information on the report cards by student information.

 Student Info 	
Perm ID	
Student First Name	Student Last Name
Grade Grade	

GRD204 – Report Card Pressure Seal Trifold Preprinted Report Interface Screen



GRD204 – Report Card Pressure Seal Trifold Preprinted Output

GRD205 – Report Card Tri Fold B

The GRD205 – Report Card Tri Fold B generates a one-sided $8\frac{1}{2} \times 11$ page that you fold in three and mail. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period.

Synergy SIS > Grading > Reports > Individual

The Report Card generates a one-sided $8\frac{1}{2} \times 11$ report that can be folded in thirds and mailed to the student's parents, similar to the GRD203 format. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period.

Report GRD205: Report Card Tri Fold B	< C C 0 - 8
Print Save Default Reset Saved Default Email Me	
Name: Report Card Tri Fold B Number: GRD205 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
NOTE: To modify the defaults for these fields, navigate to "Synergy SIS > Grading > Setup > Grading Setup" and select the "Reportab.	rt Card Options"
🕒 Data Range	
Period Range	
Starting Period Ending Period First Quarter First Quarter 	
Hybrid Data Range	
Period Range	
Starting Period Ending Period	

GRD205 - Report Card Tri Fold B Report Interface Screen

Report Options:

Use the Report Options to modify the district setup defined on the **Report Card Options** tab of the Grading Setup screen.

- Data Range Specifies the periods to display on the report card.
 - To include one period, select the same period in **Starting Grading Period** and **Ending Grading Period**.
 - Verify all periods selected fit on one page so the report card can mail easily.



To print additional grading periods, use Hybrid 1 Data Range and Hybrid 2 Data Range.

- GPAs Define the GPA definitions to display on the report card.
 - Select which GPA Mark to use or leave it blank to include all marks.



• Select which grade levels to include in the GPA calculation by selecting the **Start Grade** and **End Grade**.

GPAs			
1st GPA	Start Grade	End Grade	•
1st GPA Mark			
2nd GPA	Start Grade	End Grade	-
2nd GPA Mark			•
3rd GPA	Start Grade	End Grade	
3rd GPA Mark	•		•
4th GPA	Start Grade	End Grade	
······································	•		•
4th GPA Mark	•		

GRD 205 - Report Card Tri Fold B Report Interface Screen

- · Address Options:
 - Parent/Guardian Options Select which parent address to use in the report card mailing.
 - Mailing Destination and Return Address Select addresses to use for the mailing.

Address Options	
Parent/Guardian Options	
Strict Parent Conditions Contact Allowed Ed. Rights Lives With	Has Custody Mailings Allowed
Mailing Destination Student Print Address Return Address School Name and School Address	

GRD205 – Report Card Tri Fold B Report Interface Screen

 Sort Options – Select the Homeroom Period Override to give the report card to the student in selected class period instead of mailing the report card.

Sort Options	
Homeroom Period Override	

GRD205 - Report Card Tri Fold B Report Interface Screen

- Graduation Requirements
 - 1st Requirement Select which graduation requirements definition to use for the report card.

Graduation Requirements	
1st Requirement High School	

GRD205 – Report Card Tri Fold B Report Interface Screen

- Exclude the following students from Graduation Requirements This area prevents the graduation requirements from printing for any student that matches the criteria set. The excluded students can match either filter.
 - 1. Select whether to use the Filter or Condition field.
 - 2. Select the Operator such as Equal To, Not Equal To, or In List.
 - 3. Enter the **Value** of the field to match.

For example, if the **Filter** is set to *Grade*, the **Operator** is set to *Equal To*, and the **Value** is set to *09*, the graduation requirements do not display for any students in grade 9.

Exclude the following students	from Graduation Requirements	
Filter 1		
Filter	Operator Value	
G Filter 2		
Condition	Operator Value	

GRD205 - Report Card Tri Fold B Report Interface Screen

- Report Content Options:
 - **Title Override** By default, the title of the report is *Report Card*. Enter a title to display a different title on the report card.
 - **Missing Fields** Lists any field used in the generation of the Report Card that is incomplete and lists the location of the field. Edupoint recommends that all of the listed fields be complete prior to printing the Report Card.
 - Homeroom Source Select which source to display for homerooms: Calculated (Default) or Source.
 - Abbreviate Course Title Select to display the Course Short Title from the District Course screen instead of the Course Title.
 - Abbreviate Teacher Name Select to display the last name of the teacher followed by their first initial. If not selected, the full first name of the teacher displays.
 - Suppress Comments Select to not include comments on the report card.

 Include Citizenship Only – Select to include citizenship information for period/sections without marks or comments entered.

itle Override	Abbreviate Course Title
ligh School Report Ca	Abbreviate Teacher Name
lissing Fields	Suppress Comments
Senesis>System>Setup>Organization (District 40de):	Include Citizenship Only
omeroom Source	

GRD205 - Report Card Tri Fold B Report Interface Screen

 Report Filter Options – Select the options that display on the report card in terms of Marks To Include, Citizenship To Include, Conduct To Include, and Work Habits To Include.

Report Filter Options	
Marks To Include 📋 ↔ 🧭	
A A- A+ B B- E	8+ 🖸 C 🔲 C- 🔲 C+ 🔲 D
Citizenship To Include	Needs Improvement
Conduct To Include ○ ↔ ♂	Needs Improvement
Outstanding Satisfactory	Needs Improvement
Work Habits To Include □ ↔ ⓒ	\$
Outstanding Satisfactory	Needs Improvement

GRD205 - Report Card Tri Fold B Report Interface Screen

 Student Info – Enter and select information to filter the information on the report cards by student information.

Student Info		
Perm ID		
Student First Name Grade Grade	Student Last Name	

GRD205 – Report Card Tri Fold B Report Interface Screen

3	45 Market St		08/12/2015 1	2:41:35 PM
м	lesa, AZ 85204		00112120101	
9-	49-555-1212			
	To the Parent/Guardia	ns of:		
	Abbott, Billy C.		Perm Id: 905483	
	1954 S Val Vista	Dr	Grade: 12	
	Mesa, AZ 85234		Homeroom: 230	
'er	Course/ Teacher	3rd Qtr		ABS
)	AM GOVT 123 Jackson, Kathy	A-		3
	PRIN ENG III	В		3
!	INTERMEDIATE ACTING	С		2
	Gardner, David WEIGHT TRN BOYS	В-		2
	Joseph, Thomas RT 5TH PER	A		2
	Rel Time, Rel Time			-
	Rel Time, Rel Time	A		1
0	PRIN&PRAC ECON	A-		2
	Brandt P., Paula			
G	PA CUR GPA	3.195		
G	PRIN&PRAC ECON Brandt P., Paula PA CUR GPA	A- 3.195		2

GRD205 – Report Card Tri Fold B Output

GRD206 – Report Card Pressure Seal Trifold Preprinted B

The GRD206 – Report Card Pressure Seal Trifold Preprinted B generates a one-sided $8\frac{1}{2} \times 11$ page that you fold in three and mail. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. This report typically prints on pre-printed report card paper.

Synergy SIS > Grading > Reports > Individual

The Report Card generates a one-sided 8 $\frac{1}{2}$ x 11 mailer that can be folded in thirds and mailed to the student's parents. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. It can also include the student's graduation requirements, but this generally produces a second page for mailing. The report can be customized to print a signature slip instead of an address. The report is designed to be printed on pre-printed report card paper.

 Print Save Default Reset Saved Default Email Me Name: Report Card Pressure Seal Trifold Preprinted B Number: GRD206 Page Orientation: Portrait Options Print Options Sort / Output Conditions Selection Advanced NOTE: To modify the defaults for these fields, navigate to "Synergy SIS > Grading > Setup > Grading Setup" and select the "Report Card Options" tab. Data Range Period Range Starting Period Ending Period First Quarter First Quarter Period Range Gerding Period Gerding Period First Quarter 	Report GRD206: Report Card Pressure Seal Trifold Preprinted B
Name: Report Card Pressure Seal Trifold Preprinted B Number: GRD206 Page Orientation: Portrait Options Print Options Sort / Output Conditions Selection Advanced NOTE: To modify the defaults for these fields, navigate to "Synergy SIS > Grading > Setup > Grading Setup" and select the "Report Card Options" tab. Image Image Image Image Image	Print Save Default Reset Saved Default Email Me
Options Print Options Sort / Output Conditions Selection Advanced NOTE: To modify the defaults for these fields, navigate to "Synergy SIS > Grading > Setup > Grading Setup" and select the "Report Card Options" tab. Data Range Period Range Starting Period Ending Period First Quarter First Quarter First Quarter Ending Period Ending Period	Name: Report Card Pressure Seal Trifold Preprinted B Number: GRD206 Page Orientation: Portrait
NOTE: To modify the defaults for these fields, navigate to "Synergy SIS > Grading > Setup > Grading Setup" and select the "Report Card Options" tab. Data Range Starting Period Ending Period First Quarter First Quarter First Quarter First Quarter Ending Period Endi	Options Print Options Sort / Output Conditions Selection Advanced
O Data Range O Period Range Starting Period First Quarter O Period Range Starting Period Ending Period Ending Period	NOTE: To modify the defaults for these fields, navigate to "Synergy SIS > Grading > Setup > Grading Setup" and select the "Report Card Options" tab.
Period Range Starting Period Ending Period First Quarter First Quarter First Quarter Period Range Starting Period Ending Period	Data Range
Starting Period Ending Period First Quarter First Quarter Hybrid Data Range Period Range Starting Period Ending Period	Period Range
First Quarter First Quarter First Quarter	Starting Period Ending Period
Hybrid Data Range Period Range Starting Period Ending Period	First Quarter First Quarter
Hybrid Data Range Period Range Starting Period Ending Period	
Hybrid Data Range Period Range Starting Period Ending Period	
Period Range Starting Period Ending Period	Hybrid Data Range
Starting Period Ending Period	Period Range
	Starting Period Ending Period

GRD206 – Report Card Pressure Seal Trifold Preprinted B Report Interface Screen

Report Options:

Use the Report Options to modify the district setup defined on the **Report Card Options** tab of the Grading Setup screen.

- Data Range Specifies the periods to display on the report card.
 - To include one period, select the same period in **Starting Grading Period** and **Ending Grading Period**.
 - Verify all periods selected fit on one page so the report card can mail easily.



To print additional grading periods, use Hybrid 1 Data Range and Hybrid 2 Data Range.

- GPAs Define the GPA definitions to display on the report card.
 - Select which GPA Mark to use or leave it blank to include all marks.



• Select which grade levels to include in the GPA calculation by selecting the **Start Grade** and **End Grade**.

GPAs			
1st GPA	Start Grade	End Grade	-
1st GPA Mark	•		
2nd GPA	Start Grade	End Grade	•
2nd GPA Mark	•		
3rd GPA	Start Grade	End Grade	•
3rd GPA Mark			
4th GPA	Start Grade	End Grade	*
4th GPA Mark	•		

GRD206 - Report Card Pressure Seal Trifold Preprinted B Report Interface Screen

- · Mailing Options:
 - Mailing Destination and Return Address Select addresses to use for the mailing.
 - Parent/Guardian Options Select which parent address to use in the report card mailing.

 Mailing Options 	
Mailing Destination Student Print Address	Return Address School Address -
Parent/Guardian Options	
 Contact Allowed Ed. Rights 	Has CustodyMailings Allowed

GRD206 - Report Card Pressure Seal Trifold Preprinted B Report Interface Screen

- Report Content Options:
 - Missing Fields Lists any field used in the generation of the Report Card that is
 incomplete and lists the location of the field. Edupoint recommends that all of the listed
 fields be complete prior to printing the Report Card.
 - School Comment Enter a school specific comment to display on the report card.
 - Period Display Option Select whether to display all classes or only classes with marks.
 - Homeroom Source Select which source to display for homerooms: Calculated (Default) or Source.

- Abbreviate Course Title Select to display the Course Short Title from the District Course screen instead of the Course Title.
- Abbreviate Teacher Name Select to display the last name of the teacher followed by their first initial. If not selected, the full first name of the teacher displays.
- Suppress GPA Select to not print the GPA on the Report Card.
- Suppress Barcode Select to omit the mailing barcode.

Demo School District Exclusive V Sciences	Hope High School 4301 E Guadalupe Rd Gilbert, AZ 85234	PRESORTED FIRST-CLASS U.S. POSTAGE PAID 1234
	Parent/Guardians of Abbott, Billy C. 1955 S Val Vista Dr Mesa, AZ 85204	

GRD206 - Report Card Pressure Seal Trifold Preprinted B Report Interface Screen

• Show Duplicate Course Titles – Select to show duplicate course titles on the report card.

Report Content Options	
Missing Fields Synergy>System>Setup>Organization (District	Abbreviate Course Title Abbreviate Teacher Name Suppress CPA
-Website URL	Suppress Barcode
School Comment	Show Duplicate Course Titles
Period Display Option	
Homeroom Source	
Calculated (Default)	

GRD206 - Report Card Pressure Seal Trifold Preprinted B Report Interface Screen

 Report Filter Options – Select the options that display on the report card in terms of Marks To Include, Citizenship To Include, Conduct To Include, and Work Habits To Include.

Report Filter Options
Marks To Include • ↔ • • • • • • • • • • • • • • • • •
Citizenship To Include
Conduct To Include □ ↔ ♥ □ Outstanding □ Satisfactory □ Needs Improvement
Work Habits To Include

GRD206 - Report Card Pressure Seal Trifold Preprinted B Report Interface Screen

• Student Info – Enter and select information to filter the information on the report cards by student information.

 Student Info 	Student Info							
Perm ID								
Student First Name	Student Last Name							

GRD206 – Report Card Pressure Seal Trifold Preprinted B Report Interface Screen

нор	e High School				Third	Quarter		
Abbott, Billy C.			905483		12		08/25/2014	10/24/2014
0	Am Govt 123	Jackson, Kathy	A-	0.00	0	3	Excellent Student	
1	Prin Eng III	Harder, Rachel	в	0.00	s	3		
2	Intermediate Acting	Gardner, David	С	0.00	N	2	Showing Improvemen	¢
3	Weight Tm Boys	Joseph, Thomas	B-	0.00	s	2	Good Participation In Needs To Follow Corr	Class rect Techn.
5	Rt 5th Per	Rel Time, Rel Time	e A	0.00	0	2	Shows Extra Effort	
6	Rt 6th Per	Rel Time, Rel Time	A	0.00	0	1		
10	Prin&prac Econ	Brandt P., Paula	A-	0.00	0	2		
	Hope High School 123 Main St Phoenix, AZ 85694	Kathleen/Phillip / 1954 S Val Vista	Aaron Dr					
		Mesa, AZ 85234		ı				

GRD206 – Report Card Pressure Seal Trifold Preprinted B Output

GRD207 – Report Card Preprinted

The GRD207 – Report Card Preprinted generates a report card in landscape orientation. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. This report is meant to print on pre-printed report card paper.

Synergy SIS > Grading > Reports > Individual

The Report Card generates a report card in a landscape format instead of a portrait format. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. The report is designed to be printed on pre-printed report card paper.

Report GRD207: Report Card Preprinted	· CCO-0
Print Save Default Reset Saved Default Email Me	
Name: Report Card Preprinted Number: GRD207 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
NOTE: To modify the defaults for these fields, navigate to "Synergy SIS > Grading > Setup > Grading Setup" and select the "Reportab.	t Card Options"
🖸 Data Range	
Period Range	
Starting Period Ending Period First Quarter	
Hybrid Data Range	
Period Range	
Starting Period Ending Period	

GRD207 – Report Card Preprinted Report Interface Screen

Report Options:

Use the Report Options to modify the district setup defined on the **Report Card Options** tab of the Grading Setup screen.

- Data Range Specifies the periods to display on the report card.
 - To include one period, select the same period in **Starting Grading Period** and **Ending Grading Period**.
 - Verify all periods selected fit on one page so the report card can mail easily.



- GPAs Define the GPA definitions to display on the report card.
 - Select which GPA Mark to use or leave it blank to include all marks.



• Select which grade levels to include in the GPA calculation by selecting the **Start Grade** and **End Grade**.

GPAs			
1st GPA	Start Grade	End Grade	
CUR GPA	• 190 ·	- 12	-
1st GPA Mark	1st GPA Mark (Hybrid)	
2nd GPA	Start Grade	End Grade	
CUM GPA	• 190 ·	- 12	•
2nd GPA Mark	2nd GPA Mark	(Hybrid)	

GRD207 – Report Card Preprinted Report Interface Screen

- Mailing Options:
 - Mailing Destination and Return Address Select addresses to use for the mailing.
 - **Parent/Guardian Options** Select which parent address to use in the report card mailing.

Mailing Options	
Mailing Destination Student Print Address -	Return Address School Name and School Address
Contact Allowed Ed. Rights	 Has Custody Mailings Allowed

GRD207 - Report Card Preprinted Report Interface Screen

- Report Content Options:
 - Title Override By default, the title of the report is *Report Card*. Enter a title to display
 a different title on the report card.
 - **Missing Fields** Lists any field used in the generation of the Report Card that is incomplete and lists the location of the field. Edupoint recommends that all of the listed fields be complete prior to printing the Report Card.
 - Period Display Option Select whether to display all classes or only classes with marks.

• Homeroom Source – Select which source to display for homerooms: Calculated (Default) or Source.

J Report Content Options	
Title Override High School Report Ca	
Vissing Fields	
Synergy>System>Setup>Organization (District Node): -Website URL	
Period Display Option	
Homeroom Source	
Calculated (Default)	

GRD207 – Report Card Preprinted Report Interface Screen

 Report Filter Options – Select the options that display on the report card in terms of Marks To Include, Citizenship To Include, Conduct To Include, and Work Habits To Include.



GRD207 - Report Card Preprinted Report Interface Screen

 Student Info – Enter and select information to filter the information on the report cards by student information.

Student Info	
Perm ID	
Student First Name	Student Last Name
Grade Grade	

GRD207 - Report Card Preprinted Report Interface Screen

$\begin{array}{l} \text{ACADEMIC MARKS} \\ A^{+} = A^{+} \\ A^{-} = A \\ B^{+} = B^{+} \\ B^{+} = B^{+} \\ B^{+} = B^{-} \\ B^{+} = B^{-} \\ C^{+} = C^{+} \\ C^{+} = C^{+} \\ C^{-} = C^{-} \\ C^{-} = C^{-} \\ C^{-} = C^{-} \\ C^{-} = C^{-} \\ C^{+} = C^{-} \\ C^{+} = C^{-} \\ D^{+} = D^{-} \\ D^{+} = D^{+} \\ D^{+} \\ D^{+} = D^{+} \\ D^{+} \\$	is of Abbott, Bill a Dr b balantill	y C.	ABCDEFGHIJKLMNOPQRST	Good Effort Good Effort Cood Behavior and At A Pleasure to Work W Improving/Please Enco Low Quiz and/or Test 1 Absences/Tardes Affe Aosences/Tardes Affe Non-participation Inappropriate Behavior Unproductive in Class Poor Attrude/Effort Materials Note Brought Non-Dress in P.E. Working Below Grade Massed Quizzes andlos Galanghary Rait: Call T Can Shaly Independer Improved Attrude Abo Deficient in Weekly Cn	thude th ouray cruns cruns to Cr Leve r Teac Teac ntity sut So edits	e ge jatis atis e(s) rade lass si its her thool			
Abbott, Billy C. Perm ID: 70000200				ŀ	нор	ie Higi	h School		
		QTR 1		Abs					
Algebra CP Bl	lincoe, C.	B-		0	()			
Spanish 1 St	taffModLangB, M	A		0		2			
Ceramics 1 Yo	opp, A.	A-		1					
Erechman PE/Sem1	ensinger, m.	B+		0	2	<u> </u>			
Eng 1 CP M	lagario, A.	A		ő	ò	ő	с		
GRD - Cumulative - C: 3.666		~		-		*			

GRD207 - Report Card Preprinted Output

GRD208 – Report Card With Attendance Detail

The GRD208 – Report Card With Attendance Detail generates a two-page report: one page for grades and one for attendance. When selecting a Home Schooled option, the report prints summer school report cards based on a student's enrolled home school for the selected school year. The report can also print a separator page between records for each school.

Synergy SIS > Grading > Reports > Individual

The Report Card generates a report card with selected attendance details.

▼ Report GRD208: Report Card With Attendance Detail ■
Print Save Default Reset Default Email Me
Name: Report Card With Attendance Detail Number: GRD208 Page Orientation: Portrait
Options Label Setup Sort / Output Conditions Selection Advanced
NOTE: To modify the defaults for these fields, navigate to "Synergy SIS > Grading > Setup > Grading Setup" and select the "Report Card Options" tab.
🕒 Data Range
Period Range
Starting Period Ending Period First Quarter First Quarter
Hybrid Data Range
Period Range
Starting Period Ending Period

GRD208 - Report Card With Attendance Detail Report Interface Screen

Report Options:

Use the Report Options to modify the district setup defined on the **Report Card Options** tab of the Grading Setup screen.

- · Data Range Specifies the periods to display on the report card
 - To include one period, select the same period in **Starting Grading Period** and **Ending Grading Period**.
 - Verify all periods selected fit on one page so the report card can mail easily.



Use Hybrid 1 Data Range and Hybrid 2 Data Range to print additional grading periods.

- Mailing Options:
 - Enable Mailing Select to print the Destination Address and Return address.
 - Mailing Destination and Return Address Select addresses to use for the mailing.

• **Parent/Guardian Options** – Select which parent address to use in the report card mailing.

Mailing Options				
🗹 Enable Mailing	Mailing Destination			
	Student Print Address	•		
	Return Address			
	School Name and School Addres	s 👻		
	Parent/Guardian Options			
	Contact Allowed		Has Custody	
	Ed. Rights		Mailings Allowed	

GRD208 – Report Card With Attendance Detail Report Interface Screen

- Report Content Options:
 - District Name Override Select to use a different name for the district.
 - **Title Override** By default, the title of the report is *Report Card*. Enter a title to display a different title on the report card.
 - Abbreviate Course Title Select to display the Course Short Title from the District Course screen instead of the Course Title.
 - Abbreviate Teacher Name Select to display the last name of the teacher followed by their first initial. If not selected, the full first name of the teacher displays.
 - Homeroom Source Select which source to display for homerooms: Calculated (Default) or Source.
 - Enable Duplex Formatting Select to print on both sides of the paper.
 - Show Duplicate Course Titles Select to show duplicate course titles on the report card.
 - Display Concurrent Select to display courses from the home school and concurrent school.
 - None or Blank No concurrency displays
 - Show Concurrent Displays concurrent marks for concurrently enrolled students
 - Show Concurrent for Home School Only
 - When focused to the concurrent school, this displays the marks from only the concurrent school.
 - When focused to the home school, this displays the marks from both the home school and the concurrent schools.

- Select with **Display Concurrent** to display the school name and classes at the focus school only.
- Select without selecting **Display Concurrent** to hide the school name and display the classes at the focus school only.

Report Content Options
District Name Override Title Override
Abbreviate Course Title Abbreviate Teacher Name
Homeroom Source
· · · · · · · · · · · · · · · · · · ·
Enable Duplex Formatting
Show Duplicate Course Title
Display Concurrent
•
Show Concurrent for Home School Only

GRD208 – Report Card With Attendance Detail Report Interface Screen

Report Style Options – Select to Show Grade Detail Headers with a White Background.

Report Style Options
 Show Grade Detail Headers with a White Background

GRD208 – Report Card With Attendance Detail Report Interface Screen

- Report Filter Options:
 - Filter Grade Period Group Select a Grade Period Group to display in the report card.
 - Marks to Include Select the options that display on the report card in terms or use

J 😁 💟 to select all.

Report Filter Options	
Filter Grade Period Group	
Marks To Include O ↔ 🕑	
A A+ B B- B+ C C- C+ D D- D+ F I WF	

GRD208 – Report Card With Attendance Detail Report Interface Screen

- Sort Options:
 - Home School Option Select which school to use as the student's home school based on the selected school year.

 Include Separator Page – Select to include a separator page between report cards for different students.

Sort Options	
Home School Option	•

GRD208 – Report Card With Attendance Detail Report Interface Screen

 Attendance Options – Select the types of absence to print on the report card in Report Card Attendance Definition.

Use an Attendance Definition with *Year to Date* or *Term Code to Date* for the Date Range selection.

Selecting an Attendance Definition with *Term to Date* produces an error.

Attendance Options
Select the Attendance Definition to be used when producing Report Cards
IMPORTANT - Make sure the Attendance Definition you select here is using either the "Year To Date" or the "Term Code To Date" option for the Date Range selection. Selecting an Attendance Definition which uses a Date Range Option of "Term To Date" Date will produce an error when generating Report Cards.
Report Card Attendance Definition

GRD208 – Report Card With Attendance Detail Report Interface Screen

 Student Info – Enter and select information to filter the information on the report cards by student information.

 Student Info 	
Perm ID	
Student First Name	Student Last Name
Grade Grade	

GRD208 – Report Card With Attendance Detail Report Interface Screen

• Label Setup tab – Select the Label Type.



GRD208 – Report Card With Attendance Detail Screen Report Interface Screen, Label Setup Tab

Hope High School Rob Wilson, Principal			High School Report Card				Edupoint School District			
4301 E Guadalupe Rd Gilbert, AZ 85234	949-555-1212	2		2017-20 ⁷	18	345 Ma Fountai	irket St in Valley, AZ 8	5101		
Student Name: Abbott, Billy C	. Jr.	Perm II 90548	D: 33	Homeroor Sullivan	n Teacher: 1, Joe			Grade: 12	Date Printed: 04/30/2018	
То <u>Аb</u> 19 ⁹ Ме	the Parent or Guardian of: bott, Billy C. Jr. 57 S Val Vista esa, AZ 85204									
			G	rade Det	ail					
Course Title	Teacher		2nd Qtr	S1 Final		Credit	ABS			
Course Title Am Govt	Teacher Jackson, Kathy	A	2nd Qtr F	S1 Final B-		Credit 0.50	ABS 5			
Course Title Am Govt Beg Jewelry	Teacher Jackson, Kathy Sullivan, Joe	A C	2nd Qtr F A+	S1 Final B- A+		Credit 0.50 0.50	ABS 5 5	-		
Course Title Am Govt Beg Jewelry Comment	Teacher Jackson, Kathy Sullivan, Joe (s) excelente estudiante	A C	2nd Qtr F A+	S1 Final B- A+		Credit 0.50 0.50	ABS 5 5			
Course Title Am Govt Beg Jewelry Comment ntermediate Acting	Teacher Jackson, Kathy Sullivan, Joe (s) excelente estudiante Gardner, David	A C B	2nd Qtr F A+ C	S1 Final B- A+ C		Credit 0.50 0.50 0.50	ABS 5 5 5			
Course Title Am Govt Beg Jewelry Comments Intermediate Acting Weight Tm Boys Comments	Teacher Jackson, Kathy Sullivan, Joe (s) excelente estudiante Gardner, David Joseph, Thomas (s) Buena actitud en clase	A C B B	2nd Qtr F A+ C A+	S1 Final B- A+ C A+		Credit 0.50 0.50 0.50 0.50	ABS 5 5 5 5		_	
Course Title Am Govt Beg Jewelry Comments Intermediate Acting Weight Tm Boys Comments Eng (brit) Lit Comments	Teacher Jackson, Kathy Juliivan, Joe Sulliivan, Joe (s) excelente estudiante Gardner, David Joseph, Thomas (s) Buena actitud en clase Snyder, Joan (s) Muestra el esfuerzo extra	A C B B D	2nd Qtr F A+ C A+ A+	S1 Final B- A+ C A+ A+		Credit 0.50 0.50 0.50 0.50	ABS 5 5 5 5 5			
Course Title Am Govt Beg Jewelry Comment Intermediate Acting Weight Tm Boys Comments Eng (brit) Lit Comments Spanish II	Teacher Jackson, Kathy Juliivan, Joe Sulliivan, Joe (s) excelente estudiante Gardner, David Joseph, Thomas (s) Buena actitud en clase Snyder, Joan (s) Muestra el esfuerzo extra Olstad, Tiffany	A C B B D C+	2nd Qtr F A+ C A+ A+ B	S1 Final B- A+ C A+ A+ C+		Credit 0.50 0.50 0.50 0.50 0.50 0.50	ABS 5 5 5 5 5 5			
Course Title Am Govt Beg Jewelry Comment Intermediate Acting Weight Tm Boys Comment Eng (brit) Lit Comment Spanish II Spanish II Science 10	Teacher Jackson, Kathy Jackson, Kathy Sullivan, Joe (s) excelente estudiante Gardner, David Joseph, Thomas (s) Buena actitud en clase Snyder, Joan (s) Muestra el esfuerzo extra Olstad, Tiffany Teacher, Science	A C B B D C+ A-	2nd Qtr F A+ C A+ A+ B A	S1 Final B- A+ C A+ A+ C+ C+		Credit 0.50 0.50 0.50 0.50 0.50 0.50 0.50	ABS 5 5 5 5 5 5 5 5			
Course Title Am Govt Beg Jewelry Comment Intermediate Acting Weight Tm Boys Comment Eng (brit) Lit Comment Spanish II Science 10 Grading Scale	Teacher Jackson, Kathy Sullivan, Joe Sullivan, Joe (s) excelente estudiante Gardner, David Joseph, Thomas (s) Buena actitud en clase Snyder, Joan (s)Muestra el esfuerzo extra Olstad, Tiffany Teacher, Science	A C B D C+ A-	2nd Qtr F A+ C A+ A+ B A	S1 Final B- A+ C A+ A+ C+ A		Credit 0.50 0.50 0.50 0.50 0.50 0.50	ABS 5 5 5 5 5 5 5 5 5			

GRD208 - Report Card With Grades Detail Output

Hope Hi	gh Scl	loor			High S	choo	l Rep	ort Ca	rd	Edu	point S	chool E	Distrio	ct	
Rob Wils	on, Princ	ipal													
4301 E Guadalupe Rd Gilbert, AZ 85234		949	9-555-121:	2		201	7-2018			345 Ma Founts	arket St iin Valley, <i>i</i>	AZ 85101			
Student Name: Abbott, Billy C. Jr.				Perm I 9054	D: 83	Hon Su	neroom 1 Ilivan, .	Feacher: Joe				Gra 12	ade: 2	Date Prin 04/30/2	ited: 018
					Atte	endar	nce De	tail							
	Am Govt	Beg Jewelry	Intermediate Acting	Weight Trn Boys	Eng (brit) Lit										
02/23/2018 - Friday			Unx												
03/09/2018 - Friday			Vac												
04/04/2018 - Wednesday			Unx												
Attendance Key															
Act = Activity		Adm = Cou	uns/admi		Bsp =	Bussspe	nd		Cou = Co	unseling		E =	Exc Ta	irdy	
Eve = Evoused		Fnl = Fune	ral		ill = Illn	ess			lss = lss			Lic	= Lice		
Exe - Exercised															
Oth = Other	-	Sus = Sus	pension		Tdy =	Tardy			Unv = Un	verified		Unx	x = Une	xcused	

GRD208 – Report Card With Attendance Detail Output

With Signature Slip instead of Address

301 E Guad ilibert, AZ 85	Rob W	High School Edupoint School District Abbott, Billy C.							
	lalupe Rd 5234	949-555-1212	High	Schoo 2017	Report Card	Perm ID: 905483	Grade: 12	Home 403	Room:
				Grade	Detail				
Period (Course ID	Course Title		1st Qtr	Teacher				ABS
0 5	SS51	Am Govt		А	Jackson, Kathy				15
chool:	Hope High	School							
C	Comment(s)	Excellent Student Good Attitude In Class Shows Extra Effort							
1 A	AR54	Beg Jewelry		А	Sullivan, Joe				11
chool:	Hope High	School							
C	Comment(s)	Good Attitude In Class Shows Extra Effort							
2 F	PA86	Intermediate Acting		в	Gardner, David				19
chool:	Hope High	School							
3 F	PE761	Weight Trn Boys		в	Joseph, Thomas				8
chool: I	Hope High	School							
C	Comment(s)	Excellent Student			-				
4 E	EN60	Eng (brit) Lit		Α	Snyder, Joan				0
chool:	Hope High	School							
C	Comment(s)	Please Contact Teacher							
5 V	WL22	Spanish II		Α	Olstad, Tiffany				0
chool:	Hope High	School							
6 5	SC49	Science 10		A-	Tofft, Robert				9
chool: I	Hope High	School							

GRD208 – Report Card With Attendance Detail Output

GRD209 – Report Card Selector

The GRD209 – Report Card Selector enables you to create report cards based on the options for GRD210 – Report Card Pressure Seal Mailer.

Synergy SIS > Grading > Reports > Individual

The Report Card generates a district customized report card defined in Report Card Definition screen. The district can define various report card formats. You can show attendance data. You can print progress periods in different sort orders on the report card. The GRD209 report enables you to create report cards based on the options for <u>GRD210 – Report Card Pressure Seal Mailer</u>.

Report GRD209: Report Card Selector	· CCO-0
Print Save Default Reset Saved Default Email Me	
Name: Report Card Selector Number: GRD209 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Report Card Option	
Options	
Data Range	
Final Grading Period	
Indicia Type Suppress Back Page Image	

GRD209 - Report Card Selector Report Interface Screen

Report Options:

Use the Report Options to modify the district setup defined on the Report Card Definition screen.

- Report Card Option Select the district custom report card.
- Final Grading Period Select the grading period that displays in the report card.
- Indicia Type Select to have None, Indicia, or Presorted Indicia. None is the default setting.
- Suppress Back Page Image Select Yes to suppress the back page image.
- Bell Period Select to filter by bell period.
- Custom Sort Section Date Select a date to sort the report card.
- School Comment Enter a school specific comment to display on the report card.
- Show Concurrent Marks Select to display when both schools have the same grading periods.
- Period Display Option Select whether to display all classes or only classes with marks.

 Homeroom Source – Select which source to display for homerooms: Calculated (Default) or Source.

Grouping Info
Output will be sorted Teacher Name (ascending) for the Sections defined by Term/Period
Bell Period Custom Sort Section Date
School Comment
Show Concurrent Marks Period Display Option
Homeroom Source

GRD209 – Report Card Selector Report Interface Screen

 Student Info – Enter and select information to filter the information on the report cards by student information.

Student Info	
Perm ID	
Student First Name	Student Last Name
Grade Grade	

GRD209 – Report Card Selector Report Interface Screen

The GRD209: Job Result Files screen displays. Use the screen to view the report cards and to access the GRD420 – Report Card Multi-Page Student List report.

Result	Description	File Type
	Report Card Selector	PDF
	Report Card Pressure Seal Mailer	PDF
	Multi-Page Student List	PDF

GRD209: Job Result Files Screen



GRD209 – Report Card Selector Output

GRD210 – Report Card Pressure Seal Mailer

Synergy SIS > Grading > Reports > Individual

The GRD210 sets the Report Card Type for the GRD209 report card. Select your options for this report card using the <u>GRD209</u> report interface.

· C C 0 - 9
ast Name Student First Name
ank GPA 2
ank 1
irade Custom Sort Field

GRD210 - Report Card Pressure Seal Mailer Report Interface Screen

GRD211 – Report Card Standards

Synergy SIS > Grading > Reports > Individual

The GRD211 – Report Card Standards is a custom Standards Based Report Card that uses Mail Merge 2.0. The report card generates a custom report card with selected attendance details. Define this report card on the Mail Merge District Definition screen.

See the Synergy SIS – Mail Merge 2.0 Guide for more info	ormation.
Report GRD211: Report Card Standards	· CCC
Print Save Default Reset Default Email Me	
Name: Report Card Standards Number: GRD211 Page Orientation: Portrait	
Options Label Setup Sort / Output Conditions Selection Advanced	
NOTE: To modify these read-only fields, navigate to "Synergy SIS > Grading > Setup > Grading Setup" and select the "F	leport Card Options" tab.
Data Range	
Period Range	
Starting Period Ending Period	
First Quarter	
A Hybrid Data Range	
Period Pange	
Starting Period Ending Period	

GRD211 – Report Card Standards Report Interface Screen

Report Options:

Use the Report Options to modify the district setup defined on the **Report Card Options** tab of the Grading Setup screen.

- Data Range Specifies the periods to display on the report card.
 - To include one period, select the same period in **Starting Grading Period** and **Ending Grading Period**.
 - Verify all periods selected fit on one page so the report card can mail easily.



To print additional grading periods, use Hybrid 1 Data Range and Hybrid 2 Data Range.

- GPAs Define the GPA definitions to display on the report card.
 - Select which GPA Mark to use or leave it blank to include all marks.



• Select which grade levels to include in the GPA calculation by selecting the **Start Grade** and **End Grade**.

O CDAs					
U GFAS					
1st GPA		Start Grade		End Grade	
CUR GPA	-		•	12	
1st GPA Mark		1st GPA Mark	(Hył	brid)	
	-			-	
2nd GPA		Start Grade		End Grade	
CUM GPA	-		•	12	
2nd GPA Mark		2nd GPA Mark	2nd GPA Mark (Hybrid)		
	-			-	
3rd GPA		Start Grade		End Grade	
YTD GPA	*		•	12	
3rd GPA Mark		3rd GPA Mark	(Hy	brid)	
	-			•	
4th GPA		Start Grade		End Grade	
	-		-		
4th GPA Mark		4th GPA Mark	(Hyl	brid)	
	-			*	

GRD211 – Report Card Standards Report Interface Screen

- · Mailing Options:
 - Enable Mailing Select to print the Destination Address and Return address.
 - Mailing Destination and Return Address Select addresses to use for the mailing.
 - **Parent/Guardian Options** Select which parent address to use in the report card mailing.

🗹 Enable Mailing	Mailing Destination		
	Student Print Address -		
	Return Address		
	School Name and School Address 🝷		
	Parent/Guardian Options		
	Contact Allowed	Has Custody	
	Ed. Rights	Mailings Allowed	

GRD211 – Report Card Standards Report Interface Screen

- Report Content Options:
 - Period Display Option Select whether to display all classes or only classes with marks.
 - Homeroom Source Select which source to display for homerooms: Calculated (Default) or Source.

- Display Standards Select whether standards associated with a course in Grade Book or on the Standards tab of the District Course screen display on the Report Card.
- Standard Sort Option Select the display order of the standards selected in Display Standards.
- Grading Mail Merge Select the file defined in Mail Merge District Definition screen.
- Process Mail Merge Select the file defined in Mail Merge District Definition screen.
- Address Page Mail Merge Select the file for the address format to display on the report card that is defined in Mail Merge District Definition screen.
- Legend Mail Merge Select the file for the legend format to display on the report card that is defined in Mail Merge District Definition screen.
- Abbreviate Course Title Select to display the Course Short Title from the District Course screen instead of the Course Title.
- Abbreviate Teacher Name Select to display the last name of the teacher followed by their first initial. If not selected, the full first name of the teacher displays.
- Homeroom Source Select which source to display for homerooms: Calculated (Default) or Source.
- Enable Duplex Formatting Select to print on both sides of the paper.
- Suppress GPA Select to not print the GPA on the Report Card.
- **Display Concurrent** Select *Show Concurrent* to include concurrent courses. Select *None* or leave this blank to exclude concurrent courses.
- Show Concurrent for Home School Only Selecting this option along with Display Concurrent set to Show Concurrent displays concurrent courses depending on your focus. For example, when focused to the home school, the marks from both the home school and the concurrent school display. However, when focused to the concurrent school, the marks from only the concurrent school display.

Report Content Options	
Period Display Option	Enable Duplex Formatting
•	Suppress GPA
Homeroom Source	
Calculated (Default)	
Display Standards	Display Concurrent
Standard Sort Option	Show Concurrent for Home School Only
Grading Mail Merge	
Progress Mail Merge	
Address Page Mail Merge	
·	
Legend Mail Merge	
•	

GRD211 - Report Card Standards Report Interface Screen

• Report Filter Options – Select the options that display on the report card in terms of Marks To Include, Citizenship To Include, Conduct To Include, and Work Habits To Include.

Report Filter Options
Marks To Include ↔ ✓ A A- A+ B D- D+ F I WF
Citizenship To Include
Conduct To Include
Work Habits To Include

GRD211 – Report Card Standards Report Interface Screen

- Sort Options:
 - Sort Period Select which bell period to use for the report card.
 - Sort Period Date Select date for the selected bell period.

Sort Options	
Sort Period	Sort Period Date
•	

GRD211 – Report Card Standards Report Interface Screen

 Attendance Options – Select the types of absence to print on the report card in Report Card Attendance Definition.

> Use an Attendance Definition with Year to Date or Term Code to Date for the Date Range selection. Selecting an Attendance Definition with Term to Date produces an error.

Attendance Options				
Select the Attendance Definition to be used when producing Report Cards				
IMPORTANT - Make sure the Attendance Definition you select here is using either the "Year To Date" or the "Term Code To Date" option for the Date Range selection. Selecting an Attendance Definition which uses a Date Range Option of "Term To Date" Date will produce an error when generating Report Cards.				
Report Card Attendance Definition				

GRD211 – Report Card Standards Report Interface Screen

• Label Setup tab – Select the Label Type.

Report GRD808: Cumulative Record Labels								
Print Save Default Reset Default Email Me								
Name: Cumulative Record Labels Num	ber: GRD808 Page Orientation: Portrait							
Options Label Setup Sort / Ou	utput Conditions Selection Advanced							
Label Type	0 ~							
Avery 5160 Mailing Labels 1"x2 5/8" Avery 5161 Mailing Labels 1"x4" Avery 5168 Mailing Labels 3 1/2" X 5" Avery 5267 Mailing Labels 1/2"x1 3/4" Avery 5963 Mailing Labels 2" x 4"	Side margins Top margin Horizontal pitch Vertical pitch Width Height down							
Top Margin (in.)	Label Height (in.)							
Side Margin (in.)	Label Width (in.)							
Vertical Pitch (in.)	Number Across							
Horizontal Pitch (in.)	Number Down							

GRD211 – Report Card Standards Report Interface Screen, Label Setup Tab

The report card output is different for each report card created using GRD211.

GRD212 – Report Card Pressure Seal Trifold B

Synergy SIS > Grading > Reports > Individual

The GRD212 – Report Card generates a one-sided 8 $\frac{1}{2}$ " x 11" mailer that can be folded in thirds and mailed to the student's parents. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. It can also include the student's graduation requirements, though this generally produces a second page for mailing. The report can be customized to print a signature slip instead of an address.

The GRD212 differs from the GRD203 in the following ways:

- It displays the homeroom teacher's name in the header in place of the homeroom number.
- The data rows include a combined course ID and section ID.

This report card limits comments to one and displays the comment to the right of the mark data.

To include a counselor name in this report card, additional Mail Merge settings are required. See the *Synergy SIS – Mail Merge 2.0 Guide* for further details.

Report GRD212: Report Card Pressure Seal Trifold B
Print Save Default Reset Saved Default Email Me
Name: Report Card Pressure Seal Trifold B Number: GRD212 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
NOTE: To modify the defaults for these fields, navigate to "Synergy SIS > Grading > Setup > Grading Setup" and select the "Report Card Options" tab.
Data Range
Period Range
Starting Period Ending Period First Quarter First Quarter Image: Starting Period First Quarter Image: Starting Period Image
Hybrid Data Range
Period Range
Starting Period Ending Period

GRD212 - Report Card Pressure Seal Trifold B Report Interface Screen

Report Options:

Use the Report Options to modify the district setup defined on the **Report Card Options** tab of the Grading Setup screen.

- Data Range Specifies the periods to display on the report card.
 - To include one period, select the same period in **Starting Grading Period** and **Ending Grading Period**.

• Verify all periods selected fit on one page so the report card can mail easily.



To print additional grading periods, use Hybrid 1 Data Range and Hybrid 2 Data Range.

- GPAs Define the GPA definitions to display on the report card.
 - Select which GPA Mark to use or leave it blank to include all marks.



• Select which grade levels to include in the GPA calculation by selecting the **Start Grade** and **End Grade**.

GPAs				
1st GPA	Start Grade	End Grade		
1st GPA Mark				
2nd GPA	Start Grade	End Grade		
2nd GPA Mark				
3rd GPA	Start Grade	End Grade		
3rd GPA Mark				
4th GPA	Start Grade	End Grade		
4th GPA Mark				

GRD212 – Report Card Pressure Seal Trifold B Report Interface Screen

- Footer Options:
 - Footer Style Select an option:
 - None
 - Mailing To have the address print
 - Signature Slip To have a parent signature area print
 - Mailing Options:
 - Mailing Destination and Return Address Select addresses to use for the mailing.
 - Print Address Service Requested Message Select to add this information to the mailing output.
 - Show Both Names Select to show both the parent and student names.
 - Start of Mailing Label Window (in. ex: 2.51) Enter the number in inches to shift the address to the right from the place defined in the Grading Setup screen.

- Print Address Service Requested Select to add this information to the mailing output.
- Include Homeroom Teacher's Name on Outside of Mailer Select to include the teacher's name on the printed report card.
- **Parent/Guardian Options** Select which parent address to use in the report card mailing.
- Signature Slip Options Enter the Slip Header Content and Staff Label.

Footer Options	
Footer Style	
Mailing	•
Mailing Options	
Mailing Destination	
Student Print Address	*
Return Address	Start of Mailing Label Window (in. ex: 2.51)
School Name and School Add	ress 🔻
Print Address Service Req	uested Message
Parent/Guardian Options	
Contact Allowed	Has Custody
Ed. Rights	Mailings Allowed
Signature Slip Options	
Slip Header Content	
Staff Label	

GRD212 – Report Card Pressure Seal Trifold B Report Interface Screen

- Exclude the following students from Graduation Requirements This area prevents the graduation requirements from printing for any student that matches the criteria set. The excluded students can match either filter.
 - 1. Select whether to use the Filter or Condition field.
 - 2. Select the Operator such as Equal To, Not Equal To, or In List.
3. Enter the **Value** of the field to match.

For example, if the **Filter** is set to *Grade*, the **Operator** is set to *Equal To*, and the **Value** is set to *09*, the graduation requirements do not display for any students in grade 9.

Exclude the follow	ng students from Graduation Requirements	
Filter 1		
Filter	Operator Value	
Filter 2		
Condition	Operator Value	

GRD212 - Report Card Pressure Seal Trifold B Report Interface Screen

- Report Content Options:
 - District Name Override Select to use a different name for the district.
 - **Title Override** By default, the title of the report is *Report Card*. Enter a title to display a different title on the report card.
 - **Missing Fields** Lists any field used in the generation of the Report Card that is incomplete and lists the location of the field. Edupoint recommends that all of the listed fields be complete prior to printing the Report Card.
 - Period Display Option Select whether to display all classes or only classes with marks.
 - Homeroom Source Select which source to display for homerooms: Calculated (Default) or Source.
 - **Display Standards** Select whether standards associated with a course in Grade Book or on the **Standards** tab of District Course screen display on the Report Card.
 - Standard Sort Option Select the display order of the standards selected in Display Standards.
 - **Display Concurrent** Select *Show Concurrent* to include concurrent courses. Select *None* or leave this blank to exclude concurrent courses.
 - Show Concurrent for Home School Only Selecting this option along with Display Concurrent set to Show Concurrent displays concurrent courses depending on your focus. For example, when focused to the home school, the marks from both the home school and the concurrent school display. However, when focused to the concurrent school, the marks from only the concurrent school display.
 - Abbreviate Course Title Select to display the Course Short Title from the District Course screen instead of the Course Title.
 - Abbreviate Teacher Name Select to display the last name of the teacher followed by their first initial. If not selected, the full first name of the teacher displays.

- Include Conduct Only Select to include conduct information for periods/sections without marks or comments entered.
- Include Citizenship Only Select to include citizenship information for periods/sections without marks or comments entered.
- Suppress Barcode Select to omit the mailing barcode.



GRD212 - Report Card Pressure Seal Trifold B Report Interface Screen

- Suppress Grad Req Select to not print the Graduation Requirements on the Report Card.
- Suppress GPA Select to not print the GPA on the Report Card.
- Sort by Sort Tab Only Select to use sort options on the Sort tab and not defined in Grading Setup.
- Show Duplicate Course Titles Select to show duplicate course titles on the report card.
- Enable Duplex Formatting Select to print on both sides of the paper.
- Show Student's Middle Name Select to print the students' middle name (from the Student screen) on the report card; in the header and the address.

Report Content Options			
DistrictNameOverride			Abbreviate Course Title
			Abbreviate Teacher Name
Title Override			Include Conduct Only
			Include Citizenship Only
Missing Fields			Suppress Barcode
	^		Suppress Grad Req
	~		Suppress GPA
			Sort by Sort Tab Only
Period Display Option			Show Duplicate Course Titles
	*		Enable Duplex Formatting
Homeroom Source			Show Student's Middle Name
Calculated (Default)	-		
Display Standards			Display Concurrent
		*	•
Standard Sort Option	Ŧ		Show Concurrent for Home School Only

GRD212 – Report Card Pressure Seal Trifold B Report Interface Screen

Report Style Options – Select to Show Grade Detail Headers with a White Background.



GRD212 – Report Card Pressure Seal Trifold B Report Interface Screen

• Report Filter Options – Select the options that display on the report card in terms of Marks To Include, Citizenship To Include, Conduct To Include, and Work Habits To Include.

Report Filter Options
Marks To Include • ↔ 6 A A A- A+ B B- B+ C C- C+ I D- D+ F I WF
Citizenship To Include
Conduct To Include ○ ↔ ⓒ ○ Outstanding ○ Satisfactory ○ Needs Improvement
Work Habits To Include

GRD212 – Report Card Pressure Seal Trifold B Report Interface Screen

• Student Info – Enter and select information to filter the information on the report cards by student information.

Student Info		
Perm ID		
Student First Name Grade Grade	Student Last Name	

GRD212 – Report Card Pressure Seal Trifold B Report Interface Screen

With Mailing Selected



GRD212 - Report Card Pressure Seal Trifold B Output

GRD401 – Mark Listing By Student

Synergy SIS > Grading > Reports > List

The Mark Listing By Student report prints a list of all the sections and marks for each student. You can print it for a single grading period or a single section.

Print Sa	ave Default	Reset Saved Det				
Name: Mark Lis		iteset ouveu bei	ault Email	Ме		
	isting By Stude	nt Number GRI	0401 Page Or	ientation: Landscape		
Options	Sort / Output	Conditions	Selection	Advanced		
Grading Tern	m Options					
Data Range	۵.					
Grading Period Grading Period	od Grading Pe → → od Type ▼	riod •				
GPA Type Show Comment Hide Cours Hide Teach Include Cou Include Wo	▼ ■ se Title her Name onduct ork Habits					
Filters						
Perm ID Grade ○ ↔ 6 □ 10 □ 11 □ 1 Section ID Filter	C 12 Operator ▼	Not Va	ue			

GRD401 – Mark Listing By Student Report Interface Screen

- Grading Term Options
 - Data Range Select either:
 - **Grading Period** Select the specific periods to display on the report card. To include one period, select the same period in both fields.
 - Grading Period Type Select Grading Periods, Progress Periods, or Both to print the report for a type of grading period instead of specifying the exact grading period.
 - GPA Type Select the GPA to print on the report.
 - Show Comments Select how to display the comments or to not display the comments.
 - · Select any or all of the options to display on the report:

- Hide Course Title Select to not show the course title on the report.
- Hide Teacher Name Select to not show the teacher's name on the report.
- Include Conduct Select this option to include conduct (effort) marks on the report.
- Include Work Habits Select this option to include work habits marks on the report.
- Filters:
 - **Perm ID** Enter a student's ID to print the report for one student.
 - Grade Select the grades to include on the report or use □ ↔ G to select all.
 - Section ID Select a section ID or range of section IDs to display on the report.
 - Filter/Operator/Not/Value To select students by another criteria:
 - 1. Select whether to use the Filter or Condition field.
 - 2. Select the Operator such as Equal To or In List.
 - 3. Select Not to exclude the students that match the criteria.
 - 4. Enter the **Value** of the field to match.



 Display Counselor/Administrator name if the report has been filtered by Counselor and/or Administrator – Select to include the Counselor and/or Administrator name on the report. This selection displays the option(s) selected in either the Select Counselor Filter and/or the Select Administrator Filter on the Selection tab.



See the *Synergy SIS* – *Query and Reporting Guide* for more information about these selections.

Dem	ne Schoel Dis	strict		Ma All Reporting Pe	rk Listing riods: Progr	By Stud	l ent d 1-First Qi	uarte	er		Report: GRD40	1
Student	t Name	Abbott, Billy	С.	Perm ID	905483	Grade 12	Gender	Μ	Crd Att	1.750	Crd Com 1.750	GPA 3.327
Per	Course	Title	Section ID	Teacher Name	Progress Period 1	1st Qtr	Credits Att					
0	Am Gov	rt	0077	Jackson, Kathy	F	Α	0.500					
1	Beg Jev	velry	0106	Andrews, Mark	F	Α	0.500					
2	Interme	diate Acting	0258	Gardner, David	В	в	1.000					
3	Weight	Trn Boys	0963	Joseph, Thomas	A	в	0.500					
4	Eng (bri	t) Lit	0426	Snyder, Joan	F	Α	0.500					
5	Spanish	1 II	0594	Olstad, Tiffany	в	Α	0.500					
6	Science	10	0726	Tofft, Robert	B+	A-	0.500					
Student	t Name	Ackley, Briar	1 R.	Perm ID	913948	Grade 12	Gender	Μ	Crd Att	1.750	Crd Com 1.750	GPA 3.423
Per	Course	Title	Section ID	Teacher Name	Progress Period 1	1st Qtr	Credits Att					
0	Rel Tim	e A Hr	0869	Rel Time, Rel Time	D	A	0.500					
1	Mytholo	gy	0127	Stauffer, Paige	A+	B+	0.500					
2	Interme	diate Acting	0258	Gardner, David	A+	Α	1.000					
3	Adv Act	ing	0358	Gardner, David	С	A	1.000					
4	Prin&pra	ac Econ	0465	Davis, Jeffrey	В	Α	0.500					
5	Algebra	11	0540	Aderson, Gordon	D	в	0.500					
6	Rt 6th P	er	0876	Rel Time, Rel Time	B+	Α	0.500					
Student	t Name	(Acosta, Eug	ene A.)	Perm ID	873921	Grade 12	Gender	Μ	Crd Att	1.750	Crd Com 1.750	GPA 3.569
Per	Course	Title	Section ID	Teacher Name	Progress Period 1	1st Qtr	Credits Att					
1	Am Sigr	n Lang II	0100	Scott, Tamara	A-	A+	0.500					
2	Prin&pra	ac Econ	0209	Becker C., Chris	B-	A	0.500					
3	Trigono	metry	0354	Topoozian, Nancy	A		0.500					
3	Study H	all	0753	Dunham, Cheryl		B+	0.500					
4	America	an Lit	0411	Baniszewski, Nancy	A+	B+	0.500					
5	Rt 5th P	er	0875	Rel Time, Rel Time	A+	A	0.500					
6	Rt 6th P	er	0876	Rel Time, Rel Time	A-	А	0.500					
7	Yearboo	ok Committee	0779	Career Center, Career Cente	в-	A+	0.500					
* = Aud	tit Class											

GRD401 – Mark Listing By Student Output

GRD402 – Mark Failing List

Synergy SIS > Grading > Reports > List

The Mark Failing List report prints a list of students with failing grades for the specified grading period.

Report GRD402:	Mark Failing List	R	At 🐔 象 📚 🗈 🧇 🔀 🍕 🕨	200-0
Print Save Default Re	eset Saved Default Email Me			
Name: Mark Failing List Numbe	er: GRD402 Page Orientation: La	andscape		
Options Sort / Output	Conditions Selection A	dvanced		
Grading Period	Mark Selection	 Display Options 		
Grading Period Second Quarter	Grading Mark & Type Sem 1 Final (Letter)	Hide Perm ID		
Failing Grade Selection				
Failing Letter Grades				
Failing Letter Grades ○ ↔ ♥ A+ ○ A- ○ B+ ○ B- ○ C+ ○ C- ○ D ○ D- ○ F ○				
Numeric Failing Grade Cutoff				
Filters				
Grade ○ ↔ ♂ 10 □ 11 □ 12				
Display Counselor/Administrat	or name if the report has been fil	tered by Counselor and/or Adm	inistrator	

GRD402 - Mark Failing List Report Interface Screen

Report Options:

- Grading Period Select period to display in the report.
- Grading Mark & Type Select the mark to include in the report.
- Hide Perm ID Select this option to keep the Perm ID from printing.
- Failing Letter Grades Select the marks that indicate the student did not pass the class.
- Numeric Failing Grade Cutoff Enter a numeric mark to establish a cutoff for the failing mark threshold when using numeric marks instead of alpha marks. Marks below that value classify as failing
- Grade Select the grades to include on the report or use □ ↔ [©] to select all.
- Display Counselor/Administrator name if the report has been filtered by Counselor and/or Administrator – Select to include the Counselor and/or Administrator name on the report. This selection displays the option(s) selected in either the Select Counselor Filter and/or the Select Administrator Filter on the Selection tab.



See the Synergy SIS – Query and Reporting Guide for more information about these selections.

Demo School District textivers in traction					Hope Higl Mark Fail For the mark:	Year: 2017-2018 Report: GRD402		
Student Name	Perm ID	Grade	Period	Course ID	Course Title	Staff Name	Grade	Comment Code 1 2 3
Abbott, Billy C.	905483	12	0	SS51	Am Govt	Jackson, Kathy	F	
Ackley, Brian R.	913948	12	1	EN52	Mythology	Stauffer, Paige	F	
Adams, Scott M.	939208	12	2	MU29	Beg Guitar	Sapakie, Jesse	F	
Adams, Sean B.	877340	12	7	FS32C	Cc-Persnl Dev.	Diaz, Joe	F	
			7	PE91C	Cc-Pe-bowling	Diaz, Joe	F	
Aguado, Karen C.	135319	12	1	NC401	Pers Rel Time	Evit Teacher, Rel T Per	F	
Aguilar, Roger F.	991071	12	4	SS51	Am Govt	Jackson, Kathy	F	
Aitchison, Alice E.	871731	12	2	NC921	Rt 2nd Per	Rel Time, Rel Time	F	
Aldrich, Steve K.	873815	12	1	NC911	Rt 1st Per	Rel Time, Rel Time	F	
Alexander, George M.	975141	12	2	MA45W	Pre-Calculus	Hansen, Craig	F	
Allen, Karen T.	871328	12	4	NC401	Pers Rel Time	Evit Teacher, Rel T Per	F	
Allen, Shawn C.	877993	12	1	SC55WX	Anat/phys - De	Samuels, Kathy	F	
			4	NC941	Rt 4th Per	Rel Time, Rel Time	F	
Arambula, Pamela A.	873298	12	6	NC961	Rt 6th Per	Rel Time, Rel Time	F	
Arnow, Wayne M.	873840	12	0	NC901	Rel Time A Hr	Rel Time, Rel Time	F	
Arvanitas, Christina T.	892796	12	1	PE781	Adv Wt Boys	Joseph, Thomas	F	
Atchison, Shirley M.	839884	12	3	NC931	Rt 3rd Per	Rel Time, Rel Time	F	
Bailly, George	874872	12	2	IT31	Cad & Drafting	Kish, Lou	F	
			7	PE91C	Cc-Pe-bowling	Diaz, Joe	F	
Baker, Lois A.	924710	12	1	AR40	Stained Glass	Smith, Christine	F	
Bakken, Randy H.	875362	12	3	MA42	Trigonometry	Topoozian, Nancy	F	

GRD402 – Mark Failing List Output

GRD403 – Mark Verification by Teacher

Synergy SIS > Grading > Reports > List

The Mark Verification By Teacher report prints a list of student marks for each teacher's section. The report can also include all of the comments and absences as defined in the Grading Setup screen.

Report GRD403: Mark Verification By Teacher	· CCO-C
Print Save Default Reset Saved Default Email Me	
Name: Mark Verification By Teacher Number: GRD403 Page Orientation: Landscape	
Options Sort / Output Conditions Selection Advanced	
Selection Criteria (leave blank to print all teachers)	
Select a Teacher	
Last Name First Name	
aderson	
Or select a Section ID	
Grading Period	
First Quarter -	
Missing Mark To Show (Blank will show all grades)	
Ψ	
Include Missing Citizenship	
Include Missing Conduct	
Include Missing Work Habits	

GRD403 – Mark Verification By Teacher Report Interface Screen

- Last Name/First Name Enter the teacher's name to run the report using a specific teacher. Leave blank to print report for all teachers.
- Or select a Section ID Enter the section ID to run the report for a specific section.
- Grading Period Select to run the report for a specific grading period.
- Missing Mark to Show (Blank will show all grades) Select which mark to display or select *All Missing Marks* to display all marks not entered for the period. By default, the report shows all missing marks.
- Select the missing information to include in the report:
 - Include Missing Citizenship
 - Include Missing Conduct
 - Include Missing Work Habits

Demo School District			N	ark	verit F	First C	on By Juarter	leac	ner		Report: GRD403
Teacher: Aderson, G	ordon						-				
Period: 1 Section	n ID: 0140	Term	Code	S1			Course:	MA40		Algebra II	
Student Name	SIS Number	1st Qtr	Cit	Con	WН	Abs1	Abs2	Credit (Comment		
Adams, Billy A.	889314	D						0.250			
Bingham, Janice	125138	A						0.250			
Bowser, Kathryn J.	920454	D						0.250			
Cabrera, Daniel C.	115459	A+						0.250			
Clark, Martha K.	101651	B-						0.250			
Damiani, Juan T.	886827	С						0.250			
Gardner, Adam L.	903175	в						0.250			
Grimm, Timothy D.	892592	D						0.250			
Hamblin, Christina L.	888178	A+						0.250			
Ingham, Stephanie B.	886414	B-						0.250			
Jennings, Jacqueline E.	123020	C+						0.250			
John, Mildred E.	995845	D						0.250			
Johnson, Bobby E.	163912	C+						0.250			
McPeck, Joshua A.	901999	С						0.250			
Miilu, Kelly A.	966444	B+						0.250			
Miller, Steve R.	888061	B-						0.250			
Mortensen, Matthew K.	901880	C-						0.250			
Nielsen, Robert J. JR	981787	F						0.250			
Palmer, Shawn R.	888146	A-						0.250			
Pollard, Wanda N.	138183	C+						0.250			
Richardson, Linda B.	889234	C-						0.250			
Rider, Angela M.	154392	F						0.250			
Rohde, Jack S.	888781	B-						0.250			
Schwalb, Robert T.	867189	A-						0.250			
Stine, Nancy R.	889741	B+						0.250			
Tilton, Marilyn N.	938024	D						0.250			
Wamboldt, Albert R.	903451	С						0.250			
Ward, Jennifer L.	887407	C+						0.250			
Whipple, Frances E.	901345	B+						0.250			
* = Audit Class											

GRD403 – Mark Verification By Teacher Output

GRD407 – Mark Exception Report

Synergy SIS > Grading > Reports > List

The Mark Exception Report prints a list of students with the specified mark.

Report GRD407: Ma	rk Exception Repor	t 🗷	• 200-9
Print Save Default Reset S	aved Default Email Me		
Name: Mark Exception Report Numb	per: GRD407 Page Orientation: Por	rait	
Options Sort / Output Cond	litions Selection Advanced		
Grading Period			
Second Quarter	•		
Mark			
	•		
Show all marks for each student			
Show students with AT LEAST:	or AT LEAST:	or AT LEAST:	or AT LEAST:
• (S)	(S)	(S)	• (S)
Filters			
Grade 🖸 ↔ 🧭			
10 11 12			
Display Counselor/Administrator na	me if the report has been filtered by (Counselor and/or Administrator	

GRD407 – Mark Exception Report Report Interface Screen

Report Options:

- Grading Period Select which periods display on the report card.
- Mark Select which mark to display in the report. To show all grading period marks, select Show All Marks for Each Student.
- Show students with AT LEAST Use to include all students with a specified amount of a certain mark. You can define up to 4 filters. For example, the report could list all students that have at least 1 *F*. You must define at least one filter.
- Grade Select the grades to include on the report or use □ ↔ 𝔅.
- Display Counselor/Administrator name if the report has been filtered by Counselor and/or Administrator – Select to include the Counselor and/or Administrator name on the report. This selection displays the option(s) selected in either the Select Counselor Filter and/or the Select Administrator Filter on the Selection tab.



See the Synergy SIS – Query and Reporting Guide for more information about these selections.

Demo School District Receivere in Education	Demo School District 2nd Qtr							
Student Name	Perm ID	Grade	Per	Course Title	Teacher Name	Mark	Con	WH
Abbott, Billy C.	905483	12	1	Beg Jewelry	Sullivan, J.	A+		
			3	Weight Trn Boys	Joseph, T.	A+		
			4	Eng (brit) Lit	Snyder, J.	A+		
			6	Science 10	Tofft, R.	Α		
Adams, Howard T.	873985	12	6	Pers Rel Time	Evit Teacher, R.	A+		
Adams, Scott M.	939208	12	4	Prin&prac Econ	Davis, J.	A+		
Aelvoet, Jesse J.	944233	12	1	Prin Eng II	Torrente, J.	A+		
			4	Evit Sem 1 Pm	Evit Teacher, E.	A-		
Aguado, Karen C.	135319	12	4	Earth Science	Vierthaler, R.	A+		
Aguilar, Roger F.	991071	12	3	Cad & Drafting	Kish, L.	А		
			5	Algebra I	Keyes, J.	A-		
			6	Beg Ceramics	Blahak P., P.	A-		
Aguirre, Jason K.	952357	12	2	Prin&prac Econ	Wischhusen, T.	А		
			3	Coe Bus Intern	Frommer, K.	A+		
			4	Rt 4th Per	Rel Time, R.	A-		
			7	Schdl Lock	Guidance Off, G.	A+		
Alder, Lawrence S.	910024	12	2	Pers Rel Time	Evit Teacher, R.	Α		
Alder, Sarah C.	968416	12	1	Ap Biology	Worsnop, W.	A+		
			4	Chorus-Soubrett	Sapakie, J.	A-		

GRD407 – Mark Exception Report Output

GRD410 – Mark Distribution by Teacher

Synergy SIS > Grading > Reports > List

The Mark Distribution By Teacher report prints a list of teachers and their mark distribution information.

Report GRD410: Mark Distribution By Teacher Print Save Default Reset Saved Default Email Me	· 200 - 0						
Name: Mark Distribution By Teacher Number: GRD410 Page Orientation: Portrait							
Options Sort / Output Conditions Selection Advanced							
Grading Period Second Quarter Mark to Print Sem 1 Final Only Teacher Mark Type □ ↔ ⓒ ■ Show GPA							
A B C D F I Group by department Group and page break by department							

GRD410 - Mark Distribution By Teacher Report Interface Screen

- Grading Period Select the grading period to use for the report.
- Mark to Print Select the mark defined for the grading period to create the report.
- Only Teacher Select the name of the teacher to print the report for just one teacher.
- Mark Type Select the marks to include in the printed report. Use □ ↔ ⓒ to select all marks.
- Show GPA Select to display the average GPA earned in each teacher's course.
- Group by department Select to group teachers by department.
- Group and page break by department Select to group teachers where each department starts on a new page.

_

Demo School Beselvice in Edu	District catles				Ma	Ho ark Dis	pe H stribu 19	igh So tion B st Qtr	chool By Tea	Year: 2017-2018 Pacher Report: GRD410
				A		F		Othe	r	
Teacher Name	Course Title and	ID	Per	Total	Pct	Total	Pct	Total	Pct	
Aderson, Gordon	Ap Calc Bc	MA51W	3	3	27.27	0	0.00	8	72.73	
				3	27.27	0	0.00	8	72.73	i i i i i i i i i i i i i i i i i i i
	Grand Totals		-	3	27.27	0	0.00	8	72.73	
-				A		F		Othe	r	
Teacher Name	Course Title and	ID MAAAO	Per	lotal	17.24	Iotal	Pct	I otal	75.96	
Aderson, Gordon	Algebra II	MA40	2	6	18.75	2	12.50	22	68.75	
	Algebra II	MA40	4	2	6.06	4	12.50	27	81.82	
	Algebra II	MA40	5	8	26.67	4	13 33	18	60.00	
	regeora II	111-140		21	16.94	14	11.29	89	71.77	
	Grand Totals		-	24	17.78	14	10.37	97	71.85	i i



GRD411 – Mark Distribution by Course

Synergy SIS > Grading > Reports > List

The Mark Distribution By Course report prints a list of courses and summarizes the distribution of marks awarded by each teacher. It shows both the number of each mark awarded and the percentage those marks equal of all the marks issued by that teacher. The average GPA for that period's classes also reports for each teacher.

Report GRD411: Mark Distribution By Course	 C C 0 - C
Print Save Default Reset Saved Default Email Me	
Name: Mark Distribution By Course Number: GRD411 Page Orientation: Landscape	
Options Sort / Output Conditions Selection Advanced	
Grading Period	
Second Quarter	
Mark to Print	
Sem 1 Final 🔹	
Only Course ID	
Sort By	
Course Title 👻	
Print Condensed Report	
Mark Type 🖸 \leftrightarrow 🎯	
Show GPA	
Page break by department	

GRD411 – Mark Distribution By Course Report Interface Screen

- Grading Period Select the Grading Period to use for the report.
- Mark to Print Select the mark defined for the grading period to create the report.
- Only Course ID Type the course ID to print the report for just one course.
- Sort By Select the order to sort output.
- Print Condensed Report This option allows you to select up to 13 marks to display in the report results.
- Mark Type Select the marks to include on the printed report.
- Show GPA Select to display the average GPA earned in each teacher's sections of the course.
- Page break by department Select to start each department on a new page.

Demo School District Research Transmo			Hope High School Mark Distribution By Cou Sem 1 Final	irse	Year: 2017-2018 Report: GRD411		
				A		Other	
Course Title	Course ID	Teacher Name	Per	Total	Percent	Total	Percent
9th Eng-Corr	EN091C			English			
		Nunes, Kathy	7	0	0	1	100
				0	0	1	100
9th Eng-Corr	EN092C			English			
		Nunes, Kathy	7	0	0	1	100
				0	0	1	100
AA Am His	EN58W			English			
		Wallace, Judy	4	3	11	24	88
		Wallace, Judy	5	6	23	20	76
				9	16	44	83
AA Girls Sp	PE501			Physical Education			
		Blackburn M., Matt	6	2	22	7	77
		Brook C., Clayton	6	5	18	22	81
		Bunger T., Thomas	6	3	10	26	89
		Ernst, Gary	6	4	12	29	87
		Joseph, Thomas	6	5	13	31	86
		Oden, Jacy	6	15	16	75	83
		O'Neill, Patrick	6	11	37	18	62
		Roberson, Katie	6	4	16	21	84
		Robinson, Robert	6	16	23	52	76
		Rustad, Shawn	6	2	4	43	95
		Sawyer, Kyle	6	7	20	28	80
		Scafaria, Dominic	6	3	12	21	87
		Sullivan, Joe	6	1	14	6	85
		Thiel, Michael	6	7	15	37	84
		Webster, Bill	6	1	5	17	94
				86	16	433	83

GRD411 – Mark Distribution By Course Output

GRD413 – Honor Roll Report

Synergy SIS > Grading > Reports > List

The Honor Roll Report prints a list of the students who met the criteria for the honor roll definition selected for the report.

Print Save Default Reset Saved Default Email Me Name: Honor Roll Report Number: GRD413 Page Orientation: Landscape Options Sort / Output Conditions Selection Advanced Honor Roll G Grading Period and Mark	
Name: Honor Roll Report Number: GRD413 Page Orientation: Landscape Options Sort / Output Conditions Selection Advanced Honor Roll Honor Roll G Grading Period and Mark	
Options Sort / Output Conditions Selection Advanced Honor Roll •	
Honor Roll Honor Roll G Grading Period and Mark	
Honor Roll G Grading Period and Mark	
Grading Period and Mark	
Grading Period Grading Mark	
First Quarter	-
Additional Grade Period Marks to Include	
Grade Period Marks 🗋 ↔ 🧭	
Progress Period 1-Progress Period 1	
First Quarter-1st Qtr	
Progress Period 2-Progress Period 2	
Second Quarter-2nd Qtr	
Second Quarter-Sem 1 Final	
Progress Period 3-Progress Period 3	
Third Quarter-3rd Qtr	
Progress Period 4-Progress Period 4	
E Fourth Quarter-4th Qtr	
Fourth Quarter-Sem 2 Final	
Part Option	
Student	
Do Not Lise Grade Deriod Grid	
Filters	
- Section ID Begin Section ID End Perm ID	
Grade O ↔ C	
🔲 10 🕅 11 🔟 12	

GRD413-Honor Roll Report Interface Screen

Report Options:

- Honor Roll Select which honor roll definition to use for the report.
- Grading Period and Mark:
 - Grading Period Select the grading period to display in the report.
 - Grading Mark Select the mark to display in the report



If you select an option from one of these fields, you must select an option from the other field.

Use Hybrid 1 Grading Period and Mark and Hybrid 2 Grading Period and Mark to print additional grading periods.

- Additional Grade Period Marks to Include:
 - Grade Period Marks Select at least one grade period mark using the options list or use □ ↔ to select all.
 - Sort Option Select the sort option.
 - Do Not Use Grade Period Grid Select this option to calculate GPA using 100% for credit weight, bypassing the Grade Period Weights defined in Grading Setup.
 - Suppress Credits Completed Select this option to prevent printing of a Credits Completed column.
 - **Display Homeroom Information** Select to include the homeroom teacher and room information on the report.
 - Include Concurrent Select to include the GPA, Credits Attempted, and Credits Completed calculations from concurrent enrollments in this report. The concurrency information on the report is not indicated or broken out in any way.
- Filters:
 - Grade Select the grades to include on the report or use □ ↔ [©] to select all.
 - Section ID Begin/End Select a section ID or range of section IDs to display on the report.

Demo School District Dealers to Encarton	Title: Ho	Hope High School Honor Roll Report nor Roll * Grading Mark:	1st Qtr	Year: 2017-2018 Report: GRD413		
Student Name	Perm ID	Gender	CUR GPA	Credits Attempted	Credits Completed	
Grade: 12						
Abbott, Billy C.	905483	Male	3.327	1.750	1.750	
Ackley, Brian R.	913948	Male	3.423	1.750	1.750	
Dearman, Elizabeth L.	872144	Female	3.711	1.750	1.750	
Hancock, Sandra J.	873379	Female	3.466	1.250	1.250	
Kelley, Howard E.	873385	Male	3.329	1.750	1.750	
Rivera, Anne C.	105998	Female	3.394	1.250	1.250	
Sharma, Rebecca	909080	Female	3.759	1.750	1.750	
Vargas, Jennifer	884706	Female	3.520	1.750	1.750	

• Perm ID – Enter a student's ID to print the report for one student.

GRD413 – Honor Roll Report Output

GRD415 – Student School Rank

Synergy SIS > Grading > Reports > List

The Student School Rank report prints a list of students by grade level with their GPA and class rank. The report also includes the credits attempted and completed.

Report GRE Print Save Defau	0415: Student S Reset Saved Default	Chool Rank	· CCG-9
Name: Student School	Rank Number: GRD415	Page Orientation: Portrait	
Options Sort / Ou	utput Conditions S	election Advanced	
Sort Report By Student Class Rank Grades: □ □ 10 11 12	Primary GPA Type CUM GPA - Cummulative	Secondary GPA Type	

GRD415 - Student School Rank Report Interface Screen

- Sort Report By Select to sort the report by Class Rank or Student Name (the last name of the student).
- Primary GPA Type Select the primary GPA definition to display on the report.
- Secondary GPA Type Select to include an additional GPA on the report.
- Grades Select the grades to include on the report or use □ ↔ [©] to select all.

Demo School District Excellence in Education		Hope High School Student School Rank CUM GPA			Year: 2 Report: G	017-2018 iRD415		
			Grade: 12	Class Size: 8	20			
				CUM G	PA			
Student Name	Student ID	Gender	Credit Att	Credit Comp	Rank	GPA		
Goodman, Willie N.	874879	Male	190.000	190.000	1	4.186		-
Allison, Pamela D.	992672	Female	185.000	185.000	2	4.146		
Winkler, Judy L.	956295	Female	200.000	200.000	3	4.135		
Block, John A.	875704	Male	205.000	205.000	4	4.123		
Wamboldt, Mary L.	873861	Female	220.000	220.000	5	4.114		
Reeder, Bobby J.	874908	Male	205.000	205.000	6	4.099		
Nielsen, Lisa	874945	Female	190.000	190.000	7	4.081		
Alder, Sarah C.	968416	Female	195.000	195.000	8	4.070		
Allen, Cynthia	874997	Female	200.000	200.000	9	4.060		
Thuenen, Diane S.	873983	Female	210.000	210.000	10	4.040		
Rush, Timothy A.	873804	Male	190.000	190.000	11	4.028		

GRD415 – Student School Rank Output

GRD416 – Expanded Class Rank

Synergy SIS > Grading > Reports > List

The Expanded Class Rank report prints the Class Rank Index Rank Method report. If the option to use the Class Rank Index is not enabled at the district or the school does not use a GPA Definition with a Class Rank Index Rank Method, there are no values available in the **GPA Type** field and you cannot run the report.

Report GRD416: Expanded Class Rank	< C C 🛛 - O
Print Save Default Reset Saved Default Email Me	
Name: Expanded Class Rank Number: GRD416 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
This report is used strictly for the Class Rank Index Rank Method. If the option to use the Class Rank Ind not using a GPA Definition with a Class Rank Index Rank Method, no values will be available in the drop- GPA Type	tex is not enabled at the district or the school is down and you will not be able to run the report.
Crades D + C	

GRD416 - Expanded Class Rank Report Interface Screen

Report Options:

- GPA Type Select the GPA definition to display on the report.
- Grades Select the grades to include on the report or use \bigcirc \leftrightarrow \boxdot to select all.

Demo School District Excellence in Education	Hope High School Expanded Class Rank CUM GPA						Year: 2014-2015 Report: GRD416		
		Grade 12	Class Size	22					
Student Name	Perm ID	Credits	Rank	%	PLoad	CDW	CRI	GPA	
Abbott, Billy C.	905483	24.500	2	93	4.000	4.0000	9.0000	2.250	

GRD416 - Expanded Class Rank Output

GRD417 – Eligibility Report

Synergy SIS > Grading > Reports > List

The Eligibility Report prints a list of students by grade level and specifies if they meet the eligibility definition selected. If they do not meet the eligibility definition criteria, it specifies why the student did not meet the eligibility criteria.

Report GRD417: Eligibility Report	rt 🛪	· CCO-9
Print Save Default Reset Saved Default Email I	Me	
Name: Eligibility Report Number: GRD417 Page Orientation	: Portrait	
Options Sort / Output Conditions Selection	Advanced	
Eligibility Type		
Honor Roll	*	
Grading Period and Mark		
Grading Period	Grading Mark	
Second Quarter	Sem 1 Final	-
Additional Grade Period Marks to Include		
Grade Period Marks		
Progress Period 1-Progress Period 1		
First Quarter-1st Qtr		
Progress Period 2-Progress Period 2		
Second Quarter-2nd Qtr		
Second Quarter-Sem 1 Final		
Progress Period 3-Progress Period 3		
Third Quarter-3rd Qtr		
Progress Period 4-Progress Period 4		
Fourth Quarter-4th Qtr		
Fourth Quarter-Sem 2 Final		
Sort Option		
Alphabetical	•	
Reporting Type		
Ineligibility	*	
Do Not Use Grade Period Grid		
Filters		
Grade ○ ↔ ☞ Section ID Begin Section ID End	Perm ID	

GRD417 – Eligibility Report Interface Screen

- Eligibility Type Select the eligibility definition to use with the report.
- Grading Period and Mark:
 - Grading Period Select the grading period to display in the report.
 - Grading Mark Select the mark to display in the report



- If you select an option from one of these fields, you must select an option from the other field.
- To print additional grading periods, use Hybrid 1 Grading Period and Mark and Hybrid 2 Grading Period and Mark.

- Additional Grade Period Marks to Include:
 - Grade Period Marks Select at least one grade period mark using the options list or use □ ↔ to select all.
 - Sort Option Select the sort option.
 - **Reporting Type** Select whether to show only eligible students or ineligible students. If you leave this field blank, only eligible students display.
 - Do Not Use Grade Period Grid Select this option to calculate GPA using 100% for credit weight, bypassing the Grade Period Weights defined in Grading Setup.
- Filters:
 - Grade Select the grades to include on the report or use □ ↔ Grades to select all.
 - Section ID Begin/End Select a section ID or range of section IDs to display on the report.
 - Perm ID Enter a student's ID to print the report for one student.

Demo School District Brealience de Education	Title: Honor Roll	Hope High School Eligibility Report * Grading Mark: Progress Period 2 * Ty	Year: 2017-2018 Report: GRD417 ype: Ineligibility
Student Name	Perm ID	Gender	Ineligible Reason
Grade: 10			
Allen, Jeremy S.	879216	Male	Insufficient CUR GPA: 0
			Ineligible Mark: D - 2
			Ineligible Mark: F - 1
Allen, Judith D.	903040	Female	Insufficient CUR GPA: 0
			Ineligible Mark: D - 1
			Ineligible Mark: F - 1
Allen, Sandra E.	901631	Female	Insufficient CUR GPA: 0
			Ineligible Mark: D - 2
Allen, Tammy	901931	Female	Insufficient CUR GPA: 0
			Ineligible Mark: C - 1
Alston, Douglas G.	901639	Male	Insufficient CUR GPA: 0
			Ineligible Mark: C - 1
Amos, Billy B.	965573	Male	Insufficient CUR GPA: 0
			Ineligible Mark: D - 1
Amos-Brown, Patrick N.	154480	Male	Insufficient CUR GPA: 0
			Ineligible Mark: D - 1
Andazola, Kathleen E.	900923	Female	Insufficient CUR GPA: 0
			Ineligible Mark: D - 1
Andresen, Harry A.	971678	Male	Insufficient CUR GPA: 0
			Ineligible Mark: F - 1
Andrews, Phillip D.	893555	Male	Insufficient CUR GPA: 0
			Ineligible Mark: D - 3
Arambarri, Sean J.	980186	Male	Insufficient CUR GPA: 0
			Ineligible Mark: D - 1

GRD417 – Eligibility Report Output

GRD418 – Eligibility Detail Report

Synergy SIS > Grading > Reports > List

The Eligibility Detail Report prints a list of students with details of each student's classes and marks for the selected grading period.

Report GRD418: Eligibility Deta	il Report 🗖	4 2 3 9 - 9
Print Save Default Reset Saved Default Ema	iil Me	
Name: Eligibility Detail Report Number: GRD418 Page Or	rientation: Portrait	
Options Sort / Output Conditions Selection	Advanced	
Eligibility Type		
Honor Roll	-	
Grading Period and Mark		
Grading Period	Grading Mark	
Second Quarter	 Sem 1 Final 	-
Sort Option Alphabetical	•	
Reporting Type		
Ineligibility	•	
Suppress Credits		
Suppress Credits Completed		
Include Students With No Marks		
Do Not Use Grade Period Grid		
U Filters		
Grade ↔ ぐ Section ID Begin Section ID End 10 11 12	Perm ID	

GRD418 – Eligibility Detail Report Interface Screen

- Eligibility Type Select the eligibility definition to use with the report.
- Grading Period and Mark:
 - Grading Period Select the grading period to display in the report.
 - Grading Mark Select the mark to display in the report



- To print additional grading periods, use Hybrid 1 Grading Period and Mark and Hybrid 2 Grading Period and Mark.
- Sort Option Select the sort option.
- **Reporting Type** Select whether to show only eligible students or ineligible students. If you leave this field blank, only eligible students display.
- Suppress Credits Select to not display the credits for each class on the report.
- Suppress Credits Completed Select to not display the completed credits for each class in the report.

- Include Students With No Marks Select to include students without marks for their classes for the selected grading period.
- **Do Not Use Grade Period Grid** Select to calculate GPA using *100%* for credit weight, bypassing the **Grade Period Weights** defined in Grading Setup.
- Grade Select the grades to include on the report or use □ ↔ 🗹 to select all.
- Section ID Begin/End Select a section ID or range of section IDs to display on the report.
- Perm ID Enter a student's ID to print the report for one student.

Demo	School District		Ho Eligil	pe Higr pility De	tail Repo	rt	, I	Year: 2017-201 Report: GRD418	18
Excelle Otudopt N	nce In Education	Title: H	Ionor Roll *	Grading Mark	: Sem 1 Final '	^c Type: Ineligibilit A Oradita Att:	y 1 750	Grade: 12	4 500
Sudent N	ame. Addoll, B	illy C.	Permit.	900460	Gender.	M Credits All.	1.750	Credits Com.	1.500
Period	Section ID	Course Title		Tea	cher Name	9	S1 Final	Comments	
0	0077	Am Govt		Jac	kson. Kathy	F	-		
1	0106	Beg Jewelry		An	drews, Mark	1	\ +	В	
2	0258	Intermediate Acting	9	Ga	rdner, David	(2		
3	0963	Weight Trn Boys		Jos	eph, Thomas	/	\ +	С	
4	0426	Eng (brit) Lit		Sn	der, Joan	1	λ+	E	
5	0594	Spanish II		Ols	tad, Tiffany	(C+		
6	0726	Science 10		Tof	ft, Robert	/	4		
7	0060	Cc-Am. Lit		Nu	nes, Kathy				
Student N	lame: Abnernet	hy, Anne E.	Perm ID:	902870	Gender: I	F Credits Att:	0.250	Credits Com:	0.250
Course De	etails								
Period	Section ID	Course Title		Tea	cher Name	:	S1 Final	Comments	
1	0088	Expl Agric		Sa	gent, Linda	E	3		
2	0201	Landscape D&m I		Wo	jcik, James				
5	0504	Beg Photo		Sci	nubert, Thorne	9			
6	0736	Academic Decath		Ca	naday C., Cur	t			
8	0035	Stained Glass							

GRD418 – Eligibility Detail Report Output

GRD419 – Class Grading Form

Synergy SIS > Grading > Reports > List

The Class Grading Form report prints a form for each section that teachers can use to record student marks. It includes 10 blank columns to use for section-specific test results, as well as a column to record the final mark for the class.

Report GRD419: Class Grading Form	
Print Save Default Reset Saved Default Email Me	
Name: Class Grading Form Number: GRD419 Page Orientation: Port	rait
Options Sort / Output Conditions Selection Advance	ed
Section Options	
As of Date	
11/10/2017	
Teacher	
•	
Period Begin Period End	
0 • 6 •	
Section ID	
→	
Test Colorfion	
No test	
Select by lest of Select by lest type	
Test Options	
Test	
•	
Type 1 Selection 1 Score Type 1 Label 1 Override	
Part Science Score Type 2 Label 2 Override	
Type 3 Soloction 2 Score Type 2 Label 3 Override	
Part	
Type 4 Selection 4 Score Type 4 Label 4 Override	
Part -	
e Printing Options	
Page Size	
2 ColumnsPerGroup	
Include Hole Punch Margin	
Extra Lines Custom Number	

GRD419 - Class Grading Form Report Interface Screen

- As of Date Enter the dates in the MM/DD/YY format or select them with the Calendar icon.
- Teacher Select the name of the teacher to print the report for just one teacher.
- Period Begin/Period End Select the bell schedule periods for the report.
- Section ID Select the range of Section IDs to limit the report output to only those sections matching the range.
- Test Selection:

- No Test Select to not include test results from Student Test History
- Select By Test Select to include test results from tests entered into Student Test History by test. Select from Test Options.
- Select By Test Type Select to include test results from tests entered into Student Test History by test type. Select from Test Options.
- Test Options Displays if you choose Select by Test or Select By Test Type.
 - 1. Select the **Test** from the field.
 - 2. Select the Parts (if a part-based test) or Objectives (if an objectives-based test) from the **Selection** fields.
 - 3. Select the Score Types to print, if needed.
 - 4. Enter the new column name in **Label Override** to change the name of the columns listing the test scores, if needed.
- Print Options:
 - Page Size Select the size to print the report on.
 - **Groups** Enter the number of groups of blank columns to display.
 - ColumnsPerGroup Enter the number of columns per group to display.
 - Include Hole Punch Margin Select to allow space at the top of the report to hole punch the report to insert into a binder.
 - Display ELL Data Select to display English Language Learner information.
 - Extra Lines Select the number of lines to display at the end of the report so the teacher can write names of students who enter the class after the report printed. Use *Custom* to enter a different number.
 - Custom Number Enter the number if you selected Custom in Extra Lines.

School Hope	High School			Yr Term 2017 S1	Per 5							HOPE HIGH S	СН		LAS	s
Section 0540	Subject Algebra II	Rot 1	om 28	Teacher Aderson, Gordon		1						GR	ADE	S	0.0	
NO	STUDENT NAME	Gr	Gen	Competencies		1						STUDENT NAME	LEP	GRADE	CON-	NO
1 A	ckley, Brian R.	12	М									Ackley, Brian R.				1
2 A	nderson, Peter W.	11	м								 	Anderson, Peter W.				2
3 B	utton, Bonnie	10	F									Button, Bonnie				3
4 C	arter, Anna Y.	10	F									Carter, Anna Y.				4
5 C	artwright, Peter M.	11	М									Cartwright, Peter M.				5
60	hase, Gerald M.	10	м									Chase, Gerald M.				6
70	ominguez, Carolyn D.	11	F									Dominguez, Carolyn D.				7
8 F	inley, Sarah D.	12	F									Finley, Sarah D.				8
9 F	itzgerald, Karen	11	F									Fitzgerald, Karen				9
10 F	reeman, Anthony A.	11	м									Freeman, Anthony A.				10
11 H	owey, Christina A.	11	F									Howey, Christina A.				11
12 K	obryn, Ruby	11	F				<u> </u>					Kobryn, Ruby				12
13 K	yler, Arthur P.	10	М									Kyler, Arthur P.				13
14 N	lassey, Paul C.	10	м									Massey, Paul C.				14
15 N	lcLaws, Sarah L.	10	F									McLaws, Sarah L.				15
16 N	losley, Sara N.	10	F									Mosley, Sara N.				16
17 N	ielsen, Phyllis W.	11	F									Nielsen, Phyllis W.				17
18 N	oble, Brandon A.	11	м									Noble, Brandon A.				18
19 P	askett, Brandon J.	10	М									Paskett, Brandon J.				19
20 S	chad, Harold M.	12	м									Schad, Harold M.				20
21 S	hull, Judy R.	11	F									Shull, Judy R.				21
22 S	pencer, Ralph L.	11	м									Spencer, Ralph L.				22
23 S	t Martin, Jack B.	10	М									St Martin, Jack B.				23
24 S	tanley., Jack K. JR	11	м		_							Stanley,, Jack K. JR				24
25 S	tapley, Adam R.	11	М									Stapley, Adam R.				25
26 S	weet, Russell T.	11	м		_							Sweet, Russell T.				26
27 T	anner, Deborah	11	F									Tanner, Deborah				27
28 U	dall, Catherine	11	F									Udall, Catherine				28
29 V	ogt, Lawrence J.	11	M									Vogt, Lawrence J.				29
30 V	/aldie, Donna J.	10	F									Waldie, Donna J.				30

GRD419 – Class Grading Form Output

GRD420 – Report Card Multi-Page Student List

Access GRD420 report from the <u>GRD209</u>: Job Result Files.

GRD20	9: Job Result Files	×
Result	Description	File Type
	Report Card Selector	PDF
	Report Card Pressure Seal Mailer	PDF
	Multi-Page Student List	PDF

GRD209: Job Result Files Screen

The Report Card Multi-Page Student List report lists students that have more than one page in their report card. The report lists the student name, the student's SIS number, address, and how many pages their report card has.

Demo School District Excelurer & Ferreter		Report	Hope High School Card Multi-Page Student List	Year: 2016-2017 Report: GRD420
Student Name	SIS Number	Addressees	Page Count	
No Students with Multiple Pages	5	0	0	
Printed by Admin User at 04/14/201	7 2:51 PM		Edupoint School District	Page 1 of

GRD420 – Report Card Multi-Page Student List Report Interface Screen

GRD422 – Student Grades Audit List

Synergy SIS > Grading > Reports > List

The Student Grades Audit List records Adds, Edits, and Deletes that you make to the Student Grade and Class Grade screens and records who made the change along with the date and time.

Report GRD422: Student Grades Audit List	· CC.
Print Save Default Reset Saved Default Email Me	
Name: Student Grades Audit List Number: GRD422 Page Orientation: Landscape	
Options Sort / Output Conditions Selection Advanced	
Audit Date Range	
Start Date End Date 08/01/2017 11/10/2017	
Student Info	
Perm ID Last Name First Name	
GradeLevel GradeLevel	
Exclude Inserts	

GRD422 - Student Grades Audit List Report Interface Screen

- Start Date and End Date If you enter either the start or end date, you must also enter the other. The Start Date must also come chronologically before the End Date.
- Perm ID Enter a student's ID to print the report for one student.
- Last Name and First Name Enter a student's 's last and first names to print the report for student's that match the name.
- Grade Level Enter a single grade level or a range to filter the report.
- Exclude Inserts Select to not print inserts/additions the report output.

Dem	no School	District	Stu Fro	Hope High Ident Grades m 08/01/2017 t	School s Audit List to 11/10/2017			Year: 2017-2018 Report: GRD422	3
Student	Name			Perm ID	GradeLevel				
Abbott, E	Billy C.			905483	12				
Property	Name	Context	Old Value	New Value	User Name	Time Star	np	IP Address	System Used
Period:	1	Section ID: 0106	Course ID: AR54	Course Title	: Beg Jewelry	Tea	acher: Ar	ndrews, Mark	
Mark		1st Qtr	C	A	User, Admin	10/08/201	7 18:06:13	10.200.11.100	SYNERGY
Period:	4	Section ID: 0426	Course ID: EN60	Course Title	: Eng (brit) Lit	Tea	acher: Sr	nyder, Joan	
Mark		1st Qtr	D	A	User, Admin	10/08/201	7 18:05:53	10.200.11.100	SYNERGY
Period:	5	Section ID: 0594 0	Course ID: WL22	Course Title	: Spanish II	Tea	acher: Ol	stad, Tiffany	
Mark		1st Qtr	C+	A	User, Admin	10/08/201	7 18:06:13	10.200.11.100	SYNERGY
Student Abnerne	Name thy, Ann	e E.		Perm ID 902870	GradeLevel 12				
Property	Name	Context	Old Value	New Value	User Name	Time Star	np	IP Address	System Used
Period:	1	Section ID: 0088	Course ID: AG29	Course Title	: Expl Agric	Tea	acher: Sa	argent, Linda	
Mark		Sem 1 Final		В	User, Admin	10/02/201	7 13:36:49	10.200.11.98	SYNERGY
Student Ackley, E	Name Brian R.			Perm ID 913948	GradeLevel 12	l			
Property	Name	Context	Old Value	New Value	User Name	Time Star	np	IP Address	System Used
Period:	3	Section ID: 0358 0	Course ID: PA92	Course Title	: Adv Acting	Tea	acher: Ga	ardner, David	
Mark		1st Qtr	C	A	User, Admin	10/08/201	7 18:07:52	10.200.11.100	SYNERGY
Period:	5	Section ID: 0540 0	Course ID: MA40	Course Title	: Algebra II	Tea	acher: Ac	derson, Gordon	
Mark		1st Qtr	C+	в	User, Admin	10/08/201	7 18:07:52	10.200.11.100	SYNERGY
Period:	2	Section ID: 0258 0	Course ID: PA86	Course Title	: Intermediate Acting	Tea	acher: Ga	ardner, David	
Mark		1st Qtr	B-	A	User, Admin	10/08/201	7 18:08:08	10.200.11.100	SYNERGY
Period:	1	Section ID: 0127 0	Course ID: EN52	Course Title	: Mythology	Tea	acher: St	auffer, Paige	-
Mark		1st Qtr	C-	B+	User, Admin	10/08/201	7 18:07:52	10.200.11.100	SYNERGY
Period:	4	Section ID: 0465	Course ID: SS57	Course Title	: Prin&prac Econ	Tea	acher: Da	avis, Jeffrey	
Mark		1st Qtr	D	A	User, Admin	10/08/201	7 18:07:52	10.200.11.100	SYNERGY
Period:	0	Section ID: 0869 0	Course ID: NC901	Course Title	: Rel Time A Hr	Tea	acher: Re	el Time, Rel Time	
Mark		1st Qtr	D	A	User, Admin	10/08/201	7 18:08:00	10.200.11.100	SYNERGY
Period:	6	Section ID: 0876 0	Course ID: NC961	Course Title	: Rt 6th Per	Tea	acher: Re	el Time, Rel Time	
Mark		1st Qtr	C+	A	User, Admin	10/08/201	7 18:07:52	10.200.11.100	SYNERGY

GRD422 – Student Grades Audit List Output

GRD602 – Mark Distribution By Ethnicity

Synergy SIS > Grading > Reports > Summary

The Mark Distribution By Ethnicity report prints a list of all the ethnic codes in use at the school and totals the number of each type of mark earned by students with that ethnic code. The report also shows the percentage each mark represents in the total of the marks for each ethnic group.

Report GRD602: Mark Distribution By	/ Ethnicity	• 200-0
Print Save Default Reset Saved Default Email Me		
Name: Mark Distribution By Ethnicity Number: GRD602 Page Orien	tation: Landscape	
Options Sort / Output Conditions Selection Advance	ed	
Grading Period		
Second Quarter		
Mark to Print		
Sem 1 Final		
Grade Grade		
EthnicityType		
Resolved Race / Ethnicity		
Resolved Race / Ethnicity		
0 ↔ 🛛		
 ✓ Hispanic ✓ Two or More ✓ Black or African American ✓ Native Hawaiian or Other Pacific I 	☑ White slander ☑ American Indian or	🗹 Asian r Alaska Native
Mark Type 🖸 \leftrightarrow 🧭		

GRD602 – Mark Distribution By Ethnicity Report Interface Screen

- Grading Period Select the grading period to create the report.
- Mark to Print Select the mark to include in the report if there is more than one for the select Grading Period.
- Grade Select the range of grade levels to include in the report.
- Ethnicity Type Select the type of ethnicity record to use.
- Resolved Race/Ethnicity Select the options for the ethnic codes to include in the report or use □ ↔ Geta to select all.
- Mark Type Select the mark type to include in the printed report or use □ ↔ ℭ to select all.

1					H Mark Di	e High Scl ibution By	hool / Ethnicit	v	Year: 2017-2018 Report: GRD602
Demo School District				Rep	ort Period: Se	nd Quarter	Mark: Se	m 1 Final	
						Grade 12			
	Α		Oth	er					
Ethnic Codes	Total	%	Total	%	Total				
Hispanic	82	17.79	379	82.21	461				
Two or More	4	57.14	3	42.86	7				
White	911	18.55	3999	81.45	4910				
Asian	4	7.14	52	92.86	56				
Black or African A									
Native Hawaiian (18	14.29	108	85.71	126				
American Indian (36	21.43	132	78.57	168				
Total	1055	18.42	4673	81.58	5728				

GRD602 - Mark Distribution By Ethnicity Output

GRD603 – Section Missing Marks

Synergy SIS > Grading > Reports > List

The Sections Missing Marks List report prints a list of sections (classes) which are missing marks in the student grading record.

Report	ort GRD603	: Sectior	ns Missi	ng Marks List 🔳	· CC0-0
📥 Print	Save Default R	eset Saved De	fault Emai	I Me	
Name: Secti	ons Missing Mark	s List Number	GRD603 Pa	ge Orientation: Portrait	
Options	Sort / Output	Conditions	Selection	Advanced	
Grading Perio	bd				
Second Qua	nter 👻				
	•				
Period Ra	nge				
Starting Peri 0	od Ending Period	•			
Grouping Op Teacher	tion				

GRD603 – Section Missing Marks Report Interface Screen

Report Options:

- Grading Period Select the grading period to create the report.
- Mark Select the grading period and mark to create the report.
- Starting Period/Ending Period Select the bell schedule periods to create the report.
- Grouping Option Select to group the report by Teacher or Period.

Demo School District Excellence In Education	Hop Sections	e High School Missing Marks List	Year: 2017-2018 Report: GRD603
Teacher Name Aderson, Gordon Period	Section ID	Course Title	Room #
1	0140	Algebra II	128
2	0240	Algebra II	128
3	0340	Ap Calc Bc	128
4	0440	Algebra II	128
5	0540	Algebra II	128

GRD603 - Section Missing Marks Output

GRD805 – Grading Labels with GPA

Synergy SIS > Grading > Reports > Labels

The Grading Labels With GPA report prints grading labels that can include a student's GPA, attendance, and other grading report items.

Report GRD80	5: Grading	Labels	With GP/	A 🗏 👘	A 🤃 📚 🗟 🛠 🕅	🜒 ା ଅଟେ
Print Save Default	Reset Default	Email Me				
Name: Grading Labels With G	SPA Number: GRI	0805 Page Ori	entation: Portra	iit		
Options Label Setup	Sort / Output	Conditions	Selection	Advanced		
Grading Periods						
Grading Period	Mark	Name				
Display Options						
GPA Type 1	Over	ride Label (Defa	ault is ACA)			
GPA Type 2	Over	ride Label (Defa	ault is TOT)			
Show Attendance 1						
Show Citizenship						
Show Conduct						
Show Credit						
Show Work Habits						
Term Name						
Month Year						
Format Options						
Staff Name Format						
Student Filters						
Grade						
10 🔲 11 🛄 12						

GRD805 - Grading Labels With GPA Report Interface Screen

- Grading Periods:
 - Grading Period Select the period to use when printing labels.
 - Mark Name If there is more than one defined mark for the grading period, select which mark prints on the label.
- Display Options:
 - **GPA Type 1** and **GPA Type 2** Select which GPA definitions print on the labels. You can include up to two definitions.
 - Override Label Enter an override to the GPA column heading.
 - Select any or all of the options to display on the label:
 - Show Attendance 1
 - Show Attendance 2
 - Show Citizenship
 - Show Conduct
 - Show Credit
 - Show Work Habits

- Term Name Enter a custom name to override the default term name.
- Month and Year Select the month and year to print on the grading labels.
- Format Options:
 - Staff Name Format Select whether to use Last Name, First Initial or Last Name, First Name.
- Student Filters:
 - Grade Select the grade level of the students to include in the labels. For example, if you select grade 12, the report prints labels for each student in grade 12.
- Label Setup tab Select the Label Type.



GRD805 - Grading Labels With GPA Report Interface Screen, Label Setup Tab

Abbott, Billy C.		Hope High School	Addington, Paula M.		Hope High School
Stu ID:905483	Grade:12		Stu ID:871686	Grade:12	
Title	Teacher	Mk	Title	Teacher	Mk
Am Govt	Jackson, K.	A	Hero - Foods	Patenge, S.	C+
Beg Jewelry	Sullivan, J.	A	Hero - Foods	Patenge, S.	C-
Eng (brit) Lit	Snyder, J.	A	Pers Rel Time	Evit Teacher, R.	A+
Int Acting	Gardner, D.	В	Prin&prac Econ	Wischhusen, T.	В
Science 10	Tofft, R.	A-	Rt 4th Per	Rel Time, R.	C-
Spanish li	Olstad, T.	A	Rt 5th Per	Rel Time, R.	D
Weight Trn Boys	Joseph, T.	В	Rt 6th Per	Rel Time, R.	D
			World Lit	Gordon, K.	A+
		ACA GPA			ACA GPA
		3.327			2.08
* = Audit Class			* = Audit Class		
Ackley, Brian R.	0	Hope High School	Aelvoet, Jesse J.	0	Hope High School
Stu ID:913948	Grade:12		Stu ID:944233	Grade:12	
Title	Teacher	Mk	Title	Teacher	Mk
Adv Acting	Gardner, D.	A	Am Govt	Davis, J.	A-
Algebra II	Aderson, G.	В	Evit Sem 1 Pm	Evit Teacher, E.	A
Int Acting	Gardner, D.	A	Prin Eng li	Torrente, J.	A-
Mythology	Stauffer, P.	B+	Prin&prac Econ	Wischhusen, T.	F
Prin&prac Econ	Davis, J.	A	Rel Time A Hr	Rel Time, R.	A+
Rel Time A Hr	Rel Time, R.	A			
Rt 6th Per	Rel Time, R.	A			
		3 423			2 864
		0.420			2.001
* = Audit Class			* = Audit Class		

GRD805 - Grading Labels With GPA Output

GRD806 – Grading Period Labels with GPA

Synergy SIS > Grading > Reports > Labels

The Grading Period Labels with GPA report lists all of a student's classes for a given month and year and display the selected GPA.

Report GRI	0806: Grading	Period I	Labels W	ith GPA		C C 0 -
Print Save Defau	ult Reset Default	Email Me			A: 📢 🍣 🛠 🛄 🛠 🖄 🔍 '	
Name: Grading Period	Labels With GPA Numb	er: GRD806 P	age Orientation:	Portrait		
Options Label Se	etup Sort / Output	Conditions	Selection	Advanced		
Course History Criteria	a					
Calendar Month	CalendarYear	CHS Type	School Yea	r		
Display Options						
GPA Туре			 Include 	Class Rank		
Subject Base Credit Valu	ue					
Show School Name Course Title to show						
Title from Student Cour	se History 👻					
 Format Options 						
Staff Name Format	•					
Student Filters						
Perm ID 905483						
Last Name Abbott	First Name Billy					
Grade						

GRD806 – Grading Period Labels With GPA Report Interface Screen
- Course History Criteria:
 - Calendar Month/Calendar Year Enter the month and year the course completed to include the courses from the student's course history. Required field for the report to print.
 - CHS Type Select the type of course to include courses with the select CHS Type.
 - School Year Enter the school year the course completed to include the courses from the student's course history.
- Display Options:
 - GPA Type Select the type of GPA that prints on the labels.
 - Include Class Rank Select this option to print the class rank on the labels.
 - Subject Base Credit Value Enter the number of credits that assign to each section for the period. Required field for the report to print.
 - Show School Name Select this option to print the school name on the labels.
 - Course Title To Show Select which course title prints on the labels.
 - Title from Student Course History screen
 - Long Title from District Course (default) screen
 - Short Title from District Course screen
- Format Options:
 - Staff Name Format Select whether to use Last Name, First Initial or Last Name, First Name.
- Student Filters:
 - Grade Select the grade level of the students to include in the labels. For example, if you select grade 12, the report prints labels for each student in grade 12.

• Label Setup tab - Select the Label Type.



GRD806 - Grading Period Labels With GPA Report Interface Screen, Label Setup Tab

		00.00	00.0	00	00.0	00			00.00	00.00	00.00
905483 Audit Class	Abbott, Billy C.			0/0	D		905483 * - Audit Class	Abbott, Billy C.		C	//0
English 9 - Repaid Science 9 Stu Asst Cours Symphonic Band Wohd Heitig English Litrature Pie-Algebra Algebra 1 Algebra 1 Al Geometry At Geometry	no impact		0.5 0.5 0.5 0.5 1.0 1.5 1.5 0.0 0.5 1.5	0.5 0.5 0.5 0.5 0.5 1.0 1.5 1.5 0.0 0.5 1.5 1.5		0.0 0.8 0.3 1.3 2.7 5.5 0.5 0.5 0.8 1.0	French I Lit Explor March Band March Band Mythoogy Prin Eng I Science S Symphonic Band Symphonic Band			0.5 0.5 0.5 0.5 0.0 0.0 0.5 0.5 0.5 0.5	C 05 5 1.3 F 00 C 05 C 05 C 05 C 05 C 05 C 05 C 05 C
		00.00	00.0	00	00.(00			00.00	00.00	00.00
905483	Abbott, Billy C.			0/0	D		905483	Abbott, Billy C.		C	0/0
* - Audit Class							* - Audit Class				
Amer History I Amer History II Belg Gultar Biology Biology Co-Perent Dev. Comp Foundation Comp Foundation Computer Apps Desktop Publish English 9			0.5 1.5 0.5 0.5 0.0 0.5 0.0 0.0 0.0 0.5 0.5 0	0.5 1.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0	С 8 <mark>-</mark> 8 8 F A F F D 8 C	0.8 4.0 0.2 1.3 1.3 0.0 1.8 0.0 0.0 0.3 1.3 0.8	Symphonic Band Symphonic Band Thea Arts I Thea Arts II Tr. Satety Weight Th Boys Weiding I World Histig Abbott, Billy	с.	٥/٥ ٥٥.۵	0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5	A 1.8 A 1.8 B 1.3 C 0.8 B 1.3 C 0.8 F 0.0 C 0.8 F 0.0 C 0.8

GRD806 - Grading Period Labels With GPA Output

Chapter 12: Health Reports

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HLT201 – Student Health Profile

Synergy SIS > Health > Reports > Individual

The Student Health Profile report provides a complete listing of all of a student's health-related records based on the filters selected. The report includes the student's basic demographic and contact information, emergency contact information, health conditions, any health incidents, and immunization information.

Report HLT201: Student	Health Profile
Print Save Default Reset Default En	nail Me
Name: Student Health Profile Number: HLT201	Page Orientation: Portrait
Options Sort / Output Conditions	Selection Advanced
Student Info	
Perm ID 905483	
Abbott Billy	
Include the following	
Health Condition History	

HLT201 - Student Health Profile Report Interface Screen

- Student Info Select an individual student or group of students based on the **Perm ID**, **Last Name**, or **First Name**. For example, if you enter the last name *Smith*, the report prints an individual report for each student with the last name Smith.
- Health Condition History Select to include the student's health condition history in the report.

1955 S Val Mission Vie 07/14/2015 ry responsibility Nork Phone 02-555-1234 512 Nork Phone	Vista Dr ejo, CA 92694 Leave Date Other Phone 949-558-9073 Other Phone Other Phone
Enter Date 07/14/2015 ny responsibility Nork Phone 602-555-1234 512 Nork Phone Nork Phone	Leave Date Other Phone 949-558-9073 Other Phone Other Phone
ry responsibility Nork Phone 602-555-1234 512 Nork Phone Nork Phone	Other Phone 949-558-9073 Other Phone Other Phone
Nork Phone 602-555-1234 512 Work Phone Nork Phone	Other Phone 949-558-9073 Other Phone Other Phone
Work Phone	Other Phone Other Phone
Work Phone	Other Phone
2	
2	
te Accident Time	e
beat irregularities.	
te Accident Tim	e
vill have grandma or care of grandma	n emergency
2	e Accident Tim eat irregularities. e Accident Tim

HLT201 – Student Health Profile Output

Emergency contacts with the **Release To** option selected print with an asterisk (*) next to their name.

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HLT202 – Student Immunization Profile

Synergy SIS > Health > Reports > Individual

The Student Immunization Profile report lists all of a student's vaccinations, the date the student received the vaccination, and if the student is compliant with the immunization requirement. The report also includes notes indicating whether the student is compliant or the vaccine is not required. These details appear based on the filters selected.

Report HLT202: Student Immunization Profile
Print Save Default Reset Saved Default Email Me
Name: Student Immunization Profile Number: HLT202 Page Orientation: Landscape Options Sort / Output Conditions Selection Advanced
Student Info
Grade Perm ID 905483 Last Name First Name Only Non-Compliant
Options
 Hide Footer Text Hide Documentation and Requirements Status Hide TB/Scoliosis Section Hide Compliance Notes Show Exemption details
O NOTE
Text on the bottom of the Immunization Profile report can be changed by navigating to Synergy SIS> Health > Setup > Immunization Definition view (on the "Imm. Report Settings" tab).

HLT202 – Student Immunization Profile Report Interface Screen

- Student Info Select an individual student or group of students based on the **Grade**, **Perm ID**, **Last Name**, or **First Name**. For example, if you select grade *12*, the report prints an individual report for each student in grade 12.
- Only Non-Compliant Includes only the students and immunizations that have not met the requirements
- Options Hide areas of the report including the footer text, documentation and requirement status section, TB/Scoliosis section, and/or compliance notes section

		H Studen	ope Higi t Immun	ization	Profile		Year: 20 Report: H	014-2015 LT202
1. Identification Information								
Student Name Walbeck, Joan M.		Perm ID 165646		G	rade 11	Gender Female	Birth Date 08/27/1996	
2. Immunizations	1st Date	2nd Date	3rd Date	4th Date	5th Date	6th Date	Compliance	
DTP/DTaP/DT	11/08/1997	12/28/1997	03/06/1998	02/21/199	08/17/2002	2	Custom Rule Not Defin	ed : Custom Rule Not D
Polio	11/08/1997	12/28/1997	02/21/1999	08/17/200	2		Custom Rule Not Defin	ed : Custom Rule Not D
Varicella							Custom Rule Not Defin	ed : Custom Rule Not D
Meningococcal - NO							Custom Rule Not Defin	ed : Custom Rule Not D
Varicella 13 +							Custom Rule Not Defin	ed : Custom Rule Not D
3. Documentation		4. St	atus of req	uirement	5			
Admitting Official: Documentation presented: Official State Record Foreign country (name) Out-of-State record (Name)		. (are due later. C. Laboratory	y evidence	of immunity	to:	E. Medical Reasons - Date: F. Personal Beliefs Date:	Temporary until:
Tuberculosis								
First Tuberculosis Skin Test	Sec	ond Tubercu	losis Skin Te	st		Tuberculosis	Chest X-Ray	
Impression Date Given mm Inc	luration Ir	npression	Date Give	<u>n</u> mm Ir	duration	Impression	n Date Given	
Scoliosis								
First Scoliosis X Ray	Sec	ond Scoliosi	s X Ray			Scoliosis Ph	ysical Exam	
	Im	pression	Date Given	1		Exam Resu	It Date Given	
Impression Date Given	-							

HLT202 – Student Immunization Profile Output

HLT203 – Student Accident/Incident Report

Synergy SIS > Health > Reports > Individual

The Student Accident/Incident Report lists the details of an accident or health-related incident involving a student.

This is the same report that prints from the **Accident Detail** tab of the detailed screen of an incident on the **Nurse's Log** tab of the Health screen.



HLT203 - Student Accident/Incident Report Interface Screen

- Student Info Select an individual student or group of students based on the **Perm ID**, **Last Name**, or **First Name**. For example, if you enter the last name *Smith*, the report prints an individual report for each student with the last name Smith.
- Incident Dates Includes health incidents that occurred on a particular date or date range.

Address 04 400-505-12.14 0002 Address City State Zip Code 5407 N Alma School Rd City State Az Zip Code Accident Information Accident Information Accident Date: Time Accident Occure Reported by: Date Reported: Parent Contact Attempted At: Parent Contacted At Growan, Rachael 04/03/2008 9:10 AM 9:10 AM Describe Accident, Give Specific Location and Condition of Premises: Student complained of being tired and sleep deprived as well as heart beat irregularities. Medical Information Detate Reported: Parent Contacted At Detailed Injury Description: Had student rest for 45 min. Care Given/By Whom: Medical Care Recommended No Reason Injured Person was on the Premises(lunch, P.E., etc.): Persons Familiar with Circumstances(Name & Title): Staff Member Responsible for Student Supervision at Time of Incident: Student Covered by School Accident Insurance No Where Taken After Incident(Specify home, hospital, etc.): By Whom: Time Taken: Follow.Up: Preventative Measure Taken: Staff Member Responsible for Student Supervision at Time of Incident: By Whom: Time Taken: Follow.Up
Accident Information Accident Information Accident Location: Accident Date: Reported by: Date Reported: Orowan, Rachael Out/03/2008 Describe Accident, Give Specific Location and Condition of Premises: Student complained of being tired and sleep deprived as well as heart beat irregularities. Medical Information Detailed Injury Description: Had student rest for 45 min. Care Given/By Whom: Medical Care Recommended No Reason Injured Person was on the Premises(lunch, P.E., etc.): Persons Familiar with Circumstances(Name & Title): Staff Member Responsible for Student Supervision at Time of Incident: Student Covered by School Accident Insurance No Where Taken After Incident(Specify home, hospital, etc.): By Whom: Time Taken: Follow-Up: Preventative Measure Taken: Signatures Date Signed: Principal Signature: Date Signed:
Accident Information Accident Location: Accident Location: Image: Accident Date: Time Accident Occure Reported by: Date Reported: 9-rin Contact Attempted At: 9-rin Contacted At Growan, Rachael 04/03/2008 9-rin Contact Attempted At: 9-rin Contacted At Describe Accident, Give Specific Location and Condition of Premises: 9-rin AM 9-rin AM Student complained of being tired and sleep deprived as well as heart beat irregularities. 9-rin AM Medical Information Detailed Injury Description: Had student rest for 45 min. Care Given/By Whom: No Reason Injured Person was on the Premises(lunch, P.E., etc.): Persons Familiar with Circumstances(Name & Title): Staff Member Responsible for Student Supervision at Time of Incident: Student Covered by School Accident Insurance No Where Taken After Incident(Specify home, hospital, etc.): Preventative Measure Taken: Signatures Principal Signature: Date Signed: Deta Signed: Deta Signed: Detailed Student: Date Signed: Detailed Student: Date Signed: Detailed Student: Date Student: D
Accident Location: Accident Location: Accident Location: Accident Location: Accident Date: Time Accident Occure Reported by: Growan, Rachael Describe Accident, Give Specific Location and Condition of Premises: Student complained of being tired and sleep deprived as well as heart beat irregularities. Medical Information Detailed Injury Description: Had student rest for 45 min. Care Given/By Whom: Medical Care Recommended No Reason Injured Person was on the Premises(lunch, P.E., etc.): Persons Familiar with Circumstances(Name & Title): Staff Member Responsible for Student Supervision at Time of Incident: Student Covered by School Accident Insurance No Where Taken After Incident(Specify home, hospital, etc.): Preventative Measure Taken: Signatures Principal Signature: Date Signed: Nurse Signature: Date Signed:
Reported by: Growan, Rachael Date Reported: 04/03/2008 Parent Contact Attempted At: 9:10 AM Parent Contacted At 9:10 AM Describe Accident, Give Specific Location and Condition of Premises: Student complained of being tired and sleep deprived as well as heart beat irregularities. 9:10 AM 9:10 AM Medical Information Detailed Injury Description: Had student rest for 45 min. Care Given/By Whom: Medical Care Recommended No Reason Injured Person was on the Premises(lunch, P.E., etc.): Medical Covered by School Accident Insurance No Staff Member Responsible for Student Supervision at Time of Incident: Student Covered by School Accident Insurance No Where Taken After Incident(Specify home, hospital, etc.): By Whom: Time Taken: Follow-Up: Signatures Date Signed:
Growan, Rachael 04/03/2008 9:10 AM 9:10 AM Describe Accident, Give Specific Location and Condition of Premises: Student complained of being tired and sleep deprived as well as heart beat irregularities. 9:10 AM Medical Information
Describe Accident, Give Specific Location and Condition of Premises: Student complained of being tired and sleep deprived as well as heart beat irregularities. Medical Information Detailed Injury Description: Had student rest for 45 min. Care Given/By Whom: Medical Care Recommended No Reason Injured Person was on the Premises(lunch, P.E., etc.): Persons Familiar with Circumstances(Name & Title): Staff Member Responsible for Student Supervision at Time of Incident: Student Covered by School Accident Insurance No Where Taken After Incident(Specify home, hospital, etc.): Preventative Measure Taken: Signatures Principal Signature: Date Signed:
Student complained of being tired and sleep deprived as well as heart beat irregularities. Medical Information Detailed Injury Description: Had student rest for 45 min. Care Given/By Whom: Medical Care Recommended No Reason Injured Person was on the Premises(lunch, P.E., etc.): Persons Familiar with Circumstances(Name & Title): Staff Member Responsible for Student Supervision at Time of Incident: Staff Member Responsible for Student Supervision at Time of Incident: No Where Taken After Incident(Specify home, hospital, etc.): Preventative Measure Taken: Principal Signatures Principal Signature: Date Signed:
Medical Information Detailed Injury Description: Had student rest for 45 min. Care Given/By Whom: Medical Care Recommended No Reason Injured Person was on the Premises(lunch, P.E., etc.): Persons Familiar with Circumstances(Name & Title): Staff Member Responsible for Student Supervision at Time of Incident: Student Covered by School Accident Insurance No Where Taken After Incident(Specify home, hospital, etc.): By Whom: Time Taken: Follow-Up: Preventative Measure Taken: Signatures Principal Signature: Date Signed: No
Weelical Information Detailed Injury Description: Had student rest for 45 min. Care Given/By Whom: Medical Care Recommended No Reason Injured Person was on the Premises(lunch, P.E., etc.): Persons Familiar with Circumstances(Name & Title): Staff Member Responsible for Student Supervision at Time of Incident: Staff Member Responsible for Student Supervision at Time of Incident: Where Taken After Incident(Specify home, hospital, etc.): Follow-Up: Preventative Measure Taken: Signatures Principal Signature: Date Signed: Nurse Signature: Date Signed:
Had student rest for 45 min. Care Given/By Whom: Medical Care Recommended No Reason Injured Person was on the Premises(lunch, P.E., etc.): Persons Familiar with Circumstances(Name & Title): Staff Member Responsible for Student Supervision at Time of Incident: Staff Member Responsible for Student Supervision at Time of Incident: Where Taken After Incident(Specify home, hospital, etc.): Follow-Up: Preventative Measure Taken: Signatures Principal Signature: Date Signed:
Care Given/By Whom: Medical Care Recommended No Reason Injured Person was on the Premises(lunch, P.E., etc.): Persons Familiar with Circumstances(Name & Title): Staff Member Responsible for Student Supervision at Time of Incident: Staff Member Responsible for Student Supervision at Time of Incident: Where Taken After Incident(Specify home, hospital, etc.): By Whom: Time Taken: Follow-Up: Preventative Measure Taken: Signatures Principal Signature: Date Signed:
Reason Injured Person was on the Premises(lunch, P.E., etc.): Persons Familiar with Circumstances(Name & Title): Staff Member Responsible for Student Supervision at Time of Incident: Student Covered by School Accident Insurance No Where Taken After Incident(Specify home, hospital, etc.): By Whom: Time Taken: Follow-Up: Preventative Measure Taken: Signatures Principal Signature: Date Signed:
Reason Injured Person was on the Premises(lunch, P.E., etc.): Persons Familiar with Circumstances(Name & Title): Staff Member Responsible for Student Supervision at Time of Incident: Student Covered by School Accident Insurance No Where Taken After Incident(Specify home, hospital, etc.): By Whom: Time Taken: Follow-Up: Preventative Measure Taken: Signatures Principal Signature: Date Signed:
Where Taken After Incident(Specify home, hospital, etc.): By Whom: Time Taken: Follow-Up: Preventative Measure Taken: Signatures Principal Signature: Date Signed: Nurse Signature: Date Signed:
Follow-Up: Preventative Measure Taken: Signatures Principal Signature: Date Signed: Nurse Signature: Date Signed:
Preventative Measure Taken: Signatures Principal Signature: Date Signed: Nurse Signature: Date Signed:
Signatures Principal Signature: Date Signed: Nurse Signature: Date Signed:
Principal Signature: Date Signed:
Nurse Signature: Date Signed:
Nurse Signature: Date Signed:

HLT203 – Student Accident/Incident Report Output

HLT204 – California School Immunization Record

Synergy SIS > Health > Reports > Individual

The California Immunization Record report lists all of a student's vaccination information in the format specified by the state of California.

Report HLT204	4: Californ	ia Scho	ol Immu	nization	Record	
Print Save Default	Reset Saved Defa	Email	Me		:	
Name: California School Imr	nunization Record	Number: HL	T204 Page O	rientation: Land	scape	
Options Sort / Output	Conditions	Selection	Advanced			
Student Info						
Grade Grade ↓ ↓ ↓ Perm ID 905483						
Last Name	First Name					
Abbott	Billy					
Display Birth State And C	ountry					
Print Exemptions in Date	fields					
Parent/Guardian Selection	Criteria					
Parent/Guardian Type 1						
Parent/Guardian Type 2						
Parent/Guardian Type 3						
Identity Options						
Student Identity						

HLT204 – California School Immunization Record Report Interface Screen

- Student Info Select an individual student or group of students based on the **Grade**, **Perm ID**, **Last Name**, or **First Name**. For example, if you select grade *12*, the report prints an individual report for each student in grade 12.
- Display Birth State And Country Includes the student's birth state and country on the report
- Print Exemptions in Date fields Prints the words Personal, Exempt, Medical, Other, or Disease in each date field. Values print when an exemption exists for an individual vaccination or when selecting the overall document exemption. Printed values are controlled by the state code associated to each of the values in the lookup table definition.
- Parent/Guardian Selection Criteria Identifies a parent on the immunization record based on the selected permission levels:
 - Lives With
 - Contact Allowed
 - Ed. Rights
 - Has Custody
 - Mailings Allowed



The system bases the permission levels on the flags set on the **Parent/Guardian** tab on the Student screen.

- Student Identity Prints the Protected Identity information depending on the selection made:
 - Legal Identity Prints the student name and gender from the **Protected Information** tab on the Student screen.
 - Preferred Identity (Default) Prints the student name and gender information from the Information tab on the Student screen if values exist. If the values do not exist, the student name and gender prints from the **Demographics** tab.

HLT204 Output Without Print Exemptions in Date fields Selected

Tdap (Pertu Date of Tdap Immunitation Oach are Tdap and Tdap and T	Sis Booster) Regi MM DD YYYYY given on sraffer M an mei mei regiverme xampton ton physion sond balef aumptio tamparten en to tame Mary Snith () 0220/2013	Unement Derindey. O Com on Ne. A effort Hosth Pr 1965	This record is p with that re Th is reco	ALII ant of the cord. Loci	FORNIA student's perma al health departs it be com pl provided by	A SCHO inent record (cumu ments shall have a eted by scho y parent or gu	OL IMA lative folder) as o coess to this reco of and child lardian. See	IUNIZA efined in Section. rd in schools, chil care personn revers e side	TION RE 49055 of the Educat of care facilities and nel from an im for instruction	CORD tor Ocea and statistics minit set care hores munication record ns.
Student	Name: Abb	ott, Billy C.			Sex	: M 🔀 F	- E	Birthdate: 07	731/2002 Plac	be of Birth: Mesa
Name o	f Parent or 0	Buardian:	Aaron, Kathleen		Rac	White, not His	panio 4	Address: 195	0 Simesa Dr	
Telepho	Daytime		Nighttime			lis panic Black Other:	c	City: Mesa		ZIP: 85234
				DATE EAG	H DOSE W	AS GIVEN		L DOCUMENTATION		
	VACCINE		1st	2nd	3rd	4th	5th	I certify that I reviewed a record of this childs		
POLIO (OPV or IPV)			01/30/2006	01/28/2008	02/28/2009	04/02/2010		Date 08/27/2012		
(Diphtheria, tetanus and [acellular] DTP/DTaP/DT/Td pertussis OR tetanus and diphtheria only)			01/30/2006	01/28/2008	02/28/2009	04/02/2010		Staff Signature: Mary Smith (Health Clerk)		
MMR (Measles, mumps and rubella)									Record presented was: Yellow California Immunization Record	
HIB (Required only for child care and preschool)]	Out-of-state school record		
HEPAT	TIS B				02/23/2013	£				Specify:
VARICE	LLA		(Chickenpox)					_		II. STATUS OF REQUIREMENTS A. All requirements are met.
HEPAT	ITIS A		Not Required)							B. Currently up-to-date, but more doses
TB	Typet		Date Gives	Data	Dead	mm indur	Impressi		Td or Tdap Booster	are due later. Needs follow-up. Exemption was granted for:
SKIN	X PPD-Ma	ntoux	07/29/2010	08/0	1/2010	0	Pos		04/02/2010	C. Medical Reasons - Permanent D. Medical Reasons - Temporary E. Personal Reliefs
	X PPD-Ma	ntoux	07/27/2012	08/0	1/2012	8	Pos			III. 7th GRADE ENTRY A. All requirements are met.
* If requir	ed for school	entry, must	be Mantoux unles	s excer	tion granted	i by local healt	h department	-		Donna Jones (registr) 09/10/2012 Name Date:
CHEST (Necess	X-RAY ary if skin	Film date: Pers	02 / 07 / 2	013 unicable	Impressio e tuberculos	n: normal is: Xyes	Xabnom	mal		B. Currently up-to-date, but more doses are due later. Needs follow-up.

HLT204 - California Immunization Record Output

HLT204 Output With Print Exemptions in Date fields Selected

Tdap (Pertur bate of Tdap mmunization eck one: Tdap was does not i X Medical e Tdap per from pare ichool Staff N 'oday's Date	is Booster) Requirement MM DD YYYY given on or after 7h birthday. (To main requirement) warpton from physician on file. const biolef exemption affidavit filyaudation on file. ame PM 2005	C This record is p with that re This reco	ALI and of the cord. Loc	FORNI student's perm al health depar st be comp provided b	A SCHO anent record (cumul timents shall have ac leted by schoo y parent or gua	OL IMN stive folder) as d cess to this reco of and child (ardian. See)	IUNIZA efined in Section rd in schools, chil care personn reverse side	TION RE 49068 of the Educe id care facilities and nel from an im for instructio	ECORD for Code and shall transfer family day care homes.
Student	Name:			Se	K: M 🗌 F	X B	irthdate:	Pla	ce of Birth:
Name of	Parent or Guardian:			Ra X	ce/Ethnicity: White, not Hisp	anic A	ddress:		
Telepho	ne:				Hispanic	с	ity:		ZIP:
	Daytime	Nighttime			Black Other:				
		-			DATE EAC	H DOSE W	AS GIVEN		
	VACCIN	2		1st	2nd	3rd	4th	5th	I certify that I reviewed a record of this child's
POLIO	(OPV or IPV)			DISEASE	DISEASE	DISEASE	DISEASE	DISEASE	immunizations and transcribed it accurately: Date
DTP/D	(Diphtheria, t pertussis OR only)	etanus and [acellul tetanus and diphth	ar] ieria	EXEMPT	EXEMPT	EXEMPT	EXEMPT	EXEMPT	StaffSignature:
MMR	(Measles, mumps and rub	ella)		MEDICAL	MEDICAL				Record presented was:
HIB (IIB (Required only for child care and preschool)				MEDICAL	MEDICAL	MEDICAL		Out-of-state school record Other immunization record
HEPATI	PATITIS B				OTHER	OTHER		-	Specify:
VARICE	VARICELLA (Chickenpox)				L PERSONAL		J		II. STATUS OF REQUIREMENTS A. All requirements are met.
HEPATI	TIS A (I	Not Required)		PERSONA	L PERSONAL				Date:
				1				Td or Tdap	are due later. Needs follow-up.
	Туре*	Date Given	Date	Read	mm indur	Impressio	in	Booster	Exemption was granted for:
TESTS	PPD-Mantoux Other					Pos		Tdap	D. Medical Reasons - Temporary E. Personal Beliefs
	PPD-Mantoux					Pos Neg			III. 7th GRADE ENTRY A. All requirements are met.
If require	ed for school entry, must	be Mantoux unles	s exce	ption grante	d by local health	department.			Name Date:
CHEST :	X-RAY Film date:	1		Impressi	on: normal	abnorn	nal		B. Currently up-to-date, but more doses are due later. Needs follow-up.
test posi	tive.) Perso	n is free of comm	unicabl	le tuberculos	sis: yes	no			Name Date:
STATE OF MMUNIZ/	CALIFORNIADEPARTI	MENT OF HEALTH	I SERV	ICES					PM 286B (1/02)

HLT204 – California Immunization Record Output

HLT206 – Student Medication Summary

Synergy SIS > Health > Reports > Individual

The Student Medication Summary report lists of all of the medications that the school nurse administers to the student. For each medication, it lists the name of the medication, the type, the date range the medication is given, and the times the medication should be administered. It also shows how many units of the medication remain in the school infirmary and how to administer the medication (orally, injected, etc.).

Report HLT206: Student Medication Summary
Print Save Default Reset Default Email Me
Name: Student Medication Summary Number: HLT206 Page Orientation: Landscape
Options Sort / Output Conditions Selection Advanced
Student Info
Perm ID Gender
▶05483 Male ▼
Last Name First Name Middle Name
Abbott C
Grade ▼ ▼ ▼
Additional Filters
Group Section
· · · ·
Teacher PRN
v
Report Option
Show Medication History
Show Past Medications
Remaining Units (Less than or equal to)

HLT206 – Student Medication Summary Report Interface Screen

- Student Info Select an individual student or group of students based on the **Perm ID**, **Gender**, **Last Name**, **First Name**, or **Grade**. For example, if you select grade *12*, the report prints an individual report for each student in grade 12.
- Group Filters the report output to only include students in the selected student group
- Section Filters the report output to only include students enrolled in the selected section
- Teacher Filters the report output to only include students in the selected teacher's section or class
- PRN Filters to include or exclude students who receive medication on an as needed basis
- Show Medication History Includes all of the medications currently administered
- Show Past Medications Includes previous medications given to the student as well as current medications
- **Remaining Units** Filters the report to include only the medications that need a refill. The report lists those medications with that number of units remaining or less.

Student Information			Stude	ent Medic Current M	ation Su Medications	Year: 2014-2015 Report: HLT206				
Student Name Abbott, Billy C. Last Name Goes By			Perm ID Gender 905483 M					Address 8 love Rd		
Home Phone 480-555-1234		Home Langua	Larry		Resolved	05/08	8/1996	Gilbert, AZ 85296 Enter Date 06/03/2015 Leave Date		
Student Medication		(,								Abbott Billy C
Modication	Medication Tune	Pouto of	Admin	Chart Data	Fad Data	Time d	T	F	Remaining	DDN Nete
Insulin Test	medication type	Mouth	Aumin	09/04/2013	End Date	8:30 AM	1:00 PM	Time 5	93.00	PKN NOLE
Advair		Mouth		03/10/2014					9.00	
Ritalin		Topical		03/20/2014		12:15 PM			106.00	note goes here
Tylenol	Over the Counter	Mouth		07/01/2015	07/31/2015	9:00 AM	12:00 PM	3:00 PM	25.00	

HLT206 – Student Medication Summary Output

HLT209 – Student Health Incident List

Synergy SIS > Health > Reports > List

The Student Health Incident List report lists all of the incidents involving a given student in a shortened format. For each incident, it lists the time in, time out, the date and time of the incident, the staff involved, the health code, a brief description of the incident, and the assessment plan.

Report HLT209: Student Hea	Ith Incident List 🗵 🖉 🖸 🖓
Print Save Default Reset Default Email Me	
Name: Student Health Incident List Number: HLT209	Page Orientation: Portrait
Options Sort / Output Conditions Select	ion Advanced
Student Info	
Perm ID \$05483	
Last Name First Name	
Abbott Billy	
Display Options	
Show One Student Per Page Show Only Students With Incidents Include Clinical Codes	edback
Incident Dates	۵ ل
From To	
Run for Specific Health Codes	
The report will be limited to only include incidents where health codes are selected below, all incidents are returned Health Code Selection Health Code Selection Health Code Selection Health Code Selection Health Code Selection	the primary health code is any one of the following selected health codes. If no ed.

HLT209 - Student Health Incident List Report Interface Screen

- Student Info Select an individual student or group of students based on the **Perm ID**, **Last Name**, or **First Name**. For example, if you enter the last name *Smith*, the report prints an individual report for each student with the last name Smith.
- Show One Student Per Page Prints one student record per page
- Show Only Students with Incidents Includes only students with health-related incidents
- Include Clinical Codes Includes clinical codes for incidents
- Incident Dates Includes health incidents that occurred on a particular date or date range.

• Health Code Selection – Includes the incidents with the selected health code in the report. If you do not select any health codes, the report includes all codes.

	[₽] Billy C		Perm ID 905483	Gender Grade Address							
Last Name Goes By Nick I		Nick N Wi	ame	Birth Date 1955 03/25/1998 Mesa			1955 S Val Mesa, AZ 8	S Val Vista Dr AZ 85204			
Phone 480-555	-1214	Home L Mar	lome Language Mandarin		Resolved Hispanic		Ente 0	er Date 2/17/2016	Leave Date		
Date											
08/18/2015	⁵ Time In: 8:15 AM Incident Date: 10/22/2015 Time Out: 8:45 AM Incident Time: 4:00 AM Staff Name: Vesta, Cindy				de: r.	Nursing Ass PE Staff	essment	Treatment/Illnes	35		
	Subjective Objective Student complained	of stom	ach pains.	Ass Pro min	essi vide utes	ment Plan: d place for s s, student fel	tudent ti t better a	o lay down; after and returned to c	20 lass.		
10/22/2015	Time In: 1:19 PM Incident Date: 10/22/2015 Time Out: Incident Time: Incident Time: Staff Name: Vesta, Cindy				de: r:	Nursing Ass	essment	Treatment/Illnes	5		
	Subjective Objective student slipped & br	: oke his a	arm.	Ass	essi	ment Plan:					
11/09/2015	Time In: 3:12 PM Time Out: Staff Name: Weath Subjective Objective	Inc Inc ers, Juli :	cident Date: ident Time: a	Health Co Care Give Ass	de: r: essi	Nursing Ass ment Plan:	essment	tTreatment/Illnes	55		
12/09/2015	Time In: 8:56 AM Time Out: Staff Name: Hyde,	Inc Inc Kathy	ident Date:	Health Co Care Give	de:) r.	Vision b. #R	N re-che	ck			
	Subjective Objective	£		Ass	essi	ment Plan:					
01/27/2016	Time In: 2:12 PM Time Out: Staff Name: Hyde,	Inc Inc Kathy	sident Date: sident Time:	Health Co Care Give	de: r:	Child Abuse	/Neglect				
	Subjective Objective	:		Ass	essi	ment Plan:					
01/28/2016	Time In: 12:02 PM Time Out: Staff Name: Harke	/ Ind Ind r, Garth	sident Date: sident Time:	Health Co Care Give	de: r.	Student Hea	ith Reco	ords[Withdrawal]			
	Subjective Objective	:		Ass	essi	ment Plan:					

HLT209 - Student Health Incident List Output

HLT210 – Student Accident/Incident Report

Synergy SIS > Health > Reports > Individual

The Student Accident/Incident Report provides information about students involved in either an accident or a health-related incident. It is similar to HLT203, however, you can filter this report to list only incidents with specific clinical codes.

Report HLT210: Stude	nt Accident/Incident Rej	oort 🗉 🕙 🕄 🕄 🕄 🕄 🕄 🕄
Print Save Default Reset Default	Email Me	
Name: Student Accident/Incident Report N	umber: HLT210 Page Orientation: Portrait	
Options Sort / Output Conditions	Selection Advanced	
Student Info		
Perm ID		
905483		
Last Name First Name		
Abbott Billy		
 Incident Dates 		
From To		
00/20/2013		pa
Health Codes		eed
Exclude Selected Health Codes		
Health Codes 🖸 ↔ 🧭		
Nursing Assessment/Treatment/Illness	Nursing Assessment/Treatment/Injury	Health Conference/ Counseling
Medication # Doses given	Personal Feminine Needs	Medication : TYL.
Nursing Procedures	Parent Contact	Home Visits
Student Health Record [Enrollment]	Student Health Records[Withdrawal]	Immunization Records
Immunization Administration a. #adults	Immunization Administration-b.#students	s Vision a. #screened
Vision b. #RN re-check	Hearing a. #screened	Hearing b. #RN re-check

HLT210 – Student Accident/Incident Report Interface Screen

- Student Info Select an individual student or group of students based on the **Perm ID**, **Last Name**, or **First Name**. For example, if you enter the last name *Smith*, the report prints an individual report for each student with the last name Smith.
- Incident Dates Includes health incidents that occurred on a particular date or date range
- Exclude Selected Health Codes Excludes the selected health codes from the report
- Health Codes Includes the selected health codes in the report

Abbott, Billy	C.	90	5483	Gender	Bi	irth Date 05/12/19	93	Age 17	
School Name	Cabaal		Grade	Homeroo	om Phone		EE 4044		
Address	School	230	State	40U-3	55-1214				
1954 S Val V	ista Dr		Mesa	1	AZ	85234			
Accident Inform	mation								
Date Occurred:	Time Occurred:	1	Name of Perso Vesta, Cindy	on Comple	ting Repo	ort:	Date R 12/15	eported: /2008	
Location:		Injury:				Activity:			
Witnesses:									
Accident/Incident	Description:								
Student complain	ned of stomach pains.								
Assessment/Treat	tment Plan:								
Provided place for	or student to lay down;	after 20 mi	nutes, student	felt better a	nd return	ed to class.			
Action Taken:	Car	e Given B	y Whom:				Medical C	are Recommended	
Parent/Other Notif	fied:	Notifie	ed By Whom:		Notified How:			Notified Time:	
Where Taken Afte	er Accident/Incident:				Tak	en By Whon	n:	Time Taken:	
Other Persons No	otified:								
Superintend	lent Notified	F	Regional R.N.	Notified		🗌 Pa	rent/Guardia	an Notified	
Follow Up Info	ormation								
Date	Time St	aff Name	F	ollow Up					

HLT210 – Student Accident/Incident Output

HLT211 – Health Screening Profile

Synergy SIS > Health > Reports > Individual

The Health Screening Profile report lists the results of all of the screening tests for a student.

Report HLT2	11: Health Screening Profile 💻
Print Save Default	Reset Default Email Me
Name: Health Screening F	Profile Number: HLT211 Page Orientation: Portrait
Options Sort / Outp	out Conditions Selection Advanced
 Student Info 	
Perm ID	Gender
þ05483	Male -
Last Name	First Name
Abbott	Billy
Grade	
Date Range	
Start End 08/25/2014 🗰 09/0	3/2015
Include the following	
Dental Screening	
General Health Inform	ation
Hearing Screening	
Scoliosis Screening	
☐ Tuberculosis Skin Tes ✓ Vision Screening	t

HLT211 – Health Screening Profile Report Interface Screen

- Student Info Select an individual student or group of students based on the **Perm ID**, **Gender**, **Last Name**, **First Name**, or **Grade**. For example, if you select grade *12*, the report prints an individual report for each student in grade 12.
- Date Ranges Includes screenings that happened on a particular date or date range
- Include the Following Includes the selected screening types in the report

Abbot	me • Dil				Local ID			Gend	ler Gra	de 2	4	Address			
Last Name	Goes E	By C.		Nick N	ame			E	Birth Date	2	-	1955 S Val	Vista Di	r	
Phone				WII Home L	anguage		Reso	lved F	03/2 Race/Eth	5/199 nicity	8 Enter I	r Date Leave Date			
480-55	5-12	214		Man	darin		His	Hispanic 02/17/2016							
Hearing															
Medic Re-Ev Parer Evalu	al Do valuat It Refi ated I	tion Let uses Cl by Audi	tation F ter linic ologist	Receive	d		eferent oferent ofor Ec valuate	on S tial S ducat d by	lip eating tional E Medica	valuat al Prov	ion ider				
Comment															
5creen Dat 11/17/20	e (15	11/17/2	te 2015	Grade 12	Staff Nan	ie		_	Refe 11	errai Dati /12/201	e Re 5 N	lo change	since pre	evious test	
Reason C2						Folder		No No			on Letter	Parent R No	efuses Clinic		
Right Aid		Right 1 Ad-+	Right Ea Tymp Typ 100 to -	r pe 200 daf	⁰ a, >1.60	cc	Lef	t Aid		Left B*	Lef Tymp T Perfor	t Ear ^{Type} ration, (-399	pn, (-399 pressure)		
500hz 10 Pass F	000hz Pass	2000hz Pass	4000hz Pass	8000hz Pass	Volume	Static Com	pl 500	Dhz ass	1000hz Pass	2000h: Pass	z 4000 s Pa	hz 8000hz ss Pass	Volume	Static Comp	
Middle Ear	Pressu	ure Rig R	ght Resul Risk Aug	lt dio			Mic	idle E	ar Press	ure L	eft Resu Risk A	ult udio			
Vision	e 15	G	irade 12	Staff N Hyde	lame e, Kathy			Vis	ion Aid ontacts		Color	Deficiency	Ocular /	Alignment	
VISION Screen Dat 10/14/20	Re 1	ferral Dat 0/14/201	te 15	Referra	al Result 8	Right Eye Pass	Near	Lef	t Eye Ne ass	ar	Both E Pase	iyes Near 8			
VISION Screen Dat 10/14/20 Referral Yes		With	nout Glas	sses	oth Ever		Diabi	Eve (losses	With	Glasse	is Dath	Europ Class		
VISION Screen Dat 10/14/20 Referral Yes		Left	∈ye		Both Eyes F 20/40		20/4	Right Eye Glasses Le 20/40 2		Left Eye Glasses Bot 20/40 2		20/	Eyes Glasses /50+		
VISION Screen Dat 10/14/20 Referral Yes Right Eye 20/40		20/	30				-								

HLT211 – Health Screening Profile Output

HLT212 – Arizona Immunization Record Report

Synergy SIS > Health > Reports > Individual

The Arizona Immunization Record report prints each student's immunization record on the official state of Arizona immunization record format.

🔻 Repoi	t HLT212: Arizona Immunization Record Report 💻
🖶 Print 🛛 Sa	ve Default Reset Default Email Me
Name: Arizona	Immunization Record Report Number: HLT212 Page Orientation: Portrait
Options	Sort / Output Conditions Selection Advanced
Grade	
Perm ID	
905483	
Last Name	First Name
Abbott	Billy
Contact Name	Contact Number

HLT212 – Arizona Immunization Record Report Interface Screen

- Student Info Select an individual student or group of students based on the **Perm ID**, **Last Name**, **First Name**, or **Grade**. For example, if you select grade *12*, the report prints an individual report for each student in grade 12.
- Contact Name Filter by the school administrator's name
- Contact Number Filter by the school administrator's number

For the HLT212 report to work correctly, the Vaccination State Code table must contain the following values. Contact your administrator for further information.

	Code	Description	State Code
	01	Polio	01
	02	Dipth	02
	03	DTTD	03
	04	MMR	04
A	05	HIB	05
	06	HEP B	06
	07	HEP A	07
	08	Varicella	08
	09	PCV7	09
	10	TDAP	10
	11	MCV	11
	12	TB Skin Test	12
	13	HPV	13

Arizona Department of Health Services	HOOL IMMU For use in g	NIZATION rades K-12	N RECOR	D			defined in the Arrona Kevised Status 18-374 and thall transfer that record. State and local health department: shall have acces: this record. FOR SCHOOL USE ONLY:	
This form must be completed by school staff fro	m immunization record	provided by the	parent or guard	ian and supplen	nented by info	ormation	School Name Nombre de Escuela	
I IDENTIFICATION INTODA(ATION							Adams Elementary Contact Name Personn de Contacto	
CARL Non- Number Da Nile			Righ Date	Easter D	a Vacioni ne			
Adams, Aaron E.	hild's Name Nomore De Nano Birth Date Pecha De Naciemiento dams Aaron E. 04/29/2009							
Entry Grade (Circle) Grado (Marque o K 1 2 3 4 5 6 7	on circulo) 7 8 9 10	11 12	Sex Sex Male N	o liño√ Fem	ale <i>Niña</i> [Initial Enrollment Date in an Arizona School/Preschool 08.06/20	
			<u>.</u>	,			III. Documentation Presented:	
II. IMMUNIZATIONS	1st 2st MODAY/YE MODA	3rd	4th R MO(DAY/Y)	5th MO/DAY/YE	6th MO/DAY/YT	F/U Date R.MO/DAY/YR	Anzona Lifetime Record Foreim country (name)	
(DTaP/DTP) Diphtheria, Tetanus & Pertussis							Out-of-State record (name)	
Differia, Tetano y Tos Ferina						+	ASIIS	
Differia y Tetano							Other (name)	
(Td) Tetanus & Diphtheria							IV. Status of Requirements	
(Tdan) Tatanni Dinhtharia avallular Partussis						+	A. Currently up-to-date; more doses are due later.	
Tetano, Differia y Tos Ferina							B. Needs follow-up (see follow-up column).	
(IPV/OPV) Polio Vaccine Vacuna Antipoliomielitica							C. No immunization record provided.	
(MMR) Measles, Mumps & Rubella Sarampian y Panaras y Publish							(reason)	
(Hep B) Hepatiti: B		<u> </u>	-				D. Medical Exemption - Permanent	
La Vacuna Hepatitis B		_						
Varicella (Chickenpox) Varicella							E. Laboratory evidence of minamity attached:	
Check box if pupil attended childcare/school in AZ with parental recall of chicken pox before 9/1/11							F. Medical Exemption -Temporary until	
Meningococcal Maningococcas							Date	
(Hep A) Hepatitis A			+	<u> </u>		+	Date/	
La Vacuna Hepatitis A								
HPV (Human Papilloma Virus) Virus Papilloma Humano							I certify that I reviewed this student's immunization record and it has been transcribed accurately.	
(Hib) Haemophilus Influenzae b							Date/	
Influenzae Haemophilus tipo B Required for Pre-K program, children age 2							Admitting Official	
months to age 5 years. Influenza (Ella) Vaccine						+		
Other						-	Comment Section:	
TB Skin Test: (optional)			-			+	Committee or Cliffic	
List most recent test Prueba de tuberculosis del piel: (opcion) Liste la más reciente prueba								
SIR109R Ray, 09/05/14						,		

HLT212 – Arizona Immunization Record Output

HLT213 – Healthcare Detail Plan

Synergy SIS > Health > Reports > Individual

The Healthcare Detail Plan lists the individual healthcare plans on file for a student.

🔻 Repo	ort HLT213	B: Health	care Deta	ail Plan 💻
Print S	ave Default R	eset Default	Email Me	
Name: Health	icare Detail Plan	Number: HLT2	13 Page Orien	tation: Portrait
Options	Sort / Output	Conditions	Selection	Advanced
Student Int	ĨO			
Perm ID 905483	Ge	ale •	-	
Last Name Abbott	Fir	st Name		
Grade ↓ →	•			
Date Rang	e			
Start 08/25/2014	End 09/03/20	015		

HLT213 - Healthcare Detail Plan Report Interface Screen

- Student Info Select an individual student or group of students based on the **Perm ID**, **Gender**, **Last Name**, **First Name**, or **Grade**. For example, if you select grade *12*, the report prints an individual report for each student in grade 12.
- Date Range Includes screenings that happened on a particular date or date range

			Heal	thcare	Detail Plan	Year: 2012-2013 Report: HLT213
Student Information						
Student Name Abel Jones Holbrook, Al	bert Jos	Perm ID 132683	Gender	Grade 12	Birth Date 04/30/1996	
Healthcare Plan						
Plan Name Manage chemo side effects		Plan Start Date 02/18/2013	Plan End 0 06/07/201	Date 13	Medical Diagnosis Safety	
Nursing Diagnosis Health maintnance, altered						
Intervention						
Intervention Code Vital Signs Monitoring	Interven	ntion Description student's vital sign	s as immunie s	ystem is c	ompromised by chemo treatments	
Intervention Code Nausea Management	Interven manage	ntion Description e possible nausea a	is a result of on	igoing che	mo treatments	
Plan Details						
Nursing Assesment The student is at risk for nar- infection, and fatigue due to the student's immune syste compromised by chemo trea	isea, the fact n will be trments.	Nursing Plan Check student bi-weekly basi any change in	rs vital signs or s. Alert parent student's vital	n a s/doctor to signs.	Medications/Side Effects Anti-nause medication - cause drowsiness.	Expected Student Outcome We will attempt to make the student at comfortable as possible during their chemo treatments. Attempt to keep ti student in school and their routine as normal as possible during their treatment.
Signature Nurse/Staff					Date	

HLT213 – Healthcare Detail Plan Output

HLT401 – Student Health Conditions List

Synergy SIS > Health > Reports > List

The Student Health Conditions List report lists all the students at the school in focus and shows if they have a health condition recorded.

This report includes students who had the health condition regardless of the school year start date or the health condition end date unless you select specific display options.

Report HLT401: Student Health Conditions List
Print Save Default Reset Default Email Me
Name: Student Health Conditions List Number: HLT401 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced Student Info
Grade 09 10 11 12
Perm ID Information Options
First Name Last Name Billy Abbott
Health Conditions
Condition Code ↔ Asthma Diabetes From HLT Hearing Heart Medical Alert Peanut Alergy Vision
Display Options
Show Only Selected Codes Show Only Students with Conditions Suppress Expired Conditions Suppress Conditions with Any Expiration Date Mark Expired Conditions with Parentheses

HLT401 – Student Health Conditions List Report Interface Screen

- Student Info Select an individual student or group of students based on the **Grade**, **Perm ID**, **First Name**, or **Last Name**. For example, if you select grade *12*, the report prints an individual report for each student in grade 12.
- Information Options Select which information about the health condition to show. Options include *Code*, *Comments*, or *Both* from the drop-down list.
- Health Conditions Includes students with the selected condition codes in the report. You must also select **Show Only Selected Codes** or the report includes all condition codes.
- · Show Only Students with Conditions Reports only students with a health condition
- Suppress Expired Conditions Excludes expired health conditions from the report
- Suppress Conditions with Any Expiration Date Excludes any health conditions with an expiration date

• Mark Expired Conditions with Parentheses – Marks expired health conditions with parentheses in the report

Student Name Perm ID Gen Grd Room Condition Code Comment Abbott, Billy C. 905483 M 12 230 Medical Alert ADHD OCCASIONAL ASTHMA, SCOLIOSIS Medical Alert ADHD Medical Alert ADHD Medical Alert ADHD
Abbott, Billy C. 905483 M 12 230 Medical Alert ADHD Medical Alert OCCASIONAL ASTHMA, SCOLIOSIS ADHD Medical Alert ASTHMA

HLT401 – Student Health Conditions List Output

HLT403 – Student Immunization Compliance List

Synergy SIS > Health > Reports > List

The Student Immunization Compliance List report lists all of the students at the school in focus and shows the number of doses (in parenthesis) of each vaccination the student has received. Students that are not compliant show an *N* in the column for the vaccine. If the student has an exemption recorded, an *E* displays in the column.

Report HLT403: Student Immu Save Default Reset Saved Default Fr	nization Compliance List
Name: Student Immunication Compliance List Number	HI T402 Page Orientation: Landscape
Options Sort / Output Conditions Selection	Advanced
As Of Date	
01/16/2019	
Grade Grade ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	
DTP/DTaP/DT HBV HBV 2 DOSE Hepatitis A	HIB
MMR Polio Td Varicella	Varicella 13 +
Filters	
Next School Next Grade Level	•
Display	
Show Only Non-Compliant Students Show Only Students With Exemptions Display Code	Show Primary Phone Number
 Show Birth Date Show Gender 	
Include Mailing Info for Mail Merge	
Charles All Otation Cardina	

HLT403 – Student Immunization Compliance List Report Interface Screen

- As Of Date Select the date to display all vaccinations received on or before that date
- Grade Filters the report by a grade or grade range
- Vaccinations Select which vaccinations display on the report
- Next School Includes only students assigned a specific school next year
- Next Grade Level Includes only students assigned a specific grade level next year
- Show Only Non-Compliant Students Displays an N in the box for vaccinations not completed
- Show Only Students with Exemptions Includes only students with vaccination exemptions.

- Show Primary Phone Number Displays the phone number on the report. If the student does not have a primary number, the first available number from the Phone Numbers section on the Student screen prints on the report. If the student does not have a phone number, the first available number of the parent in the Parents and Guardians section on the **Parent/Guardian** tab on the Student screen prints on the report. If there is no phone number available for the student or the parent, no phone number prints on the report.
- Display Code
 - Exemption Alt Code 3 Displays the student's exemption codes, as defined in the K12.VaccinationInfo Exemptions Lookup Table; an asterisk (*) indicating the student has an exemption but the Exemption Alt Code 3 is missing in the Lookup Table; an N indicating the student is not compliant; or a blank indicating the student is compliant for the selected vaccinations.
 - *Exemption Code* Displays the student's exemption codes, as defined in the K12.VaccinationInfo Exemptions Lookup Table; a Y indicating the student is compliant; or an *N* indicating the student is not compliant for the selected vaccinations.
 - Blank Displays an *E* indicating the student has an exemption, an *N* indicating the student is not compliant, or a blank indicating the student is compliant for the selected vaccinations.
- Show Dosage Count Displays the number of dosages completed by each student for each vaccination (the number in parentheses)
- Show Birth Date Displays the student's birth date
- Show Gender Lists the student's gender
- Include Mailing Info for Mail Merge Mailing information for a Mail Merge letter
- Show All Status Codes Prints all status codes on the report. When using Sliding Scale, Custom Rules, or No Interval validation, selecting this option displays a Y for Immunization Compliance, an *N* for Non-Compliance, or an *E* for Exemption. When using Manual validation type, selecting this option displays all immunization status codes, including those for Non-Compliance (*OK* and *PK*).
- Apply Rules For Year Select the vaccination requirements to apply

Exemption Alt Code 3 Report

Demo School District Excellence in Education	Stu /	Ad dent Imm As of 05/05	Year: 2015-2016 st Report: HLT403						
Student Name	Grade	Perm ID	Polio	Td	DTP	DTaPIT MMF	T HIB	Varicella	3
Aaron, lan	04	129442	Ν			Ν	Ν	HD	
Chamberlain, Jessica B.	06	959798	R	*	R	R	R		
linton, Stephen V. JR	03	140705				*	Ν		
/lacDonald, Ruth L.	01	961560	N	Ν	Ν	*			
Smith, Juan D.	04	101200		*	М				
Stiers, Ernest L.	02	118401	R	*	R	*	Ν		
Report Totals Students: 6			626	581	581	674	630	1043	
Exemption Codes									
M = Medical Reasons		MU = Immur	ity to Mun	nps				HIS = Dise	ease History
MT = Medical Reasons Temporary		IR = Immunit	y to Rube	la					
R = Personal Beliefs		HD = Had Cl	nicken Pox	c					

HLT403 – Student Immunization Compliance List Output

Exemption Code Report

Demo School District Beelener in Education	Stuc A	Ad dent Imm As of 05/05	ams I uniz /2016,	Ele atio	eme on C ow C	entai omp only E	ry olia xem	nce optior	Year: 2015-2016 List Report: HLT403 Is
Student Name	Grade	Perm ID	Polic	, 19	DTF	DIDTAPIT MMF	DT R HIB	Vario	pella
Aaron, lan	04	129442	Ν	Y	Y	N	Ν	POX	
Chamberlain, Jessica B.	06	959798	Р	Р	Р	Р	Р	Y	
Hinton, Stephen V. JR	03	140705	Υ	Υ	Υ	М	Ν	Y	
MacDonald, Ruth L.	01	961560	Ν	N	N	М	Y	Y	
Smith, Juan D.	04	101200	Y	MRP	MRP	Y	Υ	Y	
Stiers, Ernest L.	02	118401	P	Р	Р	MUR	Ν	Y	
Report Totals Students: 6			626	581	581	674	630	1043	
Exemption Codes									
MRP = Medical Reasons		IU = Immunit	y to Mum	ps				POX =	Had Chicken Pox
MRT = Medical Reasons Tempor	ary	IR = Immunit	y to Rube	lla				HIS =	Disease History
P = Personal Beliefs		IM = Immunit	y to Meas	sles					

HLT403 – Student Immunization Compliance List Output

Generic Exemption Code Report (Blank Display Code)

Demo School District Excellence in Education	Stuc A	Ad dent Imm As of 05/05	ams iuniz /2016,	Ele atio Sho	mei n Co w Or	ntar omp nly E	y oliai xem	nce Lis	Year: 2015-2016 st Report: HLT403
Student Name	Grade	Perm ID	Polio	Td	DTP	DTaPIT MMP	T HIB	Varicella	
Aaron, lan	04	129442	N			Ν	Ν	E	
Chamberlain, Jessica B.	06	959798	E	E	E	E	Е		
Hinton, Stephen V. JR	03	140705				Е	Ν		
MacDonald, Ruth L.	01	961560	N	Ν	Ν	Е			
Smith, Juan D.	04	101200		Е	Е				
Stiers, Ernest L.	02	118401	Е	Е	Е	Е	Ν		
Report Totals			626	581	581	674	630	1043	



HLT404 – Class Health Conditions List

Synergy SIS > Health > Reports > List

The Class Health Conditions List report provides a list of all students by class and displays any health conditions they have.

This report includes students who had the health condition regardless of the school year start date or the health condition end date unless you select specific display options.

Report HLT404: Class Health Conditions List
Print Save Default Reset Default Email Me
Name: Class Health Conditions List Number: HLT404 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Report Options
Grade O 9 10 11 12 Begin Period End Period Information Options Section ID
Health Conditions
Condition Code □ ↔ ダ
□ Asthma □ Diabetes □ From HLT □ Hearing □ Heart □ Medical Alert □ Peanut Alergy □ Vision
Display Options
Show Only Selected Codes Show Only Students with Conditions Suppress Expired Conditions Suppress Conditions with Any Expiration Date Mark Expired Conditions with Parentheses

HLT404 – Class Health Conditions List Report Interface Screen

- Grade Filters the report by the grade or grades selected
- **Begin Period**/**End Period** Filters the report by classes that begin in a specific class period or period range
- Information Options Select which information about the health condition to show. Options include *Code*, *Comments*, or *Both* from the drop-down.
- Section ID Filters the report by section or a range of sections
- Health Conditions Includes students with the selected condition codes in the report. You must also select the **Show Only Selected Codes** or the report includes all condition codes.
- Show Only Students with Conditions Reports only students with a health condition
- Suppress Expired Conditions Excludes expired health conditions from the report

- Suppress Conditions with Any Expiration Date Excludes any health conditions with an expiration date
- Mark Expired Conditions with Parentheses Marks expired health conditions with parentheses

Zahuni Distina	Cla	iss H	ealth C	onditions List	Report: HLT4	04	
Section ID Course ID 0001 SC422	Course Title Life Scie	nce		Teacher Tofft, R	obert	Room 120	Period 4
Student Name	Perm ID	Grade	Gender	Condition Code	Comment		
Alarcon, Frank	886651	10	Male				
Blair, Alan B.	906796	10	Male				
Borjas, Adam	903804	10	Male	Medical Alert Medical Alert	ASTHMA ASTHMA		
Clark, Elizabeth L.	906207	10	Female				
Cortez, Diana	169228	10	Female				
Cross, Edward J.	937016	11	Male	Medical Alert	Asthma		
				Medical Alert	ASTHMA, ADHD TAKE	S ADDERAL	
				Medical Alert	ASTHMA -CARRIES IN	HALER	
				Medical Alert	ADHD		
Davis, Jack L.	898866	10	Male	Medical Alert	CARDIAC CATH SURG	9/29/04	
				Medical Alert	Heart		
				Medical Alert	REART DISEASE		
				Medical Alert	ONLY TAKE BD ON DD	SIDE	
				Medical Alert	PARTIALLY PARALIZE	D WAIST DO	WN
Enos, James W. II	980725	10	Male				
Figueroa, Richard D.	887951	10	Male				
Gomez, Howard	153119	10	Male				
Guereca, Doris	158788	11	Female				
Howell, Ruth M.	879162	12	Female	Medical Alert	ASTHMA		
				Medical Alert	ASTHMA		
barra, Maria G.	112228	10	Female	Medical Alert	SEVERE HEART CON	DITION	
				Medical Alert	CHRONIC ILL04, MUST	REST IF NE	Ξ
				Medical Alert	PATENT DUCTUS ART	ERIOSIS	
Lagunas Moreno, Brandon Y.	987700	10	Male				
Lopez, Jonathan P.	886761	10	Male				
Louden, Karen M.	901958	10	Female	Medical Alert	OPPOSITIONAL DEFIA	NCE DISOR	DER
				Medical Alert			
Haddam Frank t	000042	10		Medical Alert	ANALETY DISORDER		
Marknam, Frank A.	888043	10	Male	Medical Alert	GROWTH HORMONE I	NJ	
warkovic, Snawn J.	000320	10	Male				
Vieder, Linda Y.	103303	10	Female				
viirza, rammy A. Mentano, Duan J	158550	12	Female				
Noniano, Ryan J.	087105	10	Male	Medical Alast	Vicion		
topens, Fred H.	00/100	10	Male	Medical Alert	Hearing		
Romero, Wanda	124885	10	Female				
Short, Jane T.	923857	10	Female	Medical Alert	ADD		
				Medical Alert	Vision		
Taulas Daara A	003108	10	F	Medical Alext	LEDATITIS D CADDIES	,	

HLT404 - Class Health Conditions List Output

HLT405 – Student Immunization Assessment

Synergy SIS > Health > Reports > List

The Student Immunization Assessment report enables preschools and kindergartens to assess the immunization status of their students or their incoming students.

You must select the age group and set the birth date range for this to print.
Report HLT405: Student Immunization Assessment
Print Save Default Reset Default Email Me
Name: Student Immunization Assessment Number: HLT405 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Age Group Grade
Birth Date Range
Contact Person
License No

HLT405 – Student Immunization Assessment Report Interface Screen

- Age Group Select to filter the report by either 0-2-year-olds or 2-5-year-olds
- Grade Select the grade to include in the report
- Birth Date Range Filter the report by students whose birth dates fall on a specific day or date range
- **Contact Person** Filter the report by a specific school contact person. This information displays on the report.
- License No. Filter the report by the school contact person's license number. This information displays on the report.

				Stude	Ad ent Im	lams Elem	entary n Assessi	ment) F	/ear: 2014-2 Report: HLT40	2015)5	
License #	Head Start	Con Ph	itact ione <u>949</u> Fax	-555-2425		Ad	dress <u>1955 S Va</u> <u>Mesa, AZ</u>	I Vista Rd 85202	Ag 0. 07	Group 2 year old /07/2010)	s (Children born	on/after	
CHILD or I.D.	Birth Date	DTaP/0	Date of Last Dose	Polic	o ate of t st Dose 1	MMR Date of at Dose 2nd Dose	HIB 1 2 3 4 Date of last Dose	PCV7 1 2 3 Date of last Dose	Hepat Date of 1st Dose	Date of 2nd Dose	Hepatitis B 1 2 3 Date of last Dose	Varice Date of Last Dose	Had Chloken Pox
T, T Test, Age3Min	12/16/2010 11/30/2011												e i

HLT405 – Student Immunization Assessment Output

HLT406 – Health Incident List

Synergy SIS > Health > Reports > List

The Health Incident List report provides a list of students with a health incident.

Report HLT406: Health	Incident List 🗏	· CCO	2
Print Save Default Reset Default	Email Me		
Name: Health Incident List Number: HLT40	6 Page Orientation: Portrait		
Options Sort / Output Conditions	Selection Advanced		
Incident Dates			
From To [98/25/2014 108/28/2015 1111			
Health Codes			1
Exclude Selected Health Codes			
Health Code Selection □ ↔ 🕑			
Nursing Assessment/Treatment/Illness Medication # Doses given Student Health Record [Enrollment] Immunization Administration a. #adults Vision b. #RN re-check Scollosis a. #screened Staff - Industrial injury (referral required) Health Education/Promotion/Resource Re-evaluation Assessment	Vursing Assessment/Treatment/Injury Personal Ferminine Needs Parent Contact Student Health Records[Withdrawal] Immunization Administration-b.#student: Hearing a. #screened Sciolosis b. #RN re-check BiP a. #screened Dental b. #RN re-check BiP a. #screened Sickle Cell b. #RN re-check It Skin Test a. #administered Sickle Cell b. #RN counseling Neurodevelopmental Assessments Classroom Presentation to Students Child/Student Team Meetings		reedback
School Meetings University/College Courses	Community Contact/Meetings	School Environmental Inspection Classes/Workshops Given	
Preceptor of Student Nurses	Professional Committee Participation	Emergency Calls to Other Schools	

HLT406 – Health Incident List Report Interface Screen

- Incident Dates Select the date range of the incidents to be included in the lists
- Exclude Selected Health Codes Excludes the selected health codes from the report
- Health Code Selection Includes the selected health codes in the report

Edu			Hop Healt 08/30/2	e High Schoo h Incident Lis 2010 - 06/03/201	bl st 11		Year: 2010-2011 Report: HLT406
Date	Time	School	Student Name	Perm ID	Health Code	Location	Activity
10/01/2010)	Hope High School	Abbott, Billy C.	905483	Nursing Assessment/Treatment/II Iness		
09/20/2010)	Hope High School	Fort, Rachel J.	873725	Nursing Assessment/Treatment/II Iness		
10/22/2010)	Hope High School	Lathe, Carl J.	987319	Dental		
Printed by Ad	min User at 04	/22/2011 10:19 AM	Edu	point School District			Page 1 of
10000 01 /10	initial object of or	22/2011 10.10/10	200	point ocnoor brather			1 490 1 0

HLT406 – Health Incident List Output
HLT407 – Medication Task List

Synergy SIS > Health > Reports > List

The Medication Task Lists shows all medications and procedures that the health staff must complete for a specific date or range of dates.

Report HLT407: Medication Task List	C C 0
Print Save Default Reset Default Email Me	
Name: Medication Task List Number: HLT407 Page Orientation: Landscape	
Options Sort / Output Conditions Selection Advanced	
Report Option	
Date p9/03/2015	
Additional Filters	
Grade	
Section ID Teacher Remaining Units (Less than or equal to)	PRN

HLT407 – Medication Task List Report Interface Screen

- Date Select the date to display all medication tasks due
- Show All Prior Tasks Includes all previously due tasks that are still incomplete
- Grade Filters the report by a grade or grade range
- Section ID Filters the report output to only include students enrolled in the selected section
- Teacher Filters the report output to only include students in the selected teacher's section or class
- Remaining Units (Less than or equal to) Filters the report to include only the medications that may need to be refilled. The report lists those medications with that number of units remaining or less.
- PRN Filters to include or exclude students who receive medication on an as needed basis

			H Me	lope l dicati	High School ion Task List			Year: 2010-2011 Report: HLT407	
Abbott, Billy C.	SIS Number 905483	Date 04/22/2011	Time 1:00 PM	Grade	Medications and Services	Units 1.00	Dosage	Note	
Printed by Admin User at	04/22/2011 10:23 AM			Edupoin	t School District				Page 1 of 1

HLT407 – Medication Task List Output

HLT408 – Tuberculosis Section List Report

Synergy SIS > Health > Reports > List

The Tuberculosis Section List report prints a page for each class listing all of the students in the class with spaces to record their screening results. If the student received a tuberculosis screening, their results display on the report.



HLT408 – Tuberculosis Section List Report Interface Screen

- Section ID Filters the report by a single section
- Hide Students with Tuberculosis Records Includes only the records for students that have not been screened for tuberculosis

Referent Products						-				
Section ID Period 1119 1	Course EN60	D		Course Title Eng (brit)	Lit	Nunes, Ka	e athy		Roor 23	n Name 0
Student Name	Perm ID	Gen	Grd	Type 1	Date Given 1	Date Read 1	mm Ind. 1	Imp. 1	Waiver	Waiver Date
Abbott, Billy C.	905483	М	12	PPD-Mantoux	07/31/2008	08/03/2008	0	Negative		
Allison, Kenneth B.	992737	M	11							
Beckstead, Phyllis M.	871738	F	12							
Blasdell, Todd C.	873622	м	12							
Brooks, Amy M.	881172	F	12							
Cannon, Sean Q.	968281	м	12							
Carter, Timothy A.	995413	м	12							
Coleman, Jose L.	874305	м	12							
Crandall, William D.	887833	м	11							
Denton, Carlos L.	873368	M	12							
Derosso, William P.	133302	м	12							
Devinder, Stephen	126945	М	12							
Du, Edward	874006	м	12							
Howell, Ruth M.	879162	F	12							
Kaipelea, Susan	880519	F	12							
Landreaux, Terry X.	890837	м	12							
Lesueur, Gloria D.	874776	F	12							
Mechem, Rebecca M.	875009	F	12							
Miku, Martha A.	874467	F	12							
Miller, Kathy	893178	F	12							
Mitchell, Larry T.	913350	М	12							
Phelps, Gloria	874558	F	12							
Ramsey, Louis A.	935271	м	12							
Roberts, Jason S. JR	874561	м	12							
Schumacher, Bruce W.	881093	м	12							
Seymore, Martha L.	879226	F	12							
Swofford, Angela M.	874329	F	12							
Vielma, Lisa	117116	F	12							
Wandrey, Jerry B.	900381	М	12							
Waters, Victor R.	153227	м	12							
Wolfe, Richard L.	845465	M	12							
violad by Admin Liker at 04/22/2011	10-24 AM				duppint School Dist	int .				Page 060 of 176

HLT408 – Tuberculosis Section List Report Output

HLT409 – Vision Section List Report

Synergy SIS > Health > Reports > List

The Vision Section List report prints a page for each class listing all of the students in the class, with spaces to record their screening results. If the student participated in the vision screening, their results display on the report.

🔻 Rep	ort HLT409	: Vision \$	Section	List Repor	t 🗷
🖨 Print	Save Default	Reset Saved De	fault Emai	I Me	
Name: Visio	on Section List Re	port Number: H	LT409 Page (Drientation: Lands	cape
Options	Sort / Output	Conditions	Selection	Advanced	
Report Op	ptions				
Section ID					
Screen Date	e				
01/15/2019	9	5/2019			
Hide St	udents With Record	ls For Screen Da	ite		

HLT409 – Vision Section List Report Interface Screen

- Section ID Filters the report by a single section
- Screen Date Enter the date range when the screening was (or will be) conducted
- Hide Students with Records for Screen Date Includes only the records for students that
 have not been screened on this date

Perm ID 901830 906796 903804	Gen F	Grd	W Right Eye	/ithout Glas	sses Both Eyes	Dight Evo	With Glass	es		
Perm ID 901830 906796 903804	Gen F	Grd 10	Right Eye	Left Eye	Both Eyes	Diabt Evo				
901830 906796 903804	F	10				Right Lye	Left Eye	Both Eyes	Exam Grade	
906796 903804	M									
903804		10								
	M	10								
906207	F	10								
169228	F	10								
937016	M	11								
898866	M	10								
980725	M	10								
887951	M	10								
153119	M	10								
158788	F	11								
879162	F	12								
112226	F	10								
987700	M	10								
886761	M	10								
901958	F	10								
888043	M	10								
886320	M	10								
153353	F	10								
888811	F	12								
156558	M	10								
867185	M	10								
124885	F	10								
923857	F	10								
893186	F	10								
	103220 937016 988066 990725 887951 153119 158788 879162 112226 997700 886761 901558 888043 888043 888643 888811 166558 888811 166558 923857 22485	103223 F 937016 M 898066 M 980725 M 887951 M 153719 M 153789 F 879162 F 112226 F 987700 M 886761 M 901958 F 888043 M 886320 M 153535 F 156658 M 867185 M 923867 F 92387 F	19223 I 10 937016 M 11 898086 M 10 980725 M 10 153719 M 10 153788 F 11 159788 F 11 159788 F 10 886761 M 10 987700 M 10 8866761 M 10 901958 F 10 888041 F 10 888041 F 10 888041 F 10 868032 M 10 868632 M 10 868634 F 10 867185 M 10 967185 F 10 923857 F 10 923857 F 10	102203 10 937016 M 11 898866 M 10 980725 M 10 887951 M 10 153119 M 10 158786 F 11 879162 F 12 112226 F 10 987700 M 10 987700 M 10 987700 M 10 987700 M 10 901958 F 10 888043 M 10 888043 M 10 8880320 M 10 888811 F 12 156558 M 10 867185 M 10 923857 F 10	103220 10 937016 M 989866 M 989866 M 989725 M 10 887951 887951 M 153788 F 11 873162 987700 M 987700 M 987700 M 987700 M 987700 M 988641 M 901958 F 901958 F 901958 F 10 888032 888032 M 10 8883811 5 12 156558 M 10 124885 923857 F 923857 F 923857 F 923857 F 923857 F	103223 F 10 937016 M 11 899866 M 10 980725 M 10 153719 M 10 153788 F 11 879162 F 12 112226 F 12 987700 M 10 886761 M 10 987700 M 10 886761 M 10 888032 M 10 888841 F 12 156568 M 10 867185 M 10 867185 F 10 923857 F 10 923857 F 10	103220 10 937016 M 989866 M 980725 M 10 887951 11 10 153719 M 10 153788 11 879162 11 879162 11 879162 11 879162 11 8886761 10 987700 987700 10 8886761 M 10 888032 153353 F 10 888320 153363 F 10 888321 153853 F 10 153853 10 153853 11 10 10 10 10 10 11 10 11 10 11 10 11 10 11 10 11 10 11 10 124885 F 10 10 10 10 10 10 10 10 11 10 124885 F 10	103220 1 10 937016 M 11 898866 M 10 980725 M 10 153719 M 10 153788 F 11 879162 F 12 112226 F 12 987700 M 10 987761 M 10 987700 M 10 987700 M 10 987701 M 10 988043 M 10 8880320 M 10 8886331 F 10 8886325 M 10 8886326 M 10 923857 F 10 923857 F 10 923857 F 10 923857 F 10	103223 I 10 937016 M 11 889866 M 10 980725 M 10 887951 M 10 153786 F 11 879162 F 12 112226 F 12 987700 M 10 988761 M 10 987700 M 10 9886761 M 10 901958 F 10 886030 M 10 888811 F 12 156588 M 10 8687185 M 10 867185 M 10 923857 F 10 923857 F 10	10220 1 10 937016 M 11 898866 M 10 980725 M 10 980725 M 10 153719 M 10 153788 F 11 879162 F 12 112226 F 12 987700 M 10 988761 M 10 988763 M 10 901958 F 10 888071 M 10 901958 F 10 8880320 M 10 888811 F 12 156558 M 10 867185 M 10 923857 F 10 923857 F

HLT409 – Vision Section List Report Output

HLT410 – Audio Section List Report

Synergy SIS > Health > Reports > List

The Audio Section List report prints a page for each class listing all of the students in the class with spaces to record their screening results. If the students participated in the audio screening, their results display on the report.



HLT410 – Audio Section List Report Interface Screen

- Section ID Filters the report by a single section
- Screen Date Enter the date on which the screening was (or will be) conducted
- Hide Students with Records for Screen Date Includes only the records for students that have not been screened on this date

Section ID Pe 0001 1	riod Co -2	C422			Course Title Life Scie	nce98767656444	Teacher Name Aderson, Gordon S.	Room Name 120	So	reen Date)7/26/2016
Student Name	Perm ID	Gen	Grd F	leason		Right Result	Left Result	Referral	Clinic Da	ite Ref Date
Acevedo, Ashley	901830	F	10							
Blair, Alan B.	906796	м	10							
Borjas, Adam	903804	м	10							
Clark, Elizabeth L.	906207	F	10							
Cortez, Diana	169228	F	10							
Cross, Edward J.	937016	м	11							
Davis, Jack L.	898866	м	10							
Enos, James W. II	980725	м	10							
Figueroa, Richard D.	887951	м	10							
Gomez, Howard	153119	м	10							
Guereca, Doris	158788	F	11							
Howell, Ruth M.	879162	F	12							
Ibarra, Maria G.	112226	F	10							
Lagunas Moreno, Brandon Y.	987700	м	10							
Lopez, Jonathan P.	886761	м	10							
Louden, Karen M.	901958	F	10							
Markham, Frank A.	888043	м	10							
Markovic, Shawn J.	886320	м	10							
Medel, Linda Y.	153353	F	10							
Mirza, Tammy A.	888811	F	12							
Montano, Ryan J.	156558	м	10							
Roberts, Fred H.	867185	м	10							
Romero, Wanda	124885	F	10							
Short, Jane T.	923857	F	10							
Taylor, Donna A.	893186	F	10							

HLT410 – Audio Section List Report Output

HLT411 – Scoliosis Section List Report

Synergy SIS > Health > Reports > List

The Scoliosis Section List Report prints a page for each class listing all of the students in the class with spaces to record their screening results. If the students received a scoliosis screening, their results display on the report.



HLT411 – Scoliosis Section List Report Interface Screen

- Section ID Filters the report by a single section
- Hide Students with Scoliosis Records Includes only the records for students that have
 not been screened for scoliosis

Section ID Period											
1119 1	Coursel 0 EN60)		Course Title Eng (brit) L	.it	Teacher Nune	Name s, Kathy			Room Name 230	
Student Name	Perm ID	Gen	Grd	Exam Date	Result	Date Ref.	Exam Grd	Film Date 1	Imp. 1	Film Date 2	Imp. 2
Abbott, Billy C.	905483	м	12	05/02/2011	Fail	04/04/2011	12	05/06/2011	Normal		
Allison, Kenneth B.	992737	M	11								
Beckstead, Phyllis M.	871738	F	12								
Blasdell, Todd C.	873622	M	12								
Brooks, Amy M.	881172	F	12								
Cannon, Sean Q.	968281	М	12								
Carter, Timothy A.	995413	М	12								
Coleman, Jose L.	874305	М	12								
Crandall, William D.	887833	М	11								
Denton, Carlos L.	873368	М	12								
Derosso, William P.	133302	М	12								
Devinder, Stephen	126945	М	12								
Du, Edward	874006	М	12								
Howell, Ruth M.	879162	F	12								
Kaipelea, Susan	880519	F	12								
Landreaux, Terry X.	890837	М	12								
Lesueur, Gloria D.	874776	F	12								
Mechem, Rebecca M.	875009	F	12								
Miku, Martha A.	874467	F	12								
Miller, Kathy	893178	F	12								
Mitchell, Larry T.	913350	м	12								
Phelps, Gloria	874558	F	12								
Ramsey, Louis A.	935271	м	12								
Roberts, Jason S. JR	874561	м	12								
Schumacher, Bruce W.	881093	М	12								
Seymore, Martha L.	879226	F	12								
Swofford, Angela M.	874329	F	12								
Vielma, Lisa	117116	F	12								
Wandrey, Jerry B.	900381	м	12								
Waters, Victor R.	153227	м	12								
	045405	8.6	12								

HLT411 - Scoliosis Section List Report Output

HLT412 – General Health Section List Report

Synergy SIS > Health > Reports > List

The General Health Section List Report prints a page for each class listing all of the students in the class with spaces to record their screening results. If the students participated in the general health screening, their results display on the report.



HLT412 – General Health Section List Report Interface Screen

- Section ID Filters the report by a single section
- Screen Date Enter the date of the screening (past, present, or future)
- Hide Students with Records for Screen Date Includes only the records for students not screened on this date

1119 Period	EN60			Eng (bri	e it) Lit		Nune	Name s, Kathy		230 Room Name		05/02/2011
				н	eight		Weight					
Student Name	Perm ID	Gen	Grd	Inches	Percentile	lbs	Percentile	BMI	Heart Rate	Blood Pressure	Ref. Date	Exam Grad
Abbott, Billy C.	905483	M	12	65	65	140	55	23.29	70	118		12
Allison, Kenneth B.	992737	M	11									11
Beckstead, Phyllis M.	871738	F	12									12
Blasdell, Todd C.	873622	м	12									12
Brooks, Amy M.	881172	F	12									12
Cannon, Sean Q.	968281	м	12									12
Carter, Timothy A.	995413	м	12									12
Coleman, Jose L.	874305	м	12									12
Crandall, William D.	887833	м	11									11
Denton, Carlos L.	873368	м	12									12
Derosso, William P.	133302	м	12									12
Devinder, Stephen	126945	M	12									12
Du, Edward	874006	M	12									12
Howell, Ruth M.	879162	F	12									12
Kaipelea, Susan	880519	F	12									12
Landreaux, Terry X.	890837	м	12									12
Lesueur, Gloria D.	874776	F	12									12
Mechem, Rebecca M.	875009	F	12									12
Miku, Martha A.	874467	F	12									12
Miller, Kathy	893178	F	12									12
Mitchell, Larry T.	913350	м	12									12
Phelps, Gloria	874558	F	12									12
Ramsey, Louis A.	935271	м	12									12
Roberts, Jason S. JR	874561	м	12									12
Schumacher, Bruce W.	881093	м	12									12
Seymore, Martha L.	879226	F	12									12
Swofford, Angela M.	874329	F	12									12
Vielma, Lisa	117116	F	12									12
Wandrey, Jerry B.	900381	м	12									12

HLT412 - General Health Section List Report Output

HLT413 – Dental Section List Report

Synergy SIS > Health > Reports > List

The Dental Section List Report prints a page for each class listing all of the students in the class with spaces to record their screening results. If the students received a dental screening, their results display on the report.



HLT413 – Dental Section List Report Interface Screen

- Section ID Filters the report by a single section
- Screen Date Enter the date on which the screening was (or will be) conducted
- Hide Students with Records for Screen Date Includes only the records for students that
 have not been screened on this date

1110	1	EN60			E	urse Title ing (brit)	Lit	Nunes, Kathy	Room Name 230	Scr	een Date 5/02/2011
Student Name	Deem 10	Con	Ord	0/6	Vie Fill	Vie Cau	Treatment	Wahas		Eel Up Dat	Exam Cri
Abbott Billy C	905483	M	12	Pass			No obvious problem	Traiter		roi. op bat	12
Allison, Kenneth B.	992737	M	11			п	The corners process				11
Reckstead Phyllis M	871738	F	12			H					12
Blasdell, Todd C.	873622	M	12			H					12
Brooks, Amy M.	881172	F	12		Ē	n n					12
Cannon, Sean Q.	968281	M	12			n					12
Carter, Timothy A.	995413	M	12			- D					12
Coleman, Jose L.	874305	M	12			- D					12
Crandall, William D.	887833	м	11								11
Denton, Carlos L.	873368	м	12								12
Derosso, William P.	133302	м	12								12
Devinder, Stephen	126945	м	12								12
Du, Edward	874006	м	12								12
Howell, Ruth M.	879162	F	12								12
Kaipelea, Susan	880519	F	12								12
Landreaux, Terry X.	890837	м	12								12
Lesueur, Gloria D.	874776	F	12								12
Mechem, Rebecca M.	875009	F	12								12
Miku, Martha A.	874467	F	12								12
Miller, Kathy	893178	F	12								12
Mitchell, Larry T.	913350	М	12								12
Phelps, Gloria	874558	F	12								12
Ramsey, Louis A.	935271	M	12								12
Roberts, Jason S. JR	874561	м	12								12
Schumacher, Bruce W.	881093	M	12								12
Seymore, Martha L.	879226	F	12								12
Swofford, Angela M.	874329	F	12								12
Vielma, Lisa	117116	F	12								12
Wandrey, Jerry B.	900381	М	12								12
Waters, Victor R.	153227	М	12								12
Wolfe, Richard L.	845465	М	12								12

HLT413 – Dental Section List Report Output

HLT601 – Health Condition Totals

Synergy SIS > Health > Reports > Summary

The Health Condition Totals summary report provides a list of the types of health conditions in your school. It further breaks down that list by how many female or male students have the condition and provides a total count.



HLT601 – Health Condition Totals Report Interface Screen

- As of Select the date by which the student had the active health condition
- Show All Condition Codes Includes the codes as well as the comments for the health conditions

	ı	Adams Elementary Health Condition Totals As of 05/16/2011	Year: 2010-2011 Report: HLT601
Health Condition	Female	Male Total	
01 - Heart	0	1 1	
02 - Asthma	2	2 4	
03 - Diabetes	2	0 2	
04 - Hearing	1	0 1	
05 - Vision	1	0 1	
06 - Medical Alert	128	153 281	
07 - From HLT	19	31 50	
Drinted by Admin Lines of 05/40/00	4 4-40 DM	Educated Coheal District	Dens 4 of 4

HLT601 – Health Condition Totals Output

HLT602 – Class Incident Summary Report

Synergy SIS > Health > Reports > Summary

The Class Incident Summary Report provides a list of students by class and shows the total number of health-related incidents involving the students.

Report HLT602: Class Incident Summary Report
Print Save Default Reset Default Email Me
Name: Class Incident Summary Report Number: HLT602 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Report Options
Section ID
Begin Date End Date Include Only Students With Incidents 08/25/2014 08/28/2015 Image: Constraint of the state of the

HLT602 – Class Incident Summary Report Interface Screen

- Section ID Filters the report by section or a range of sections
- Begin Date/End Date Includes health incidents that occurred on a particular date or date range
- Include Only Students With Incidents Lists only students with a health-related incident

SectionID: 1206	Course ID: AR54	Course Title: Beg Jewe	Iry	Tei	acher Name: ullivan, Joe	Room: 403	Period 2
Student Name	1	Perm ID	Gender	Grade	Total Visits	100	
Abbott, Billy C	2.	905483	Male	12	1		
Birtcher, Harn	v B.	950362	Male	12	0		
Bitter, Debra	S.	118894	Female	12	0		
Brady, Kenne	th P.	874026	Male	12	0		
Clark, Martha	К.	101651	Female	11	0		
Cluff, Jack D.		873816	Male	12	0		
Coleman, Alb	ert H.	889743	Male	11	0		
Dana, David (C.	873488	Male	12	0		
Dannels, Johr	nny W.	875038	Male	12	0		
Dyches, Judy	Μ.	888184	Female	11	0		
Freeman, Ant	thony A.	888577	Male	11	0		
Hall, Peter A.		887330	Male	11	0		
Heck, Dougla	s D.	983022	Male	12	0		
Hellman, Chri	is J.	887358	Male	11	0		
Hollings, Mart	tha N.	937219	Female	12	0		
Klein, William	J.	873376	Male	12	0		
Martinez, Pau	IL. JR	834380	Male	12	0		
Melzer, Thom	as P.	940454	Male	12	0		
Padilla, Aman	nda A.	888657	Female	11	0		
Postle-Wilban	nks, Jeffrey J.	951480	Male	11	0		
Pugh, Michell	e N.	888618	Female	11	0		
Reagan, Jerry	y N.	910729	Male	11	0		
Roose, Rober	rt M.	873803	Male	12	0		
Schwalb, Rob	pert T.	867189	Male	11	0		
Smith, Terry 0	C.	931029	Male	11	0		
Taylor, Angela	a R.	909283	Female	11	0		
Taylor, Martha	a D.	920149	Female	11	0		
Young, Jeffre	y D.	951387	Male	12	0		
			CI	ass Total:	1		

HLT602 – Class Incident Summary Report Output

HLT603 – Clinical Code Totals

Synergy SIS > Health > Reports > Summary

The Clinical Code Totals report lists the number of incidents by clinical code. The report can summarize both the incidents recorded in the **Nurse's Log** tab of the Health screen and the incidents recorded in the Health Log Other screen.

▼ Report HLT603: Clinical Code Totals ■ : CCO-C
Print Save Default Reset Saved Default Email Me
Name: Clinical Code Totals Number: HLT603 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Date Range
Start Date End Date 09/03/2018 07/30/2019
Code Filters
 Show All Clinical Codes Show Health Log Other Codes Show All Other Codes (If Show Health Log Other Codes is selected)
Run for Specific Clinical Code
The report will be limited to only include the total for the Clinical Code selected below.
Clinical Code

HLT603 - Clinical Code Totals Interface Screen

- Date Range Includes incidents for a particular date or date range
- Show All Clinical Codes Includes all the Clinical Codes used for students on the Nurse's
 Log even if no related incidents were recorded
- Show Health Log Other Codes Includes the codes used in the Health Log Other screen for non-students
- Show All Other Codes Includes all the codes used on the Health Log Other screen even if no related incidents were recorded
- Clinical Code Runs the report only for the specific clinical or health code. Making this selection overrides all options selected in the Code Filters section.

1		dams l	=lemer	Year: 2010-201	1
		linical (Code To	otals Report: HLT603	
	School District From	n 08/30/2	010 to 06	6/03/2011	
Code	Description	Total	Code	Description	Total
001	Nursing Assessment/Treatment/Illness	0	1000.11	Industrial Injury (referral required) (Needing	0
001.00	Nursing Assessment/Treatment/Illness	17	1000.22	Industrial Injury (referral required) (Referre	0
005	Nursing Assessment/Treatment/Injury	0	1005	Staff - Injury (referral not required)	0
005.00	Nursing Assessment/Treatment/Injury	10	1005.11	Injury (referral not required) (Needing Nurs	0
010	Health Conference/ Counseling	0	1005.22	Injury (referral not required) (Referred)	1
010.00	Health Conference/ Counseling	0	1015	Staff - Illness/Counseling	0
010.50	IN H.O. FOR DISCI.	0	1015.11	Illness/Counseling (Needing Nursing Interv	0
015	Medication # Doses given	0	1015.22	Illness/Counseling (Referred)	0
015.00	Medication # Doses given	0	105	B/P a. #screened	0
017	Personal Feminine Needs	0	105.00	B/P a. #screened	0
017.00	Personal Feminine Needs	0	110	B/P b. #RN re-check	0
018	Medication : TYL.	0	110.00	B/P b. #RN re-check	0
018.00	Medication : TYL.	1	115	Dental a. #screened	0
020	Nursing Procedures	0	115.00	Dental a. #screened	0
020.00	Nursing Procedures	1	120	Dental b. #RN re-check	0
030	Parent Contact	0	120.00	Dental b. #RN re-check	0
030.00	Parent Contact	3	125	Pediculosis a. #screened	0
035	Home Visits	0	125.00	Pediculosis a. #screened	0
035.00	Home Visits	0	130	Pediculosis b. #RN re-check	0
040	Student Health Record [Enrollment]	0	130.00	Pediculosis b. #RN re-check	0
040.00	Student Health Record [Enrollment]	1	135	TB Skin Test a. #administered	0
045	Student Health Records[Withdrawal]	0	135.00	TB Skin Test a. #administered	0
045.00	Student Health Records[Withdrawal]	0	140	TB Skin Test b. #Read by Rn	0
050	Immunization Records	0	140.00	TB Skin Test b. #Read by Rn	0
050.00	Immunization Records	0	145	Sickle Cell a. #screened	0
055	Immunization Administration a. #adults	0	145.00	Sickle Cell a. #screened	0
055.00	Immunization Administration a. #adults	0	150 00	Sickle Cell b. #RN Counseling	0
060	Immunization Administration-b.#students	0	150.00	Anomic of the second	0
060.00	Vision a #erroand	0	155 00	Anemia a. #screened	0
065 00	Vision a #screened	0	160	Alternia a. #screened	0
000.00	Vision b #PN re-check	0	160.00	Physical Exame/Assessments	0
070.00	Vision b #RN re-check	0	165	Neurodevelonmental Assessments	0
075	Hearing a #screened	0	165.00	Neurodevelopmental Assessments	0
075.00	Hearing a #screened	0	170	Fluoride Mouthrinse Program	0
080	Hearing h #RN re-check	0	170.00	Fluoride Mouthrinse Program	0
080.00	Hearing b. #RN re-check	0	175	HealthEducation/Promotion/Resource	0
085	Scoliosis a #screened	0	175.00	HealthEducation/Promotion/Resource	0
085.00	Scoliosis a #screened	0	180	Classroom Presentation to Students	0
000.00	Scoliosis h. #RN re-check	0	180.00	Classroom Presentation to Students	0
090.00	Scoliosis b. #RN re-check	0	185	Special Education-Social/Dev Histories	0
095	Height & Weight a, #screened	0	185.00	Special Education-Social/Dev Histories	0
095.00	Height & Weight a. #screened	0	190	Re-evaluation Assessment	0
1	Staff - Industrial Injury (referral required)	0	190.00	Re-evaluation Assessment	0
100	Height & Weight h #RN re-check	0	195	Child/Student Team Meetings	0
100.00	Height & Weight b. #RN re-check	0	195.00	Child/Student Team Meetings	0
100.00	Horgint & Weight D. #NIN Tercheck	0	199.00	of a student ream weetings	0

HLT603 – Clinical Code Totals Output

HLT604 – Kindergarten Immunization Report

Synergy SIS > Health > Reports > Summary

The Kindergarten Immunization Report summarizes the totals for the immunizations of the students in kindergarten at the school.

You must select the Elementary Grade for the report to print.
Report HLT604: Kindergarten Immunization Report Print Save Default Reset Default Email Me
Name: Kindergarten Immunization Report Number: HL T604 Page Orientation: Portrait Options Sort / Output Conditions Selection Advanced As of Date
Contact Person

HLT604 – Kindergarten Immunization Record Report Interface Screen

- As of Date Select the date to display all vaccinations received on or before that date
- Contact Person Filters by the school staff contact. This information displays on the report.
- Elementary Grade Filters by grade

School District	Kindergarten As	of: 04/2	I nizatio 2/2011	n Repor	t Report: HLT604
School Name Adams Elementary		S	chool Type Public		Address 125 Robinson Av
Contact Person	District Name Edupoint Schoo	ol District	t D	istrict No. 23456000	City, State Zip Fountain Valley, AZ 85101
Principal Name	Phone	Fax	In	cluded Grades	County
Kindorgartan	949-555-2425 Only			n	19
1. How many students are enrol	ed?	# 72		AC	alon Required
2. How many students have an i a valid exemption on file?	mmunization record or	66	Require pr	oof of immuniza	ation or an exemption for school entry.
3. DTaP/DTP/DT How many students have rec with one dose at 4 years of a doses?	eived either 4-5 doses ge or older, OR a total of 6	61	Meets the	requirements.	
How many students have not with one dose at 4 years of a doses?	received either 4-5 doses ge or older, OR a total of 6	11	Does not r	neet the require	ments.
TOTAL (must equal number	enrolled. see #1)	72			
4. Polio How many students have rec doses OR a total of 3 doses v 4 years of age or older?	eived either a total of 4 vith the 3rd dose given at	63	Meets the	requirements.	
How many students have not described above?	received the doses	9	Does not r	neet requireme	nts. Polio #4 is required.
TOTAL (must equal number	enrolled. see #1)	72			
5. MMR How many students have rec at 12 months of age or older?	eived 2 doses, both given	63	Meets the	requirements.	
How many students have not given at 12 months of age or	received 2 doses, both older?	9	Does not r	neet requiremen	nts. 2 doses are required.
TOTAL (must equal number	r enrolled. see #1)	72			
6. Hepatitis B					
How many students meet the more doses?	requirement have 3 or	65	Meets the	requirements.	
How many students do not m 3 or more doses?	eet the requirement have	7	Does not r	neet requireme	nts. 3 doses are required.
TOTAL (must equal number	enrolled. see #1)	72			
7. Varicella (chicken pox)					
How many students have rec vaccine? (Include those who disease in addition to the imm	eived 2 doses of Varicella have had chicken pox nunizations.)	0	Meets the	requirements.	
How many students have rec vaccine, OR have history of c have both the vaccine and his	eived one dose of Varicella hicken pox disease, OR story of disease?	0	Meets the	requirements.	
How many students have no no Varicella vaccine doses?	history of chicken pox and	72	Does not r	neet requirement	nts. Varicella vaccination is required.
TOTAL (must equal number	enrolled. see #1)	72			
8. Exemptions		# of Per	rmanent E	xemptions	# of Temporary Exemption
How many have a personal b (Indicate if exemption is limited	eliefs exemption? I to specific vaccines)		0		0
How many have a medical ex (Indicate if exemption is limited	emption? I to specific vaccines)		0		0
How many have laboratory ex (Indicate specific vaccine(s) no	vidence of immunity? t needed)	0			0

HLT604 – Kindergarten Immunization Record Report Output

HLT605 – School Grade Immunization Data Report

Synergy SIS > Health > Reports > Summary

The School Grade Immunization Report provides a summary of the number of students at the school and the number of students with each immunization.

You must select the Secondary Grade and the High School Grade for this report to print.

Report	t HLT605:	School	Grade In	nmunization Rep	port 🗖
Print Sav	ve Default Res	et Default	Email Me		
Name: School	Grade Immuniza	tion Report N	lumber: HLT605	Page Orientation: Portrait	
Options	Sort / Output	Conditions	Selection	Advanced	
As of Date p9/03/2015 Contact Person					
Secondary Grad	e •				
10	-				

HLT605 – School Grade Immunization Report Interface Screen

- As of Date Select the date to display all immunizations received on or before that date
- Contact Person Filters by the school staff contact. This information displays on the report.
- Secondary Grade Select the secondary grade to display. It has its own column in the report.
- High School Grade Select the high school grade to display. It has its own column in the report.

Itain St te Zip nix, AZ 85694 I Required or an exemption for school entry. s last dose was before the 4th 2 doses spaced 1 month apart, at 2nd dose. ed since last dose of DTaP/DT/Tc e was prior to 4th birthday. onth since the last dose. 1 was given before the 1st birthda h has passed since MMR #1. to obtain MMR #1.	
te Zip nix, AZ 85694 r Required or an exemption for school entry. Is last dose was before the 4th 2 doses spaced 1 month apart, ar 2nd dose. ed since last dose of DTaP/DT/To e was prior to 4th birthday. onth since the last dose. 1 was given before the 1st birthda h has passed since MMR #1. to obtain MMR #1.	
Required or an exemption for school entry. s last dose was before the 4th 2 doses spaced 1 month apart, an 2 nd dose. ed since last dose of DTaP/DT/Tc e was prior to 4th birthday. onth since the last dose. was given before the 1st birthda h has passed since MMR #1. to obtain MMR #1.	
Required r an exemption for school entry. s last dose was before the 4th 2 doses spaced 1 month apart, ar 2nd dose. ed since last dose of DTaP/DT/Tc e was prior to 4th birthday. onth since the last dose. twas given before the 1st birthda has passed since MMR #1.	
or an exemption for school entry. Is last dose was before the 4th 2 doses spaced 1 month apart, an 2nd dose. ed since last dose of DTaP/DT/Tc e was prior to 4th birthday. both since the last dose. 1 was given before the 1st birthda h has passed since MMR #1. to obtain MMR #1.	
or an exemption for school entry. I last dose was before the 4th 2 doses spaced 1 month apart, an 2 nd dose. ed since last dose of DTaP/DT/To e was prior to 4th birthday. onth since the last dose. 1 was given before the 1st birthda h has passed since MMR #1. to obtain MMR #1.	
s last dose was before the 4th 2 doses spaced 1 month apart, at 2nd dose. ed since last dose of DTaP/DT/To e was prior to 4th birthday. onth since the last dose. 1 was given before the 1st birthda h has passed since MMR #1. to obtain MMR #1.	
s last dose was before the 4th 2 doses spaced 1 month apart, an 2nd dose. ed since last dose of DTaP/DT/To e was prior to 4th birthday. onth since the last dose. 1 was given before the 1st birthda h has passed since MMR #1. to obtain MMR #1.	
2 doses spaced 1 month apart, at 2 doses spaced 1 month apart, at 2 nd dose. ed since last dose of DTaP/DT/To e was prior to 4th birthday. onth since the last dose. 1 was given before the 1st birthda h has passed since MMR #1. to obtain MMR #1.	
2 doses spaced 1 month apart, an 2nd dose. ed since last dose of DTaP/DT/Tro e was prior to 4th birthday. onth since the last dose. 1 was given before the 1st birthda has passed since MMR #1. to obtain MMR #1.	
ed since last dose of DTaP/DT/Tc e was prior to 4th birthday. onth since the last dose. 1 was given before the 1st birthda h has passed since MMR #1. to obtain MMR #1.	
ed since last dose of DTaP/DT/Tc e was prior to 4th birthday. onth since the last dose. 1 was given before the 1st birthda h has passed since MMR #1. to obtain MMR #1.	
e was prior to 4th birthday. onth since the last dose. I was given before the 1st birthda has passed since MMR #1. to obtain MMR #1.	
e was prior to 4th birthday. onth since the last dose. I was given before the 1st birthda has passed since MMR #1. to obtain MMR #1.	
e was prior to 4th birthday. onth since the last dose. I was given before the 1st birthda h has passed since MMR #1. to obtain MMR #1.	
I was given before the 1st birthda has passed since MMR #1. to obtain MMR #1.	
1 was given before the 1st birthda n has passed since MMR #1. to obtain MMR #1.	
1 was given before the 1st birthda n has passed since MMR #1. to obtain MMR #1.	
1 was given before the 1st birthda has passed since MMR #1. to obtain MMR #1.	
n has passed since MMR #1. to obtain MMR #1.	
to obtain MMR #1.	
ths have passed since Hep B #2.	
try. Require Hep B #2 when 1	
requires 2 doses, 1 month apart	
alla vaccine not required if child has had chicken pox.	
Require varicella vaccination immediately.	
m.	
statement of the medical condition	
s and doctor's signed statement.	

HLT605 – School Grade Immunization Report Output

HLT606 – Health Incident Summary

Synergy SIS > Health > Reports > Summary

The Health Incident Summary report summarizes the number of health-related incidents at a school overall and by gender, time of day, age, location, type of injury, activity, and type of equipment involved.

Report HLT606: Health Incident Summary
Print Save Default Reset Default Email Me
Name: Health Incident Summary Number: HLT606 Page Orientation: Landscape
Options Sort / Output Conditions Selection Advanced
Report Dates
From To b8/25/2014 08/28/2015
School Selection
Schools □ ↔ 🕑
Adams Elementary Central Enrollment Continuation High School Eisenhower Middle School Franklin High School Grant Elementary Hope High School Jefferson Elementary Kennedy High School King High School Lincoln Elementary Roosevelt Middle School Template HS Truman Middle School Washington Elementary

HLT606 - Health Incident Summary Report Interface Screen

- Report Dates Select the date range of the incidents to include in the lists
- School Selection Select the schools to include in the report

In the Delite			Health Incident Summary 08/30/2010 - 06/03/2011	Year: 2010-2011 Report: HLT606
Summary Totals				
Description	Total	HOP		
Total Accident Reports	3	3		
Accidents by Gender				
Description	Total	HOP		
Female	1	1		
Male	2	2		
Accidents by Time				
Description	Total	HOP		
0.00 - 0.29	0	0		
1:00 - 1:59	ő	ő		
2:00 - 2:59	0	0		
3:00 - 3:59	0	0		
4:00 - 4:59	0	0		
5:00 - 5:59	0	0		
6:00 - 6:59	0	0		
7:00 - 7:59	0	0		
8:00 - 8:59	0	0		
9:00 - 9:59	0	0		
10:00 - 10:59	0	0		
11:00 - 11:59	0	0		
12:00 - 12:59	0	0		
13:00 - 13:59	0	0		
14:00 - 14:59	0	0		
15:00 - 15:59	0	0		
16:00 - 16:59	0	0		
17:00 - 17:59	0	0		
18:00 - 18:59	0	0		
19:00 - 19:59	0	0		
20:00 - 20:59	0	0		

HLT606 – Health Incident Summary Output

HLT607 – Health Incident Comparison Report

Synergy SIS > Health > Reports > Summary

The Health Incident Comparison Report summary report provides a bar graph comparison of the number of incidents at the schools selected in the Options section.

Report HLT607: Health Incident Comparison Report
Print Save Default Reset Default Email Me
Name: Health Incident Comparison Report Number: HLT607 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Report Dates
From To b8/25/2014 08/28/2015
Options
Schools □ ↔ 🕑
Adams Elementary Central Enrollment Continuation High School Eisenhower Middle School Franklin High School Grant Elementary Hope High School Jefferson Elementary Kennedy High School King High School Lincoln Elementary Roosevelt Middle School Template HS Truman Middle School Washington Elementary

HLT607 – Health Incident Comparison Report Interface Screen

- Report Dates Select the date range of the incidents to include in the lists
- Options Select the schools to include in the report



HLT607 – Health Incident Comparison Report Output

HLT609 – 6th Grade Immunization Report

Synergy SIS > Health > Reports > Summary

The 6th Grade Immunization Report provides a summary of the immunization information for 6th graders at the school(s) selected.

Rep	ort HLT609 :	6th Gra	de Immi	unization Re	eport 🗖
📥 Print	ave Default Res	et Default	mail Me		
Name: 6th G	rade Immunization	Report Numb	er: HLT609 P	age Orientation: Port	rait
Options	Sort / Output	Conditions	Selection	Advanced	
As of Date					
b9/03/2015					
As of Date for	Students Under Age	e 11			
11/01/2014		 			
Contact Perso	n				

HLT609 - 6th Grade Immunization Report Interface Screen

- As of Date Select the date to display all immunizations received on or before that date
- As of Date for Students Under Age 11 Select the date (for students who are younger than 11 years old) to display all immunizations received on or before that date
- Contact Person Filters by the school staff contact. This information displays on the report.
- Grade Filters by grade

School District	Roosev 6th Grade A	eit iviid Immun s of: 04/2	izatio 2/201	n Report	Year: 2010-2011 Report: HLT609
School Name		S	chool Typ	e	Address
Contact Person	District Name	Public		District No.	City, State Zip
	Edupoint Scho	ool District	t	123456000	Fountain Valley, AZ 85101
Principal Name	Phone	Fax		Included Grades 06	County 19
Sixth Grade Only		#		A	ction Required
1. How many students are enrolled?		0			
How many students have an immur valid exemption on file?	nization record or a	0	Require	e proof of immuniz	ation or an exemption for school entry.
3. DTaP/DTP/DT/Td					
How many students have at least 4 all given after 1 year of age?	doses, or 3 doses	0	Meets t only 3 d	he requirements in loses with all give	student has a total of at least 4 doses, or n after 1 year of age.
How many students have not receiv or 3 doses given after 1 year of age	ved at least 4 doses	0	Does n is requi	ot meet requireme red.	nts. An additional tetanus/diphtheria dose
TOTAL (must equal number enro	lled. see #1)	0			
4. Tdap					
How many students have received	1 dose of Tdap?	0	Meets t	he requirements.	
How many students have not received	ved 1 dose of Tdap?	0	_		
Tdap supplemental #1: How many stud	led. see #1) lents are under 11?	0			
#2: How many received a DTaP/DTP/Td	in the last 5 years?	0			
5. Meningococcal (MV or MCV)					
How many students have 1 dose of	f MV or MCV?	0	Meets t	he requirements.	
How many students do not have 1	dose of MV or MCV?	0	MV/MC	V is required for s	tudents 11 years or older.
TOTAL (must equal number enro	lled. see #1)	0			
6. Polio					
How many students have either 4 d doses with dose #3 given at age 4	loses or at least 3 or older?	0	Meets t	he requirements.	
at least 3 doses with dose #3 given	at age 4 or older?	0	Does n	ot meet the require	ements.
TOTAL (must equal number enro	lled. see #1)	0			
How many students have 2 doses?		0	Moote	equirements if hol	h doses were given after 12 months of an
How many students have less than	2 doses?	0	Require	s MMR #2 when	weeks have passed since MMR #1
TOTAL (must equal number enro	lled. see #1)	0	rioquire		
8. Hepatitis B	,				
How many students have complete series with at least 3 doses?	d the Hepatitis B	0	Meets t	he requirements.	
How many students have documentation stating that they completed the special 2-dose adolescent Hepatitis B series, given to individuals 11-15 years of age?		0	Meets the requirements.		
How many have not completed the	Hepatitis B series?	0			
TOTAL (must equal number enro	lled. see #1)	0			
9. Varicella (chicken pox)		0			
How many have received 2 doses of How many have received one dose	of Varicella vaccine?	0	Meets t	he requirements.	
How many have no Varicella histor	y and no doses?	0	Does n	ot meet requireme	nts. Varicella vaccination is required.
TOTAL (must equal number enro	lled. see #1)	0			
10. Exemptions		# of Per	manen	t Exemptions	# of Temporary Exemptions
How many have a personal beliefs	s exemption?			0	0
How many have a medical exemp	tion?			0	0
How many have laboratory eviden	ce of immunity?			0	0

HLT609-6th Grade Immunization Report Output

HLT610 – 10th Grade Immunization Report

Synergy SIS > Health > Reports > Summary

The 10th Grade Immunization Report provides a summary of the immunization information for 10th graders at the school(s) selected.

Report	HLT610	: 10th Gr	ade Imn	nunization	Report 🔳
Print Save	e Default Res	set Default	Email Me		
Name: 10th Grad	de Immunizatio	n Report Num	ber: HLT610 F	Page Orientation:	Portrait
Options	Sort / Output	Conditions	Selection	Advanced	
As of Date					
þ9/03/2015					
Contact Person					
Grade					
10	•				

HLT610 – 10th Grade Immunization Report Interface Screen

- As of Date Select the date to display all vaccinations received on or before that date
- Contact Person Filters by the school staff contact. This information displays on the report.
- Grade Filters by grade

School District	10th Grade	Immun Immun s of: 05/1	izati 7/201	on Report	Year: 2010-2011 Report: HLT610
School Name Hope High School		Sc	chool Typ Public	e	Address 123 Main St
Contact Person Jason Dingle	District Name Edupoint Scho	ol District		District No. 123456000	City, State Zip Phoenix, AZ 85694
Principal Name Phone Tom McGrew 949-555-1212		Fax 949-555-	49-555-1213 10		County 19
Tenth Grade (Dnly	#		Ad	tion Required
1. How many students are enrolle 2. How many students have an im	d? munization record or	1046 1025	Requir	e proof of immuniza	ation or an exemption for school entry.
3. Tdap					
How many students have recei	ved 1 dose of Tdap?	0	Meets	the requirements. (Including DTaP boosters within 10 years)
How many students have not re	eceived 1 dose of Tdap?	1046	, , , . , , , , , , , , , , , ,		
TOTAL (must equal number of	enrolled. see #1)	1046			
Tdap supplemental question: How a DTaP, DTP, or Td dose within the	many students received last 10 years?	0	(Exclud	ling students with a	at least 1 dose of Tdap)
4. Meningococcal (MV or MC	×V)				
How many students have 1 dose of MV or MCV?		0	Recom	mended but not re	quired for 10th grade students this year.
How many students don't have	1 dose of MV or MCV?	1046			
TOTAL (must equal number enrolled. see #1)		1046			
5 MMR					
How many students have 2 do:	ses?	1005	Meets	requirements if bot	h doses were given after 1 year of age.
How many students have less	than 2 doses?	41	Require MMR #2 when 4 weeks have passed since MMR #1.		
TOTAL (must equal number	enrolled. see #1)	1046			
C Hanatitia P					
How many students have comp series with at least 3 doses?	bleted the Hepatitis B	960	Meets	the requirements.	
How many students have documentation stating that they completed the special 2-dose adolescent Hepatitis B series, given to individuals 11-15 years of age?		0	Meets the requirements.		
How many students have not completed the Hepatitis B series?		86			
TOTAL (must equal number of	enrolled. see #1)	1046			
7. Varicella (chicken pox)					
How many students have receiv vaccine? (Include those who h disease in addition to the immu	ved 2 doses of Varicella ave had chicken pox inizations.)	3	Meets	the requirements.	
How many students have receiv vaccine, OR have history of ch have both the vaccine and hist	ved one dose of Varicella icken pox disease, OR ory of disease?	20	Meets	the requirements.	
How many students have no history of chicken pox and no Varicella vaccine doses?		1023	Does n	ot meet requireme	nts. Varicella vaccination is required.
TOTAL (must equal number	enrolled. see #1)	1046			
8. Exemptions		# of Per	rmaner	nt Exemptions	# of Temporary Exemptions
How many have a personal beliefs exemption? (Indicate if exemption is limited to specific vaccines)		44		44	0
How many have a medical exemption? (Indicate if exemption is limited to specific vaccines)		20		20	0
(Indicate specific vaccine(s) not	needed)			0	0

HLT610 – 10th Grade Immunization Report Output

HLT611 – Student Medication Refill

Synergy SIS > Health > Reports > Summary

The Student Medication Refill report lists the students low on medication. The report includes the student's name, Perm ID, and the date of last dosage.

Report HLT611: Student Medication Refill	N
Print Save Default Reset Default Email Me	
Name: Student Medication Refill Number: HLT611 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Remaining Units (Less than or equal to) Run Out By Grade	

HLT611 – Student Medication Refill Report Interface Screen

- Remaining Units (Less than or equal to) Filters the report by the minimum number of remaining units
- Run Out By Filters by the date the student will run out of medication
- Grade Filters by grade or grade range

Edupoint asset tieres		Hope High School Student Medication Refill Remaining Dosages: All	Year: 2010-2011 Report: HLT611
Student Name	Perm ID	Grade	Date for Last Dosage
Abbott, Billy C.	905483	12	07/08/2011

HLT611 – Student Medication Refill Output

HLT612 – Medication Disbursement Summary by Grade

Synergy SIS > Health > Reports > Summary

The Medication Disbursement Summary by Grade report summarizes the number of medications given to students by type of medication, gender, and grade.

Report HLT612: Medication Disbursement Summary By Grade
Print Save Default Reset Default Email Me
Name: Medication Disbursement Summary By Grade Number: HLT612 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Please select at least one grade level.
Grade □ ↔ 🕑
09 10 11 12
Medication □ ↔ 🕑
Advair 🗆 Azmacort (inhaler) 🗆 Insulin Test 🗆 Other 🗆 Ritalin 🗆 Tylenol
Start Date End Date
D8/25/2014 08/28/2015 m

HLT612 – Medication Disbursement Summary By Grade Report Interface Screen

- Grade Select the grades to include in the report
- Medication Select the medication types to include in the report
- Start Date/End Date Select the date or date range for the report



HLT612 - Medication Disbursement Summary By Grade Output

HLT613 – Medication Disbursement Summary by Ethnic Code

Synergy SIS > Health > Reports > Summary

The Medication Disbursement Summary by Ethnic Code report summarizes the number of medications given to students by type of medication, ethnic code, and gender.



 $HLT613-Medication\,Disbursement\,Summary\,By\,Ethnic\,Code\,Report\,Interface\,Screen$

- Ethnic Code Select the ethnic codes included in the report
- Medication Select the medication types included in the report
- Start Date/End Date Select the date or date range for the report



HLT613 - Medication Disbursement Summary By Ethnic Code Output

HLT614 – Hearing Screening Program Report

Synergy SIS > Health > Reports > Summary

The Hearing and Screening Program Report provides a summary count of the students by grade and the status of their screening.

Report HLT614: Hearing Screening Program Report
Print Save Default Reset Default Email Me
Name: Hearing Screening Program Report Number: HLT614 Page Orientation: Landscape
Options Sort / Output Conditions Selection Advanced
Filters
As of date 19/03/2015
Report Data Fields
Data filled in this section will appear on the top of the printed report. These are not report filters.
Screening Performed By
Title Report Completed By
Equipment Calibration Date
Audiologist's Phone Number Audiologist-Fill in License #
Audiometer used for grades
Tympanometer used for grades
OAE used for grades
Summary Totals Description

HLT614 – Hearing Screening Program Report Interface Screen

Report Options:

• As of Date - Select the date to display all audio screenings performed on or before that date

All the following information displays at the top of the report. These are not filters.

- Screening Performed By Enter the name of the health staff member who performed the screening
- Screener(s) Attach Copy of Hearing Certificate Indicates on the printed report that the screener(s) attached a copy of the hearing certificate to the report
- Title Enter the title of the health staff member who performed the screening.
- **Report Completed By** Enter the name of the health staff member who completed the screening
- Equipment Calibration Date Enter the calibration date of the equipment
- ADHS Equipment Was Used Select if ADHS equipment used in the screening
- Audiologist's Phone Number Enter the Audiologist's phone number
- Audiologist-Fill In License # Select if the audiologist's license number is not available
- Audiologist's License # Enter the audiologist's license number
- Audiometer used for grades Select the grades that used the audiometer for the screening
- Tympanometer used for grades Select the grades that used the tympanometer for the screening
- OAE used for grades Select the grades that used the OAE for the screening

Name of S Hope High	chool: School					District: Edupoint School District					P	hone #: 949-555-1212
School Ad 123 Main S		City: Zij Phoenix 2				Zip Code: 85694	Fa	ax #: 949-555-1213				
Screening	Performed	By:				Screener(s)-A	tach Co I in Licer	py of H nse #:	learing Scree	ning Certificate" (if applicab	** S(chool Year: 2012-2013
Report Co	mpleted by	/:				TITLE:					D	ATE: 02/20/2013
Equipmen	t Calibratio	n Date:		OR A	DHS Equi	pment was used			Type of School:	Public Pr Kindergarten	wate 0	Charter Preschool Other
Type of Ec	uipment er used for gr	(check all that ades:	apply; write in	each grade sci Ty mpa	eened usin nometer u	g the equipment b sed for grades: _	elow or s	state 'a	Il grades' for e	ach equipment]OAE used for	if applicab grades: _	(e)
SCHOOL GRADES	Number of students enrolled at initial screening	Number of students not screened	Number of students screened this year	Number of students that did not pass first screen	Number of students to received second screen	of Number of students that did not pass second s creen	Numb stude evaluat medi provi	er of ents ed by ical der	Number of students evaluated by audiologist	Number identified deaf or hard of hearing this year		COMMENTS
Preschool							-					
Kindergarten												
First												
Second												
Sixth												
Ninth	1	1										
(not to be included in Reabove)	3	2	2									
Other (students schemed in grades other than those listed above)	2748	3143										
Report Comple ***Screen • Submit • All Spe • Ungrad • Use sc SUBMIT	tion Guideline ters attach c one report for cial Education ded student sh hool address i COMPLETE	s: opies of trair m for each sch students must ould be catego rather than dist D REPORT T	ning certifical tool (Includes s to screened a rized by their a nict address O ADHS BET ADHS 150 r Ph Ph 20-364.1400 -	te to this rep students enrolle annually. (This ige equivalent WEEN APRIL /BWCH SENS North 18th Avv o enix. Arizon:	ort d througho ndudes stu grade . 1 AND JI DRY PROC enue. Suite a 85007-32	ut the school year) idents over 16) JNE 30 of the C IRAM 320 42 h/sensory.htm	JRREN	T SCH	100L YEAR		ecklist get to emplete Sc ame(s) of S opy of Heal entificate for clude OAE auipment C	: - Don't Include: theol Information Screening reach screening * Tympanometer altization Date

HLT614 - Hearing Screening Program Report Output

HLT615 – Vision Screening

Synergy SIS > Health > Reports > Summary

The Vision Screening report provides a count of the students who either passed or failed all vision tests. It also lists incomplete vision screenings in the comments section.

🔨 Repo	ort HLT615	: Vision	Screenii	ng 🗖
Print S	ave Default Re	eset Default	Email Me	
Name: Vision	Screening Num	ber: HLT615 Pa	age Orientatior	: Landscape
Options	Sort / Output	Conditions	Selection	Advanced
As of date \$\phi 9/03/2015 Phone #				

HLT615 – Vision Screening Report Interface Screen

- As of Date Select the date to display all vision screenings performed on or before that date
- **Phone #** Enter the phone number of the staff member to contact regarding the vision screenings. This prints on the report.

School Ho	pe High School		Phone #			School Yea	ar 2010-11		
	Distance	Acuity	Near	Acuity	Ocular	Alignment	Color De	ficiency	Outcomes
Grades	Students Screened	Students referred for evaluation	Students that received care from eye care professional						
Pre K									
к									
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
Spec. Ed.									
Others									
Totals									
skb/vision scree	ening.xls 3/2007								

HLT615 – Vision Screening Output

HLT618 – Oral Health Assessment and Waiver Report

Synergy SIS > Health > Reports > Summary

The Oral Health Assessment and Waiver Report provides a count of the students who either passed or failed all dental tests given. The report lists incomplete tests in the comments section. It produces both a PDF report with the totals and a log that lists students and their statuses.

🔻 Repo	ort HLT618	: Oral He	alth Ass	sessment and Waiver Report 💻
🚔 Print 🛛 S	ave Default Re	set Default	mail Me	
Name: Oral H	ealth Assessmen	t and Waiver R	eport Number	:: HLT618 Page Orientation: Portrait
Options	Sort / Output	Conditions	Selection	Advanced
Kindergarten G	First Grade	•		

HLT618 – Oral Health Assessment And Waiver Report Interface Screen

Report Options:

- **Kindergarten Grade** Select the grade that coordinates with kindergarten. You must select a grade to run the report.
- First Grade Select the grade that coordinates with first grade. You must select a grade to run the report.

For the HLT618 report to work correctly, the Treatment Urgency and Dental Assessment tables must have the following values. Contact your administrator for further information.

Code	Description	Alt Code 3
0	No obvious problem	1
1	Early dental care recommended	2
2	Urgent care needed	3

Code	Description	Alt Code 3
0	Lack of access to insurance	2
1	Financial burden	1
2	Parental consent	3
3	Form not returned	4

		Oral He	Ada alth Ass	ams Elem essment a	entary and Waiv	er Repo	ort	Year Rep	:: 2010-2011 ort: HLT618	
School Name	New First Grade Students*	Kindergarten Students	Total Students (1)	Assessments Completed (2)	Financial Burden (3)	Lack Of Access (4)	Parental Consent (5)	Untreated Decay (6)	Form Not Returned (7)	No Denta Recor
Adams Elementary	0	96	96	0	0	0	0	0	96	9
(1) The total number of pupils in the (2) The total number of pupils who pr (3) The total number of pupils who co (4) The total number of pupils who co (5) The total number of pupils who di (7) The total number of pupils who di * New First Grade Students - First gr	district, by schwesented proof vesented proof vuld not comple uuld not comple uuld not comple vuld not comple vuld not comple vuld not return eit ade students w	vol, who are sub of assessment, the an assessment te an assessment te an assessment assessment for durd to have her the assessm ho did not atter	ject to the or.	al health assess ancial burden. K of access to a their parents or 1 coxy. The waiver reque sol kindergarten	ment requirem	ient. is dird not cons	ensed or regis	stered dental h	health profession	ial.
Printed by Admin User at 06/08/2011 10 2	22 AM			Edupoint School D	istrict					Page 1 of

HLT618 - Oral Health Assessment And Waiver Report Output

OrgName Name SISNu	mber Grade FirstYes	ar InPubl	icSchool	NewFirs	tGradeS	udent	Assess	mentCom	pleted	Finan	cialBurd	en LackO:	Access	ParentalConsent UntreatedDecay	FormNotReturned
Adams Elementary	(Adame, Lori R.)	147525	110		N	N	N	N	N	N	N	Y	N		
Adams Elementary	(Adams, Bruce) 142724	100		N	N	N	N	N	N	N	Y	N			
Adams Elementary	(Adams, Mary) 154685	100		N	N	N	N	N	N	N	Y	N			
Adams Elementary	(Arroyo Flores, Beverly)		162996	100		N	N	N	N	N	N	N	Y	N	
Adams Elementary	(Arthur, Charles)	154707	100		N	N	N	N	N	N	N	Y	N		
Adams Elementary	(Ayala, Marilyn P.)	152094	110		N	N	N	N	N	N	N	Y	N		
Adams Elementary	(Beacham Robinson, Janio	ce H.)	152982	100		N	N	N	N	N	N	N	Y	N	
Adams Elementary	(Belser, Mary I.)	151189	110		N	N	N	N	N	N	N	Y	N		
Adams Elementary	(Beltran, Paul D.)	146703	100		N	N	N	N	N	N	N	Y	N		
Adams Elementary	(Beltran, Tammy S.)	156023	110		N	N	N	N	N	N	N	Y	N		
Adams Elementary	(Blackwater, Cheryl N.)	151192	110		N	N	N	N	N	N	N	Y	N		
Adams Elementary	(Bogan Walker, Steve A.)		151715	100		N	N	N	N	N	N	N	Y	N	
Adams Elementary	(Bogan, Clarence)	159756	110		N	N	N	N	N	N	N	Y	N		
Adams Elementary	(Bojorquez, Heather H.)	150725	110		N	N	N	N	N	N	N	Y	N		
Adams Elementary	(Brinkerhoff, Gloria)	153772	100		N	N	N	N	N	N	N	Y	N		

HLT618 - Oral Health Assessment And Waiver Log

HLT801 – Daily Health Log

Synergy SIS > Health > Reports > List

The Daily Health Log report lists all health-related incidents for a given day.

🔻 Rep	ort HLT8	01: Daily	Health	Log 🗏
🚔 Print	Save Default	Reset Default	Email Me	
Name: Daily	Health Log	Number: HLT801	Page Orienta	ation: Portrait
Options	Sort / Outp	ut Conditions	Selecti	on Advanced
Effective Date				

HLT801 – Daily Health Log Report Interface Screen

Report Options:

• Effective Date - Select the date to display all health logs created on or after that date

	hard Balling	Daily Health Log 05/09/2011	Year: 2010-2011 Report: HLT801
Time In/ Time Out 4:00 PM	Name Acosta, John A.	Perm ID Homeroom Grade H 150265 11 J	lealth Code Allergy
5:00 PM	Taken By: Time Taken:	Staff: Hyde, Kathy Where Taken:	Clinical Code 310.11
	Subjective Objective:		
Nurse Sig	nature	Health Assistant Signature	

HLT801 – Daily Health Log Output

Chapter 13: Locker Reports

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LCK403 – Unassigned Lockers	
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LCK405 – Locker Master List	

Locker Reports

LCK401 – Student Locker Assignments

Synergy SIS > Locker > Reports > List

The Student Locker Assignments report contains all the names of students who have a locker. It lists the student's name, permanent ID, locker number, location, and combination for each student.

Report LCK401: Student Locker Assignments
Print Save Default Reset Default Email Me
Name: Student Locker Assignments Number: LCK401 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Student Information
First Name Last Name
Perm ID
Grada
Locker Information
Locker Location Locker Number
Access Method
Instructions
Instructions on how to open
Rotate three complete times before turning left to your first number.
Grouping Information
Output will be sorted Teacher Name (ascending) for the Sections defined by Term/Period.
Term Period
· ·
Limit report to one student per page.

LCK401 – Student Locker Assignments Report Interface Screen

- First Name Filter the report output to include only the students with the specified first name.
- Last Name Filter the report output to include only the students with the specified last name.
- Perm ID Filter the report output to find a student by their permanent ID number.
- Grade Filter the report output to include just the selected grade or grade range.
- Locker Location Filter the report output to include only a specific locker location.

- Locker Number Filter the report output to find a specific locker by the locker number.
- Access Method Filter the report output to include only a specific locker access method.
- Instructions You can customize and print instructions on each locker assignment.
- Grouping Information Filter the report by term/period selection.
- Limit report to one student per page Print only one student locker assignment per page.

Camñpbell, Wayne		Perm ID: 997097	Perm ID: 997097		Name 1	
Locker Number:	Location:	337037	Vertical	Location:	4	
1016	1st floo	r, bldg G	Mide	lle		
Combination Override 26L-77R-61L	Teacher: Aderson,	Gordon	Term: YR		Period: 1	
Instructions: Rotate three complete	imes before turning lef	t to your first number.				
Locker Assignment						
Student Name	line I	Perm ID: 919432		Grade: 11	Name	
Locker Number:	Location:	010402	Vertical I	ocation:		
1017	1st floo	or, bldg G	Тор			
Combination Override 26L-77R-61L	Teacher: Aderson,	Gordon	Term: YR		Period: 1	
Locker Assignment Student Name		Perm ID:		Grade:	Name	
Locker Assignment Student Name Carrera, John Locker Number: 1018	L. III Location: 1st floo	Perm ID: 164931 pr, bldg G	Vertical	Grade: 11 Location:	Name	
Locker Assignment Student Name Carrera, John Jocker Number: 1018 Combination Override 26L-77R-61L	L. III Location: 1st floo Teacher: Aderson,	Perm ID: 164931 or, bldg G Gordon	Vertical Top Term: YR	Grade: 11 Location:	Period:	
Locker Assignment Student Name Carrera, John Locker Number: 1018 Combination Override 26L-77R-61L Instructions: Rotate three complete I	L. III Location: 1st floo Teacher: Aderson, imes before turning lef	Perm ID: 164931 Dr, bldg G Gordon t to your first number.	Vertical Top Term: YR	Grade: 11 Location:	Period: 1	
Locker Assignment Student Name Carrera, John Locker Number: 1018 Combination Override 26L-77R-61L Instructions: Rotate three complete i Locker Assignment	L. III Location: 1st floo Teacher: Aderson, imes before turning lef	Perm ID: 164931 Dr, bldg G Gordon t to your first number.	Vertical Top Term: YR	Grade: 11 Location:	Period: 1	
Locker Assignment Student Name Carrera, John Locker Number: 1018 Combination Override 26L-77R-61L Instructions: Rotate three complete Locker Assignment Student Name Cat, Jonesy	L. III Location: 1st floo Teacher: Aderson, imes before turning lef	Perm ID: 164931 or, bldg G Gordon t to your first number. Perm ID: 997099	Vertical Top Term: YR	Grade: 11 Location: Grade: 11	Period: 1 Name	
Locker Assignment Student Name Carrera, John Locker Number: 1018 Combination Override 26L-77R-61L Instructions: Rotate three complete I Locker Assignment Student Name Cat, Jonesy Locker Number: 1019	L. III Location: Teacher: Aderson, imes before turning lef	Perm ID: 164931 Dr, bldg G Gordon t to your first number. Perm ID: 997099 Dr, bldg G	Vertical Top Term: YR	Grade: 11 Location: Grade: 11 ocation: Ile	Period: 1	
Locker Assignment Student Name Carrera, John Locker Number: 1018 Combination Override 26L-77R-61L Instructions: Rotate three complete Locker Assignment Student Name Cat, Jonesy Locker Number: 1019 Combination Override 81L-11R-46L	L. III Location: 1st floc Teacher: Aderson, imes before turning lef Location: 1st floc Teacher: Aderson,	Perm ID: 164931 or, bldg G Gordon t to your first number. Perm ID: 997099 or, bldg G Gordon	Vertical Top Term: YR Vertical L Middo Term: YR	Grade: 11 Location Grade: 11 occation: Ie	Period: 1 Period: 1	

LCK402 – Students With No Lockers

Synergy SIS > Locker > Reports > List

The Students With No Lockers report contains the names of students without a locker. The report includes the student name, permanent ID, and grade.

Report I	CK402: Students With No Lockers 🗏
Print Save D	efault Reset Default Email Me
Name: Students W	ith No Lockers Number: LCK402 Page Orientation: Portrait
Options So	rt / Output Conditions Selection Advanced
Student Info	
First Name	Last Name
Perm ID	
Grade	

LCK402 – Students With No Lockers Report Interface Screen

- First Name Filter the report output to include only the students with the specified first name.
- Last Name Filter the report output to include only the students with the specified last name.
- Perm ID Filter the report output to find a student by their permanent ID number.
- Grade Filter the report output to include only the selected grade or grade range.

HOPE	Stu	Hope High Sch dents With No L	Year: 2014-2015 Report: LCK402	
Student Name	Perm ID	Grade	Gender	
Eidson, Clare	997103	09	Female	
Email, Student	997196	09	Female	
English, Tresh T. JR	997181	11	Male	
Fang, Julia	163196	11	Female	
Farnsworth, Jose R.	164938	11	Male	
Frazee, Janice L.	171608	11	Female	
Frazier, Keith L.	942393	11	Male	
Frogge, Benjamin N.	163256	11	Male	
Gabor, Ava	997242	09	Female	
Gabor, Eva	997241	09	Female	
Gale, Dorothy T.	997154	09	Female	
Gan, Pamela	171987	12	Female	
Garbo, Greta	997244	10	Female	
Garcia, Julie C.	164813	11	Female	
George, Regina	997102	11	Female	
Gibson, Julia N.	110389	11	Female	
Grant, Cary	997114	10	Male	
Guo, Gerald X.	159375	11	Male	
Hager, Harold P.	171240	11	Male	
Hale, Lawrence C.	902053	10	Male	
Hogen, Matthew T.	919069	11	Male	
Hudson, Nicole L.	171521	11	Female	
Jabra, Arbaj	997093	10	Female	
Jacobs, Willie	148629	12	Male	
Jodie, Dorothy L.	103638	11	Female	
John, Ralph R.	997089	10	Male	
Johnson, Bobby E.	163912	12	Male	
Johnson, Jeff	997015	10	Male	
Johnston, Joan J.	171732	11	Female	
Jones, Lewis	997173	09	Male	
Kast, Karen R.	158734	11	Female	
Keeler, Phillip G.	950639	09	Male	
Klingler, Sean R.	886232	12	Male	
Laliberte-Otano Henry	167064	11	Male	
Lambert, Heather	944180	12	Female	
Lancaster Burt	997238	10	Male	
Laurence, Jonathan P	167792	11	Male	
Leadley, Lisa G	904968	11	Female	
Lecter, Hannibal	997148	09	Male	
	18	10	Female	
Legaspi, Martha G.	168177	11	Female	
Leon. Roxanne	997123	12	Female	
Lofton Kenny	997106	12	Male	
Long John	997130	09	Male	
Lumsdan, Anna M	170120	11	Female	
Lumsuen, Anna M.	007100		Mala	
Madison, Billy	99/180	10	Male	
Madonia, Daniel W.	980499	09	Male	
Madrid, Ernest R.	165083	11	Male	

LCK402 – Students With No Lockers Output

LCK403 – Unassigned Lockers

Synergy SIS > Locker > Reports > List

The Unassigned Lockers report lists all available lockers. The report options include general locker and restriction information.

Report LCK403: Unassigned Lockers
Print Save Default Reset Default Email Me
Name: Unassigned Lockers Number: LCK403 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
General Locker Information
Lock Number Type
Location Vertical Location
Condition
Restriction Infomation
Low Grade Restriction High Grade Restriction

LCK403 - Unassigned Lockers Report Interface Screen

- Lock Number Filter the report output to show a particular locker by lock number.
- Type Filter the report output to show only lockers of a particular type.
- Location Filter the report output to show only lockers of a particular location.
- Vertical Location Filter the report output to show only lockers of a particular vertical location.
- Condition Filter the report output to show only lockers of a particular condition.
- Low Grade Restriction Filter the report output to show lockers with a Low Grade Restriction.
- High Grade Restriction Filter the report output to show lockers with a High Grade Restriction.
- Not Used Filter the report output to show unused lockers.
- Reserved Filter the report output to show reserved lockers.
- Gender Restriction Filter the report output to show lockers with a gender restriction.

		Locker Type: Book	
Location: 1st floor, bldg	G	Vertical Location: Bottom	Condition: New
Students Per Locker:	Gender Restriction:	Low Grade Restriction: 12	High Grade Restriction: 12
Reserved: NO		Not Used: No	
Locker Information			
Locker Number: 100		Locker Type: Book	
Location: West hall		Vertical Location: Top	Condition: Good
Students Per Locker: 1	Gender Restriction:	Low Grade Restriction:	High Grade Restriction:
Reserved: NO		Not Used: No	
Locker Information Locker Number:		Locker Type:	
Locker Information		Locker Type:	
Locker Information Locker Number: 101 Location:		Locker Type: BOOK Vertical Location:	Condition:
Locker Information Locker Number: 101 Location: West hall Students Per Locker:	Gender Restriction:	Locker Type: BOOK Vertical Location: TOp Low Grade Restriction:	Condition: Good High Grade Restriction:
Locker Information Locker Number: 101 Location: West hall Students Per Locker:	Gender Restriction:	Locker Type: Book Vertical Location: Top Low Grade Restriction:	Condition: GOOd High Grade Restriction:
Locker Information Locker Number: 101 Location: West hall Students Per Locker: No	Gender Restriction:	Looker Type: Book Vertical Location: Top Low Grade Restriction: Not Used: No	Condition: GOOd High Grade Restriction:
Locker Information Locker Number: 101 Location: West hall Students Per Locker: Reserved: NO Locker Information Locker Number: 1010	Gender Restriction:	Locker Type: Book Vertical Location: Top Low Grade Restriction: Not Used: No Locker Type: Book	Condition: Good High Grade Restriction:
Locker Information Locker Number: 101 Ecoation: West hall Students Per Locker. Reserved: NO Locker Information Locker Number: 1010 Location: 1st floor, bldg	Gender Restriction:	Locker Type: Book Vertical Location: Top Low Grade Restriction: Not Used: No Locker Type: Book Vertical Location: Middle	Condition: Good High Grade Restriction: Condition: New
Locker Information Locker Number: 101 Location: West hall Students Per Locker: Reserved: NO Locker Information Locker Number: 1010 Location: 1st floor, bldg Students Per Locker:	Gender Restriction:	Locker Type: Book Vertical Location: Top Low Grade Restriction: Not Used: No Locker Type: Book Vertical Location: Middle Low Grade Restriction:	Condition: Good High Grade Restriction: Condition: New High Grade Restriction:

LCK403 – Unassigned Lockers Output

LCK404 – Locker Student Assignments

Synergy SIS > Locker > Reports > List

The Locker Student Assignments report produces a list of locker information including location, locker number, access method, student name, permanent ID, grade, vertical location, and combination. It can print for a single student or for a group of students.

Report LC	K404: Locker Student Assignments 🗵
Print Save Defa	ult Reset Default Email Me
Name: Locker Studen	t Assignments Number: LCK404 Page Orientation: Portrait
Options Sort / 0	Output Conditions Selection Advanced
Locker Information	
Locker Location	Locker Number
Access Method	•
 Student Information 	
First Name	Last Name
Perm ID	
Grade	

LCK404 – Locker Student Assignments Report Interface Screen

- Locker Location Filter the report output to show the locker location (e.g., top or bottom).
- Locker Number Filter the report output to show the locker number associated with the student.
- Access Method Filter the report output to show a combination or lock number.
- **Student Information** Filter the report output to show students by various demographic details or by a grade or grade range.



Printed by Admin User at 03/12/2015 3:14 PM

Hope High School Locker Student Assignments

Year: 2014-2015 Report: LCK404

lumber	Student Name	Perm ID	Grade	Vertical Location	Combination Override
011	Bledsoe, Ann A.	164063	12	Bottom	26L-77R-61L
2010	Croom, Ernest D.	165504	12	Тор	26L-17R-61L
02	Chandler, Eric	997193	10	Middle	05L-03R-05L
04	Collum, Evelyn	874453	12	Тор	26L-77R-81L
204	Devisme, Tammy	171331	11	Middle	26L-77R-61L
06	Cook, Raymond B.	164899	12	Middle	26L-81R-61L
013	Bud (gowin), Air	997091	12	Top	5L 20D 24L
200	Delci, Jonathan A.	909137	11	Bottom	3E-20R-31E
02	Cherry, Steven A.	867178	12	Top	20L-77R-01L
010	Beñhit, Punchinello	997150	09	Middle	BIL-TIR-40L
018	Carrera, John L. III	164931	11	Middle	26L-77R-61L
021	Clark Smith, Frank W.	172081	12	Гор	L02-R11-L55
012	Boatright, Stephen D.	165819	11	Bottom	L81-R11-L55
019	Cat, Jonesy	997099	11	Тор	81L-11R-46L
210	Duffel, Alice N.	887967	12	Middle	L02-R11-L55
015	Butler, Beverly J.	904112	10	Тор	31 L-51R-76L
016	Camñpbell, Wayne	997097	12	Middle	11L-77R-61L
202	Depp, Johnny	997159	09	Bottom	26L-31R-11-L
020	Chesley, Brenda J.	909353	11	Тор	02L-77R-61L
GYM1025	Eidson, Andy	997249	11	Middle	81L-11R-31L
014	Burgundy, Ronald E.	997109	12	Тор	26L-77R-61L
017	Capps, Jacqueline L.	919432	11	Middle	26L-77R-61L

14 PM Edupoint School District
LCK404 – Locker Student Assignments Output

Page 1 of 4

LCK405 – Locker Master List

Synergy SIS > Locker > Reports > List

The Locker Master List report produces a master list of student lockers sorted by locker number. The report includes locker number, locker type, location, vertical location, and combinations.

Report	rt LCK405	: Locker	Master	List 🗉	
🖨 Print 🛛 Sa	ve Default Re	set Default	Email Me		
Name: Locker	Master List Nur	nber: LCK405	Page Orientati	on: Portrait	
Options	Sort / Output	Conditions	Selection	Advanced	
Locker Inform	mation				
Locker Location	nassigned Locker	e s			
Grade Restr	riction				
Low Grade Re	estriction High Gra	ade Restriction			

LCK405 – Locker Master List Report Interface Screen

- Locker Location Filter the report output to show only lockers of a particular location.
- Type Filter the report output to show only lockers of a particular type.
- Grade Restriction Filter the report output to show lockers by grade or grade range.

cker cker ck 1st floor, bldg ok West hall ok West hall ok West hall	Vertical Location g G Top g G Middle g G Top g G Middle Middle Top	Combination 1 28L-77R-81L 28L-17R-81L 28L-77R-81L 28L-77R-81L 28L-81R-81L 28L-81R-81L	Combination 2 81L-11R-40L 05L-20R-31L 26L-77R-61L 5L-20R-31L 26L-77R-61L 5L-20R-31L	Combination 3 20 L-51R-76L 71L-77R-76L 71L-51R-76L 05L-20R-31L 26L-17R-61L 811-11R-46I	Combination 4	Combination 5
ok 1st floor, bidg ok West hall ok West hall ok West hall	g G Bottom g G Top g G Middle g G Top g G Middle Middle Top	28L-77R-81L 28L-17R-81L 28L-03R-05L 28L-77R-81L 28L-77R-81L 28L-81R-81L 5L 20D 24	81L-11R-46L 05L-20R-31L 26L-77R-61L 5L-20R-31L 26L-77R-61L 5L-20R-31L	20 L-51R-76L 71L-77R-76L 71L-51R-76L 05L-20R-31L 26L-17R-61L 81L-11R-46L		
ok 1st floor, bldg ok 1st floor, bldg ok 1st floor, bldg ok 1st floor, bldg ok West hall ok West hall	g G Top g G Middle g G Top g G Middle Middle Top	26L-17R-61L 05L-03R-05L 26L-77R-81L 26L-77R-61L 26L-81R-61L	05L-20R-31L 26L-77R-61L 5L-20R-31L 26L-77R-61L 5L-20R-31L	71L-77R-76L 71L-51R-76L 05L-20R-31L 26L-17R-61L 81L-11R-48L		
ok 1st floor, bidg ok 1st floor, bidg ok 1st floor, bidg ok West hall ok West hall	g G Middle g G Top g G Middle Middle Top	05L-03R-05L 26L-77R-81L 26L-77R-61L 26L-81R-61L	26L-77R-61L 5L-20R-31L 26L-77R-61L 5L-20R-31L	71L-51R-76L 05L-20R-31L 26L-17R-61L 81L-11R-46L		
ok 1st floor, bldg ok 1st floor, bldg ok West hall ok West hall ok West hall	g G Top g G Middle Middle Top	26L-77R-81L 26L-77R-61L 26L-81R-61L 5L-20D-241	5L-20R-31L 26L-77R-61L 5L-20R-31L	05L-20R-31L 26L-17R-61L 81L-11R-48		
ok 1st floor, bldg ok West hall ok West hall ok West hall	g G Middle Middle Top	26L-77R-61L 26L-81R-61L	26L-77R-61L 5L-20R-31L	26L-17R-61L 81L-11R-48		
ok West hall ok West hall ok West hall	Middle Top	26L-81R-61L	5L-20R-31L	81L-11R-48L		
ok West hall ok West hall	Тор	EL 000 041		CALCENT OF		
ok West hall		5L-20R-31L	31L-77R-61L	26L-77R-61L		
	Bottom	26L-77R-61L	81L-11R-46L	L02-R11-L55		
ok Westhall	Тор	81L-11R-46L	26L-77R-61L	L02-R17-L55		
ok West hall	Middle	26L-77R-61L	L02-R11-L55	81L-11R-46L		
ok West hall	Тор	L02-R11-L55	26L-77R-61L	26L-77R-61L		
ok West hall	Bottom	L81-R11-L55	81L-11R-46L	L02-R11-L18		
ok West hall	Тор	81L-11R-46L	26L-77R-61L	L02-R11-L55		
ok West hall	Middle	L02-R11-L55	L02-R11-L55	81L-11R-46L		
ok West hall	Тор	31 L-51R-76L	L02-R18 -L55	L02-R11-L55		
ok West hall	Middle	11L-77R-61L	81L-11R-46L	71L-51R-76L		
ok West hall	Bottom	26L-31R-11-L	L02-R11-L55	26L-77R-61L		
ok Westhall	Top	02L-77R-61L	71L-51R-76L	55L-77R-31L		
ok West hall	Middle	81L-11R-31L	26L-77R-61L	26L-77R-61L		
ok Westhall	Top	31L-11R-46L	5L-20R-31L	71L-51R-76L		
ok Westhall	Middle	81L-11R-46L	26L-77R-61L	05L-20R-31L		
ok Admin Buildi	ng Middle	26L-77R-18L	81L-11R-46L	26L-77R-61L		
ok West hall	Bottom	81L-11R-46L	26L-77R-61L	71L-51R-76L		
ok West hall	Тор	26L-77R-61L	L02-R11-L55	05L-20R-31L		
ok West hall	Middle	71L-51R-76L	L02-R42-L55	26L-77R-61L		
ok West hall	Тор	81L-11R-46L	26L-77R-61L	81L-11R-46L		
ok West hall	Middle	26L-55R-61L	18L-77R-61L	26L-18R-61L		
ok West hall	Bottom	L42-R11-L55	81L-11R-46L	L02-R11-L55		
ok West hall	Тор	L94-R11-L42	94L-11R-31L			
	T	26L 19 P. 611	102-R11-L55	81L-11R-46L		
ok West hall	iop	20L-10 R-01L	LUZ-R(11-L00			
	wk West hall vk West hall	wk West hall Top sk West hall Bottom sk West hall Top sk West hall Middle sk West hall Top sk West hall Middle sk West hall Middle sk West hall Middle sk West hall Middle sk West hall Top sk West hall Top sk West hall Top sk West hall Middle sk West hall Top	west hall Top L02-R11-L55 west hall Bottom L81-R11-L55 w West hall Top 81L-11R-48L w West hall Top 81L-11R-48L w West hall Top 81L-11R-48L w West hall Top 31L-61R-76L w West hall Top 28L-31R-11L w West hall Top 02L-77R-61L k West hall Top 02L-77R-61L k West hall Top 02L-77R-61L k West hall Top 31L-11R-48L k West hall Middle 81L-11R-48L k West hall Middle 28L-77R-61L k West hall Middle 81L-11R-48L k West hall Top 28L-77R-61L k West hall Top 28L-77R-61L k West hall Top 28L-77R-61L k West hall Top 81L-11R-48L	west hall Top L02-R11-L55 26L-77R-61L west hall Bottom L81-R11-L55 26L-77R-61L west hall Top 81L-11R-46L 26L-77R-61L west hall Top 81L-11R-46L 26L-77R-61L west hall Middle L02-R11-L55 L02-R11-L55 west hall Top 31L-51R-76L L02-R11-L55 west hall Top 31L-51R-76L L02-R11-L55 west hall Top 26L-37R-61L L02-R11-L55 west hall Top 02L-77R-61L L02-R11-L55 west hall Top 02L-77R-61L 26L-77R-61L west hall Top 02L-77R-61L 26L-77R-61L k West hall Top 31L-11R-46L 26L-77R-61L k West hall Middle 81L-11R-46L 26L-77R-61L k West hall Top 26L-77R-61L 20L-77R-61L k West hall Top 26L-77R-61L 20L-77R-61L k West hall Top	west hall Top L02-R11-L55 26L-77R-61L 26L-77R-61L w West hall Bottom L81-R11-L55 81L-11R-61L L02-R11-L18 w West hall Top 81L-11R-46L 26L-77R-61L L02-R11-L55 w West hall Top 81L-11R-46L 20L-77R-61L L02-R11-L55 w West hall Middle L02-R11-L55 L02-R11-L55 L02-R11-L55 w West hall Top 31L-51R-76L L02-R11-L55 L02-R11-L55 w West hall Middle 11L-77R-61L 81L-11R-40L 71L-51R-76L w West hall Top 02L-77R-61L 71L-51R-76L 26L-77R-61L k West hall Top 02L-77R-61L 20L-77R-61L 26L-77R-61L k West hall Middle 81L-11R-46L 5L-20R-31L 71L-51R-76L k West hall Middle 26L-77R-61L 26L-77R-61L 26L-77R-61L k West hall Middle 26L-77R-61L 26L-77R-61L <	west hall Top L02-R11-L55 28L-77R-81L 28L-77R-81L wik West hall Bottom L81.R11-L55 81L-11R-48L L02-R11-L18 wik West hall Top 81L-11R-48L 20L-77R-81L L02-R11-L155 wik West hall Top 81L-11R-48L 20L-77R-81L L02-R11-L55 wik West hall Top 31L-51R-78L L02-R11-L55 B1L-11R-48L wik West hall Top 31L-51R-78L L02-R18-L55 L02-R11-L55 wik West hall Middle 11L-77R-61L 81L-11R-48L 71L-51R-78L wik West hall Top 20L-77R-61L 71L-51R-76L 20L-77R-61L wik West hall Top 20L-77R-61L 20L-77R-61L 20L-77R-61L wik West hall Middle 81L-11R-34L 20L-77R-61L 20L-77R-61L wik West hall Middle 20L-77R-61L 20L-77R-61L 20L-77R-61L wik West hall Middle 20L-77R-61L 20L-7

LCK405 – Locker Master List Output

Chapter 14: Master Schedule Builder Reports

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MSB432 – MSB Validation Report

Synergy SIS > Mass Scheduling > Reports > MSB > List

The MSB Validation Report runs validation on various parts of the option set, including the Subject Categories, Section Attributes, and Course Links. The validation results display by Type with the Error, Warning, or Info shown under each type.



MSB432 – MSB Validation Report Interface Screen

Report Options

Option Set – Select the option set to validate. Only option sets for the year and school in focus display.

Demo School District Excellence in Education		Hope High School MSB Validation Report Copy of last year's schedule	Year: 2017-2018 Report: MSB432
Туре	Description		
Course Li	nk	AR32	
Error	Error addi	ng course AR34 to course AR32 - An entry with the same key already exists.	
Course Li	nk	AR32->AR34	
Error	No rules s	elected for course link.	
Student			
Error	ERROR:	Unrelated objects found when processing primary object (K12.Student): K12.Course	eHistoryInfo.StudentCTE
Student		905483	
Warning	Restricted	Teacher Berg, Justin not included in schedule build.	

MSB432 – MSB Validation Report Output

OSM201 – Student Schedule Analysis

Synergy SIS > Mass Scheduling > Reports > Individual

The Student Schedule Analysis report lists all scheduled and requested classes for the students in the selected option set. The report also shows any schedule conflicts and the alternate periods available for each class.

A indicates the class is available in the period. *F* indicates the class is full. A number indicates the period scheduled for the class. The primary course prints in brackets on the same line as the scheduled course if the scheduled course is an alternate.

Report OSM201	: Studen	t Sched	ule Analysis	
Print Save Default	Reset Saved Def	ault Email	Ме	
Name: Student Schedule Ana	lysis Number: (DSM201 Page	e Orientation: Portrait	
Options Sort / Output	Conditions	Selection	Advanced	
Option Set				
	-			
Students To Print				
Schedule Conflicts Only	-			
One Student Per Page				
Include House				
Include Teacher's Name				
Terms to Include 🖸 ↔ 🥑				
E Fall Spring				

OSM201 - Student Schedule Analysis Report Interface Screen

- Option Set Select the option set to include in the report. Only option sets for the year and school in focus are available.
- Students to Print Select the type of student schedules to include in the report.
- One Student Per Page Prints each student schedule on a separate page
- Include House Includes the student's house on the report
- Include Teacher's Name Includes the names of the teachers for each section on the report
- Terms to Include Includes any course under the specified term. If users select no terms, the report includes all terms.
- Indicate Prescheduled Adds a column to the output that indicates the courses that were scheduled prior to running master schedule processes

Demo School Dist Excellence in Education	rict	Hope Hig Student Sche Option Set	gh S edu t: Ho	Schoo le Ana use Tes	l Iysis t	Gender: Mak	Year: 2 Report: (2013-2014 DSM201 Track:
Course ID	Course Title		Drd	Sact ID	chedule	Mta Dava	- 	Staff Name
Not Scheduled	Course Hile	0120400700	FIG	000010	10111	mig bays	1100	otan namo
IT312	Comp Alded D&d	AA			S2		Conflict	Period conflict
NC402	Pers Rel Time	ААААААА			S2		Conflict	Period conflict
SC712	Chemistry	АААААА			S2		Conflict	Period conflict
SS302	Am Hist - Dream	AAA			S2		Conflict	Period conflict
SS35	Amer History II	AAAAAA			S2		Conflict	Period conflict
Fall								
SC33	Earth Science	1 ААААА	1	0741	S1	ALEO		Vierthaler, Rachel
SS30	Am Hist - Dream	2 A A	2	0273	S1	AI E O		Thiel, Michael
CB10	Comp Foundation	3 A	3	0309	S1	AI E O		Becker C., Chris
AR80W	Ap Studio Art	4	4	0402	YR	AI E O		Gunn, Gwen
EN57	American Lit	AAAAA5A	5	0528	S1	AI E O		Traylor, Kelly
AD86W	Academic Decath	e	6	0736	YR	AI E O		Canaday C., Curt
Spring								
MA402	Algebra II	0AAAAA	0	1047	S2	ALEO	HSA	Kretschmer, James
MA302	Geometry	ATAAAAA	1	1153	S2	AI E O	HSA	Shackelford, Judy
EN54	Paperback Lit	2	2	1229	S2	AI E O		Tuzzino, Valerie
WL182	Am Sign Lang I	AB	3	1300	S2	AI E O		Scott, Tamara
AR80W	Ap Studio Art	4	4	0402	YR	AI E O		Gunn, Gwen
SC332	Earth Science	AAAA5A	5	1745	S2	AI E O		Vierthaler, Rachel
AD86W	Academic Decath	G	6	0736	YR	ALEO		Canaday C., Curt

OSM201 – Student Schedule Analysis Output

OSM401 – Schedule Section List by Teacher

Synergy SIS > Mass Scheduling > Reports > List

The Schedule Section List by Teacher prints a list of the scheduling sections for each teacher showing class loads and student totals for each section.

🔻 Rep	ort OSM401	: Schedu	ule Section	on List by Teacher 🔳
📥 Print	Save Default Res	set Default	mail Me	
Name: Sche	dule Section List b	y Teacher Nu	mber: OSM401	Page Orientation: Portrait
Options	Sort / Output	Conditions	Selection	Advanced
Option Set				
Demo Run 3	- Load Only	-		

OSM401 – Schedule Section List By Teacher Report Interface Screen

Report Options:

• **Option Set** – Select the option set to include in the report. Only option sets for the year and school in focus are available.

Demo School Di Excellence In Education	strict		 Schedul	lope Hig e Section Option Se	h School List by Teacher at: Run #1	Year: 20 Report: 05	11-20 SM401	12	
Track:				-					
Staff Name	Term	Per	Sect ID Tra	ck Mtg Days	Course ID And Title	Credit Room	Max	Total	Lef
Becker A., Allison	S1	1	0001	ABC	SC71 - Chemistry	1.000 104	100	125	-25
						Total:	100	125	-2
Tofft, Robert	YR	1	0002	ABC	SC422 - Life Science	0.500 120	30	0	3
						Total:	30	0	3
Becker A., Allison	S1	2	0003	ABC	SC71 - Chemistry	1.000 104	100	125	-2
		1	0004	ABC	SC71 - Chemistry	1.000 104	100	125	-2
						Total:	200	250	-5
Brown P., Patricia	YR	7	0008	ABC	SS51C - Cc-Government	1.000 236	50	0	- 50
						Total:	50	0	5
Diam las	VD	7	0010	480	EC220 - Co Rossal Day	1 000 CNISI	50	0	E
Diaz, Joe	IR	1	0010	ABC	P3320 - Co-Persni Dev.	1.000 CINSL	50	0	0
						Total:	50	0	50
Baniszewski, Nancy	S1	0	0011	ABC	EN57 - American Lit	0.500 229	30	0	3
						Total:	30	0	3
Blasdell W., Wendy	S1	2	0012	ABC	SC70 - Cons Chemistry	0.500 116	30	0	- 30
		3	0013	ABC	SC50 - Env Science	0.500 124	30	0	30
		4	0014	ABC	SC50 - Env Science	0.500 124	32	0	33
		5	0015	ABC	SC50 - Env Science	0.500 124	32	0	3
		6	0016	ABC	SC/U - Cons Chemistry	0.500 124	30	0	3
						Total:	154	0	15
Chaisson P., Paul	YR	7-8	0018	ABC	TI81 - Ice Welding	1.000 311	15	0	1
						Total:	15	0	1
Brown P., Patricia	YR	7	0019	ABC	SS21CC - Cc-World Stdy I	1.000 236	50	0	- 50
						Total:	50	0	5
Diaz, Joe	YR	7	0020	ABC	PE92C - Cc-Bowling 2	1.000 CNSL	50	0	- 50
						Total	50	0	5
Desus D. Datriaia	64		0001	4.0.0	CC00 World Unter /Con	4 000 008	50		4
Brown P., Pathola	51	5	0021	ABC	5522 - World History/Geo;	1.000 230	00	02	-14
						Total:	50	62	-13
Summers, Kim	S1	0	0022	ABC	EN33 - Prin Eng I	0.500 209	28	5	2
						Total:	28	5	2
Robinson, Robert	S1	0	0024	ABC	EN51 - Lit Explor	0.500 P-21	30	36	-4
						Total:	30	36	4
Printed by Admin User at	11/05/20	11 1:08	РМ	Edupoint Sci	hool District			Page	1 of 7

OSM401 – Schedule Section List By Teacher Output

OSM402 – Schedule Section List by Room

Synergy SIS > Mass Scheduling > Reports > List

The Schedule Section List by Room prints a list of the scheduling sections for each room that shows class loads and student totals for each section.

🔻 Repo	ort OSM402	2: Schedu	ule Secti	ion List by	Room 🔳
Print S	ave Default Re	set Default	imail Me		•
Name: Sched	ule Section List	by Room Numb	oer: OSM402	Page Orientation: I	Portrait
Options	Sort / Output	Conditions	Selection	Advanced	
Option Set					
Demo Run 3 -	Load Only	•			

OSM402 – Schedule Section List By Room Report Interface Screen

Report Options:

• Option Set – Select the option set to include in the report. Only option sets for the year and school in focus are available.

D	emo S Excelle	School I	District	Sche	Hope Hi dule Secti Option S	gh Scho on List b Set: Run #1	ol 9 y Room 1	Year: 20 Report: OS	11-2 5M4	2012 02		
Term	Per	Block	Crs ID	Course Title	Sect ID Track	Mtg Days	Staff Name	Credit	F	м	Max 1	Total
Room:	104		Class	Size: 30								
S1	1	1	SC71	Chemistry	0001	ABC	Becker A., Allison	1.000	62	63	100	125 125
Room:	120		Class	Size: 30								
YR	1	1	SC422	Life Science	0002	ABC	Tofft, Robert	0.500	0	0	30	0
Room:	104		Class	Size: 30								
S1	2	1	SC71	Chemistry	0003	ABC	Becker A., Allison	1.000	55	70	100	125
	1	1	SC71	Chemistry	0004	ABC	Becker A., Allison	1.000	57	68	100	125 250
Room:	236		Class	Size:								
YR	7	1	SS51C	Cc-Government	0008	ABC	Brown P., Patricia	1.000	0	0	50	0
Room:	CNS	L	Class	Size:								
YR	7	1	FS32C	Cc-PersnI Dev.	0010	ABC	Diaz, Joe	1.000	0	0	50	0
Room:	229		Class	Size:								
S1	0	1	EN57	American Lit	0011	ABC	Baniszewski, Nancy	0.500	0	0	30	0
Room:	116		Class	Size: 30								
S1	2	1	SC70	Cons Chemistry	0012	ABC	Blasdell W., Wendy	0.500	0	0	30	0

OSM402 - Schedule Section List By Room Output

OSM403 – Schedule Section List by Course

Synergy SIS > Mass Scheduling > Reports > List

The Schedule Section List by Course prints a list of the scheduling sections for each course showing class loads and student totals for each section. It displays results by Course ID.

🔻 Repo	ort OSM40	3: Schec	lule Sec	tion List by Course
🚔 Print	Save Default Re	eset Default	Email Me	•
Name: Sche	dule Section List	by Course N	umber: OSM4	03 Page Orientation: Portrait
Options	Sort / Output	Conditions	Selection	Advanced
Option Set				
Demo Run 3	- Load Only	•		

OSM403 – Schedule Section List By Course Report Interface Screen

• Option Set – Select the option set to include in the report. Only option sets for the year and school in focus are available.

1	Demo	School ellence in Edu	District	Sche	Schedule Section List by Course Option Set: Run #1				-2012 1403	
Term	Be	g End	Section ID	Meeti	ng Days	Teacher Name	Room	Credit	Max	Total
Course	ID:	AD86W		Course Title:	Academic I	Decath				
YR	6	6	0736	ABC	;	Canaday C., Curt	307A	1.000	40	0
								Course Total:	40	0
Course	ID:	AG29		Course Title:	Expl Agric					
YR	1	1	0088	ABC	2	Sargent, Linda	MHS	1.000	10	0
								Course Total:	10	0
Course	ID:	AG31		Course Title:	Animal Sci	ence				
YR	1	1	0101	ABC	2	Wojcik, James	AG1	1.000	30	1
								Course Total:	30	1
Course	ID:	AG51		Course Title:	Landscape	D&m I				
YR	2	2	0201	ABC	;	Wojcik, James	AG1	1.000	28	0
								Course Total:	28	0
Course	ID:	AR32		Course Title:	Beg Photo					
S1	1	1	0104	ABC	;	Schubert, Thorne	404	0.500	28	0
	3	3	0304	ABC	;	Schubert, Thorne	404	0.500	28	0
	4	4	0404	ABC	;	Schubert, Thorne	404	0.500	28	1
	5	5	0504	ABC	;	Schubert, Thorne	404	0.500	28	0
	6	6	0604	ABC	;	Schubert, Thorne	404	0.500	28	1
S2	5	5	1504	ABC	;	Schubert, Thorne	404	0.500	28	0
	6	6	1604	ABC	;	Schubert, Thorne	404	0.500	28	0
								Course Total:	196	2
Course	ID:	AR33		Course Title:	Int Photo					
S2	1	1	1104	ABC	>	Schubert, Thorne	404	0.500	32	0
	3	3	1304	ABC	;	Schubert, Thorne	404	0.500	28	0
								Course Total:	60	0

OSM403 - Schedule Section List By Course Output

OSM404 – Class Analysis by Period and Course

Synergy SIS > Mass Scheduling > Reports > List

The Class Analysis by Period and Course prints a section-by-section analysis of scheduling results for a particular option set. The report shows actual count results of an option set scheduling run along with average requests per section.

🖲 Rep	ort OSM40	4: Class	Analysis	by Period and Co	urse
📥 Print	Save Default	eset Default	Email Me		•
Name: Clas	s Analysis by Per	iod and Course	Number: OSN	1404 Page Orientation: Portrait	
Options	Sort / Output	Conditions	Selection	Advanced	
Option Set					
Demo Run	3 - Load Only	•			

OSM404 – Class Analysis By Period And Course Report Interface Screen

Report Options:

 Option Set – Select the option set to include in the report. Only option sets for the year and school in focus are available.

		`	5			Class	Hope Higl Analysis by P	h Scho eriod a	ol and (Cour	se			Ye	ear: eport:	2011- OSM-	-2012 404	2	
	D	emo	School Dist	rict			Option Set	: Run #1											
		Excel	lence In Education	1					Total	Total /	Actual	Open	Average	Request	s Per Se	ection			
Beg	Enc	i Term	Sec ID Track	Crs ID	Course Title	Mtg Days	Staff Name	Room	Sect	Reqst \$	Sched	Seats	Total	F	м	09	10	11	12
0	0	YR	1889	BE91	Dce Sales & Mkt	ABC	Patenge, Sara	131	2	0	0	56	0	0	0				
0	0	YR	1888	BE92	Dce Admin Suprt	ABC	Patenge, Sara	131	2	0	0	56	0	0	0				
0	0	YR	0970	EN092C	9th Eng-Corr	ABC	Nunes, Kathy	230	1	0	0	5	0	0	0				
0	0	S1	0022	EN33	Prin Eng I	ABC	Summers, Kim	209	31	89	88	304	2	1	1		34	53	2
0	0	S2	1022	EN33	Prin Eng I	ABC	Summers, Kim	209	31	89	88	304	2	1	1		34	53	2
0	0	S1	0623	EN33	Prin Eng I	ABC	Rex, Karen	P-22	31	89	88	304	2	1	1		34	53	2
0	0	S1	0618	EN51	Lit Explor	ABC	Jackson, Michael	P-09	14	1011	518	-98	72	34	37			100	2
0	0	S1	0024	EN51	Lit Explor	ABC	Robinson, Robert	P-21	14	1011	518	-98	72	34	37			100	2
0	0	S1	0011	EN57	American Lit	ABC	Baniszewski, Nancy	229	21	0	0	632	0	0	0				
0	0	S1	0628	EN57	American Lit	ABC	Traylor, Kelly	224	21	0	0	632	0	0	0				
0	0	YR	1835	FS94	Hero Fac Serv	ABC	Patenge, Sara	131	2	0	0	28	0	0	0				
0	0	YR	1887	FS99	Hero Hospit Ser	ABC	Patenge, Sara	131	2	0	0	56	0	0	0				
0	0	S1	0975	HE92X	Pc/sports Inj	ABC	Blackburn M., Matt	ANNX	1	0	0	15	0	0	0				
0	0	\$1	0641	MA30	Geometry	ABC	Bayer M., Michelle	102	17	34	34	510	2	1	0		34		
0	0	S1	0048	MA30	Geometry	ABC	Lewis, Jeff	P-14	17	34	34	510	2	1	0		34		
0	0	S1	1048	MA302	Geometry	ABC	Lewis, Jeff	P-14	17	0	0	260	0	0	0				
0	0	S1	0047	MA40	Algebra II	ABC	Kretschmer, James	135	20	76	75	561	3	2	1	22		52	2
0	0	S2	1047	MA402	Algebra II	ABC	Kretschmer, James	135	20	0	0	640	0	0	0				
0	0	S1	0654	MA42	Trigonometry	ABC	Topoozian, Nancy	126	14	1011	518	-98	72	34	37			100	2
0	0	S1	0144	MA42	Trigonometry	ABC	Haws, Kayle	P-01	14	1011	518	-98	72	34	37			100	2
0	0	S1	0044	MA42	Trigonometry	ABC	Haws, Kayle	P-01	14	1011	518	-98	72	34	37			100	2
0	0	S1	0649	MA42	Trigonometry	ABC	Nebelung, Michele	108	14	1011	518	-98	72	34	37			100	2

OSM404 - Class Analysis By Period And Course Output

OSM405 – Schedule Section List

Synergy SIS > Mass Scheduling > Reports > List

The Schedule Section List prints a scheduling section list from a particular option set. It displays results by Course ID.

🔻 Repo	ort OSM405	5: Schedu	ule Secti	on List 🔳
📥 Print 🛛 S	Save Default Re	set Default	Email Me	
Name: Sched	dule Section List	Number: OSM4	05 Page Orie	ntation: Portrait
Options	Sort / Output	Conditions	Selection	Advanced
Option Set				
Demo Run 3	- Load Only	•		

OSM405 – Schedule Section List Report Interface Screen

Report Options:

• **Option Set** – Select the option set to include in the report. Only option sets for the year and school in focus are available.

Demo Si Excellen		strict			Ho Sche C	ope High School edule Section List			Year: 201 Report: OSI	1-201 W405	2	
Section ID	Beg	End	Term	Meeting Days	Course ID	Course Title	Teacher Name	Room	Credit	Max	Open	Total
0001	1	1	S1	ABC	SC71	Chemistry	Becker A., Allison	104	1.000	100	-25	125
0002	1	1	YR	ABC	SC422	Life Science	Tofft, Robert	120	0.500	30	30	0
0003	2	2	S1	ABC	SC71	Chemistry	Becker A., Allison	104	1.000	100	-25	125
0004	1	1	S1	ABC	SC71	Chemistry	Becker A., Allison	104	1.000	100	-25	125
0008	7	7	YR	ABC	SS51C	Cc-Government	Brown P., Patricia	236	1.000	50	50	0
0010	7	7	YR	ABC	FS32C	Cc-Persnl Dev.	Diaz, Joe	CNSL	1.000	50	50	0
0011	0	0	S1	ABC	EN57	American Lit	Baniszewski, Nancy	229	0.500	30	30	0
0012	2	2	S1	ABC	SC70	Cons Chemistry	Blasdell W., Wendy	116	0.500	30	30	0
0013	3	3	S1	ABC	SC50	Env Science	Blasdell W., Wendy	124	0.500	30	30	0
0014	4	4	S1	ABC	SC50	Env Science	Blasdell W., Wendy	124	0.500	32	32	0
0015	5	5	S1	ABC	SC50	Env Science	Blasdell W., Wendy	124	0.500	32	32	0
0016	6	6	S1	ABC	SC70	Cons Chemistry	Blasdell W., Wendy	124	0.500	30	30	0
0018	7	8	YR	ABC	TI81	Ice Welding	Chaisson P., Paul	311	1.000	15	15	0
0019	7	7	YR	ABC	SS21CC	Cc-World Stdy I	Brown P., Patricia	236	1.000	50	50	0
0020	7	7	YR	ABC	PE92C	Cc-Bowling 2	Diaz, Joe	CNSL	1.000	50	50	0
0021	5	5	S1	ABC	SS22	World History/Geography	Brown P., Patricia	236	1.000	50	-12	62
0022	0	0	S1	ABC	EN33	Prin Eng I	Summers, Kim	209	0.500	28	22	6
0024	0	0	S1	ABC	EN51	Lit Explor	Robinson, Robert	P-21	0.500	30	-7	37
0025	7	7	YR	ABC	SS51C	Cc-Government	Garland, Gregg	P-06	1.000	50	50	0
0026	7	7	YR	ABC	SS57C	Economics	Garland, Gregg	P-06	1.000	50	50	0

OSM405 – Schedule Section List Output

OSM406 – Schedule Open Periods

Synergy SIS > Mass Scheduling > Reports > List

The Schedule Open Periods displays any periods not scheduled for a student in the selected option set by period number. All students display in alphabetical order by last name. If a period displays a plus sign (+), a scheduled class exists for the student.

Report OSM406: Schedule Open Periods
Print Save Default Reset Saved Default Email Me
Name: Schedule Open Periods Number: OSM406 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Option Set
Option Set
Optionally limit data by selecting specific Grades and/or Terms
Grade O ↔ 🕑 Term O ↔ 🕑
07 08 09 10 11 12 Fall Spring
Meeting Days
Meeting Days 🖸 ↔ 🎯
D Period Range
Start End 0 9

OSM406 - Schedule Open Periods Report Interface Screen

- Option Set Select the option set to include in the report. Only option sets for the year and school in focus are available.
- Grade Select the grades to include in the report. To select or clear all grades, use $\Box \leftrightarrow arepsilon$
- Term Select the term to include in the report. To select or clear all terms, use \bigcirc \leftrightarrow @.
- Meeting Days Select the meeting days to include in the report. To select or clear all meeting days, use ↔ ⓒ.
- Period Range Select the periods to include in the report.

Demo School District Excellence in Education	Opt	ion Se	Hope High SchoolYear:2016-2017Schedule Open PeriodsReport:OSM406Mass Scheduling Trial Run #1 for Periods0-9	
				Spring
				Day Mi Day W Day F
Student	Perm ID	Gen	Grd	0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
Allen, Jeremy S.	879216	М	10	0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
Allen, Judith D.	903040	F	10	0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
Allen, Karen	873986	F	12	0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
Allen, Karen	891989	F	11	0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
Allen, Karen T.	871328	F	12	0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
Allen, Ruby D.	888116	F	11	0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
Allen, Sandra E.	901631	F	10	0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
Allen, Shawn C.	877993	M	12	0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
Allen, Tammy	901931	F	10	0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
Allinder, Benjamin R.	887820	М	11	0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
Allison, Kenneth B.	992737	M	11	0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
Allison, Pamela D.	992672	F	12	0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
Allred, David A.	888126	М	11	0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
Alnas, Kelly M.	966707	F	11	0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
Alonso, Raymond G.	920153	м	11	0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
Alpin, Steven J.	874439	М	12	0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
Alston, Douglas G.	901639	М	10	0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
Alvis, Jeremy T.	981303	М	11	0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
Alwine, Roy M.	877916	М	12	0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
Amann, Walter A.	889325	М	11	0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
Ament, Alice J.	886362	F	11	0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
Amiri, Margaret M.	871884	F	12	0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
Amos, Billy B.	965573	М	10	012345678901234567890123456789

OSM406 – Schedule Open Periods Output

OSM407 – Course Request Conflict Listing

Synergy SIS > Mass Scheduling > Reports > List

The Course Request Conflict Listing prints all conflicts for each course with student requests.

🔻 Report OSM407: Course Request Conflict Listing 🔳 🖞 😂 😌
Print Save Default Reset Default Email Me
Name: Course Request Conflict Listing Number: OSM407 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Course Filtering Options
Option Set Show courses with no more than the following number of sections
Show courses with at least the following number of sections
Display Options
 Show Course Titles Sort Courses Vertically

OSM407 – Schedule Open Periods Report Interface Screen

- Option Set Select the option set to include in the report. Only option sets for the year and school in focus are available.
- Show courses with no more than the following number of sections Limits the courses displayed
- Show courses with at least the following number of sections Limits the courses displayed
- Show Course Titles Shows course names along with course identifiers
- · Sort Courses Vertically Displays the courses vertically across the page

	Demo School Di Excellence in Educat	strict			Cou	Hoj rse Re	pe High S quest Coi	chool nflict L	isting			Year: Report:	2011-2012 OSM407	
Course	ID: AG31		Course Ti	tle: Animal Scier	ice								Total:	1
CrsID	Title	Total	CrsID	Title	Total	CrsID	Title	Total	CrsID	Title	Total	CrsID	Title	Total
AR58	Adv Jewelry	1	MA45W	Pre-Calculus	1	PP022	Literature	1	PP02A	Prin Of Eng	1	PP07	American Govt	1
PP70	Sr. English	1	SC71	Chemistry	1	SC81	Physics	1	SS57	Prin&prac Econ	1	WL21	Spanish I	1
Course	D: AR33		Course Ti	tle: Int Photo									Total	1
CrsID	Title	Total	CrsID	Title	Total	CrsID	Title	Total	CrsID	Title	Total	CrsID	Title	Total
AR43	Int Ceramics	1	AR63	Beg Drawing	1	EN33	Prin Eng I	1	EN34	Prin Eng II	1	EN51	Lit Explor	1
MA40	Algebra II	1	MA42	Trigonometry	1	PP70	Sr. English	1	SC42	Life Science	1	SC71	Chemistry	1
SS22	World History/Geo	1	SS51	Am Govt 123	1	WL31	German I	1						
Course	D: AR43		Course Ti	tle: Int Ceramics									Total:	1
CrsID	Title	Total	CrsID	Title	Total	CrsID	Title	Total	CrsID	Title	Total	CrsID	Title	Total
AR33	Int Photo	1	AR63	Beg Drawing	1	EN33	Prin Eng I	1	EN34	Prin Eng II	1	EN51	Lit Explor	1
MA40	Algebra II	1	MA42	Trigonometry	1	PP70	Sr. English	1	SC42	Life Science	1	SC71	Chemistry	1
SS22	World History/Geo	1	SS51	Am Govt 123	1	WL31	German I	1						
Course	D: AR54		Course Ti	tle: Beg Jewelry									Total:	2
CrsID	Title	Total	CrsID	Title	Total	CrsID	Title	Total	CrsID	Title	Total	CrsID	Title	Total
EN091C	9th Eng-Corr	1	EN34	Prin Eng II	1	EN40	Shakespeare	1	EN51	Lit Explor	1	MA40	Algebra II	1
MA42	Trigonometry	1	PP00	Functional Math	1	SC49	Biology	1	SC71	Chemistry	1	SS21	World Hist/g	1
SS22	World History/Geo	1	WL31	German I	1									

OSM407 – Course Request Conflict Listing Output

OSM408 – Class Analysis by Course and Section

Synergy SIS > Mass Scheduling > Reports > List

The Class Analysis by Course and Section lists each course and shows the sections scheduled for the course. For each section and course, the report lists the number of students scheduled both overall and by gender, the total number of spaces available, the number of requests, and the average number of students scheduled in a section.

Report OSM408: Class Analysis by Course and Second Seco	tion
Print Save Default Reset Default Email Me	•
Name: Class Analysis by Course and Section Number: OSM408 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Option Set	
▼	
Show only courses that have more requests than availability	
Show House	

OSM408 - Class Analysis By Course And Section Report Interface Screen

- **Option Set** Select the option set to include in the report. Only option sets for the year and school in focus are available.
- Show only courses that have more requests than availability Only displays courses have more student requests than seats/sections available.
- Show House Displays any house assignments

n	School District		Ho Class Analys	pe High Scl is By Cours	nool e an	d Sectio	n		Year: Repo	2012-2013 rt: OSM408		
Course ID	Excellence In Education	Section ID	Track Rea End Torm Mia Dave	Toochor Name	Poor		Gen	Restrictions	- May	Bour, Girls Open	Tot Da	
AD86W	Academic Decath	00000110	nos beg ena ranning bays	Teacher Harne	1100		- Contraction	Low High reality	11120	2035 0115 020	10100	0.00
						Available:	0	Scheduled:	0	Avg.:	0.00	7
						Requests:	29	Rejected:	29	MAD.:	0.00	
AG29	ExplAgric											0.00
						Available:	0	Scheduled:	0	Avg.:	0.00	1
						Requests:	1	Rejected:	1	M.A.D.:	0.00	
AG31	Animal Sci											0.00
						Available:	0	Scheduled:	0	Avg.:	0.00	1
						Requests:	30	Rejected:	30	M.A.D.:	0.00	
AG51	Lands cape D&m I											0.00
						Available:	0	Scheduled:	0	Avg.:	0.00	7
						Requests:	2	Rejected:	2	M.A.D.:	0.00	
AR32	Beg Photo											0.00
						Available:	0	Scheduled:	0	Avg.:	0.00	1
						Requests:	139	Rejected:	139	M.A.D.:	0.00	
AR33	Int Photo											0.00
						Available:	0	Scheduled:	0	Avg.:	0.00	
						Requests:	47	Rejected:	47	M.A.D.:	0.00	
AR34	Adv Photo					(0.00
						Available:	0	Scheduled:	0	Avg.:	0.00	
						Requests:	11	Rejected:	11	MAD.:	0.00	
AR40	Stained Glass											0.00
						Available:	171	Scheduled:	171	Avg.:	0.00	
						Requests.	1/1	Rejected.	1/1	MAD.	0.00	0.00
AR41	beg Ceramics					Averilebler	0	Calculate de	0	A	0.00	0.00
						Requests:	175	Rejected:	175	MAD ·	0.00	
4842	Int Stein Glass							. reported.			0.00	0.00
AN42	Int Otalin Otass					Available:	0	Scheduled	0	Avo :	0.00	3.00
						Requests	59	Rejected:	59	MAD.:	0.00	
												_

OSM408 - Class Analysis By Course And Section Output

OSM409 – Student Course Request Verification Listing

Synergy SIS > Mass Scheduling > Reports > List

The Student Course Request Verification Listing prints a list of course requests by student.

Report OSM409: Student Course Request Verification List	ing
Print Save Default Reset Default Email Me	
Name: Student Course Request Verification Listing Number: OSM409 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Filter Options	
Grade □ ↔ 𝒴 □ 09 □ 10 □ 11 □ 12 Course ID	

OSM409 – Student Course Request Verification Listing Report Interface Screen

Report Options:

- Grade Select the grades to include in the report. To select or clear all, use $\Box \leftrightarrow \mathfrak{S}$.
- Course ID Filter the report to include students in the selected course

Dem	a School District		Year: 2011-2012 Report: OSM409							
Course ID	Course Title	Course If) Course Title	Course ID	Course Title	Course ID	Course Title		Course ID	Course Title
Student	Acevado Andrew	0001001	Perm ID: 886630	Grd: 12	Gen: Male		oourse mee	Team	Engl/2	oourse mee
MA45W	Pre-Calculus	PP022	Literature	PP07	American Govt	PP70	Sr English	ream.	SC81	Dhueice
WI 21	Snanish I	11022	Everatore	1107	American Con	1110	or. Engine		0001	r nyawa
Student:	Acosta, John A.		Perm ID: 150265	Grd: 12	Gen: Male			Team:	Eng1/2	
MA45W	Pre-Calculus	PP022	Literature	PP07	American Govt	PP70	Sr. English		SC81	Physics
WL21	Spanish I						or, angion		0001	
Student:	Adair, Alan W.		Perm ID: 871626	Grd: 12	Gen: Male			Team:	Eng1/2	
MA45W	Pre-Calculus	PP022	Literature	PP07	American Govt	PP70	Sr. English		SC81	Physics
WL21	Spanish I									
Student:	Adair, Timothy S.		Perm ID: 888621	Grd: 12	Gen: Male			Team:	Eng1/2	
MA45W	Pre-Calculus	PP022	Literature	PP07	American Govt	PP70	Sr. English		SC81	Physics
WL21	Spanish I						•			
Student:	Adams, Larry A.		Perm ID: 889314	Grd: 12	Gen: Male			Team:	Eng1/2	
MA45W	Pre-Calculus	PP022	Literature	PP07	American Govt	PP70	Sr. English		SC81	Physics
WL21	Spanish I									
Student:	Adams, Martin C.		Perm ID: 887623	Grd: 12	Gen: Male			Team:	Eng1/2	
MA45W	Pre-Calculus	PP022	Literature	PP07	American Govt	PP70	Sr. English		SC81	Physics
WL21	Spanish I									
Student:	Aguilar, Stephen A.		Perm ID: 108367	Grd: 12	Gen: Male			Team:	Eng1/2	
MA45W	Pre-Calculus	PP022	Literature	PP07	American Govt	PP70	Sr. English		SC81	Physics
WL21	Spanish I					_				
Student:	Aguirre, Mary R.		Perm ID: 952375	Grd: 12	Gen: Female			Team:	Eng1/2	
MA45W	Pre-Calculus	PP022	Literature	PP07	American Govt	PP70	Sr. English		SC81	Physics
WL21	Spanish I									
Student:	Ahlstrom, Jack M.		Perm ID: 888112	Grd: 12	Gen: Male			Team:	Eng1/2	
MA45W	Pre-Calculus	PP022	Literature	PP07	American Govt	PP70	Sr. English		SC81	Physics
WL21	Spanish I									
Student:	Akagawa, Adam H.		Perm ID: 165923	Grd: 12	Gen: Male			Team:	Eng1/2	
MA45W	Pre-Calculus	PP022	Literature	PP07	American Govt	PP70	Sr. English		SC81	Physics
WL21	Spanish I									
Student:	Ake, Joshua J.		Perm ID: 889794	Grd: 12	Gen: Male			Team:	Eng1/2	
MA45W	Pre-Calculus	PP022	Literature	PP07	American Govt	PP70	Sr. English		SC81	Physics
WL21	Spanish I									

OSM409 - Student Course Request Verification Listing Output
OSM411 – Class List

Synergy SIS > Mass Scheduling > Reports > List

The Class List produces a class list by section ID for a particular option set. The report includes section data and student names. You can also display student demographic information.

Report OSM411: Class List											
Print Save Defau	It Reset Default	Email Me									
Name: Class List Num	ber: OSM411 Page Or	rientation: Portra	ait								
Options Sort / O	output Conditions	Selection	Advanced								
Report Options											
Option Set											
	-										
Term Code											
Class ID											
	→										
Grade											
· → ·											
Teacher											
Hide Totals	·										
Include the following	fields										
NOTE: If width text box	is empty, default values	are used.									
Perm ID	0.75	width in inche	s								
State ID	0.75	width in inche	S								
Gender	0.29	width in inche	S								
Grade	0.30	width in inche	s								
Ethnic Code	1.00	width in inches	s								
Birth Date	0.68	width in inche	s								
Home Language	1.00	width in inche	S								
Phone Number	0.88	width in inche	S								

OSM411 – Class List Report Interface Screen

- Option Set Select the option set to include in the report. Only option sets for the year and school in focus are available.
- Term Code Filter report output for a specific term
- Class ID Filter report output for a specific section number or range of section numbers

- Grade Filter report output to include just the selected grade or grade range
- Teacher Filter report output to include just the selected teacher
- Hide Totals Report may be produced without student totals
- Include the following fields Select the options to include

Demo School D Excellence in Educa	istrict		Clas	s List	Year: Report	2011-2012 : OSM411
Class ID 0630	Period 1	Course ID EN51	Course Title Lit Explor	Mtg Days A B C	Teacher Wallace, Judy	Room Name 303
Student						
Andazola, Kathleen E.						
Bettencourt, Brian J.						
Brenner, Carol L.						
Carroll, Joseph R.						
Davis, Jack L.						
Davis, Jennifer M.						
Donaldson, Howard A.						
Downey, Howard M.						
Enos, James W. II						
Farnsworth, Jerry A. J	R					
Friese, Lawrence J.						
Funk, Jane L.						
Giles, Mary N.						
Gordon, Gary M.						
Hawes, Craig D.						
Hoffmann, Pamela A.						
Holbrook, Stephanie						
Jamison, John A.						
Keller, Julie A.						
Manoff, Lisa S.						
Martinez, Fred A.						
Martinez, Heather M.						
Mayes, Amanda						
McMillan, Brenda						
Mott, Edward A.						
Paterson, Martha E.						
Perkinson, Angela						
Ray, Gloria M.						
Reed, Amy A.						
Riggs, Randy L.						
Sargent, Susan M.						
Schumacher, Richard	P.					
Steele, Kimberly L.						
Stocker, Ann M.						
Watts, Helen Y.						
Wilson, Julia K.						
Wilson Kevin D IR						

OSM411 – Class List Output

OSM414 – Master Schedule by Department

Synergy SIS > Mass Scheduling > Reports > List

The Master Schedule by Department prints all of the sections in the option set on a grid sorted by department.

T Report OSM414:	Schedule by Departr	nent 🗏	💄 🍕 🤅				
Print Save Default Res	et Saved Default Email Me						
Name: Schedule by Department	Number: OSM414 Page Orientation	: Landscape					
Options Sort / Output C	conditions Selection Advanc	ed					
Option Set	As of Date 03/31/2017						
This report prints a maximum of 9	period columns. Any periods outsi	de the range will not be visible.					
Period Begin Period End							
Meeting Days							
Department							
Fine Arts	Language	Math					
Science Science	Special Education	🖾 Art					
Aerospace Science	Agricultural Science	Business Education					
Computer/Business	English	Family and Consumer Sciences					
Industrial Technology	Military Science/Leadership Army	Music/Performing Arts					
Physical Education	Reading	Social Studies					
Traffic Safety	World Languages	Elementary&School					
Miscellaneous	Special Education	Transfer Credit					
East Valley Institute of Technology	/ 🗏 English Language Development	American History					

OSM414 – Schedule By Department Report Interface Screen

- Option Set Select the option set to include in the report. Only option sets for the year and school in focus are available.
- As of Date Report prints sections as they were on the date entered
- Period Begin/End Range Filters output by a period or a period range
- Meeting Day Filters the output by meeting days. To select or clear all meeting days, use
 □ ↔
- **Department** Select only those departments to be included in the report output or leave blank to include all reports.

Demo School District functions the Education				Option	Hop Schedu Set: MSB 20		Year: 2016-2017 Report: OSM414				
Staff Name	FTE Room	Day	Period 0	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
Department:	Art										
Blahak P.	404/402	м		Beg Photo (404)	Int Photo (402)	Int Jewelry (404)				Beg Ceramics (404)	Stained Glass (402)
Blahak P.	404/402	т		Beg Photo (404)	Int Photo (402)	Int Jewelry (404)				Beg Ceramics (404)	Stained Glass (402)
Blahak P.	404/402	w		Beg Photo (404)	Int Photo (402)	Int Jewelry (404)				Beg Ceramics (404)	Stained Glass (402)
Blahak P.	404/402	R		Beg Photo (404)	Int Photo (402)	Int Jewelry (404)				Beg Ceramics (404)	Stained Glass (402)
Blahak P.	404/402	F		Beg Photo (404)	Int Photo (402)	Int Jewelry (404)				Beg Ceramics (404)	Stained Glass (402)
Gunn	403/402/404/	м		Int Ceramics (402)	Beg Jewelry (401)	Stained Glass (403)			Adv Ceramics (404)		Beg Jewelry (401)
Gunn	403/402/404/	т		Int Ceramics (402)	Beg Jewelry (401)	Stained Glass (403)			Adv Ceramics (404)		Beg Jewelry (401)
Gunn	403/402/404/	w		Int Ceramics (402)	Beg Jewelry (401)	Stained Glass (403)			Adv Ceramics (404)		Beg Jewelry (401)
Gunn	403/402/404/	R		Int Ceramics (402)	Beg Jewelry (401)	Stained Glass (403)			Adv Ceramics (404)		Beg Jewelry (401)

OSM414 – Schedule By Department Output

OSM415 – Master Schedule by Room

Synergy SIS > Mass Scheduling > Reports > Lists

The Master Schedule by Room prints all of the sections in the option set on a grid sorted by Room.

Report OSM415 :	Schedule by Room	R
Print Save Default Res	set Saved Default Email Me	
Name: Schedule by Boom, Numb	per: OSM415 Page Orientation: Land	1ecano
Options Sort / Output	Conditions Selection Advance	ascape
Options Son / Output	Conditions Selection Advant	Leu
Option Set	As of Date 03/31/2017	
This report prints a maximum of	9 period columns. Any periods outs	ide the range will not be visible.
Period Begin Period End		
0 • 8 •		
Meeting Days		
MeetingDay 🖸 ↔ 🥑		
A B		
L		
Department		
Fine Arts	Language	Math
	Special Education	Art
Aerospace Science	Agricultural Science	Business Education
Computer/Business	English	Family and Consumer Sciences
Industrial Technology	Military Science/Leadership Arm	y Music/Performing Arts
Physical Education	Reading	Social Studies
Traffic Safety	World Languages	Elementary&School
Miscellaneous	Special Education	Transfer Credit
East Valley Institute of Technolog	y 🔲 English Language Development	American History
Size limit for "small" classroom		
Course types to show as Study Hall	Self-contained Multi	
Self-contained Single		

OSM415 - Schedule By Room Report Interface Screen

- Option Set Select the option set to include in the report. Only option sets for the year and school in focus are available.
- As of Date Report prints sections as they were on the date entered.
- Period Begin/End Range Filters output by a period or a period range.
- Meeting Day Filters the output by meeting days. To select or clear all meeting days, use
 □ ↔
- **Department** Select only those departments to be included in the report output or leave blank to include all reports.

- Size limit for "small" classroom Enter the class size limit of classrooms to identify as small on the report. Classrooms with class size limits above this number entered display as *full size* on the report.
- Course types to show as Study Hall Select the Course Type the report displays as Study Hall.

	\$T				Hop Sch		Year: 2016-2017 Report: OSM415				
Der	mo School District			Option							
Room	Teacher Desks	Day	Period 0	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
116	Janssen, Samuels, Fetters	м	Open-F	Open-F	Samuels	Edelstein	Open-F	Open-F	Fetters	Janssen	Nedergaard
116	Janssen, Samuels, Fetters	т	Open-F	Open-F	Samuels	Edelstein	Open-F	Open-F	Fetters	Janssen	Nedergaard
116	Janssen, Samuels, Fetters	w	Open-F	Open-F	Samuels	Edelstein	Open-F	Open-F	Fetters	Janssen	Nedergaard
116	Janssen, Samuels, Fetters	R	Open-F	Open-F	Samuels	Edelstein	Open-F	Open-F	Fetters	Janssen	Nedergaard
116	Janssen, Samuels, Fetters	F	Open-F	Open-F	Samuels	Edelstein	Open-F	Open-F	Fetters	Janssen	Nedergaard
117	Vierthaler, Fetters, Tofft	м	Open-F	Open-F	Vierthaler	Tofft	Open-F	Open-F	Open-F	Open-F	Fetters
117	Vierthaler, Fetters, Tofft	т	Open-F	Open-F	Vierthaler	Tofft	Open-F	Open-F	Open-F	Open-F	Fetters
117	Vierthaler, Fetters, Tofft	w	Open-F	Open-F	Vierthaler	Tofft	Open-F	Open-F	Open-F	Open-F	Fetters
117	Vierthaler, Fetters, Tofft	R	Open-F	Open-F	Vierthaler	Tofft	Open-F	Open-F	Open-F	Open-F	Fetters
117	Vierthaler, Fetters, Tofft	F	Open-F	Open-F	Vierthaler	Tofft	Open-F	Open-F	Open-F	Open-F	Fetters
119	Nedergaard, Samuels, Dur	м	Open-F	Mortensen	Dunn	Nedergaard	Open-F	Open-F	Open-F	Open-F	Samuels
119	Nedergaard, Samuels, Dur	т	Open-F	Mortensen	Dunn	Nedergaard	Open-F	Open-F	Open-F	Open-F	Samuels
119	Nedergaard, Samuels, Dur	w	Open-F	Mortensen	Dunn	Nedergaard	Open-F	Open-F	Open-F	Open-F	Samuels
119	Nedergaard, Samuels, Dur	R	Open-F	Mortensen	Dunn	Nedergaard	Open-F	Open-F	Open-F	Open-F	Samuels
119	Nedergaard, Samuels, Dur	F	Open-F	Mortensen	Dunn	Nedergaard	Open-F	Open-F	Open-F	Open-F	Samuels
120	Vierthaler, Dunn, Samuels	М	Open-F	Vierthaler	Open-F	Dunn	Open-F	Open-F	Samuels	Open-F	Open-F
120	Vierthaler, Dunn, Samuels	Т	Open-F	Vierthaler	Open-F	Dunn	Open-F	Open-F	Samuels	Open-F	Open-F
120	Vierthaler, Dunn, Samuels	w	Open-F	Vierthaler	Open-F	Dunn	Open-F	Open-F	Samuels	Open-F	Open-F
120	Vierthaler, Dunn, Samuels	R	Open-F	Vierthaler	Open-F	Dunn	Open-F	Open-F	Samuels	Open-F	Open-F
120	Vierthaler, Dunn, Samuels	F	Open-F	Vierthaler	Open-F	Dunn	Open-F	Open-F	Samuels	Open-F	Open-F
121	McBride, Webster	м	Open-F	Open-F	Webster	McBride	Open-F	Open-F	Open-F	Open-F	McBride
121	McBride, Webster	Т	Open-F	Open-F	Webster	McBride	Open-F	Open-F	Open-F	Open-F	McBride
101	Mathematica Mathematica	107	0 5		1Malantan	14.00.00	O 5	0 5	0 5		14 10 14

OSM415 - Schedule By Room Output

OSM416 – Sections Needed by Requests

Synergy SIS > Mass Scheduling > Reports > Summary

The Sections Need by Requests prints the number of sections needed based on the total number of course requests and the maximum/optimum number of students per section, as entered on the District Course or School Course screens.

Report OSM416: Sections Needed by Requests	•
Print Save Default Reset Default Email Me	
Name: Sections Needed by Requests Number: OSM416 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Course Info	
Course ID	
Linked Course Display Use Student Count Levels from District	

OSM416 - Sections Needed By Request Report Interface Screen

- Course ID Enter a range of course IDs to print results for.
- Course Title Enter the course title for which the report should print results.
- Linked Course Display Display the linked courses together.
 - None Do not display the linked courses (default)
 - Primary Linked Only List only the primary course from each link
 - All Linked List all of the linked courses
- Use Student Count Levels from District Only use the maximum and optimum size numbers from the district in the report results. Synergy SIS reviews the size limits on the School Course screen, then District Course if no values exist. Selecting this option skips School Course entirely.

Demo School District Excellence in Education		Hope H Sections Nee	igh School ded by Req	uests	Year: 2016-2017 Report: OSM416				
Organization:	Hope High School								
Course ID	Course Title	Total Course Requests	Optimal Students Per Section	Max Students Per Section	# of Sections (Optimal Students)	# of Sections (Max Students			
AD86W	Academic Decath	34	N/A	N/A	N/A	N/A			
AG29	Expl Agric	2	N/A	N/A	N/A	N/A			
AG31	Animal Sci	32	N/A	N/A	N/A	N/A			
AG51	Landscape D&m I	6	N/A	N/A	N/A	N/A			
AR32	Beg Photo	58	N/A	N/A	N/A	N/A			
AR33	Int Photo	61	N/A	N/A	N/A	N/A			
AR34	Adv Photo	10	N/A	N/A	N/A	N/A			
AR40	Stained Glass	85	N/A	N/A	N/A	N/A			
AR41	Beg Ceramics	82	N/A	N/A	N/A	N/A			
AR42	Int Stain Glass	44	N/A	N/A	N/A	N/A			
10/2	1.0	20	\$17A	A1/A	\$1/A	A114			

OSM416 – Sections Needed By Requests Output

OSM417 – Department Section List

Synergy SIS > Mass Scheduling > Reports > List

The Department Section List prints a list of sections assigned to departments and includes teacher and class size information.

🔻 Rep	oort OSM4	17: Depart	tment Se	ction List	•
📥 Print	Save Default	Reset Default	Email Me		
Name: Dep	partment Section	List Number: OS	M417 Page O	rientation: Portrait	
Options	Sort / Output	Conditions	Selection	Advanced	
Option Set			•		
Department		•			
Room Name	; →				
Period	•				
Staff			•		
Subject Area	a	•			

OSM417 – Department Section List Report Interface Screen

- Option Set Select the option set to include in the report. Only option sets for the year and school in focus are available.
- Department Filter the report to show one department
- Room Name Filter the report to show a particular range of room names
- Period Filter the report to show a period range
- Staff Filter the report to show a certain staff member
- Subject Area Filter the report to show a particular subject area

Demo School District			0	Hope I Departme	Year: 2013-2014 Report: OSM417							
Excellence in Education		Per	Per					_				_
Department AC	Term	St 2	End	Section ID	Course ID And Title	Meeting Days	Room	Optin	nal	Max	Total	Open
	54	*	•	Actor	Acito - Ali Colla real		Tota	al:	0	8	0	8
Agricultural Science	S2	9	9	AG29-01	AG29 - Expl Agric	м	AG1			10	0	10
-	YR	6	6	AG31-01	AG31 - Animal Sci	м	AG1			50	0	50
	YR	8	8	AG51-01	AG51 - Landscape D&m I	м	AG1			28	0	28
							Tota	al:	0	88	0	88
ALSI	S2	3	3	ALSI10-01	ALSI10 - Allied Signal	м				0	0	0
							Tota	d:	0	0	0	0
АМ	S2	1	1	AM18-01	AM18 - Chassis & Brake	м				0	0	0
	YR	10	10	AM11-01	AM11 - Tune Up/ac	м	124			0	0	0
	S2	10	10	AM16-01	AM16 - Engine Perform	м				0	0	0
	S2	1	1	AM20-01	AM20 - Auto Internship	м				0	0	0
							Tota	d:	0	0	0	0
Art	S2	1	1	AR63-18	AR63 - Beg Drawing	м	404			30	0	30
	S2	2	2	AR63-15	AR63 - Beg Drawing	M				30	0	30
	S2	2	2	AR63-20	AR63 - Beg Drawing	м				30	0	30
	S2	3	3	AR63-22	AR63 - Beg Drawing	м				30	0	30
	S2	4	4	AR63-17	AR63 - Beg Drawing	M	403			30	0	30
	S2	4	4	AR63-24	AR63 - Beg Drawing	м				30	0	30
	S2	6	6	AR63-21	AR63 - Beg Drawing	м				30	0	30
	S2	8	8	AR63-23	AR63 - Beg Drawing	м				30	0	30
	S2	9	9	AR63-16	AR63 - Beg Drawing	м				30	0	30
	S2	9	9	AR63-19	AR63 - Beg Drawing	м				30	0	30
	YR	5	5	AR64-07	AR64 - Int Drawing	M	404			30	30	0
	S2	10	10	AR63-13	AR63 - Beg Drawing	м	402			30	0	30
	S2	2	2	AR42-01	AR42 - Int Stain Glass	м	404			26	0	26
	S2	5	5	AR63-05	AR63 - Beg Drawing	м	403			30	0	30
	S2	7	7	AR63-07	AR63 - Beg Drawing	м	403			30	0	30
	S2	8	8	AR63-08	AR63 - Beg Drawing	м	403			30	0	30
	S2	9	9	AR43-03	AR43 - Int Ceramics	м	403			28	0	28
	YR	1	1	AR64-23	AR64 - Int Drawing	м	403			30	30	0

OSM417 – Department Section List Output

OSM418 – Room Section List

Synergy SIS > Mass Scheduling > Reports > List

The Room Section List prints a list of rooms with the sections assigned to them, along with the teacher and class size information.

Report OSM418: Room Section List												
Print Save Default Reset Default Email Me												
Name: Room Section List Number: OSM418 Page Orientation: Portrait												
Options Sort / Output Conditions Selection Advanced												
Option Set												
Department 🗸												
Room Name												
Period												
Staff												
· · · · · · · · · · · · · · · · · · ·												
Subject Area												

OSM418 – Room Section List Report Interface Screen

- **Option Set** Select the option set to include in the report. Only option sets for the year and school in focus are available.
- Department Filter the report to show one department
- Room Name Filter the report to show a particular range of room names
- Period Filter the report to show a period range
- Staff Filter the report to show a certain staff member
- Subject Area Filter the report to show a particular subject area

	Demo School District		Hope High School Room Section List Option Set: Last Year copy							Year: 2013-2014 Report: OSM418					
0	Excellence in Education	Staff Name	Per Per							Ontinual		Tetel	0		
101	Elementary School	Vogl, Randy	S1	1	1	0156	MA50W - Ap Calc/ana Geo	Meeting Da	γs	Optimal	28	0	Open 28		
	Elementary School	Vogl, Randy	S1	4	4	0456	MA50W - Ap Calc/ana Geo				28	0	28		
	Elementary School	Vogl, Randy	S2	1	1	1156	MA50W2 - Ap Calc/ana Geo				28	27	1		
	Elementary School	Vogl, Randy	S2	4	4	1456	MA50W2 - Ap Calc/ana Geo				28	24	4		
	Math	Vogl, Randy	S1	3	3	0356	MA40 - Algebra II				32	0	32		
	Math	Vogl, Randy	S1	6	6	0656	MA40 - Algebra II				32	0	32		
	Math	Vogl, Randy	S2	3	3	1356	MA402 - Algebra li				32	30	2		
	Math	Vogl, Randy	S2	6	6	1656	MA402 - Algebra li				32	30	2		
									Total	. 0	240	111	129		
102	Math	Bayer M., Michelle	S1	1	1	0148	MA90 - Math Standards				23	0	23		
	Math	Bayer M., Michelle	S1	2	2	0241	MA40 - Algebra II				32	0	32		
	Math	Bayer M., Michelle	S1	3	3	0341	MA40 - Algebra II				32	0	32		
	Math	Bayer M., Michelle	S1	4	4	0441	MA40 - Algebra II				32	0	32		
	Math	Bayer M., Michelle	S1	6	6	0641	MA30 - Geometry				32	0	32		
	Math	Bayer M., Michelle	S2	1	1	1148	MA902 - Std Math I				23	19	4		
	Math	Bayer M., Michelle	S2	2	2	1241	MA402 - Algebra li				32	29	3		
	Math	Bayer M., Michelle	S2	3	3	1341	MA402 - Algebra li				32	30	2		
	Math	Bayer M., Michelle	S2	4	4	1441	MA402 - Algebra li				32	32	0		
	Math	Bayer M., Michelle	S2	6	6	1641	MA302 - Geometry				32	31	1		
	SA	Guidance Off, Guidance Off	YR	5	5	5_971_SA99	SA99 - Student Aid				100	25	75		
									Total	: 0	402	166	236		

OSM418-Room Section List Output

OSM419 – Class Analysis By Grade and Period

Synergy SIS > Mass Scheduling > Reports > List

The Class Analysis By Grade and Period prints a class analysis by grade and period based on the scheduling results for a particular option set. The report shows the number of seats available for a period by grade, total number of existing sections for the course, total student requests for the course, total requests fulfilled for the course, number of seats available in a section, and average number of fulfilled request by gender and grade.

🔻 Re	port OSM	419: Class	Analys	sis by Grade and Period 🔳
🚔 Print	Save Default	Reset Default	Email Me	
Name: Cla	iss Analysis by (Grade and Period	Number: O	OSM419 Page Orientation: Landscape
Option	s Sort / Outp	out Conditions	Selectio	ion Advanced
Option Set				
			-	

OSM419 – Class Analysis By Grade And Period Report Interface Screen

Report Options:

• Option Set – Select the option set to include in the report. Only option sets for the year and school in focus are available.

Grad	Demo Exce	School	District Jucation	Hope High School Year: 2014-2015 Class Analysis By Grade and Period Report: OSM419 Trial Run												
Beg	End	Term	Sec ID 1	Track	Total To Crs ID Course Title Mtg Days Staff Name Room Sect Rec						Total Regst	Actual Sched	Open Seats	Avg Req Total	Per Section F	M
1	1	S1	BE20-01		BE20	Pers Typing	С	Abel, Patricia	EVIT	1	1	1	39	1.00	0.00	1.00
1	1	S2	0700-01		0700	Speech	С	Abel, Patricia	234	5	41	6	12	8.20	4.40	3.80
1	1	S2	AC10-01		AC10	Air Cond Tech	Α	Horn, Cissy	VJ	3	7	2	12	2.33	1.00	1.33
1	1	S2	AC10-02		AC10	Air Cond Tech	в	Horn, Cissy	VJ	3	7	3	11	2.33	1.00	1.33
1	1	S2	AR43-01		AR43	Int Ceramics	в	Attend Office, Attend Off Test	P-03	9	41	6	11	4.56	2.44	2.11
1	1	S2	AR66-01		AR66	Adv Drawing	D	Audio Visual, Audio Visual	117	12	41	4	21	3.42	1.83	1.58
1	1	S2	AR66-02		AR66	Adv Drawing	С	Attend Office, Attend Off Test	EVIT	12	41	2	21	3.42	1.83	1.58
1	1	S2	BE48-01		BE48	Accounting li	В	Aderson, Gordon	MHS	11	41	5	19	3.73	2.00	1.73
1	1	S2	BE48-02		BE48	Accounting li	D	Atwd S., Sharon	P-11	11	41	3	19	3.73	2.00	1.73
1	1	S2	BE54-01		BE54	Student Store	0	Cooper, Kathy	EVIT	69	41	0	6	0.59	0.32	0.28
1	1	S2	BE54-02		BE54	Student Store	0	Bayer M., Michelle	MHS	69	41	0	5	0.59	0.32	0.28
1	1	S2	BE54-03		BE54	Student Store	AI	Atwd S., Sharon	117	69	41	0	6	0.59	0.32	0.28
1	1	S2	BE54-04		BE54	Student Store	AI	Audio Visual, Audio Visual	126	69	41	1	5	0.59	0.32	0.28
1	1	S2	BE54-05		BE54	Student Store	AI	Bayer M., Michelle	136	69	41	1	5	0.59	0.32	0.28
1	1	S2	BE54-06		BE54	Student Store	Α	Atwd S., Sharon	220	69	41	1	5	0.59	0.32	0.28
1	1	S2	BE54-07		BE54	Student Store	С	Bayer M., Michelle	224	69	41	0	6	0.59	0.32	0.28
1	1	S2	BE54-08		BE54	Student Store	С	Becker A., Allison	228	69	41	0	6	0.59	0.32	0.28
1	1	S2	BE54-09		BE54	Student Store	Α	Cooper, Kathy	231	69	41	1	5	0.59	0.32	0.28
1	1	S2	BE54-10		BE54	Student Store	С	Becker C., Chris	233	69	41	0	6	0.59	0.32	0.28
1	1	S2	BE54-11		BE54	Student Store	0	Becker C., Chris	303	69	41	0	5	0.59	0.32	0.28
1	1	S2	EN44-01		EN44	Creative Wrt	0	Davis, Jeffrey	301	1	1	1	27	1.00	1.00	0.00
1	1	S2	MA301-01		MA301	Geometry	0	Attend Office, Attend Off Test	DCE	1	0	0	40	0.00	0.00	0.00
1	1	S2	PP012-01		PP012	Mathematics	в	Behm A., Angela	307B	58	1	0	8	0.02	0.00	0.02
1	1	S2	PP012-02		PP012	Mathematics	в	Bellus G., Genice	313	58	1	0	9	0.02	0.00	0.02
1	1	S2	PP70-01		PP70	English 10	0	Edelstein, Anne	201	66	1	0	9	0.02	0.00	0.02
1	1	S2	PP70-02		PP70	English 10	AI	Davis, Jeffrey	P-05	66	1	0	9	0.02	0.00	0.02
1	1	S2	PP70-03		PP70	English 10	AI	Edelstein, Anne	P-09	66	1	0	9	0.02	0.00	0.02
1	1	S2	PP70-04		PP70	English 10	0	Diaz, Joe	234	66	1	0	9	0.02	0.00	0.02
1	1	S2	PP70-05		PP70	English 10	С	Edelstein, Anne	302	66	1	0	10	0.02	0.00	0.02
1	1	S2	PP70-06		PP70	English 10	С	Davis, Jeffrey	413	66	1	0	10	0.02	0.00	0.02
1	1	S2	PP71-01		PP71	Math	Al	Abel, Patricia	224	5	41	7	13	8.20	4.40	3.80

OSM419 - Class Analysis By Grade And Period Output

OSM470 – Pre Schedule Edit List

Synergy SIS > Mass Scheduling > Reports > List

The Pre Schedule Edit List prints a list of students who have a problem with their course requests.

Report OSM470: Pre Schedule Edit List											
📥 Print	Save Default Reset Default Email Me										
Name: Pre S	Schedule Edit List Number: OSM470 Page Orientation: Portrait										
Options	Sort / Output Conditions Selection Advanced										
Option Set	Minimum Number of Periods										
	•										

OSM470 – Pre Schedule Edit List Report Interface Screen

- **Option Set** Select the option set to include in the report. Only option sets for the year and school in focus are available.
- Minimum Number of Periods Filter report output to include only students with a minimum number or course requests

Demo School District Excellence in Education		Hope High School Pre Schedule Edit List Option Set: Run #1			Year: 2011-2012 Report: OSM470					
Perm ID	Student	Range	Course number and Title		Error Detected					
124013	Abbott, Andrew E.		PP00	Functional Math	No seats left in any section of this course					
886630	Acevedo, Andrew		MA45W	Pre-Calculus	No seats left in any section of this course					
			PP022	Literature	No seats left in any section of this course					
			PP07	American Govt	No seats left in any section of this course					
			WL21	Spanish I	No seats left in any section of this course					
			PP70	Sr. English	No seats left in any section of this course					
			SC81	Physics	No seats left in any section of this course					
901830	Acevedo, Ashley		WL31	German I	No seats left in any section of this course					
			EN51	Lit Explor	No seats left in any section of this course					
			MA42	Trigonometry	No seats left in any section of this course					
			SS22	World History/Geography	No seats left in any section of this course					
			EN34	Prin Eng II	No seats left in any section of this course					
150265	Acosta, John A.		PP022	Literature	No seats left in any section of this course					
			PP07	American Govt	No seats left in any section of this course					
			SC81	Physics	No seats left in any section of this course					
			PP70	Sr. English	No seats left in any section of this course					
			MA45W	Pre-Calculus	No seats left in any section of this course					
			WL21	Spanish I	No seats left in any section of this course					
108086	Acuna, Teresa N.		EN091C	9th Eng-Corr	Course not offered					
110412	Acunia, Kenneth O.		WL31	German I	No seats left in any section of this course					
871626	Adair, Alan W.		SC81	Physics	No seats left in any section of this course					
			PP70	Sr. English	No seats left in any section of this course					
			PP07	American Govt	No seats left in any section of this course					
			WL21	Spanish I	No seats left in any section of this course					
			PP022	Literature	No seats left in any section of this course					
			MA45W	Pre-Calculus	No seats left in any section of this course					

OSM470 – Pre Schedule Edit List Output

591

OSM601 – Course Request Totals

Synergy SIS > Mass Scheduling > Reports > Summary

The Course Request Totals prints course request totals sorted by department.

Report OSM601: Course Request Totals											
Print Save Default Reset Default Email Me											
Name: Course Request Totals Number: OSM601 Page Orientation: Portrait											
Options Sort / Output Conditions Selection Advanced											
Grade Level Filter											
Grade □ ↔ ⓒ □ 09 □ 10 □ 11 □ 12											

OSM601 – Course Request Totals Report Interface Screen

Report Options:

• Grade – Filter report output to include only the selected grade or grade range. To select or clear all grades, use ○ ↔ 🖄.

Dem	o School District		С	Hope ourse	e High e Reqι	n Sch Jest 1	Year: 2011-2012 Report: OSM601			
Course ID	Course Title		Total F	emale	Male	09	10	11	12	
Department	Agricultural Science									
AG31	Animal Science		1	0	1	0	0	0	1	
		Total	1	0	1	0	0	0	1	
Desertment										
AP33	: Art		1	1	0	0	0	1	0	
AP43			1		0	0	0	1	0	
AD64	Reg Jawalay		2		1	1	0	1	0	
AD50	Adv. Jawalay		12	-	-	0	0	-	6	
ARDO	Adv Jewelry		12	0	0	0	0	0	0	
AR03	Beg Drawing	T.1.1	1	1	0	0	0	1	0	
Department	Computer/Business	rotai	6	4	2	,	0	6	0	
0001	vis bas Flog I	Total	6	-	-	0	0	0	0	
Department MA45W	: Elementary School Pre-Calculus		866	409	457	0	0	1	865	
PP02A	Prin Of Eng		1	0	1	0	0	0	1	
SC77W2	De Chemistry		1	0	1	0	0	1	0	
Department	English	Total	868	409	459	0	0	2	866	
EN091C	9th Eng-Corr		21	12	9	21	0	0	0	
EN33	Prin Eng I		88	50	38	0	34	52	2	
EN34	Prin Eng II		1010	488	522	0	0	1008	2	
EN40	Shakespeare		22	12	10	22	0	0	0	
EN51	Lit Explor		1010	488	522	0	0	1008	2	
EN52	Mythology		34	21	13	0	34	0	0	
EN84	Journalism I		4	2	2	0	0	3	1	
EN86	Yearbook		1	0	1	0	0	1	0	
EN87	Newslab		1	0	1	0	0	1	0	
EN88	App Read III		1	0	1	0	0	1	0	
PP70	Sr. English		915	436	479	0	0	50	865	
		Total	3107	1509	1598	43	68	2124	872	

OSM601 – Course Request Totals Output

OSM602 – Student Request Exception

Synergy SIS > Mass Scheduling > Reports > Summary

The Student Request Exception prints a list of students with either fewer or greater than a certain number of course requests or credits.

▼ Report OSM602: Student Request Exception ■
Print Save Default Reset Default Email Me
Name: Student Request Exception Number: OSM602 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Student Filter Options
Grade
Term Code 🖸 ↔ 🧭
Fall Spring
Request Filter Type Use Course Request Totals and Credit
Request Filter Options
Students with less than the following requests 1
Students with greater than the following requests
Students with less than the following credits
Students with greater than the following credits
Total Course Requests Made
Show all students
Report Display Options
Display Feeder Schools

OSM602 – Student Request Exception Report Interface Screen

- Grade Enter a grade range to print results for. If left blank, all grade levels print.
- Term Code Select the term code to print results or leave blank to print for all term codes. To select or clear all terms, use ^O ↔ [©].
- Request Filter Type Options change depending on the choice selected
 - Use Course Request Totals and Credit Filters the report based on student course request parameters
 - Students with less than the following requests
 - Students with greater than the following requests

- Students with less than the following credits
- Students with greater than the following credits
- Total Course Requests Made:
 - Show all students
 - Show students with the correct number of requests only
 - Show students with too few or too many requests only
 - Show students with too few requests only
 - Show students with too many requests only
- Use Period Range Filters the report based on the specified period range
 - Number of Periods Filters by the selected period range
- Display Feeder Schools Displays the last school of attendance. If the student is new to the district, the feeder school column is blank.

Demo School District Excelosus for Galaction		s	Hope Student R	e High eques	Year: 2016-2017 Report: OSM602	
Student	Dorm ID	Grade	Course	Course	Exception Reason	
Akagawa, Adam H.	165923	11	5	2.50	Too Few Credits	
Ake, Joshua J.	889794	11	7	3.50	Too Few Credits	
Akin, Andrea E.	902875	10	8	4.00	Too Few Credits	
Alarcon, Frank	886651	10	7	5.00		
Alcazar, Eugene	141666	10	6	3.00	Too Few Credits	
Alcazar, Eugene A.	141517	10	7	3.50	Too Few Credits	
Alder, Brenda I.	967569	10	7	5.50		
Alder, Lawrence S.	910024	12	8	5.50		
Alder, Sarah C.	968416	12	6	5.00		
Aldrich, Steve K.	873815	12	7	4.50	Too Few Credits	
Alexander, Fred D.	975140	12	7	3.50	Too Few Credits	
Alexander, George M.	975141	12	7	3.50	Too Few Credits	
Alexander, Joseph J.	901626	10	7	3.50	Too Few Credits	
Alger, Nicole C.	874433	12	7	4.00	Too Few Credits	
Alger, Phyllis A.	149884	10	7	4.00	Too Few Credits	
Allen, Aaron L. JR	992938	10	7	4.00	Too Few Credits	
Allen, Andrea	904134	10	7	4.50	Too Few Credits	
Allen, Cynthia	874997	12	7	6.00		
Allen, Diane B.	901507	10	6	3.50	Too Few Credits	
Allen, Donald J.	883223	10	7	4.00	Too Few Credits	
Allen, Elizabeth	886019	11	7	4.00	Too Few Credits	
Allen, Eugene C.	887238	11	7	4.00	Too Few Credits	

OSM602 - Student Request Exception Report Output

OSM603 – Open Periods by Grade and Period

Synergy SIS > Mass Scheduling > Reports > Summary

The Open Periods by Grade and Period prints the total number of students for each term, rotation day (if applicable), and period with an open period in their schedule.

Report OSM603: Open Periods by Grade and Period								
Print Save Default Reset Default Email Me								
Name: Open Periods by Grade and Period Number: OSM603 Page Orientation: Portrait								
Options Sort / Output Conditions Selection Advanced								
Schedule Options								
 Option Set Term Definition □ ↔ ♥ Fall □ Spring Period List □ ↔ ♥ 0 □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □ 8 □ 9 								
Student Options								
Grade List ○ ↔ ♂ 09 □ 10 □ 11 □ 12 □ Show Gender Totals								

OSM603 – Open Periods By Grade And Period Report Interface Screen

- Option Set Select the option set to include in the report. Only option sets for the year and school in focus are available.
- Term Definition Select which term to run or leave blank to print for all terms. The terms listed are the same terms on the Term Definition section of the School Setup screen. To select or clear all terms, use
 ^O ↔
 ^e.
- Period List Filters output by a period or selection of periods. Leave blank to include all periods on the report. To select or clear all periods, use □ ↔ ☉.
- Grade List Filters output by a grade level or selection of grade levels. Leave blank to include all grade levels on the report. To select or clear all grades, use [□] ↔ [©].
- Show Gender Totals Select this option in order to see totals by gender for each grade level

	\$			Oper	Year: Repor						
Tern	Demo School Dist Destination Discution	pring	Rotatio	n Day: T							
Grd	Student Count	0	1	2	3	4	5	6	7	8	
07	5	5	5	5	5	5	5	5	5	5	
80	2	2	2	2	2	2	2	2	2	2	
09	9	9	9	9	9	9	9	9	9	9	
10	1053	1053	1053	1053	1053	1053	1053	1053	1053	1053	105
11	871	871	871	871	871	871	871	871	871	871	87
12	828	828	827	828	828	828	828	827	828	828	82
Tern	n Definition: S	pring	Rotatio	n Day: W							
Tern Grd	n Definition: S Student Count	pring o	Rotatio	n Day: W	3	4	5	6	7	8	
Tern Grd 07	n Definition: S Student Count 5	pring 0 5	Rotatio 1 5	n Day: W 2 5	3	4	5	6	7	8	
Grd 07	Student Count 5 2	pring 0 5 2	Rotatio 1 5 2	n Day: W 2 5 2	3 5 2	4 5 2	5 5 2	6 5 2	7 5 2	8 5 2	
Grd 07 08 09	n Definition: S Student Count 5 2 9	pring 0 5 2 9	Rotatio 1 5 2 9	n Day: W 2 5 2 9	3 5 2 9	4 5 2 9	5 5 2 9	6 5 2 9	7 5 2 9	8 5 2 9	
Grd 07 08 09 10	n Definition: S Student Count 5 2 9 1053	pring 5 2 9 1053	Rotatio 1 5 2 9 1053	n Day: W 2 5 2 9 1053	3 5 2 9 1053	4 5 2 9 1053	5 5 2 9 1053	6 5 2 9 1053	7 5 2 9 1053	8 5 2 9 1053	105
Grd 07 08 09 10 11	student Count 5 2 9 1053 871	pring 5 2 9 1053 871	Rotatio 1 5 2 9 1053 871	n Day: W 2 5 2 9 1053 871	3 5 2 9 1053 871	4 5 2 9 1053 871	5 5 2 9 1053 871	6 5 2 9 1053 871	7 5 2 9 1053 871	8 5 2 9 1053 871	105
Grd 07 08 09 10 11	n Definition: S Student Count 5 2 9 1053 871 828	pring 0 5 2 9 1053 871 828	Rotatio 1 5 2 9 1053 871 827	n Day: W 2 5 2 9 1053 871 828	3 5 2 9 1053 871 828	4 5 2 9 1053 871 828	5 2 9 1053 871 828	6 5 2 9 1053 871 827	7 5 2 9 1053 871 828	8 5 2 9 1053 871 828	105 87 82
Grd 07 08 09 10 11 12	n Definition: Si Student 5 2 9 1053 871 828	pring 0 5 2 9 1053 871 828	Rotatio 5 2 9 1053 871 827	n Day: W 2 5 2 9 1053 871 828	3 5 2 9 1053 871 828	4 5 2 9 1053 871 828	5 2 9 1053 871 828	6 5 2 9 1053 871 827	7 5 2 9 1053 871 828	8 5 2 9 1053 871 828	105 87 82

OSM603 – Open Periods By Grade And Period Output

OSM604 – Seat Totals By Department

Synergy SIS > Mass Scheduling > Reports > Summary

The Seat Totals by Department prints the total number of seats available with the total number of students. This prints for each period in the day, sorted by term and department.

Report OSM604: S	eat Totals By Depart	iment 🔳	· C C 9 9
Print Save Default Reset De	efault Email Me		
Name: Seat Totals By Department	Number: OSM604 Page Orientation:	Landscape	
Options Sort / Output Con	nditions Selection Advanced	1	
Schedule			
Option Set			
· · · · · · · · · · · · · · · · · · ·	•		
Section Options			
School Period 🖸 ↔ 🥑	Term Selection 🔵 ↔ 🧭		
0 1 2 3 4 5 6 7	8 9 Fall Spring		
Departments			
Departments 🖸 ↔ 🧭			
Fine Arts	Language	Math	Science
Special Education	Art	Aerospace Science	🔲 Agricultural Science
Business Education	Computer/Business	English	E Family and Consumers
Industrial Technology	Military Science/Leadership Army	Music/Performing Arts	s 🗏 Physical Education 🚊
Reading	Social Studies	Traffic Safety	World Languages
Elementary School	Miscellaneous	Special Education	Transfer Credit
East Valley Institute of Technology	/ 📃 English Language Development	American History	

OSM604 - Seat Totals By Department Report Interface Screen

- Option Set Select the option set to include in the report. Only option sets for the year and school in focus are available.
- School Period Select periods to run or leave blank to print totals for all periods. To select or clear all periods, use
 ^O
 [↔]
 [©].
- Term Selection Select which term to run or leave blank to print for all terms. The terms listed are the same terms on the Term Definition section of the School Setup screen. To select or clear all terms, use
 ^O ↔
 ^e.
- Meeting Day Filters the output by meeting days. To select or clear all meeting days, use
 □ ↔
- Departments Select which departments to run. All of the sections for courses of the selected departments print. Leave blank to see totals for all departments. To select or clear all departments, use □ ↔ ☉.

Demo School District Feedbings in Facestan						Se	Ho at T	ope H otals 20	ligh \$ By [16-20	Scho Depa 17	ool artm	ent					Year: Report:	2016-2017 OSM604	
Seat Totals For 2016-2017																			
Meeting Day: M	Term: F	all							Term: S	pring									
Department	# Of Sections	P1	P2	P3	P4	P5	P6	Total Seats	# Of Sections	P1	P2	P3	P4	P5	P6	Total Seats			
		Max	Max	Max	Max	Max	Max			Max	Max	Max	Max	Max	Max				
Science	1	30	0	0	0	0	0	30	1	30	0	0	0	0	0	30			
Total by School	1	30	0	0	0	0	0	30	1	30	0	0	0	0	0	30			
Meeting Day: W Department	Term: F # Of Sections	all P1 Max	P2 Max	P3 Max	P4 Max	P5 Max	P6 Max	Total Seats	Term: S # Of Sections	P1 Max	P2 Max	P3 Max	P4 Max	P5 Max	P6 Max	Total Seats			
Science	1	30	0	0	0	0	0	30	1	30	0	0	0	0	0	30			
Total by School	1	30	0	0	0	0	0	30	1	30	0	0	0	0	0	30			
Seat Totals For 2016-2017 Meeting Day: F	Term: F	all							Term: S	pring									
Department	# Of Sections	P1	P2	P3	P4	P5	P6	Total Seats	# Of Sections	P1	P2	P3	P4	P5	P6	Total Seats			
Science	1	Max 20	max	мах	max	Max	max	20	4	Max 20	max	мах	max	мах	max	20			
Tatal ky Sahaal	1	30						30	1	20			0			30			
Total by School	1	30	0	0	0		0	30	1	30	0	0	0	0	0	30			

OSM604 – Seat Totals By Department Output

OSM605 – Period Load Stats Report

Synergy SIS > Mass Scheduling > Reports > Summary

The Period Load Stats Report displays the number of seats available per period, category, or grade based on the last MSB schedule build run. If you used the loader, the report shows the number of students scheduled per category or grade.

This report prints out a page for every grade level selected and one page for school totals. The Grade level represents the total number of active students in the grade level, number of available seats for a grade level, the number of students that scheduled for that time period, the count of available sections. The percentage (%) represents the percent of seats over or under for the class.

The school totals represent the total number of students for the entire school (even when only printing for one grade), the sum of max seats available for each section during that time period, the total number of students scheduled (includes all grade levels), and the total number of sections available for the school during that time period.

Report OSM605: Period Load Stats Report
Print Save Default Reset Default Email Me
Name: Period Load Stats Report Number: OSM605 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Schedule
Option Set
Grade Options
Grade ○ ↔ ♂ ○ 09 □ 10 □ 11 □ 12
Period Options
Periods ○ ↔ ♥ ○ 0 □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □ 8 □ 9
Term Options
Terms □ ↔ 🕑 □ S1 □ S2

OSM605 - Period Load Stats Report Interface Screen

Report Options:

- Option Set Select the option set to run the report for
- Grade Select which grade to run the report for or leave blank to print for all grade levels. To select or clear all grades, use [□] ↔ [©].
- Period Select which Period to run the report for or leave blank to print for all periods. To select or clear all periods, use
 ^O
 [↔]
 ^O.
- Term Select which term to run or leave blank to print for all terms. The terms listed are the same terms on the Term Definition section of the School Setup screen. To select or clear all terms, use ↔ ⓒ.

Grade Total	Hope High School Period Load Stats Report 2016-2017											Ĭ	Year: Repor	2010 t: OSN	6-2017 //605	,										
	1			Day 1: M					Day 2: T					Day 3: W					Day 4: R					Day 5: F		
Term	Per	Opt	Act	Sched	Sect	96	Opt	Act	Sched	Sect	%	Opt	Act	Sched	Sect	%	Opt	Act	Sched	Sect	%	Opt	Act	Sched	Sect	%
S1	1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1
	2	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1
	3	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1
	4	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1
	5	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1
	6	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1
\$2	1	1053	28	0	1	.07.3	1053	28	0	1	-07.3	1053	28	0	1	-07.3	1053	28	0	1	-07.3	1053	28	0	1	-07.3
01	2	1052	20	0	- 1	.07.2	1052	20	0		.07.2	1052	20	0		.07.2	1052	20	0	4	-07.2	1052	20	0		.07.2
	3	1053	20	0	1	-07.3	1053	20	0	1	-07.3	1053	20	0	1	-07.3	1053	20	0	1	-07.3	1053	20	0	1	-07.3
	4	1053	20	0	1	-07.3	1053	20	0	1	-07.3	1053	20	0	1	-07.3	1053	20	0	1	-07.3	1053	20	0	1	-07.3
	5	1052	20	0		07.2	1052	20	0		.07.2	1052	20	0		07.2	1052	20	0		07.2	1052	20	0		07.2
	ő	1053	20	0	1	-07.2	1053	20	0	- 1	-07.2	1053	20	0	- 1	-07.3	1053	20	0	1	-07.2	1053	20	0	1	-07.2
	ž	1005	1 40				1000	20	U	· · ·	-01.0	1005	20	0		-01.0	1003	20	U U		-81.5	1005	20		· · ·	-01.0

OSM605 - Period Load Stats Report Output

OSM606 – Teacher Open Period Report

Synergy SIS > Mass Scheduling > Reports > Summary

The Teacher Open Period Report produces a list of all the teachers who are free during the selected term, period, and meeting day.

Report OSM606: Teacher Open Period Report							
Print Save Default Reset Default Email Me							
Name: Teacher Open Period Report Number: OSM606 Page Orientation: Landscape							
Options Sort / Output Conditions Selection Advanced							
Schedule							
Option Set							
Teacher Types							
Teacher Type O ↔ 🗹 Counselor Director Maintenance Principal Substitute Teacher							
Period Options							
Periods ○ ↔ 🕑 ○ 0 □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □ 8 □ 9							
Terms							
Terms O ↔ 🕑 S1 🔲 S2 🔄 YR							

OSM606 - Teacher Open Period Report Interface Screen

- Option Set Select the option set to run the report for
- Teacher Type Select which type of teacher to run the report for, or leave blank to print for all Teacher Types. To select or clear all types, use ↔ ⓒ.
- **Period** Select which Period to run the report for or leave blank to print for all Periods. To select or clear all periods, use [□] ↔ [©].
- Meeting Days Select which Meeting Days to run the report to run for or leave blank to print for all Meeting days. To select or clear all meeting days, use □ ↔ .
- Terms Select which term to run or leave blank to print for all terms. The terms listed are the same terms on the Term Definition section of the School Setup screen. To select or clear all terms, use
 ^O ↔ ^C.

Demos School District Excelhera de Edecalde				Hope High Sch Teacher Open Perio 2016-2017	iool d Report	Year: 2016-2017 Report: OSM606		
Term	Day	Period	Free Teachers					
S1	Т	0	Sapakie, Jesse	Sargent, Linda	SASI3, Charles	Sawyer, Kyle		
			Scafaria, Dominic	Schreiber, Mason	Schubert, Thorne	Scott, Tamara		
			Secure, OLR	Sedani-Apt, Rita	Sehl, Marty	Shackelford, Judy		
			Sharp, Sharp	Shotts, Joan	Sligh Aj, Albert	Smith, Bill		
			Smith, Christine	Smith, John	Snow, Pam	Snyder, Joan		
			Staff, Staff	Staff, Staff	Staff, Staff	Staff, Staff		
			Stauffer, Paige	Stincic, Tom	Sullivan, Joe	Summers, Kim		
			Swartz, Mark	Temme, Walter	Test, Admin	Test, Counselor		
			Test, Teacher M.	Thiel, Michael	Tofft, Robert	Topoozian, Nancy		
			Torrente, Jason	Traylor, Kelly	Trull, Jayne	Tuzzino, Valerie		
			Udall, Heidi	User, Test	User1, Admin	Vanhie, Donna		
			Vanosdall, Kim	Vesta, Cindy	Vierthaler, Rachel	Voc Ed Cosmo, Voc Ed Cosm		
			Vogl, Randy	Vohort, Raine	Wallace, Judy	Weathers, Julia		
			Weathers, Renee	Webster, Bill	Webster, Mitch	Weeden, Bob		
			Wheeler, Jerry	Wilson, Rob	Wischhusen, Ted	Wojcik, James		
			Wong, Lillian	Worsnop, William	Wrather, Landon	Wwhs Rotc, Wwhs Rotc		
			Zazueta, Dannis					
S 1	Т	1	Adams, Ronald	Aderson, Gordon	Andrews, Mark	Arthur A., Andrea		
			Attend Office, Attend Off	Atwood S., Sharon	Audio Visual, Audio Visual	Baniszewski, Nancy		
			Bayer M., Michelle	Becker A., Allison	Becker C., Chris	Behm A., Angela		
			Bellus G., Genice	Berg, Justin	Blackburn M., Matt	Blahak P., Pete		
			Blasdell W., Wendy	Bonjour R., Richard	Bookstore, Bookstore	Bordwell R., Robert		
			Brady J., James	Brandt, Paula	Breiland C., Cheryl	Brook C., Clayton		

OSM606 – Teacher Open Period Output

OSM607 – Room Open Period Report

Synergy SIS > Mass Scheduling > Reports > Summary

The Room Open Period Report lists all rooms free during the listed term, period, and meeting day. It includes the room type code in parentheses if you have a room type selected on the School Room screen.

Report OSM607: Room Open Period Report	· 200
Print Save Default Reset Default Email Me	
Name: Room Open Period Report Number: OSM607 Page Orientation: Landscape	
Options Sort / Output Conditions Selection Advanced	
Schedule	
Option Set	
Room Types	
Room Type □ ↔ ↔ None □ Auditorium □ Class Room □ Cafeteria □ Computer Lab □ Chem Lab □ Field □ Gyr □ Physics Lab □ Science Lab □ Shop	m 🗐 Homeroom 🗐 Li
Period Options	
Periods ○ ↔ ♂ 0 1 1 2 3 4 5 6 7 8 9	S
Term Options	dba
Terms ○ ↔ 🕑 □ S1 □ S2 □ YR	ее Ц

OSM607 - Room Open Period Report Interface Screen

- Option Set Select the option set to run the report for
- Room Type Select which type of room to run the report for, or leave blank to print for all Room Types. To select or clear all types, use ^O ↔ ^G.
- Period Select which period to run the report for, or leave blank to print for all periods. To select or clear all periods, use □ ↔ ☉.
- Meeting Days Select which meeting days to run the report to run for, or leave blank to print for all meeting days. To select or clear all meeting days, use □ ↔ ☑.

	Demo So Escalvest	hool District					Hope High School Room Open Period Report 2016-2017								Year: 2016-2017 Report: OSM607			
Ter	n Day	Period	Free Ro	oms														
S 1	М	0	101	102	103	104	106	107	108	109	111	112	114	115	116	117		
			118	119	120	121	122	123	124	125	126	127	128	129	131	132		
			133	135	136	137	201	202	203	204	205	207	208	209	210	210B		
			211	212	213	214	215	216	217	218	219	220	221	222	223	224		
			225	226	227	228	229	230	231	232A	232B	233	234	236	301	302		
			303	304	305	306	307A	307B	308	309	311	312	313	401	402	403		
			403	404	405	408	409	410	411	412	413	AG1	ANNX	AV	BADM	BBBL		
			BSBL	BSOC	BTEN	BTRK	BVLB	BXC	CAFE	CCTR	CNSL	DCE	EVIT	FTRP	GBBL	GGLF		
			GSFB	GSOC	GTEN	GTRK	GVLB	GXC	GYM	JRFB	JVFB	LIB	LIBR	MHS	N/A	No Room		
			NURS	OFC	OFF	P-01	P-02	P-03	P-04	P-05	P-06	P-08	P-09	P-10	P-11	P-13		
			P-14	P-15	P-16	P-17	P-18	P-19	P-21	P-22	P-23	P-24	P-25	P-26	PE	RMHS		
			SEM	SFTB	SHAR	STOR	SWIM	Test	TRNG	VFB	VOED	WRST	WWHS					
S1	М	1	101	102	103	104	106	107	108	109	111	112	114	115	116	117		
			118	119	120	121	122	123	124	125	126	127	128	129	131	132		
			133	135	136	137	201	202	203	204	205	207	208	209	210	210B		
			211	212	213	214	215	216	217	218	219	220	221	222	223	224		
			225	226	227	228	229	230	231	232A	232B	233	234	236	301	302		
			303	304	305	306	307A	307B	308	309	311	312	313	401	402	403		
			403	404	405	408	409	410	411	412	413	AG1	ANNX	AV	BADM	BBBL		
			BSBL	BSOC	BTEN	BTRK	BVLB	BXC	CAFE	CCTR	CNSL	DCE	EVIT	FTRP	GBBL	GGLF		
			GSFB	GSOC	GTEN	GTRK	GVLB	GXC	GYM	JRFB	JVFB	LIB	LIBR	MHS	N/A	No Room		
			NURS	OFC	OFF	P-01	P-02	P-03	P-04	P-05	P-06	P-08	P-09	P-10	P-11	P-13		
			P-14	P-15	P-16	P-17	P-18	P-19	P-21	P-22	P-23	P-24	P-25	P-26	PE	RMHS		
		-	SEM	SFTB	SHAR	STOR	SWIM	Test	TRNG	VFB	VOED	WRST	WWHS					
S1	м	2	101	102	103	104	106	107	108	109	111	112	114	115	116	11/		
			118	119	120	121	122	123	124	125	126	127	128	129	131	132		
			133	130	130	137	201	202	203	204	205	207	208	209	210	2106		
			211	212	213	214	215	210	217	218	219	220	221	222	223	224		
			225	220	227	228	229	230	231	232A	2328	233	234	230	301	302		
			303	304	309	300	307A	307B	308	309	311	312	313	401	402	403		
			402	404	405	400	400	410	411	410	412	AQ1	ANINIX	41/	DADM4	DDDI		
			403 RODI	404 BSOC	405 RTEN	408 RTRK	409 P\/I_P	410 BXC	411 CAEE	412 COTP	413 CNRI	AG1	ANNX	AV	BADM	BBBL		
			403 BSBL	404 BSOC	405 BTEN	408 BTRK GTRK	409 BVLB	410 BXC	411 CAFE	412 CCTR	413 CNSL	AG1 DCE	ANNX EVIT	AV FTRP	BADM GBBL	BBBL GGLF		

OSM607 – Room Open Period Report Output

OSM801 – Course Request Conflict Matrix

Synergy SIS > Mass Scheduling > Reports > Summary

The Course Request Conflict Matrix prints a report of all scheduling conflicts based on the options selected.

Report OSM	801: Course I	Request Conflict Matrix 📃 🕐 🕑 🔍 🔍
Print Save Default	Reset Default Ema	ail Me
Name: Course Request C	conflict Matrix Numbe	er: OSM801 Page Orientation: Portrait
Options Sort / Out	out Conditions	Selection Advanced
Ourse		
Number of Requests		
[h]-	▶ 1	
Ocourse Group		
Course Group		
		•
Academic Type □ ↔ 🕑		
Honors Non-Academ	ic 🔲 Regular	
Department 🖸 \leftrightarrow 🥑		
Fine Arts	Language	🗖 Math 🔲 Science 🔽
Art	Aerospace	Science 🔲 Agricultural Science 🔲 Business Education 💈
English	Family and	Consumer Sciences 🔲 Industrial Technology 🗐 Military Science/Leaders
Physical Education	Reading	🔲 Social Studies 👘 Traffic Safety
Elementary School	Miscellaneo	ous 🔲 Special Education 📄 Transfer Credit 🧮
English Language Deve	elopment 📃 American Hi	listory
Show Only Requested	1 Courses	
Course Subject Areas		
Subject Areas	College Areas	University Areas
Fine/Applied Arts	History	History
English 9th Grade	English	English
English Writing	Mathematics	Mathematics
English Literature	Lab Science	Lab Science

OSM801 – Course Request Conflict Matrix Report Interface Screen

Report Options:

- Number of requests Displays courses falling within a number range of requests
- Course Group Displays only those courses within a particular course group



See the Synergy SIS – Schedule and Course Guide for more information on Course Groups.

- Academic Type Shows courses of a particular range of academic types. To select or clear all types, use ↔ ☺.
- Department Shows courses of a particular range of departments. To select or clear all departments, use [○] [↔] [©].

- · Show only requested courses Displays only courses requested by students
- Subject Areas Displays only courses falling within a range of subject areas
- College Areas Displays only courses falling within a range of college areas
- University Areas Reports only courses falling within a range of university areas



OSM801 - Course Request Conflict Matrix Output

STU205 – Student Course Request Profile

Synergy SIS > Mass Scheduling > Reports > Individual

The Student Course Request Profile prints the course request profile of an individual student or students.

Report STU205: Student Course Request Profile Print Save Default Reset Default Email Me
Name: Student Course Request Profile Number: STU205 Page Orientation: Portrait Options Sort / Output Conditions Selection Advanced
Student Info
Perm ID Gender
Last Name First Name Middle Name
Grade
Report Options
 Hide Alternate Courses Show Course Credit Hide Alternate Course Requests Show Add/Drop Signature Footer Only Show Students With Missing Prerequisites Show Prerequisite Violations
Extended Student Data Options
Show Extended Student Data Current Enrollment Year 2013-R
Parent/Guardian Options
Lives With Has Custody Contact Allowed Mailings Allowed Ed. Rights Has Custody

STU205 – Student Course Request Profile Report Interface Screen

Report Options:

- Student Info Filter report output to include the specified student information
- Report Options Select which report options to display or not display
 - Show Add/Drop Signature Footer Displays an area to describe courses under Drop or Add and a Parent/Guardian Signature field.
 - Show Prerequisite Violations Displays any course requests that are invalid due to
 a student requiring a prerequisite course or course group



If you select **Show Prerequisite Violations** and use **Run Prerequisite Check** during the scheduler process, the run stops if there are any violations and displays this report.

• Extended Student Data and Parent/Guardian Options – Select **Show Extended Student Data** to display mailing addresses and any Parent/Guardian Options selected.

Demo School District Excellence in Education	Hop Student Co	e High Sc ourse Requ	hool Jest Prof	ïle	Ye Re	ear: 2017-2018 eport: STU205
General Information Student Name:		Perm ID:	(Gend	Grade:	Birth Date:
Abbott, Billy C.		905483		М	12	03/15/2000
Periods to Schedule:	Schedule Team:		Schedule Ho	ouse:		
lO	A		пэм			
Course Requests						
Course	Alternate Course		Pref. Teac	her		Term Override
Adv Ceramics (AR45)						
Adv Jewelry (AR58)						
Am Govt (SS51)						
Am Govt (SS51)						
Beg Jewelry (AR54)						
Beg Photo (AR32)						
Cc-Am. Lit (EN57C)						
Eng (brit) Lit (EN60)						
Independent Study (NC9	52)					
Int Stain Glass (AR42)						
Intermediate Acting (PA8	6)					
Life Science (SC422)						
Life Science (SC422)						
Prin Eng III (EN46)						
Prin&prac Econ (FS77)						
Robotics Tech (IT14)						
Rt 6th Per (NC962)						
Science 10 (SC49)						
Science 10 (SC49)						
Stained Glass (AR40) Prereq Violation: (AR01	-Intro To Art)					
Weight Trn Boys (PE761)						
Weight Trn Boys (PE761)						
Weight Trn Boys (PE761)						
Weight Trn Boys (PE762)	Weight Trn Boys					S1
Weight Trn Boys (PE762)						
World His/geog (PP69)						

STU205 – Student Course Request Profile Output

Scheduler Reports

After running the scheduler, Master Schedule Builder (MSB) creates a library of .txt reports available in the Simulation detail view. These reports display all of the results of the scheduling run, and also alert you to scheduling conflicts and resource allocation problems. Review the reports to determine the overall success and potential issues of the scheduling run.

- The number of the report corresponds to the Line number on the Reports section.
- Many of the reports have additional information at the end. Review all pages of the report.
- 1. Open the Master Builder Option Set.
- 2. Select the simulation run and click Show Detail.
- 3. Select the Simulation Reports tab.
- 4. Click storeview the reports.

Master Builder	Option Set	ວ 🔳
Menu - 🔇 🔍 🗲	A Save the Undo	
Run Name: Demo Run 3 - L	Load Only Schedule Run in Progress: No	
Options Subject Cat	tegories Priority Definition Additional Options Cafeteria Options House And Team Definition Course Links	
Currently Checked Out To Wilson, Rob	Check In	
Simulation Run Loaded		
Simulation Currently Load	ded	
 Simulation 	+ Add Hide De	tail
Line Sim 🔶 Det	tails Simulation Reports	
1 Run Initial	ports	
Line	Report Name 🔶 Oper	i 🔶
1	Hope High School-1 Initial Run-Alternate Usage By Course Report.TXT	
2	Hope High School-1 Initial Run-Alternate Usage By Grade Report.TXT	
3	Hope High School-1 Initial Run-Alternate Usage By Student Report.TXT	
4	Hope High School-1 Initial Run-Category Course Allocation Report.TXT	
5	Hope High School-1 Initial Run-Category Room Allocation Report.TXT	
6	Hope High School-1 Initial Run-Category Summary Report.TXT	

Master Builder Option Set Screen, Simulation Detail, Simulation Reports Tab

01 – Alternate Usage By Course Report

This report shows all students scheduled for at least one alternate course. Results display by primary course request and by student name. The number of scheduled alternates for the primary course displays below each course. The total students scheduled with an alternate course displays at the end of the report.

The following columns display in the report:

- Student ID An asterisk (*) indicates a schedule conflict.
- Grade Level
- Primary Request Student's primary/original course request
- Request Priority Priority level of the primary course request. either *Required*, *Elective*, or *Optional*. If student does not choose a priority, the default priority for the course displays. An asterisk (*) indicates the student's choice.

If you change the course level priority, the student specific priority does not change. Core requests are a combination of Required and Elective requests. Optional requests are courses that are not mandatory, such as a study hall. MSB scheduling priority begins with required requests, then elective requests, and lastly optional requests.

- Student Alt Student specified alternate for their primary request. Different students can request different alternates for the same primary request. An asterisk (*) indicates MSB scheduled the student for the course.
- Course Alt Course level alternate considered for all students who request the course but do not specify an alternate. An asterisk (*) indicates MSB scheduled the student for the course.

2								
Hope High School Ini	tial Run Altern	ate Us	age By C	ourse Report	AUBCR	11/5/	5075 75:2	4 PM
Student Name	Student Id	Grade Level	Primary Request	Request Priority	St	udent Alt.	Course Alt.	
Labianca, Douglas	888763*	77	AR40	Elective	11	71≭		
Number of scheduled	alternates for	cours	e AR40 =	1				
Barnes, Katherine	979559*	10	AR41	Elective	EN	184×		
Beus, Julie	147248*	10	AR41	Elective	FS	40*		
Jones, Catherine	887732*	77	AR41	Elective	FS	51*		
Number of scheduled	alternates for	cours	e AR4] =	3				
Rhoton, Lawrence	869042*	70	AR43	Elective	FS	40*		
Number of scheduled	alternates for	cours	e AR43 =	ŀ				
Helmsı Gerald	945793*	77	AR56	Elective	PE	762*		
Number of scheduled	alternates for	cours	e AR56 =	ŀ				
Aguilar, Carolyn	902692*	1.0	AR63	Flective	ES	: БПж		
Smith ₁ Juan	903518*	70	ARL3	Elective	11	'91 *		
Number of scheduled	alternates for	cours	e AR63 =	2				
Robles Mark	922499*	70	BE39	Elective	EN	175*		
Number of scheduled	alternates for	cours	e BE39 =	ŀ				
Allen, Sandra	901631*	10	CB10	Elective	TS	*555		
Allen, Tammy	901931*	70	CBTD	Elective	PE	561*		
Andresen, Harry	971678*	70	CBTD	Elective	11	.P.] *		
Dominguez, Denise	928041*	77	CBTD	Elective	FS	43 *		
Goodwin Samuel	904131*	10	CBTD	Elective	PE	762*		
Hale, Lawrence	402465*	70	CRTD	Elective	11	64*		
Hendershott, Cynthia	10705P*	10	CBTD	Elective	PE	472*		
Detroff Jappy	ארכווטם ארכווטם	10	CBTO	Elective	50	.5C* ' 1*		
Robles Kovin	4U54Fr#	1.0	CB10	Floctive	F	⊔.* 1.¥		
Rogers, Brian	901.972*	1.0	CBID	Flective	F	47*		
Stephenson, Joshua	887629¥	1.0	CB10	Flective	T1	54*		
Tackett, Heather	102708*	10	CBTO	Elective	PA	90*		
Torres, Diane	904231*	10	CBTO	Elective	EN	84*		
Tumey, Ashley	904540*	70	CB70	Elective	PE	781*		
			Page	1				

Alternate Usage By Course Report
02 – Alternate Usage By Grade Report

This report shows all students scheduled for at least one alternate course. The report displays by grade level and by student name. The total number of alternates scheduled for the grade displays at the end of each grade, along with the number of students with an alternate course assigned. The total students scheduled with an alternate course displays at the end of the report.

The following columns display in the report:

- Student ID An asterisk (*) indicates a schedule conflict.
- Grade Level
- Primary Request Student's primary/original course request
- Request Priority Priority level of the primary course request. either Required, Elective, or Optional. If student does not choose a priority, the default priority for the course displays. An asterisk (*) indicates the student's choice.

If you change the course level priority, the student specific priority does not change. Core requests are a combination of Required and Elective requests. Optional requests are courses that are not mandatory, such as a study hall. MSB scheduling priority begins with required requests, then elective requests, and lastly optional requests.

- Student Alt Student specified alternate for their primary request. Different students can request different alternates for the same primary request. An asterisk (*) indicates MSB scheduled the student for the course.
- Course Alt Course level alternate considered for all students who request the course but do not specify an alternate. An asterisk (*) indicates MSB scheduled the student for the course.

Hope High School Initial	Run Altern	ate Us	age By G	rade Report	AUBGSR 11/5/	2012 12:54 PM
Student	Student	Grade	Primary	Request	Student	Course
Name	Id	Level	Request	Priority	Alt.	Alt.
Aguilar, Carolyn	405P45*	10	AR63	Elective	FSP0*	
Allen, Aaron	*8669569	10	1147	Elective	PE761*	
Allen, Sandra	407637*	10	CBTD	Elective	*55E2T	
Allen, Tammy	407437*	70	CBTD	Elective	PESELX	
Andresen, Harry	317P10*	10	CBTO	Elective	1197*	
Arellano, Lisa	704050*	10	PETEL	Elective	12357*	
Pous Julio	* * * * * *	10		Elective		
Black, Wanda	904240*	10		Elective	FSU1*	
	921.056*	10	ESU1	Floctive		
Falevai, Norma	902647*	1.0	CB11	Floctive	FS40*	
Ghormley, Flizabeth	904991*	10	MUZA	Flective	FS60*	
Goodwing Samuel	904131*	1.0	CBIN	Flective	PE762*	
Hale, Lawrence	902965*	10	CBID	Elective	TT62*	
Hendershott, Cynthia	40705P*	10	CBTO	Elective	PE472*	
Heward, Shirley	101151*	10	CBTO	Elective	BE 52*	
Hoffman, Denise	*85580P	10	FS51	Elective	FS43*	
Monteverde ir Sean	902651*	10	FS40	Elective	BE53*	
Palmer, Doris	461305*	10	CB11	Elective	IT91*	
Petroff, Jerry	#25££0P	10	CBTD	Elective	IT61*	
Reilly, Bobby	994740*	10	CB18	Elective	IT54*	
Rhoton, Lawrence	869042*	10	AR43	Elective	FS40*	
Robles, Kevin	902964*	10	CBTO	Elective	FS4 Ъ ≭	
Robles Mark	922499*	10	BE39	Elective	EN75*	
Rodricks, Bruce	902635*	10	IT91	Elective	IT61*	
Rogers, Brian	*57P£0P	70	CBTD	Elective	F243*	
Romney, Nicole	951660*	10	E2F3	Elective	PE532*	
Roosa, Carolyn	110406*	10	PA90	Elective	FS25*	
Rota, Craig	401979*	10	1145	Elective	IT54*	
Sanchez, Paula	755022*	10	PE531	Elective	PE761*	
Schicker, Phyllis	447904×	70	PANU	Elective	E 2 P D *	
Snort, Jane	923857*	10	PESSE	Elective	L2PD*	
Smith Lung	700047*	10	CBTS	Elective	1171*	
Smithi Judn	*012271	10	AK63	Elective	T1JT*	
Stoolo- Kimborly		10	(011	Elective	L2PD*	
Stephenson, Joshua	AA7L29*	1.0	CBID	Floctive	TTCUX	
Stockers Kelly	904533*	1.0	PE 531	Flective	FS40*	
Straub, Ernest	9041.32*	10	ITLL	Elective	IT54*	
Tackett, Heather	102704*	10	CB10	Elective	PA90*	
Teagues Ann	143045*	10	FS51	Elective	FS60*	
Torres, Diane	904231*	10	CBTO	Elective	EN84*	
Tumey, Ashley	904540*	10	CBTO	Elective	PE781*	
Waldie, Donna	966551*	10	PE762	Elective	PE532*	
Willhelm, Andrew	902994*	10	CBTO	Elective	FS4 Ъ ≭	
Number of alternate req	uests sched	uled f	or grade	10 = 45		
Number of students sche	duled for g	rade l	0, with	at least one	alternate = 45	
		P	age l			

Alternate Usage By Grade Report

03 – Alternate Usage By Student Report

This report shows all students scheduled for at least one alternate course. The report displays by student name. The total students scheduled with an alternate course displays at the end of the report.

The following columns display in the report:

- Student ID An asterisk (*) indicates a schedule conflict.
- Grade Level
- Primary Request Student's primary/original course request
- Request Priority The priority level of the primary course request. either *Required*, *Elective*, or *Optional*. If student does not choose a priority, the default priority for the course displays. An asterisk (*) indicates the student's choice.

If you change the course level priority, the student specific priority does not change. Core requests are a combination of Required and Elective requests. Optional requests are courses that are not mandatory, such as a study hall. MSB scheduling priority begins with required requests, then elective requests, and lastly optional requests.

- Student Alt Student specified alternate for their primary request. Different students can request different alternates for the same primary request. An asterisk (*) indicates MSB scheduled the student for the course.
- Course Alt Course level alternate considered for all students who request the course but do not specify an alternate. An asterisk (*) indicates MSB scheduled the student for the course.

Hope High School Initial	Run Alte	rnate	Usage By	Student Report	AUBSR 11	/5/2012 12:54 PM
Student	Student	Grade	Primary	Request	Student	Course
Name	Id	Level	Request	Priority	Alt.	Alt.
Aguilar Carolyn	405P45*	10	ARL3	Elective	F2P0*	
Allen Aaron	*866566	70	IT91	Elective	PE761≭	
Allen Sandra	901631*	70	CBTD	Elective	*52E2T	
Allen Tammy	901931 *	70	CBTO	Elective	PE561*	
Andresen Harry	971678*	70	CBTO	Elective	IT6]*	
Arellano Lisa	904050*	70	PE761	Elective	*£2521	
Barnes Katherine	979559*	70	AR41	Elective	EN84*	
Beus Julie	147248*	70	AR41	Elective	F240*	
Black Wanda	904780*	70	EN74	Elective	FS4]¥	
Blasdell Todd	873622	75	1172	Elective	IT93*	
Brown Mary	921056*	70	FS41	Elective	PE532*	
Dominguez Denise	928041*	77	CBTD	Elective	F243*	
Faleval Norma	402647*	10	СВТТ	Elective	F34U*	
Garcia Jane	77,503	77	F 5 4 2	Elective	HEMEX	
Gauger Jeffrey	88455L¥	77	PESEC	Elective	1127*	
Gnormley Elizabeth	90499 5 *	70	029	Elective	L7PD*	
Goodwin Samuel	104737*	70	CBTD	Elective	PETECA	
Hale Lawrence	102163*	11	CBTD	Elective	1162*	
Heims Gerald	143713*	10	AK56	Elective		
Hendershott Cynthia	101161*	10	(010	Elective		
Hewaru Shiriey	★1CC110	10	CD10	Elective		
Togham Stophanio	100220*	11	F201	Elective	E2F3*	
Jones Cathorine	AA7732¥	11	ARUL	Elective	F 5 5 1 ¥	
Labianca Douglas		11		Floctive	TT71¥	
Monteverdes in Sean	902651*	1.0	FS4D	Floctive	BE 53*	
Palmer Doris	961302*	1.0	CB11	Flective	TT91.*	
Petroff Jerry	901122*	1.0	CB10	Flective	TTLLX	
Reeder Denise	877895*	1.2	ENAD	Required	EN 52*	
Reilly Bobby	994740*	10	CB1A	Elective	TT54*	
Rhoton Lawrence	869042*	10	AR43	Elective	FS40*	
Robles Kevin	902964*	10	CB10	Elective	FS41*	
Robles Mark	922499*	10	BE39	Elective	EN75*	
Rodricks Bruce	902635*	10	IT91	Elective	IT61*	
Rogers Brian	*57P£0P	10	CBTO	Elective	FS43*	
Romney Nicole	951660*	70	E2P3	Elective	PE532*	
Roosa Carolyn	110406≭	70	PA90	Elective	FS52*	
Rota Craig	901979×	70	1T92	Elective	IT54*	
Sanchez Paula	7550PP*	70	PE531	Elective	PE761*	
Schicker Phyllis	991809*	70	PA9D	Elective	F2P0*	
Short Jane	923857*	70	PE532	Elective	F2P0*	
Smith Carl	923433	75	EN80	Required	EN25*	
Smith Chris	900847*	70	CBT5	Elective	IT71*	
Smith Juan	903518*	70	ARL3	Elective	IT91*	
Sprouse Deborah	903186*	10	FS43	Elective	E2PD*	
Steele Kimberly	887642*	10	CBTT	Elective	F240*	
Stephenson Joshua	007629*	TO	CBTO	Elective	1154*	
L						

Alternate Usage By Student Report

04 – Category Courses Allocation Report

This report verifies that MSB has all courses listed under the correct category, that each course time structure is correct, and that the number of students requesting and scheduled into courses is within limits. This report lists all active district courses, sorted alphabetically by Course ID and grouped by Subject Category. Totals represent the sum of values for each column, except ReqPct%

The following columns display in the report:

- Category Name/Course Title Subject Category from the option set and Course Title assigned to the subject category
- Category ID/Course ID Category ID from the option set and Course ID assigned to the subject category
- Num Mtg. Pers Resolved number of meeting periods inherited from a higher level. Most classes meet for a single period. You only need to override courses that meet for more than one period a day. An asterisk (*) indicates overridden numbers.



Only override this field for lower levels when necessary. This allows you to change the structure of your courses quickly and with minimal input.

- Num Mtg. Days Number of meeting days in the scheduling cycle for each section. In an M-F (5-day cycle) where each class meets every day of the week, the value shows 5. If classes meet 3 out of 5 days (i.e. Monday, Wednesday, Friday) the value shows displays 5. In an A/B type of school (2-day cycle) the number shows 1 or 2, depending on whether classes meet on one day or both days. An asterisk (*) indicates overridden numbers.
- Num Mtg. Trms Number of meeting terms in the scheduling cycle for each section
- Default Req Type Default request type (Required, Optional, Elective)
- Build Sched Prio Builder schedule priority as a numeric value (0-100)
- Load Sched Prio Loader schedule priority as a number value (0-100)
- **Req. # of Sec's** Number of sections for the course, scheduled by MSB or manually scheduled
- Sched # of Sec's Schedule number of sections of the course. This should match the requested number of sections.
- **Req. Per Load** Requested number of periods for all sections of the course. This number is the number of sections multiplied by the number of meeting terms, days, and periods.
- Sched Per Load Scheduled number of periods for all sections of the course
- **Prov Stu Req** Optimum number of requests for the course (adjusted for alternates). The total at the bottom of the report represents adjusted requires for all courses in the category.
- Sched Stu Req Number of students requests scheduled for the course. The total at the bottom of the report represents the number of requests scheduled for all courses in the category.
- Sched Req Pct% Percentage of students' course requests scheduled
- Num of Confl Number of scheduling conflicts reported for the course

Hope High School Ini	tial Run	Categor	y cou	irse /	Allocation	Report	CCAR				3	3/28/20	017 2:1	L6 PM	
Category Title/ Course Title	Category Id/ Course Id	Num Mtg Pers	Num Mtg Days	Num Mtg Trms	Default Req Type	Build Sched Prio	Load Sched Prio	Req'd # of Sec's	sched # of Sec's	Req Per Load	Sched Per Load	Prov Stu Req	Sched Stu Req	Sched Req Pct%	Num of Confl
School Biology Lab Biology Am Govt T	school LAB01 PP46 SS51 Totals 412	1* 1 1 1*	1* 1 1 1 1*	1* 1 1 1 1*	Required* Required Required Required*	80* 80 80 80	80* 80 80 80	1* 0 10 784	1 0 10 784	1 0 10 914	1 0 10 914	0 242 18826	0 0 10 15407	0% 0% 4.1% 81.8%	232 3418
Agricultural Scienc. Expl Agric Animal Sci Landscape D&m I T	e AG AG29 AG31 AG51 Totals 3	1 1 1 1	1 1 1 1	1 2* 2* 1	Required Elective* Elective* Elective*	80 60 60 60	80 60 60 60	1 1 1 3	1 1 3	1 2 2 5	1 2 2 5	2 30 6 38	2 30 7 39	100% 100% 116.7 102.6	0
Art Beg Photo Int Photo Stained Glass Beg Ceramics Int Stain Glass Int Ceramics Adv Ceramics Beg Jewelry Int Jewelry Adv Jewelry Beg Drawing Int Drawing Adv Drawing	AR AR 32 AR 33 AR 40 AR 41 AR 41 AR 41 AR 43 AR 43 AR 54 AR 56 AR 58 AR 58 AR 58 AR 58 AR 58 AR 63 AR 64 AR 66 AR 58 AR 66 AR 56 AR	111111111111111111111111111111111111111	$1 \\ 1 \\ 1 \\ 1 \\ 1 \\ 1 \\ 1 \\ 1 \\ 1 \\ 1 \\$	$1 \\ 1 \\ 1 \\ 1 \\ 1 \\ 1 \\ 1 \\ 1 \\ 1 \\ 1 \\$	Required Elective* Elective* Elective* Elective* Elective* Elective* Elective* Elective* Elective* Elective* Elective* Elective* Elective*	80 60 60 60 60 60 60 60 60 60 60	80 60 60 60 60 60 60 60 60 60 60	2 3 4 2 1 4 2 1 3 1 2 8	2 3 4 2 1 4 2 1 3 1 28	2 3 4 2 2 1 4 2 1 3 1 2 8	2 2 3 4 2 2 1 4 2 1 3 1 1 28	58 61 80 43 28 9 84 42 2 59 27 11 593	58 61 80 43 28 9 84 42 1 59 27 10 591	100% 100% 100% 100% 100% 100% 100% 50% 100% 90.9% 99.7%	1

Category Courses Allocation Report

05 – Category Room Allocation Report

This report identifies any scheduling issues related to rooms. The report lists each subject category and the rooms assigned to them. This identifies areas where a shortage of rooms causes scheduling problems.

The following columns display in the report:

- Category Title/Room ID Subject category from the option set and the room numbers assigned to that category
- Room Type Assigned room type
- Room Cap/Seats Room max size
- Num of Crs's Number of courses in the category
- Opt # of Sec's Optimum number of sections
- Sched # of Sec's Number of sections in the category scheduled into the room
- Opt Period Load Optimum number of periods to schedule in the room for the category
- Sched Period Load Number of periods scheduled in the room for the category
- Sched Period Load% Percentage of the room's average number of periods scheduled
- Util Pct% Percentage of the room's total availability utilized by the category

Hope High School PM	Initial Run	Cat	egory	Room A	Alloca	tion R	eport C	ARAR			3/28/201	7 2:16
Category Title/ Room Id		Room Type	Room Cap/ Seats	Num of Crs's	Opt #of Sec's	Sched #of Sec's	Opt Period Load	Sched Period Load	Sched Period Load%	Util Pct %		
school												
+101		Auditoriu	50	71	6.4	0	8	0	0%	0%		
+102		Auditoriu	50	27	6	3	7.1	3	42.5%	3%		
+103		Auditoriu	50	17	6.2	0	6.9	0	0%	0%		
+104		Auditoriu	50	16	4.3	21	5.1	26	514%	26%		
+106		Auditoriu	50	71	6.4	0	8	0	0%	0%		
+107		Auditoriu	50	11	1.7	4	2	6	300%	6%		
+108		Auditoriu	50	71	6.4	0	8	0	0%	0%		
+109		Auditoriu	50	16	4.3	17	5.1	18	355.8%	18%		
+111		Auditoriu	50	9	2.2	8	2.2	8	363.6%	8%		
+112		Auditoriu	50	22	4.4	6	5.6	6	107.6%	6%		
+114		Auditoriu	50	16	4.3	13	5.1	17	336%	17%		
+115		Auditoriu	50	72	7.1	0	7.9	0	0%	0%		
+116		Auditoriu	50	17	5	27	5	27	539%	27%		
+117		Auditoriu	50	17	5	14	5	14	279.5%	14%		
+118		Auditoriu	50	55	2.1	6	2.9	9	308.3%	9%		
+119		Auditoriu	50	17	5	15	5	15	299.4%	15%		
+120		Auditoriu	50	17	5	5	5	5	99.8%	5%		
+121		Auditoriu	50	17	5	0	5	0	0%	0%		
+122		Auditoriu	50	17	5	0	5	0	0%	0%		
+123		Auditoriu	50	17	5	0	5	0	0%	0%		
+124		Auditoriu	50	72	7.1	0	7.9	0	0%	0%		
+125		Auditoriu	50	13	2.2	6	3.4	9	266.7%	9%		
+126		Auditoriu	50	16	4.3	10	5.1	10	197.7%	10%		
+127		Auditoriu	50	22	4.4	0	5.6	0	0%	0%		
+128		Auditoriu	50	71	6.4	0	8	0	0%	0%		
+129		Auditoriu	50	22	4.4	0	5.6	0	0%	0%		

Category Room Allocation Report

06 – Category Summary Report

This verifies that MSB scheduled all subject categories as expected. Check the percentage column under courses, teacher, rooms, and students. A percentage less than 100% signifies a scheduling conflict. Additional reports can provide more detail.

The following columns display in the report:

• Subject Category Name – Subject Category from the option set. A period (.) preceding the category name denotes a sub-level below the root.

Course

- Req # of Crs Requested number of courses under this category
- Req # of Sec Requested number of sections for all courses in the category
- Sched # of Sec Number of sections scheduled for all courses in the category
- Sched # of Sec% Percentage of sections scheduled for this category

Teachers

- Num of Tchrs Number of teachers allocated/available to teach all courses in the category
- **Opt Num of Sec** Optimum number of sections scheduled for all teachers in the category. This number may be a fraction.
- Sched # of Sec Actual number of sections scheduled with teachers of this category
- Sched # of Sec% Percentage of sections scheduled with teachers for the category

Rooms

- Num of Rooms Number of rooms allocated to the category. Note that rooms may have been shared by multiple categories.
- Opt Num of Sec Optimum/Average number of sections to be scheduled with rooms in this category
- Sched # of Sec Actual number of sections scheduled with rooms in the category
- Sched # of Sec% Percentage of sections scheduled with rooms in the category. 100% indicates every section in the category has a room scheduled.

Students

- Num of Req Number of student requests for all courses in the category
- Sched # of Req Number of student requests scheduled for all courses in the category
- Sched # of Req% Percentage of student requests scheduled for all courses in the category
- Stu Req% Percentage of student course requests scheduled for the category. 100% means MSB satisfied every student course request.

King High School Initial Run		(atego	y Summ	iary Rep	oort CS	R				1	15/13/2	075 5:0	19 PM	
		• Cour	ses .			Teach	ers -			Roo)ms •••		··· St	tudent:	s
Subject Category Name	Req ‡of Crs	Req ≢of Sec	Sched ‡of Sec	Sched ‡of Sec%	Num of Tchrs	0pt ≢of Sec	Sched #of Sec	Sched #of Sec%	Num of Rooms	0pt #of Sec	Sched #of Sec	Sched ‡of Sec%	Num of Req	Sched ‡of Req	Schei #o Req
School	755	1460	1460	100%	0	1450.	1433	98-82	258	1451.	1451	100%	25271	20978	83
Agricultural Science	24	38	38	100%	7	38	38	100%	7	37-99	38	100%	631	593	943
-ALSI	1	ľ	1	100%	1	1	1	100%	5	1	1	100%	0	0	0
-Art	23	43	43	100%	9	43	43	100%	18	43	43	100%	P95	689	101
-Aerospace Science	10	17	17	100%	1	17	17	100%	3	17	17	100%	136	83	61
- AT	1	ľ	1	100%	1	1	1	100%	1	1	1	100%	0	0	03
- AV	L	٩	9	100%	4	9	9	100%	4	9	9	100%	555	579	98-2
-Business Education	17	55	55	100%	9	55	55	100%	13	22.00	55	100%	180	169	93-93
.Computer/Business	36	57	57	100%	11	57	57	100%	13	27-00	57	100%	536	103	43-63
.((1	ľ	1	100%	1	1	1	100%	5	1	1	100%	0	0	03
-CCPD	1	ľ	1	100%	1	1	1	100%	1	1	1	100%	0	0	0
- CCD2	1	ľ	1	700%	1	1	1	100%	1	1	1	100%	0	0	03
-CC22	5	5	5	100%	1	5	5	100%	5	5	5	100%	0	0	0
• CCEN	1	ľ	1	100%	1	1	1	100%	5	1	1	100%	0	0	0
-Elementary School	143	205	205	100%	68	205	205	100%	72	204.9	205	100%	2468	1980	80-5
-English	43	730	130	100%	43	130	130	100%	44	130	130	100%	2942	5668	90-7
-Family and Consumer Sciences	32	40	40	100%	9	40	40	100%	13	40.00	40	100%	453	410	90-5
				P	age	1									

Category Summary Report

07 – Category Teacher Allocation Report

This identifies scheduling issues related to staffing by subject category. MSB configures optimum values based on the input you provide during scheduling.

The following columns display in the report:

- Category Name Subject Category from the option set. A period (.) preceding the category name denotes a sub-level below the root.
- Allocated Teacher Name List of candidate teachers to teach the courses under the category. Teachers may be inherited from higher category levels by default. A plus sign (+) indicates that MSB added the teacher at the level shown.
- Num of Crs's Number of courses under this category that the teacher can teach
- **Req Min# Sec's** Required minimum number of sections to schedule for teachers in the category. This calculates based on teacher constraints if you do not enter a value. The system attempts to honor this minimum, but it might not be able to.
- **Req Max# Sec's** Required maximum number of sections to schedule for teachers in the category. This calculates based on teacher constraints if you do not enter a value. MSB always observes the maximum unless otherwise told to ignore it in rules.
- **Opt # of Sec's** Optimum number of sections that we expect the teacher to teach for all courses in the category. This is an average that MSB calculates based on the total sections divided by the total available teachers. This number might be a fraction.
- Sched # of Sec's Scheduled number of sections for all courses in the category. An asterisk (*) indicates that MSB violated either the minimum or maximum values.
- Min Period Load Minimum period load for a teacher for all courses in the category. This calculates based on teacher constraints if you do not enter a value. The system attempts to honor this minimum, but it might not be able to.
- Max Period Load Maximum period load for a teacher for all courses in the category. This calculates based on teacher constraints if you do not enter a value. MSB always observes the maximum unless otherwise told to ignore it in rules.
- **Opt Period Load** Optimum period load for the teacher for all courses in the category. This calculates based on staffing requirements for all courses in the category, as well as with other teachers' related minimums and maximums.
- Sched Period Load The number of periods scheduled for the teacher for all courses in the category, as it relates to the Opt Period Load. MSB balances this value among the teachers allocated to each category. An asterisk (*) indicates that MSB violated either the minimum or maximum values.



You might improve this value by increasing the simulation parameter **Teacher Schedule Balance Priority By Category**.

- Sched Period Load % Percentage calculated from the Sched Period Load over the Opt
 Period Load
- Util Pct % Percentage of the Sched Period Load over the total available periods for the teacher

Teacher Name	Totals:	of Crs's	Min# Sec's	Max# Sec's	#of Sec's	#of Sec's	Period Load	Period Load	Period Load	Period Load	Period Load %	Pct
Name	Totals:	(rs's	Sec's	Sec's	Sec's	Sec's	Load	Load	Load	Load	Load %	2
	Totals:	755										
		100			1450-6	1433			1450-5	1433	0%	02
Cook ₁ C		24			5-4	13			5-4	13	239-5%	54-22
Gless G		24			5.4	З			5-4	3	55-3%	12-5%
Rhoadarmer, R		24			5.4	6			5-4	6	110-5%	25%
Tuckers T		24			5.4	å			5-4	ð	147-42	33-32
Watkins, W		24			5.4	4			5-4	4	73-7%	16.72
Wojcik, W		24			5-4	4			5-4	4	73-72	16-72
Yanik, Y		24			5.4	0			5.4	0	02	02
	Totals:	24			38	38			37.999	38	0%	55-2%
Evit Teacher, E		1			1	1			1	1	100%	4-22
	Totals:	1			1	1			1	1	0%	4-22
Connelly, C		23			4-8	75			4-8	15	251-22	50%
Fleming, F		23			4.8	5			4-8	5	41-9%	8-3%
Gilboe, G		23			4-8	å			4-8	ð	167.42	33-32
Gravesi G		23			4-8	5			4-8	5	104.7%	20-8%
Holcombe ₁ H		23			4-8	6			4-8	6	152-62	25%
Lawrence, L		23			4.8	1			4-8	l	20-9%	4.2%
Satterthwaite, S		23			4-8	5			4-8	5	41-92	8-32
Schmidt ₁ S		23			4.8	0			4-8	0	0%	02
Woerman, W		23			4.8	2			4.8	7	146-52	29.22
	Totals:	23			43	43			42.999	43	0%	19-92
Coldiron, C		10			17	17			17	17	100%	70-8%
	Totals:	10			17	17			17	17	0%	70-8%
Walters, W		1			1	1			1	1	100%	4-22
	Totalco	1			1	1			1	1	0%	4.22
	Rhoadarmer, R Tucker, T Watkins, W Wojcik, W Yanik, Y Evit Teacher, E Connelly, C Fleming, F Gilboe, G Graves, G Holcombe, H Lawrence, L Satterthwaite, S Schmidt, S Woerman, W Coldiron, C Walters, W	Rhoadarmer, R Tucker, T Watkins, W Yojcik, W Yanik, Y Totals: Evit Teacher, E Totals: Connelly, C Fleming, F Gilboe, G Graves, G Holcombe, H Lawrence, L Satterthwaite, S Schmidt, S Woerman, W Totals: Coldiron, C Walters, W	Rhoadarmer, R Rhoadarmer, R Tucker, T Watkins, W Yanik, Y Evit Teacher, E Connelly, C Fleming, F Gilboe, G Graves, G Holcombe, H Lawrence, L Satterthwaite, S Schmidt, S Woerman, W Totals: 23 Coldiron, C Walters, W 1 24 24 24 24 24 24 24 24 24 24	Orderson B 24 Tucker, T 24 Watkins, W 24 Wojcik, W 24 Yanik, Y 24 Totals: 24 Evit Teacher, E 1 Connelly, C 23 Fleming, F 23 Gilboe, G 23 Graves, G 23 Lawrence, L 23 Satterthwaite, S 23 Schmidt, S 23 Coldiron, C 10 Walters, W 1	Bitssin B 24 Tucker, T 24 Watkins, W 24 Wojcik, W 24 Yanik, Y 24 Totals: 24 Evit Teacher, E 1 Totals: 2 Evit Teacher, E 1 Connelly, C 23 Fleming, F 23 Gilboe, G 23 Graves, G 23 Lawrence, L 23 Satterthwaite, S 23 Voerman, W 23 Coldiron, C 10 Walters, W 1	bitssin b 24 5.4 Rhoadamer, R 24 5.4 Tucker, T 24 5.4 Watkins, W 24 5.4 Watkins, W 24 5.4 Yanik, Y 24 5.4 Totals: 24 5.4 File 1 1 Connelly, C 23 4.6 Fleming, F 23 4.6 Gibbe, G 23 4.6 Graves, G 23 4.6 Lawrence, L 23 4.6 Satterthwaite, S 23 4.8 Voernan, W 23 4.8 Coldiron, C 10 17 Walters, W 1 1	Bill Bill Bill Bill Rhoadamer, R 24 5.4 Bill Tucker, T 24 5.4 Bill Watkins, W 24 5.4 Bill Vaik, Y 24 5.4 Bill Yanik, Y 24 5.4 Bill Totals: 24 5.4 Bill Vaik, Y 24 5.4 Bill Totals: 24 38 38 Evit Teacher, E 1 1 1 Connelly, C 23 4.8 12 Fleming, F 23 4.8 2 Gilboe, G 23 4.8 5 Holcombe, H 23 4.8 5 Lawrence, L 23 4.8 2 Satterthwaite, S 23 4.8 2 Voerman, W 23 4.8 7 Totals: 23 4.8 7 Coldiron, C 10 17 17 Walters, W 1 1 1	Orderson B Cr 3-7 3 Rhoadamer, R 24 5-4 6 Tucker, T 24 5-4 4 Watkins, W 24 5-4 4 Wojcik, W 24 5-4 4 Yanik, Y 24 5-4 4 Totals: 24 5-4 4 Variation 24 5-4 4 Watkins, W 24 5-4 4 Variation 24 5-4 4 Connelly, C 23 4-8 12 Fleming, F 23 4-8 5 Gilboe, G 23 4-8 5 Holcombe, H 23 4-8 1 Lawrence, L 23 4-8 1 Satterthwaite, S 23 4-8 7 Woerman, W 23 4-8 7 Woerman, W 23	012531 0 24 5.4 5 Tucker, T 24 5.4 6 Tucker, T 24 5.4 4 Watkins, W 24 5.4 4 Watkins, W 24 5.4 4 Vaik, Y 24 5.4 4 Totals: 24 5.4 4 Vaik, Y 24 5.4 4 Vaik, Y 24 5.4 4 Totals: 24 38 38 Evit Teacher, E 1 1 1 Connelly, C 23 4.8 12 Fleming, F 23 4.8 2 Gilboe, G 23 4.8 5 Holcombe, H 23 4.8 5 Lawrence, L 23 4.8 1 Satterthwaite, S 23 4.8 2 Voerman, W 23 4.8 7 Totals: 10 17 17 Walters, W 1 1 1	bitssib bitssib bitssib bitssib bitssib bitssib Rhoadamer, R 24 5.4 b 5.4 Tucker, T 24 5.4 4 5.4 Watkins, W 24 5.4 4 5.4 Values, Y Totals: 24 38 38 37.999 Evit Teacher, E 1 1 1 1 Connelly, C 23 4.8 12 4.8 Fleming, F 23 4.8 2 4.8 Graves, G 23 4.8 5 4.8 Lawrence, L 23 4.8 4.8 4.8 Satterthwaite, S 23 4.8 7 4.8 Woerman, W 23 4.8 7 4.8	Orderson of Rhoadamer, R 24 5.4 5.4 5.4 5.4 Tucker, T 24 5.4 4 5.4 6 Watkins, W 24 5.4 4 5.4 6 Watkins, W 24 5.4 4 5.4 4 Work, Y 24 5.4 4 5.4 4 Yank, Y 24 5.4 4 5.4 4 Yank, Y 24 5.4 4 5.4 4 Totals: 24 5.4 4 5.4 4 Yank, Y 24 5.4 4 5.4 0 Totals: 24 38 38 37.999 38 Evit Teacher, E 1 1 1 1 1 Connelly, C 23 4.8 12 4.8 12 Fleming, F 23 4.8 2 4.8 8 Graves, G 23 4.8 5 4.8 5 Lawrence, L 23 4.8 4.8 1 4.8 Lawrence, L 23 4.8 7 4.8 2 Schmidt, S 23 4.8 7 4.8 7 <	bitssib bitssib bitssib bitssib bitssib bitssib bitssib bitssib Rhoadamer, R 24 5.4 b 5.4 b 5.4 b Tucker, T 24 5.4 4 5.4 4 10.52 Watkins, W 24 5.4 4 5.4 4 73.72 Wojcik, W 24 5.4 4 5.4 4 73.72 Yanik, Y 24 5.4 4 5.4 0 02 Totals: 24 5.4 4 5.4 0 02 Totals: 24 5.4 4 5.4 0 02 Flexing, Y 24 5.4 4 5.4 0 02 Totals: 1 1 1 1 02 02 Connelly, C 23 4.6 12 4.6 14.92 Gilboe, G 23 4.6 4 4 14.92 Graves, G 23 4.6 4 4 14.92 Lawrence, L 23 4.6 4 4.6 120.92 Satterthwaite, S 23 4.6 4 4.6 02.92 Sc

Category Teacher Allocation Report

08 – Class List Report

This lists the students scheduled by sections during the scheduling run. The report prints a page for each section created, and lists the period, term, meeting days, teacher, and room assigned to the section. It displays the optimal and maximum enrollments, as well as the number of students scheduled, broken down by gender and grade. It lists all students scheduled in the section.

The following columns display in the report:

- Course-Sec Course ID and section number
- Per Meeting period of the section
- Term Term scheduled
- Days Meeting days scheduled
- Teacher Name Teacher assigned to the section
- Room ID Room assigned to the section
- Opt Size Optimum class size
- Max Size Maximum class size
- Enroll Number of students scheduled into the section
 - Total Total number of students
 - Male Total male students
 - Female Total female students
- Grade Levels Total number of students in each grade level

Hope High School	l Initial Run	Class List Report CLR 4/17/2017 5:14 PM
	SchduleTeacher	Room Opt MaxEnrolmentsGrade Levels
Course-Sec	Per Term Days Name	Id Size Size Total Male Fem. 07 08 09 10 11 12
10000		240 40 42 40 2
AD86M-01	8 YK MIWHF Davis, P	218 18 40 13 10 3 6 7
Student Stu	udent	Student Properties & User Defined Fields
# Id Nar	me	Gen GL
1 886630 Ace	evedo. Andrew	M 11
2 150265 Acc	osta. John	M 11
3 889844 Ada	ams Albert	M 11
4 887623 Add	ams Martin	M 11
5 877340 Ada	ams, Sean	M 12
6 991071 Δσι	uilar Roger	M 12
7 952357 Δg	uirre, lason	M 12
8 952375 Δg	wirre Mary	E 11
9 888112 Abi	lstrom lack	M 11
10 87/997 AT	len (vethia	E 13
11 956381 Dal	lton Andrea	F 12
12 883172 10	stas locanh	M 12
13 873355 Riv	chandson Keith	M 12
13 013332 110	charuson, kerch	ri 12

Class List Report

09 – Conflict Students By Course Report

This identifies potential conflicts between courses and students grouped by course. It displays conflict totals by course with a conflict total for all courses. The report lists the type of conflict priority for each course.

The following columns display in the report:

- Student Name
- Student ID Student's identification number
- Grade Student's grade
- Primary Student's primary/original course request
- Stu-Alt Student's specific alternate to their primary request
- Course-Alt Elective course level alternate considered for all students who requested the course but did not select a specific alternate
- Priority Course priority, either elective or required
- Status Course conflict status.

Hope High School Initia	al Run Conflict Studen	its By Course Report CSBC	R 11/5/2012 12:54 PM
Student Name	Id Grade Primary	Stu-Alt Crs-Alt Prior	ity Status
Pearson Nicole Number of conflicts fo	897700 12 AD860 or course AD860 = 1	Elect	ive Conflict
Bueno Douglas Number of conflicts fo	ቆ67358 ጔ2 PPO22 pr course PPO22 = ጔ	Requi	red Conflict
Parry Donna Number of conflicts fo	953540 ጔ2 ሠLጔ8 pr course ሠLጔ8 = ጔ	Elect	ive Conflict
Total number of confl	icts = 3		

Conflict Student By Course Report

10 – Conflict Students By Grade Report

This identifies potential conflicts between courses and students by grade. The report lists the type of conflict priority for each course.

The following columns display in the report:

- Grade Level Grade level of student
- Student Name
- Student ID Student's identification number
- Course ID Course ID of the student's primary/original course request
- Course Title Course title of the student's primary/original course request
- Specific Alt. Student's specific alternate to their primary request
- Course Alt. Elective course level alternate considered for all students who requested the course but did not select a specific alternate
- Request Type Course type: Required, Optional, or Elective
- Request Priority Course priority: Medium or High
- Request Status Course conflict status

irade	Student	Student	Course	Course	Specific	Course	Request	Request	Request
.evel	Name	Id	Id	Title	Alt.	Alt.	Type	Priority	Status
12	Wright Elizabeth	874888	SS51	Am Govt			Required	High	Conflic
12	Wright Frances	839864	SS52W2	Ap Amer Govt			Required	High	Conflic
12	Younker Sarah	875215	SS52W2	Ap Amer Govt			Required	High	Conflic
12	Younker-Gardner Beverly	904270	SS52W2	Ap Amer Govt			Required	High	Conflic
12	Yungkans Larry	110016	SS51	Am Govt			Required	High	Conflic
12	Zamudio Jane	135300	MA402	Algebra Ii			Required	High	Conflic
			SS22	World Hist/g			Required	High	Conflic
12	Zart Frank	837853	MU29	Beg Guitar			Elective	Medium	Conflic

Conflict Students By Grade Report

11 – Conflict Students By Name Report

This identifies potential conflicts between courses and students listed by student. It displays the student's

The following columns display in the report:

- Student Name
- Student ID Student's identification number
- Course ID Course ID of the student's course request with the conflict
- Course Title Course title of the student's course request with the conflict
- Req Type Course type: Required, Optional, or Elective
- Primary Request Student's primary/original course request
- Student Alt. Student's specific alternate to their primary request
- Course Alt. Elective course level alternate considered for all students who requested the course but did not select a specific alternate
- Request Priority Course priority: Medium or High
- Req. Status Course conflict status

Hope High School Initial Run	С	onflict Studen	nts By Name Report CS	BNR		4/17/2017 5:14 PM
Student Name	Student Id	Course Id	Course Title	Req Type	Request Priority	Req. Status
Acevedo Andrew	886630	SC492	Biology	Required	High	Conflict
Acevedo Ashley	901830	AD86W MU91 PE532 SC492 WL41	Academic Decath Full Conc Orch Fit/aerobics Biology French 10	Elective Elective Elective Required Elective	Medium Medium Medium High Medium	Conflict Conflict Conflict Conflict Conflict
Acosta John	150265	EN21 PE501 SS21 SS22	Intermed Esl Aa Girls Sports World Hist/g World Hist/g	Elective Elective Required Required	Medium Medium High High	Conflict Conflict Conflict Conflict
Adair Diane	903912	AD86W MA402 PE41 PE99 SC49	Academic Decath Algebra Ii Cheerleading Independent Pe Science 10	Elective Required Elective Elective Required	Medium High Medium Medium High	Conflict Conflict Conflict Conflict Conflict

Conflict Students By Name Report

12 – Course Request Conflict Mtx Report

This identifies potential conflicts between courses requested by students. Courses display in alphabetical order by course ID. Each course displays the number of sections created, student course requests, and conflicts between student course requests.

The following columns display in the report:

- Course Id X Course ID
- Course Title X Course Title
- **# Sec X** Number of sections
- Req Count X Total number of requests for the course
- Conf Count X Total number of conflicts for the course
- #-Line number
- Course Id Y Course ID and number of sections
- # Sec Y Number of sections
- Req Count Y Total number of requests for the course
- Conf Count Y Total number of conflicts for the course
- Comm Req Count Total number of students that have requested both courses
- Comm Req Pct Percentage of students that have requested both courses
- Comm Conf Count Total number of students with a conflict for both courses

Spe magn 54	11001 111	L L l a					course	key conflict	PICK IN	epore	CITCPIN			4/11/201/ 4.5/ /
Course	Course	#	F	Req	Conf.		Course	#	Req	Conf.	Comm	Comm	Comm	
[d	Title	Sec	Co ι	unt	Count		Id	Sec	Count	Count	Req	Req	Conf	
< Contract of the second secon	x	х		Х	х	#	Υ	Y	Y	Y	Count	Pct	Count	
AD86W	Academ	16	2	35	9	1	AR54	4	84	0	2	2.4%	2	
						2	AR58	1	3	1	3	100%	3	
						3	BE24	1	1	0	2	200%	2	
						4	CB10	4	99	99	1	1%	1	
						5	CB18	2	27	27	1	3.7%	1	
						6	EN091C	3	15	0	13	86.7	4	
						7	EN21	1	1	1	1	100%	1	
						8	EN212	1	16	1	2	12.5	1	
						9	EN33	17	434	0	2	0.5%	2	
						10	EN35W2	3	60	0	2	3.3%	2	
						11	EN51	14	397	0	4	1%	4	
						12	EN71W	1	2	1	1	50%	1	
						13	IT31	1	3	1	1	33.3	1	
						14	IT312	2	48	0	3	6.2%	1	
						15	IT62	2	43	0	1	2.3%	1	
						16	IT93	1	15	6	1	6.7%	1	
						17	MA272	2	52	52	1	1.9%	1	
						18	MA302	17	523	523	1	0.2%	1	
						19	MA31	1	4	1	2	50%	1	
						20	MA312	10	210	0	3	1.4%	2	
						21	MA40	1	13	4	2	15.4	1	
						22	MA402	18	575	575	5	0.9%	5	
						23	MA41W2	3	88	6	1	1.1%	1	
						24	MA45W2	4	136	0	3	2.2%	1	
						25	MA50W2	3	75	0	6	8%	1	
						26	MU91	1	16	0	1	6.2%	1	
						27	MU94	1	18	0	1	5 6%	1	

Course Request Conflict Matrix Report

13 – Course Room Allocation Report

This lists all courses alphabetically by course ID. The report identifies room allocations and scheduling issues related to a course.

The following columns display in the report:

- Course ID
- Course # Sec's Number of sections created for the category
- Course Period Load Number of periods needed for all sections in the category. This is the number of meeting days multiplied by the number of sections and the periods per section.
- Category/Rooms ID Category and Room Name/Number
- Avail Period Load Maximum number of periods the room is available. This is the number of meeting days multiplied by the number of sections and the periods per section.
- Opt. Period Load Optimum number of periods the room is available
- Sched Period Load Number of periods scheduled for the room
- Sched Period Load % Percentage of scheduled periods for the room relative to average
- Course Room Util. % Percentage of room utilized by the course relative to the available
 number of periods for the room

Course #of Period R Id• Sec Load I	Category/ Avail Room Period Id Load	0pt Sched Period Period Load Load	Sched Period Load%	Course Room Util%
WL4 3 3 E	EL 72 -031 36 -036 36 -036 36 -050 36 -052 36 -054 36 -055 36 -100 36 -101 36 -102 36 -103 36 -103 36 -104 36 -103 36 -104 36 -123 36 -123 36 -130 36 -131 36 -132 36 -133 36 -134 36 -135 36 -137 36 -142 36 -155 36 -214 36 -215 36 -210 36 -211 36 -213 36 -214 36 -215 36 -213 36 -214 36		02 02 02 02 02 02 02 02 02 02 02 02 02 0	02 02 02 02 02 02 02 02 02 02 02 02 02 0

Course Room Allocation Report

14 – Course Tally Report

This shows the total number of student requests for each course, broken down by gender and grade level. This identifies potential course registration problems and issues. You can identify requests for courses outside the appropriate grade levels.

The following columns display in the report:

- Course ID
- Course Title
- Course Default Req Type Course's default priority: Required, Optional, or Elective. If student does not choose a priority, the default priority for the course displays. An asterisk (*) indicates the student's choice.



- No. of Sec. Number of sections
- **Period Load/ Sec.** Period Load requirements for each section of the course. MSB calculates this number by multiplying the number of meeting terms, meeting days, and meeting periods for the course.
- Course Request Counts
 - Requ. Reqs. Number of requests as Required/Core
 - Elec Reqs. Number of requests as Elective
 - G. Alt Reqs. Number of requests as Global Alternate
 - Opt. Reqs. Number of requests as Optional
 - Prov Reqs. Number of requests as Provisional
- Grade Levels Total course requests by grade level
- Conf Reqs Count Total number of requests with conflicts

Hope High Scho	ol Initial Run	Course Tally Report CTR											4/11/2017 4:37 AM				
Course Id	Course Title	Course Default Req.Type	No. of Sec.	Period Load/ Sec.	Requ. Reqs.	Elect Reqs.	G.Alt Reqs.	Cours S.Alt Reqs.	e Requ Opt. Reqs.	ests Co Prov. Reqs.	ounts Grade 09	Level 10	s 11	12 (Conf Reqs Count		
AD86W	Academic Decath	Elective Scheduled	1	1		35 26				35 26		9	12 12	14 14	9		
AG29	Expl Agric	Elective Scheduled	1	1		2 2				2 2				2 2			
AG31	Animal Sci	Elective Scheduled	1	1		30 29				30 29		20 20	8 7	2 2	1		
AG51	Landscape D&m I	Elective Scheduled	1	1		6 6		1		6 7		1 1	3 3	2 2			
AR32	Beg Photo	Elective Scheduled	3	1		59 59				59 59		35 35	13 13	11 11			
AR33	Int Photo	Elective Scheduled	2	1		61 61				61 61		13 13	28 28	20 20			
AR40	Stained Glass	Elective Scheduled	4	1		84 84				84 84		3 3	40 40	41 41			
AR41	Beg Ceramics	Elective Scheduled	4	1		89 89				89 89		39 39	31 31	19 19			
AR42	Int Stain Glass	Elective Scheduled	3	1		43 43				43 43			18 18	25 25			
AR43	Int Ceramics	Elective Scheduled	2	1		28 28				28 28		4 4	15 15	9 9			
AR45	Adv Ceramics	Elective Scheduled	1	1		9 9				9 9			1 1	8 8			

Course Tally Report

15 – Course Teacher Allocation Report

This identifies teacher allocations and scheduling issues related to a course. It lists all teachers assigned to course sections.

The following columns display in the report:

- Course ID
- Course Title
- **Teacher Category/Name** Category ID of the course. The number after the colon (:) is the number of teachers available to schedule in the category. A list of the allocated teachers displays below the Category ID.
- Min # of Sec Minimum number of sections to schedule for the teacher. This number may be zero or provided by Course-Teacher constraints.
- Max # of Sec Maximum number of sections to schedule for the teacher. MSB calculates this number or you provide it manually.
- Min Period Load Minimum period load for the teacher for all courses in the category
- Max Period Load Maximum period load for the teacher for all courses in the category
- Opt Period Load Optimum Period Load for the teacher for all courses in the category. MSB calculates this based on staffing requirements for all courses in the category, as well as with other teachers' related minimums and maximums.
- Sched Period Load Number of periods scheduled for the teacher for all courses in the category, as it relates to the Opt Period Load. MSB balances this value among the teachers allocated to each category. An asterisk (*) indicates that MSB violated either the minimum or maximum values.
- Sched Period Load % Number of periods scheduled for the teacher for all courses in the category, as it relates to the Opt Period Load. MSB balances this value among the teachers allocated to each category. An asterisk (*) indicates that MSB violated either the minimum or maximum values.



You might improve this value by increasing the simulation parameter **Teacher Schedule Balance Priority By Category**.

• Tchr Util Pct - Percentage of time the teacher is utilized/scheduled for this category

Hope High Scl	hool Initial Run	Course-Teach	4/11/2017 4:37 AM									
Course	Course	Teacher	Min	Max	0pt	Sched	Min	Max	Opt	Sched	Sched	Tchr
ID	Title	Category/	#of	#of	#of	#of	Period	Period	Period	Period	Period	Util
		Name	Sec	Sec	Sec	Sec	Load	Load	Load	Load	Load %	Pct
AD86W	Academic Decath	School:201										
		+Adams, R	0	0	0	1	0	0	0	1	20100%	2.5%
		+Aderson, G	0	0	0	0	0	0	0	0	0%	0%
		+Andrews, M	0	0	0	0	0	0	0	0	0%	0%
		+Arthur A., A	0	0	0	0	0	0	0	0	0%	0%
		+Attend Office, A	0	0	0	0	0	0	0	0	0%	0%
		+Atwood S., S	0	0	0	0	0	0	0	0	0%	0%
		+Audio Visual, A	0	0	0	0	0	0	0	0	0%	0%
		+Baniszewski, N	0	0	0	0	0	0	0	0	0%	0%
		+Bayer M., M	0	0	0	0	0	0	0	0	0%	0%
		+Becker A., A	0	0	0	0	0	0	0	0	0%	0%
		+Becker C., C	0	0	0	0	0	0	0	0	0%	0%
		+Behm A., A	0	0	0	0	0	0	0	0	0%	0%
		+Bellus G., G	0	0	0	0	0	0	0	0	0%	0%
		+Berg, J	0	0	0	0	0	0	0	0	0%	0%
		+Blackburn M., M	0	0	0	0	0	0	0	0	0%	0%
		+Blahak P., P	0	0	0	0	0	0	0	0	0%	0%
		+Blasdell W., W	0	0	0	0	0	0	0	0	0%	0%
		+Bonjour R., R	0	0	0	0	0	0	0	0	0%	0%
		+Bookstore, B	0	0	0	0	0	0	0	0	0%	0%
		+Bordwell R., R	0	0	0	0	0	0	0	0	0%	0%
		+Brady J., J	0	0	0	0	0	0	0	0	0%	0%
		+Brandt, P	0	0	0	0	0	0	0	0	0%	0%
		+Breiland C., C	0	0	0	0	0	0	0	0	0%	0%
		+Brook C., C	0	0	0	0	0	0	0	0	0%	0%
		+Brown P., P	0	0	0	0	0	0	0	0	0%	0%
		+Bunger T., T	0	0	0	0	0	0	0	0	0%	0%
		+Burgener S., S	0	0	0	0	0	0	0	0	0%	0%
		+Cafeteria, C	0	0	0	0	0	0	0	0	0%	0%
		+Canaday C., C	0	0	0	0	0	0	0	0	0%	0%
		+Career Center, C	0	0	0	0	0	0	0	0	0%	0%
		+Chaisson P., P	0	0	0	0	0	0	0	0	0%	0%
		+Clifford R R	Ø	A	A	P	A	Ø	P	P	9%	9%

Course-Teacher Allocation Report

16 – Error Report

This lists all places where errors and warnings occur during the scheduling run. Totals for each type of message are listed at the bottom of the report.

The following columns display in the report:

- S Type Error type
 - *E*-Error
 - *I*−Info
 - W-Warning
 - S-Severe
- Module MSB module that generated the error: Analyzer, Builder, Loader, Resolver, or Balancer
- **Stage** Stage of MSB processing where the error occurred: *Input, Initial, Build, PostBuild, Load, Resolve, Balance, Final*
- Type Variable with the error
- Identifier Identity of the variable with the error (*School Name*, *Category Name*, *Course Id*, *Room Number*, *Teacher Name*, *Section ID*, etc.)
- Messages Explanation of the error

				Page 1	
Hope High So	chool Ini	tial Run		Error Report ER	4/17/2017 5:14 PM
S Module	Stage	Туре	Identifier	Messages	
E: Analyzer	Initial	SectionAttrib	AG29	Optimum section size of 3 is < minimum section size adjusted to minimum of 5	ze of 5,
E: Analyzer	Initial	Course	AG29	Computed number of sections is zero and we have a student requests. One section will be generated.	t least one
E: Analyzer	Initial	Course	AR58	Computed number of sections is zero and we have a student requests. One section will be generated.	t least one
W: Analyzer	Initial	Course	AS32	No requests and minimum section size is (5), no se generated.	ections will be
W: Analyzer	Initial	Course	AS322	No requests and minimum section size is (5), no se generated.	ections will be
E: Analyzer	Initial	Course	AS33	Computed number of sections is zero and we have a student requests. One section will be generated.	t least one
W: Analyzer	Initial	Course	AS34	No requests and minimum section size is (5), no se generated.	ections will be
W: Analyzer	Initial	Course	AS342	No requests and minimum section size is (5), no so generated.	ections will be
W: Analyzer	Initial	Course	BE24	No requests and minimum section size is (5), no so generated.	ections will be
E: Analyzer	Initial	Course	BE47	Computed number of sections is zero and we have a student requests. One section will be generated.	t least one
W: Analyzer	Initial	Course	BE52	No requests and minimum section size is (5), no so generated.	ections will be
E: Analyzer	Initial	Course	CB11	Computed number of sections is zero and we have a student requests. One section will be generated.	t least one
E: Analyzer	Initial	Course	CB20	Computed number of sections is zero and we have an student requests. One section will be generated.	t least one
W: Analyzer	Initial	Course	CB21	No requests and minimum section size is (5), no second	ections will be

Error Report

17 – Free Rooms Report

This shows a list of free rooms for each period, term, and day.

Defined lunch periods might display a list of free rooms, which is normal. You can use a modular lunch setup to reduce the list of free rooms shown.
For example, if your regular periods are 50 minutes long, make your lunch hour 75 minutes. Each class meets for 50 minutes. Set the student lunch period to 25 minutes so that a third of students are at lunch while the remainder are in class.
To use modular lunch periods:
1. Increase the number of periods in the section by doubling the number of regular periods and adding the one additional lunch period (for example, if your school has five periods, it now has eleven periods).

- 2. Name periods with unique modifiers, such as 1, 1a, 2, 2a, 3, 3a, etc.
- 3. Override Period Sets so classes only start at 1, 2, and 3.
- 4. Double the number of meeting periods at the school level to 2, since each period is now 25 minutes long, and requires two to make them 50 minutes long.

See the on Peri

See the *Synergy SIS* – *Schedule and Course Guide* for more information on Period Definitions.

The following columns display in the report:

- Per Period of the day
- Term
- Day Meeting Day
- Free Rooms Rooms free during the term, period, and day

Hope	High	Scho	ool Initial Run Free Rooms Report FRR	11/5/2015 15:53 PM
Per	Term	₽ay	Free Rooms	
Ţ	27	ŗ	LOL, LO3, LOL, LO7, LOA, LLL, LL4, LL6, LLA, LL9, L20, L22 L31, L32, L33, 201, 202, 203, 205, 208, 2L08, 2L1, 2L4, 22 2L9, 220, 221, 222, 223, 224, 225, 224, 227, 228, 229, 231 2328, 233, 234, 236, 301, 302, 303, 304, 305, 306, 307A, 3 JL, JL2, JL3, 401, 402, 403, 403, 404, 405, 408, 409, 4L1 AG1, ANNX, AV, BADM, BBBL, BSBL, BSOC, BTEN, BTRK, BVLB, 6 CNSL, DCF, EVIT, FTRP, GBBL, GL1, SCC, BTEN, BTKK, BVLB, 6 CNSL, JCF, LIB, LIBR, MHS, N/A, NO ROOM, NURS, OFC, OFF, P-03, P-04, P-05, P-06, P-04, P-03, P-14, P-13, P-14 P-17, P-18, P-19, P-21, P-22, P-23, P-24, P-25, P-26, PE, SHAR, STOR, SWIM, TRNG, VFB, VOED, WRST, WWHS,	L, 124, 125, 129 L, 217, 218, J, 231, 2328, 3078, 308, 239, J, 411, 412, 413 8XC, CAFE, CCTR, , GVLB, GXC, GYM P-01, P-02, 4, P-15, P-15, RMHS, SEM, SFTB
Ţ	27	2	101, 103, 106, 107, 108, 111, 114, 116, 118, 119, 120, 123 131, 132, 133, 201, 202, 203, 205, 208, 2108, 211, 214, 23 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 233 2328, 233, 234, 236, 301, 302, 303, 304, 305, 306, 3078, 33 311, 312, 313, 401, 402, 403, 403, 404, 405, 408, 409, 41 AG1, ANNX, AV, BADM, BBBL, BSBL, BSOC, BTEN, BTRK, BVLB, 6 CNSL, DCE, EVIT, FTRP, GBBL, GGLF, GSF8, GSOC, GTEN, GTRK, JRFB, JVFB, LIB, LIBR, MHS, N/A, NO Room, NURS, 0FC, 0FF, P-03, P-04, P-05, P-06, P-09, P-10, P-11, P-13, P-14 P-17, P-18, P-19, P-21, P-22, P-23, P-24, P-25, P-26, PE, SHAR, STOR, SWIM, TRNG, VFB, VOED, WRST, WWHS,	L, 124, 126, 129 L, 217, 218, 1, 231, 232A, 3078, 308, 309, 1, 411, 412, 413 8XC, CAFE, CCTR, , 6VLB, 6XC, 6YM P-01, P-02, 4, P-15, P-16, RMHS, SEM, SFTB
Ţ	27	Ξ	LOL, LO3, LOL, LO7, LOA, LLL, LL4, LL6, LLA, LL9, L20, L22 L31, L32, L33, 201, 202, 203, 205, 204, 2108, 211, 214, 23 221, 222, 223, 224, 225, 224, 227, 224, 229, 230, 231, 233 234, 236, 301, 302, 303, 304, 305, 306, 307A, 307B, 308, 3 L31, 401, 402, 403, 403, 404, 405, 404, 400, 411, 411 ANNX, AV, BADM, BBBL, BSBL, BSOC, BTEN, BTRK, BVLB, BXC, 4 DCE, EVIT, FTRP, GBBL, 66LF, 6SFB, 6SOC, 6TEN, 6TRK, 6VLB, JVFB, LIB, LIBR, MHS, N/A, NO Room, NURS, 0FC, 0FF, P-D1, P-D4, P-D5, P-D6, P-08, P-01, P-11, P-13, P-14, P-15 P-14, P-19, P-21, P-22, P-23, P-24, P-25, P-24, PE, RMHS, STOR, SWIM, TRNG, VFB, V0ED, WRST, WWHS,	L, 124, 125, 129 L, 228, 233, 20, 2328, 233, 309, 311, 312, 2, 413, A61, CAFE, CCTR, CNSL , 6XC, GYM, JRFB P-02, P-03, S, P-15, P-17, SEM, SFTB, SHAR
Ţ	25	7	LOL, LO3, LOL, LO7, LOA, LLL, LL4, LL6, LLA, LL9, L20, L21 L31, L32, L33, 201, 202, 203, 205, 204, 2108, 211, 214, 21 220, 221, 222, 223, 224, 225, 224, 227, 224, 227, 230, 231 233, 234, 236, 301, 302, 303, 304, 305, 306, 307A, 3078, 3 J22, JL3, 401, 402, 403, 404, 405, 404, 407, 410, 411 ANNX, AV, BADM, BBBL, BSBL, BSOC, BTEN, BTRK, BVLB, BXC, 40 ANNX, AV, BADM, BBBL, GGLF, GSFB, GSOC, GTEN, GTRK, GVLB JVFB, LIB, LIBR, MHS, N/A, NO Room, NURS, 0FC, 0FF, P-01, P-04, P-05, P-06, P-03, P-10, P-11, P-13, P-14, P-15 P-14, P-19, P-21, P-22, P-23, P-24, P-25, P-24, PE, RMHS, STOR, SWIM, TRNG, VFB, VOED, WRST, WWHS, Page L	L, 124, 126, 129 L, 232A, 232B, 308, 309, 311, L, 412, 413, AG1 CAFE, CCTR, CNSL , 6XC, GYM, JRFB P-02, P-03, 5, P-15, P-17, SEM, SFTB, SHAR

Free Rooms Report

18 – Free Students Report

This identifies the number of students for each grade level that do not have a section scheduled. A summary of free students is also included at the end of the report.

The following columns display in the report:

- Period Period with free students
- Term Term with free students
- Day Meeting Day with free students
- Free Students Number of students with no scheduled period
- ID Student's ID number
- Grade Student's grade
- Status Student's schedule status. This value displays on the Schedule Student screen in the option set.

Hope High School	Initial Run Free Students Report FSR	5/30/2014 5:53 PM
Period Term Day 1 Sl 1	Free StudentsIDGrade StatusAcevedo Ashley90183010UnknownAdair Diane90391210UnknownAdams Stephen90162210UnknownAguado Bobby94382210UnknownAguilar Carolyn90269210UnknownAitchison Karen90299810UnknownAlarcon Frank88665110UnknownAlcazar Eugene14151710Unknown	
Hope High School	Initial Run Free Students Report FSR	5/30/2014 5:53 PM
Summary - Free st	udent count by period-term-day:	
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	09 10 11 12 1 1047 872 826 1 1047 872 <td></td>	

Free Students Report

19 – Free Teachers Report

This identifies **Free Teachers** by Badge ID that do not have a section scheduled for the **Term**, Meeting **Day**, and **Period** indicated.

		ы	Initial Run Free Teachers Report FTR 12/2/2011 11:26 AM
Term	Day I	Period	Free Teachers
01	м	1	0012 0013 0015 0024 0031 0034 0035 0037 0040 0044 02 1082 1123
01	М	2	0012 0013 0015 0021 0024 0031 0034 0035 0037 0039 0040 0044 0045 02 1082 1123
01	м	3	0011 0012 0024 0031 0034 0035 0037 0039 0040 0044 02 1082 1123
01	М	4	0011 0012 0013 0015 0018 0021 0024 0031 0034 0035 0037 0039 0040 0044 0045 02 1082 1123
01	м	5	0012 0013 0015 0024 0031 0034 0035 0037 0039 0040 0044 02 1082 1123
01	М	6	0012 0013 0015 0024 0028 0031 0034 0035 0037 0039 0044 0050 02 1082 1123
01	М	7	0011 0012 0015 0018 0024 0028 0031 0034 0035 0037 0039 0040 0044 0050 02 1082 1123
01	м	8	0012 0024 0031 0034 0035 0037 0039 0040 0044 0050 02 1082 1123
01	М	9	0012 0015 0018 0021 0024 0028 0031 0034 0035 0037 0039 0040 0044 0045 02 1082 1123
01	т	1	0012 0013 0015 0018 0024 0031 0034 0035 0037 0040 0044 02 1082 1123
01	т	2	0012 0013 0015 0021 0024 0031 0034 0035 0037 0039 0040 0044 0045 02 1082 1123
01	т	3	0012 0024 0031 0034 0035 0037 0039 0040 0044 02 1082 1123
01	т	4	0011 0012 0013 0015 0018 0021 0024 0031 0034 0035 0037 0039 0040 0044 0045 02 1082 1123
01	т	5	0012 0013 0015 0024 0028 0031 0034 0035 0037 0039 0040 0044 02 1082 1123
01	т	6	0012 0013 0015 0024 0028 0031 0034 0035 0037 0039 0044 0050 02 1082 1123
01	т	7	0011 0012 0015 0018 0024 0028 0031 0034 0035 0037 0039 0040 0044 0050 02 1082 1123
01	т	8	0011 0012 0015 0024 0031 0034 0035 0037 0039 0040 0044 0045 0050 02 1082 1123
01	т	9	0012 0015 0021 0024 0031 0034 0035 0037 0039 0040 0044 02 1082 1123
01	W	1	0012 0013 0015 0018 0024 0031 0034 0035 0037 0040 0044 02 1082 1123
01	W	2	0012 0013 0015 0021 0024 0031 0034 0035 0037 0039 0040 0044 0045 02 1082 1123
01	W	3	0012 0024 0031 0034 0035 0037 0039 0040 0044 02 1082 1123
01	W	4	0011 0012 0013 0015 0018 0021 0024 0031 0034 0035 0037 0039 0040 0044 0045 02 1082 1123
			Page 1

Free Teachers Report

20 – Master Schedule Analysis Report

This lists all sections for each grade level. The section displays each section (indicated by a reference code) and lists period, meeting day and term. The section displays a group of sections indicated by a reference code and sorted by term, period, and meeting day.

The following columns display in the report:

- Ref Code used to represent the section.
- Course-Sec Course Id and Section number.
- Time Time the section meets.
- Teacher Teacher assigned to the section.
- Room Room number assigned to the section.
- Enrol Total number of students enrolled in the section.
- Seq Sequence number of the section that indicates when it was created.
- STR Indicates the schedule status of the section and resources (S=Section, T=Teacher, R=Room). Values displayed are:
 - S-System scheduled
 - *P*-Pre-scheduled by you
 - F Frozen from prior run

Норе Н	ligh s	ichoo1	Initial	Run Master	Schedule Analysis	Report	MSAR	5/30/	2014	5:54	PM
Grade Terms Days Per 1 2 3 4 5 6 7 8 9	level 51 A B	: 09 - 52 - A C * D F	1st sec	tions of Si	ngletons						
Legend Ref A B C D C* E F *	Cours PE91C WL31- VTOP1 VTOP2 CB20- VTOA1 VTOA2 VTOA1 WL31-	e-Sec -01 01 -01 01 -01 -01 -01 -01 -01 01	Tim 1:YI 2:S 7:S 3:S 9:S 3:S 3:S	e T R:1 R 2:1 E 2:1 E 2:1 C 2:1 E 2:1 E 2:1 E 2:1 K	eacher andy Vogl eldon Donaldson vit Evit Teacher vit Evit Teacher hris Becker C. vit Evit Teacher vit Evit Teacher eldon Donaldson		ROOM 217 305 EVIT EVIT I11 EVIT EVIT EVIT 305	Enrol 0 0 0 0 0 0 0 0 0 0 0	Seq 53 89 439 448 455 558 562 558 89	STR SSS SSS SSS SSS SSS SSS SSS SSS SSS	

Master Schedule Analysis Report

21 – Master Schedule Build Seq Report

This lists the order in which the builder creates sections during the scheduling run, by section. The following columns display in the report:

- Build Seq Sequence number
- Course-Sec Course ID and section#

Schedule

- Per Period
- Term
- Days Meeting Day

Resources

- Teacher Initials of the teacher assigned to the section
- Room Room number assigned to the section

Student Enrollments

- Opt Size Optimum size of the course section
- Max Size Maximum size of the course section
- Total Enrol Total number of students enrolled in that course section
- Gender
- Grade Levels

ng Hi	igh School 12/13/201	Ini 2 2:	tial 12 PM	Run		Master	Schedu	ule Bu	uild Se	eq Rep	ort M	ISBSR			
			Schdu	10	Resou	Inces				Studen	t Enr	olmon	ts.		
h fiu	Course-Sec	Per	Term	Davs	Teacher	Room	Ont N	lax 1	Total	Gende	r	Grade	Lev	els	
Seu.	course see			20,0	reacher		Size	Size	Encol	Male	Fem.	ha	1.0	11	1.2
1	CCEN-D1	ъ.	01.	ъ.	RD	280	40	50	30	16	1.4	p,			200
ź		ĩ	01	ĩ	FP	No Room	1.0	1.0	1.0	5	5	4	4	2	
3	NC961-01	ĩ	22	ĩ	RD	No Room	nF	40	5	1	ĩ		i	ĩ	
4	NC951-01	ĩ	23	ĩ	RD	No Room	30	40	22	11	าเ		จึ	Ã	1.1.
5	NC941-01	ĩ	04	ĩ	RD	No Room	30	40	30	1.6	1.2		-	Ž	28
6	NC931-01	ĩ	21	ĩ	RD	SEM	30	40	28	13	15		2	15	11
2	NC921-01	ĩ	20	ĩ	SC	SEM	30	40	29	1.7	12		-	29	
Å	NC911-01	ĩ	03	ĩ	SC	SEM	30	40	30	1.5	1.5			ĩi	1.9
9	NC901-01	ĩ	04	ĩ	50	SEM	30	40	29	1.7	1.2		Я	26	
1.0	NC 501-01	ĩ	õi.	ĩ	50	SEM	30	40	22	1.2	1.0		ĥ	1.0	Ь
11	NC401-01	ĩ	20	ĩ.	20	SEM	43	56	22	1.6	- P		24	2	ĩ
1.2	ST15-01	ĩ	02	ĩ	DF	240	30	40	22	11	11		1	Ā	าเ
1.3	57102-01	ĩ	03	ĩ	DF	240	1.5	1.0	1.4	Ĩ	5		ĩ	ĥ	2
1.4	PAA91-01	ĩ	04	ĩ	WR .	240	23	26	22	1.2	5			21	i
15	A699_01	2	21	ĩ	CM	240	20	25	4	<u> </u>	5		ц		
16	46311-01	2	42	ĩ	CM	240	1.6	26	'n						
1.2	AC252-01	2	43	ĩ	CM	240	24	26	ň						
1.4	A6251-01	2	24	ĩ	CM	240	30	40	24	1.3	15		2	1.5	1.1.
19	10-15531	2	41	1.	DM	240	30	30			L L		-	L II	
20	TT99_01	2	42	1	DM	240	1.0	1.5	u 1	u			ш		
21	TT952_01	2	43	1	DW	240	20	24		-			-		
22	TT951_01	7	24	ĩ	DM	240	30	40	24	1.3	1.5		2	1.5	1.1.
23	TT931_01	2	41	ĩ	PW DW	No Room	1.9	26	1	5	10			10	עע
24	TT73_01	2	42	1	CD	No Room	20	22							
25	TT51_01	2	43	1	CD CD	No Room	20	26	n 1						
25		2	24	1	CD CD	No Room	1	1							
27	TT34_01	2	41	1.	CD CD	31.7	5	<u>لا</u>	2	3			2	1	
24	1137-01	2	42	1		31.7	1	1	-	-					
29	80202-01	<u> </u>	41	1	CK .		2	2	1.4	9	5		1.	L	2
30	RD201-01	4	42	ĩ	CK	240	21	21	л г		3				
30		u u	43	1		200	20	60	20	1.5	1.5			11	1.9
25	BE74_01	u u	24	ĩ	DM	240	20	20	10	CIL	CIL				
22	BE53_01	u u	41	1	DM	200	72	10	24	1.7	1.5		2	15	11
22	BES1_01	u u	42	1	04	310	20	20	LO N	CT	0		E	C II	ш
34		ц Ц	43	1	110	510	22	10		Þ			ш		
33	DE 39_01		20	1	LIP	176	20	20	4	-1			"		
20	0231-01	1	42	1	BJ BJ	20/DE	21	20	U 2	2			2	1	
21	FC11-01	LL LL	RC.	LL.	N. 1/	DIPE	5	5	200	1			C		
ing H	ligh School 12/13/20	Ini 12 2	itial :12 P	Run M		Master	Sched	lule E	Build S	eq Re	port	MSBSR			

Master Schedule Build Seq Report

22 – Master Schedule Report

This lists all sections for each course created by the builder during the schedule run, sorted by course. It groups sections by course and shows totals for each course below the list of sections for the course.

The following columns display in the report:

- Section ID Course ID and a list of section numbers for each course
- Course Title
- Build Seq Build sequence number
- Scheduled Time Time the section is scheduled for, formatted as *Period:Term:Meeting Day* (s)
- Resources
 - Tchr Initials of the teacher assigned to the section
 - Room Id Room number assigned to the section
- Avg Sec Size Average number of students in sections of the course
- Opt Sec Size Optimum size of the course section
- Max Sec Size Maximum size of the course section
- Student Enrollments
 - Total Enrol Total number of students enrolled in the course section
 - Gender Total enrollments by gender
 - Grade Levels Total enrollments by grade level
- Num of Conf Number of conflicts for the course
- Conf Over Max Number of conflicts for the course over the maximum size of the course section

Hope High School	Initial Run		Master	Schedu	le Repo	ort MSR						4/	11/2	017	4:37	AM	
Section Id	Course Title	Build Seq	Scheduled Time P:T:Days	Reso Tchr	urces Room Id	Avg Sec Size	Opt Sec Size	Max Sec Size	Total Enrol	. Stu Geno Male	udent der Fem.	Enrol Grad 09	ment e Le 10	vels 11		.Num Of Conf	Conf Over Max
AD86W AD86W-01 Totals	Academic Decath	29	5:S1:A	RA Conf	133 = 9	35	40 40	40 40	35 26 26	20 18 18	13 8 8		9	12 12 12	14 14 14	9	
AG29 AG29-01 Totals	Expl Agric	270	7:52:B	NG	MHS	2	10 10	10 10	2 2 2		1 1 1				2 2 2		
AG31 AG31-01 Totals	Animal Sci	65	3:S2:A	MA Conf	232B = 1	30	30 30	30 30	30 29 29	19 18 18	11 11 11		20 20 20	8 7 7	2 2 2	1	
AG51 AG51-01 Totals	Landscape D&m I	188	9:S1:B	NG	210B	6	28 28	28 28	6 7 7	3 3 3	3 3 3		1 2 2	3 3 3	2 2 2		
AR32	Beg Photo					20	25	28	59	23	34		35	13	11		

Master Schedule Report

23 – Master Schedule Sections Report

This lists all sections for each course created by the builder during the schedule run, sorted by course. The following columns display in the report:

- Section ID Section #
- Course Title
- Categ Id Subject Category Id
- Build Seq Sequence number
- Schedule
 - Per Period
 - Term
 - Days Meeting Day
- Resources
 - Teacher Initials of the teacher assigned to the section
 - Room Room number assigned to the section
- Student Enrollments
 - Avg Size Average number of students in sections of the course
 - Opt Size Optimum size of the course section
 - Max Size Maximum size of the course section
 - Total Enrol Total number of students enrolled in that course section
 - Gender
 - Grade
- Confl Reqs Total number of requests with the conflicts

Hope High School	Initial Run	1	Master	Schedu	le Se	ction	s Rep	ort MSSF	र				4/	11/20	17 4:37	м		
				Sc	hdule		Reso	urces			Sti	udent f	nrolm	ents				
Section	Course	Categ	Build	Per	Term	Days	Tchr	Room	Avg.	0pt	Max	Total	Gend	er	Grade Le	evels		Conf1
Id	Title	Id	Seq				Init	Id	Size	Size	Size	Enrol	Male	Fem.	09 10	11	12	Reqs
AD86W-01	Academic Decath	School	29	5	S1	Α	RA	133	35	40	40	26	18	8		12	14	9
												26	18	8		12	14	9
AG29-01	Expl Agric	School	270	7	S2	в	NG	MHS	2	10	10	2		1			2	
												2		1			2	0
AG31-01	Animal Sci	School	65	3	S2	А	MA	232B	30	30	30	29	18	11	20	7	2	1
												29	18	11	20	7	2	1
4651-01	Landscape D&m T	School	188	9	51	R	NG	210B	6	28	28	7	з	з	2	3	2	
	conductope bain 1	501001	100			5		2200		20	20	7	3	3	2	3	2	0
4832 01	Rog Photo	School	246	0	C 1	P	MD	REOC	20	25	20	20	F	14	13	c	2	
AR32-01	Beg Photo	School	240	9	52	A		2078	20	25	20	20	11	14	13	2	2	
AR32-02 AR32-03	Beg Photo	School	443	5	52	R	AB	106	20	25	20	19	7	11	10	5	5	
A(()2-0)	Deg Thoto	Jenoor	445		51	0	20	100	20	25	20	59	23	34	35	13	11	0
AR33-01	Int Photo	School	190	9	S2	A	AA	212	30	32	32	31	11	20	4	21	6	
AR33-02	Int Photo	School	323	9	51	А	CB	136	30	32	32	30	10	20	9		14	•
												61	21	40	13	28	20	0
AR40-01	Stained Glass	School	267	9	S1	Α	AA	JVFB	21	25	26	21	13	8		9	12	
AR40-02	Stained Glass	School	398	3	S2	В	AB	CCTR	21	25	26	21	8	13	1	7	13	
AR40-03	Stained Glass	School	465	9	S2	Α	AB	131	21	25	26	21	16	5		11	10	
AR40-04	Stained Glass	School	516	5	S2	В	GB	309	21	25	26	21	7	14	2	13	6	
												84	44	40	3	40	41	0

Master Schedule Sections Report

24 – Master Schedule Summary Report

This gives an overall view of the entire scheduling run. This is one of the key reports you should analyze after each simulation run. It displays the statistics for each step of the builder process. The two most important columns in this report are Required Percent and Scheduled Percent.

The following columns display in the report:

- Input Count Number of records seen by the scheduler
- Requested Count Number of records processed by the system
- Requested Percent Percentage of records processed by the system
- Scheduled Count Number of records scheduled by the system
- Scheduled Percent Percentage of records scheduled by the system

Hope High School Initial Run	Master So	chedule	Summary Rep	ort MSSR	4/17/	2017 5:14 PM
		Input	Requested	Requested	Scheduled	Scheduled
		Count	Count	Percent	Count	Percent
Builder Statistics:						
Courses (W/alt=0)		414	347	83.8%	347	100%
Sections (PS=875, TC=0)		875	875	100%	875	100%
Sections Period Load		5195	5195	100%	5140	98.9%
Teachers (w/Pref Room=0)		179	179	100%	150	83.8%
Sections With Teachers		875	875	100%	840	96%
Teaching Period Load		10740	5195	48.4%	5020	96.6%
Rooms		165	165	100%	131	79.4%
Sections With Rooms (Sched in pref ro	0%)=moc	875	875	96.8%	847	96.8%
Rooms Period-Load		16500	5195	31.5%	5055	97.3%
Rooms Seats-Periods		825000	112205	13.6%	92335	82.3%
Number of Students (W/alt=5)		2770	2727	98.4%		
Number of Course Requests (W/alt=8)		19233	19226	100%		
Teacher Load Balance Mean from Avg.				0.5865922		
Teacher Load Balance Std. Deviation f	from Avg.			5.245376		
Loader-Resolver-Balancer Statistics:						
Students		2770	2727	98.4%	2727	100%
Required Course Requests		8192	8192	100%	5585	68.2%
Elective Course Requests		11034	11034	100%	9941	90.1%
GeneralAlt Course Requests		7	7	100%	0	0%
All Course Requests		19233	19226	100%	15526	80.8%
Core Course Requests		19226	19226	100%	15526	80.8%
Sections Under Maximum					867	99.1%
Sections Over Maximum					0	0%
Sections At Maximum					8	0.9%
Sections Over Optimum					46	5.3%
Sections Under Minimum					254	29%
Students by Request Status:						
NoRequests			43	1.6%		
UnderSubscribed			2721	99.8%		
OverSubscribed			6	0.2%		
Students by Schedule Status:						
Unknown					2	0.1%
RegressionLimitExceeded					23	0.8%
Timel imitExceeded					1	P %

Master Schedule Summary Report

25 – Message Log Report

This lists all messages logged by the last run of Master Schedule Builder.

King H	High	School	Init	ial Run Message Log Report MLR
	751	212075	5:79	20
Time		Module	L	Message
11:24:	:53	Schedul	εĪ	Version 2012.12.12
11:24:	:53	Schedul	eΙ	run#=1 Id=1 name=Initial School=King High School desc=
11:24:	:53	Schedul	e I	Serializing input data into:
11:24:	:53	Schedul	e I	Path=C:\Program Files\Edupoint\RT Process Service\Report&utput\King
High S	Schoo	ol-1 Sch	edule	r-SER
11:25:	:51	Schedul	e I	Starting Simulation Initial RunESimbl
11:25:	:57	Schedul	e I	Output Path=C:\Program Files\Edupoint\RT Process Service
\Repor	rt0u1	tput\		
11:22:	:57	Analyze	r I	Initial Stage
11:25:	:41	Builder	I	
13:51:	:18	Schedul	e I	Total Elapsed Time For Builder 2:25:37 HH:MM:SS
13:51:	:18	Loader	I	
13:59:	:25	Schedul	e I	Total Elapsed Time For Loader D:8:Ь НН:ММ:SS
13:59:	:25	Resolver	r I	
14:05:	:54	Resolver	r I	Number of conflicts before = 1522 attempted = 1522 after = 1517 reduced
= 5				
14:05:	:54	Resolver	r I	Resolver reduced number of conflicts by 5 students.
14:05:	:54	Schedul	e I	Total Elapsed Time For Resolver D:6:29 HH:MM:SS
14:05:	:54	Balance	r I	Pass 1 ···
14:06:	:57	Balance	r I	Total number of students rescheduled 108, in 1 passes.
14:06:	:57	Schedul	eΙ	Total Elapsed Time For Balancer D:D:26 HH:MM:SS
14:06:	:22	Analyze	r I	Gatchering Simulation Statistics
14:06:	:58	Schedul	e I	Total Elapsed Time For Analyzer D:D:6 HH:MM:SS
14:06:	:58	Schedul	eΙ	Serializing Results into:
14:06:	:28	Schedul	e I	Path=C:\Program Files\Edupoint\RT Process Service\Report0utput\King
High S	Schoo	ol-1 Sim	L−Sim	ulation Re
14:08:	:45	Reporter	r I	Generating default reports
74:79:	:57	Reporter	r I	Generating user requested reports
74:70:	:57	Schedul	e I	lotal Llapsed lime for Reporter U:7:35 HH:MM:SS
174:72:	:57	Schedul	e I	End of Simulation Simulation College Werners
74:70:	:57	schedul	e T	IOTAL LIAPSED LIME 2:51:27 HH:NN:33
74:70:	:57	2 cuean1	e T	End of run for school King High School, Status = NormalTermination
1				

Message Log Report

26 – Period-Load Stats Report

This displays the load statistics for each period in the scheduling section. The following columns display in the report:

- Term Term Code
- Per Period
- Days Meeting Day
- Opt Optimum number of students
- Prv Provisioned number of students
- Act Actual number of students scheduled
- NS Number of sections held during the period

Hope High School Initial Run Period-Load Stats Report PLSR 11/12/2013 5:54 PM By Grade Level														
Grade = 10 Students = 1046 Period Loads ($R/E/G/O$): 3159/3997/0/0 Target Load = 6156.75														
Term F	Per O	pt	Day1 Prv	1 Act NS	opt	Day2 Prv	: 2 - Act	NS	opt	Day3 Prv	: 3 Act N5			
51	1 1 2 1 3 1 4 1 5 1 6 1 7 1 8 1 9 1 10 1	.03 .03 .03 .03 .03 .03 .03 .03 .03 .03	119 126 110 103 89 70 119 172 150 113	120 3.3 91 3.7 103 3.3 97 2.5 81 3.8 61 1.7 98 3 147 3.5 153 3.3 108 2.7	103 103 103 103 103 103 103 103 103	91 99 123 110 141 108 123 123 158 61	88 97 109 110 133 105 115 91 141 55	2.3 2.7 5.5 2.7 3.5 3.5 3.5 2.7 3.5 2.7 3.5	103 103 103 103 103 103 103 103 103	116 123 89 113 146 87 113 143 161 115	111 2.8 99 4.2 79 3.7 81 3.3 139 3 69 2.8 72 3 133 3.3 159 3.5 119 2.8			
52	1 1 2 1 3 1 4 1 5 1 6 1 7 1 8 1 9 1 10 1	.03 .03 .03 .03 .03 .03 .03 .03 .03 .03	99 90 118 133 159 55 133 165 138 68	96 3 79 3 90 4.7 87 3.7 135 3.3 54 2.2 104 3.5 171 3.8 144 3.3 64 1.7	103 103 103 103 103 103 103 103 103	104 99 153 137 88 100 145 133 153 62	100 97 156 123 79 67 147 141 152 60	4.3 5 4 3.5 4.8 3.7 3.5 3.2 2.8	103 103 103 103 103 103 103 103 103	116 100 128 120 162 141 142 122 132 151	106 3.7 99 4.7 89 5.7 124 4 126 3.8 108 3.3 119 3 126 3 150 3.2			

Period Load Stats Report

27 – Room Schedule Report

This displays the schedule for each room. The following columns display in the report:

- Room Room number and Name
- Category Subject Category Code
- Opt. Capacity Optimum Capacity
- Max. Capacity Maximum Capacity
- **Grid** Displays a group of sections indicated by a reference code and sorted by term, period, and meeting day

Legend

- Ref Code used in the section to represent the section
- Course-Sec Course ID and Section number
- Per Period the section meets
- Term Term the section meets
- Days Meeting day(s) the section meets
- Teacher Teacher assigned to the section
- Enrol Total number of students enrolled in the section
- Seq Sequence number of the section that indicates when MSB created it

Summary

- · Avail Load Maximum number of periods for which the room can be scheduled
- **Req. Load** Requested average number of periods for the room to be scheduled for the course
- Req Pct Percentage of above relative to the room's available number of periods
- Sched Load Scheduled number of periods for the room
- Sched Pct Percentage of scheduled periods for the room relative to average
- Util Pct Percentage of room utilized
| King High School I | nitial Run Ro | oom Schedule Repor | T RSR 12/2/2011 11:26 AM |
|--|---|---|--|
| Room: 031 Classroo | m Category=EL | Opt.Capacity = 4 | 0 Max.Capacity = 50 |
| Trms Q1 Q2
Days MTWHF MTWHF | Q3 Q4
MTWHF MTWHF | | |
| 1 EFABC DGHIJ | KLMNP QRS.O | | |
| 2 | | | |
| 4 | | | |
| 5 | | | |
| ⁶ | ••••• | | |
| 8 | | | |
| 9 | | | |
| Legend:
Ref Course-Sec
A PP61D2-1
B PP61D-1
C PP61D-2
D PP61D-4
E PP62M-1
F PP61M2-1
G PP60M-2
J PP60M-2
J PP60M-2
J PP60M-4
K PP63C-1
L PP62D-3
N PP62D-3
N PP62D-4
O SC55W2-1
P SC55W-1
Q SC55W-2
S SC55W-3 | Per Term Days
1 Q1 W
1 Q1 H
1 Q1 F
1 Q2 M
1 Q1 T
1 Q2 T
1 Q2 W
1 Q2 F
1 Q2 H
1 Q2 F
1 Q2 F
1 Q3 T
1 Q3 W
1 Q3 F
1 Q3 F
1 Q3 F
1 Q3 F
1 Q4 F
1 Q4 W | Teacher
Jacque Henry
Jacque Henry | Enrol Seq
7 20
4 21
3 23
3 26
2 54
4 55
4 55
4 56
1 57
0 60
3 63
3 88
7 108
3 112
5 113
21 115
22 116
21 118
21 119
22 120 |
| Summary: | Avail Req.
Load Load
180 9.4 | Req Sched S
Pct Load
5.2% 19.203 | Schd Util
Pct Pct
2.1% 10.6% |

Room Schedule Report

28 – Room Utilization Report

This displays the percentage of time rooms are utilized in the schedule. The following columns display in the report:

- Room Id Room Number
- Room Type Type of room: Classroom, Gym, Cafeteria, Lab, etc.

Set up Cafeteria type rooms if one or more of the following situations apply:

- The system handles lunch definition.
- Multiple cafeteria/lunch rooms exist.
- Lunch type courses are present.
- Different student groups need to be scheduled during different periods.
- Lunch type courses are assigned to students, or the system autogenerates lunch requests based on some criteria i.e. grade level, term, etc.
- Tchrs Pref Count Number of teachers requesting the room as their preferred room. If
 more than one teacher is requesting the same room as their preferred room, then the room
 may be shared between those teachers.
- Maximum Capacity Seats Maximum capacity or number of seats in the room. If using this maximum, MSB cannot schedule sections with optimum section size greater than the capacity in this room.
- Avail Period Load Maximum number of periods where you can assign rooms in use by the category
- Req Period Load Required number of periods for the system to schedule rooms in that subject category
- Sched Period Load Number of periods the system scheduled rooms for
- Req Load/ Avail% This is a percentage of requested period loads over the available/maximum period load
- Sched Load/Req% Percentage of scheduled period load over requested periods. 100% means MSB met all requests. A value less than 100% means that some sections were not scheduled with rooms, which is normal.
- Util Sched/Avail% Percentage of overall utilization, which is the scheduled period load divided by the total/maximum available load. It may be under 100% for classrooms, especially if lunch is scheduled by the system.

Room Id 031 033 034 035 036 036	Room Type Default Default Default Default	Tchrs Maxi Pref Capac Count Se	mum ity ats 50	Avail Period Load	Req Perio Load	Sched Period	Req Load/	Sched Load/	Util Sched/	
13] 13] 133 134 135 136	Default Default Default Default Default	Count Se	ats	Load	Load	Period	Load/	LOAD/	vcuea/	
031 033 034 035 036	Default Default Default Default Default	count se	50	Load	Load		A	D *	A	
D31 D33 D34 D35 D36 D36	Default Default Default Default Default		50			Load	AVall%	Ked7	AVA112	
033 034 035 036 039	Default Default Default Default			36	5	8	142	159%	22-2%	
034 035 036 039	Default Default Default		50	36	1-9	з	5-12	765%	8-3%	
035 036 039	Default Default		50	36	5-5	з	6-1%	137-3%	8-3%	
036	Default		50	36	5.5	4	6-12	193-1%	11-12	
139	Perdure		50	36	5	6	142	114-5%	16-7%	
	Default		50	36	5.5	з	6-12	137-3%	8-3%	
040	Default		50	36	5.5	з	6-12	137-3%	8-3%	
041	Default		50	36	5.5	з	6-1%	137-3%	8-3%	
042	Default		50	36	1.9	l	5-12	54%	2-8%	
043	Default		50	36	5-5	З	6-1%	137-3%	8-3%	
044	Default		50	36	3-5	4	8-8%	152-9%	77-75	
050	Default		50	36	7-9	70	55-7%	152-9%	27-8%	
151	Default		50	36	4-4	4	75-5%	90-8%	77-75	
052	Default		50	36	8-5	4	7-92	140-5%	77-75	
053	Default		50	36	4.4	4	75-5%	90-8%	11-12	
054	Default		50	36	5-8	4	7-92	140-5%	11-12	
055	Default		50	36	3-5	4	8-8%	152-9%	77-75	
056	Default		50	36	4.4	7	75-5%	158-9%	19-42	
100	Default		50	36	23.5	25	65-42	106.5%	69-42	
100	Default		50	36	23-5	19	65-42	80-7%	52-8%	
101	Default		50	36	9-8	77	27-12	112.7%	30-6%	
101	Default		50	36	9-8	7	27-1%	71-72	19-42	
105	Default		50	36	5-6	5	15-42	90%	13-92	
705	Default		50	36	5-6	7	15-42	756%	19-42	
103	Default		50	36	4 - 8	8	13-32	166-8%	22-22	
103	Default		50	36	4 - 8	7	13-3%	1462	19-42	
104	Default		50	36	5-3	5	14-8%	93-9%	13-9%	
105	Default		50	36	7.9	75	55-7%	151%	33-3%	
105	Default		50	36	7-9	9	55-7%	773-3%	25%	
106	Default		50	36	5.1	8	14.2%	156-8%	55-5%	
108	Default		50	36	2-5	З	6-9%	757%	8-3%	
110	Default		50	36	2.5	З	6-9%	757%	8-3%	
լլլ	Default		50	36	З	4	8-2%	135.4%	11-1%	
115	Default		50	36	3-8	4	10-6%	104-9%	77-7%	
115	Default		50	36	3-8	4	10-6%	104-9%	77-75	
113	Default		50	36	5-1	4	6%	186-4%	77-7%	
114	Default		50	36	5-3	6	14-8%	775-6%	16-72	
116	Default		50	36	2-5	4	6-9%	161-3%	77-7%	
119	Default		50	36	5-1	7	14.2%	137-2%	19-42	
750	Default		50	36	5-3	6	14-8%	775-6%	16-72	
151	Default		50	36	7.2	9	50-7%	124-2%	25%	
151	Default		50	36	7.2	8	50-7%	110.4%	55-5%	
153	Default		50	36	5-3	6	14-8%	115.6%	16-7%	
753	Default		50	36	5-3	6	14-8%	775-2%	16.7%	
					Dago	1				

Room Utilization Report

29 – Rules Report

This lists all rules applied during the scheduling run. The following columns display in the report:

- Level Category Level (School, Category, Course, etc.)
- Identifier Course ID number(s)
- Module Part the scheduler to which the rule was applied. (Builder, Loader, etc.)
- Type Type of rule that was applied: (Link or Section Attributes
- Status Displays both the Status and SchedStatus as two values separated by a forward slash (/) (Ex. E/O)
 - Status values: E=Enabled, D=Disabled, R=Relaxed
 - SchedStatus values: U=Unknown, O=Observed, M=Mixed, I=Ignored, P=Passed, F=Failed
- Rule Description A description of the rule applied, including which sections it applied to if applicable

lope High Sch	ool Initial Ru	ın	Rule	Report RR	11/5/2012 12:54
o. Level	Identifier	Module	Туре S	atus Rule Description	
l Course	ACIO	Loader	PropConstraint E	EInclude] Students [MSB_6L_CONST] if []/ met:]) GRADE_ATT is one of {]0,]],]2}	l] criterion is
2 Course	AD86W	Loader	PropConstraint E	<pre>D EInclude] Students EMSB_GL_CONST] if E1/ met: 1) GRADE_ATT is one of {11, 12}</pre>] criterion is
3 Course	AG29	Loader	PropConstraint E	<pre>EInclude] Students EMSB_GL_CONST] if El/ met: l) GRADE_ATT is one of {l0, l1, l2}</pre>	1] criterion is
4 Course	AG31	Loader	PropConstraint E	<pre>EInclude] Students EMSB_GL_CONST] if El/ met: l) GRADE_ATT is one of {l0, l1, l2}</pre>	J criterion is
5 Course	AG51	Loader	PropConstraint E	<pre>EInclude] Students EMSB_GL_CONST] if El/ met: l) GRADE_ATT is one of {l0, l1, l2}</pre>	J criterion is
⊾ Course	ARBB	Loader	PropConstraint E	<pre>D EInclude] Students EMSB_GL_CONST] if El/ met: l) GRADE_ATT is one of (l0, l1, l2)</pre>	1] criterion is
7 Course	AR34	Loader	PropConstraint E	<pre>Include] Students [MSB_GL_CONST] if []/ met:]) GRADE_ATT is one of {]0,]1,]2}</pre>] criterion is
å Course	AR4D	Loader	PropConstraint E	EInclude] Students EMSB_GL_CONST] if E1/ met: 1) GRADE_ATT is one of (10, 11, 12)] criterion is
9 Course	AR41	Loader	PropConstraint E	EInclude] Students EMSB_GL_CONST] if El/ met: 1) GRADE_ATT is one of {10, 11, 12}] criterion is
10 Course	AR42	Loader	PropConstraint E	<pre>EInclude] Students EMSB_GL_CONST] if El/ met: Page l</pre>	1] criterion is

Rules Report

30 – Sections Scheduled Time Analysis Report

This lists each section and each possible time pattern (Period:Term:MeetingDay) that MSB can schedule it.

The following columns display in the report:

- **Time Pattern** Period:Term:MeetingDay
- Fit Factor Measures how well this time pattern fits other patterns, with the lower number being a better fit. For example, patterns that conflict with lunch sections show higher numbers.
 - An asterisk (*) indicates that the time pattern overlaps with mapped sections and was not chosen.
 - A question mark (?) indicates that the time pattern overlaps with mapped sections, but was chosen.
- **Student Factor** Represents availability of the pattern for the relevant student groups. For example, any pattern that conflicts with previously built single sections shows higher numbers, especially if many students are requesting the course. It measures the probability of the number students that might have a conflict if you chose the pattern for the section.



Although the Builder does not actually schedule students, it keeps track of their availability, by group, using an internally constructed Conflict Matrix. See the <u>12 - Course Request Conflict Mtx Report</u> for more information.</u>

- P. Load Factor Number of students already allocated to the periods in the pattern. MSB tries to balance the number of students scheduled for each period by grade level and school totals. For example, if you have 1000 students in your school and expect a full schedule for every student, then the optimum number of scheduled students for each period is 1000. Patterns which cause the number to be higher than the optimum are not desirable. The Builder tries to avoid patterns with large numbers as it builds each section.
 - An asterisk (*) indicates that at least one period was overloaded and the pattern was not chosen.
 - A question mark (?) indicates that at least one period was overloaded, but the pattern was chosen.
- **Teacher Factor** Calculated based on the availability of teachers for the pattern. The more teachers are available, the smaller the number. An asterisk (*) indicates that no teacher is available for the pattern. MSB tries to avoid patterns with no available teachers.



MSB automatically adjusts teacher availability for variables such as lunch allowance, time constraints, and optimums/maximums.

- Room Factor Calculated based on the availability of rooms for the pattern. An asterisk(*) indicates that no room was available for the time pattern.
- **Composite Rank** Calculated by a formula based on all the factors in the report. This is the number the Builder uses to choose a pattern, unless additional rules change this. The Builder chooses the time pattern with the lowest Composite Rank.

- Three asterisks (***) indicate the pattern chosen.
- Patterns with less than 3 asterisks indicate lack of resources for the section, and MSB scheduled it where students and/or resource were available.
- Patterns with no asterisk indicate that MSB rejected the pattern. MSB always chooses a pattern, unless some rules or constraints instruct it to do otherwise.

#	Time	Fit	Student	P. Load	Teacher	Room	Resource	Composite	
1	Pattern	Factor	Factor	Factor	Factor	Factor	Factor	Rank	
	LUCCCLII	LUCCOL	raccor	140001	140001	LUCCOL	ractor	INTER	
1	1:Q1:1	456	49	110	337	453	1?	375760420864	***
2	2:Q1:1	456	49	110	337	453	1*	375760420864	
3	3:Q1:1	456	49	110	337	453	1*	375760420864	
4	4:Q1:1	456	49	110	337	453	1*	375760420864	
5	5:Q1:1	456	49	110	337	453	1*	375760420864	
6	6:Q1:1	456	49	110	337	453	1*	375760420864	
7	7:Q1:1	456	49	110	337	453	1*	375760420864	
8	8:Q1:1	456	49	110	337	453	1*	375760420864	
9	9:Q1:1	456	49	110	337	453	1*	375760420864	
10	1:Q2:1	456	49	110	337	453	1*	375760420864	
11	2:Q2:1	456	49	110	337	453	1*	375760420864	
12	3:Q2:1	456	49	110	337	453	1*	375760420864	
13	4:Q2:1	456	49	110	337	453	1*	375760420864	
14	5:Q2:1	456	49	110	337	453	1*	375760420864	
15	6:Q2:1	456	49	110	337	453	1*	375760420864	
16	7:Q2:1	456	49	110	337	453	1*	375760420864	
17	8:Q2:1	456	49	110	337	453	1*	375760420864	
18	9:Q2:1	456	49	110	337	453	1*	375760420864	
19	1:Q3:1	456	49	110	337	453	1*	375760420864	
20	2:Q3:1	456	49	110	337	453	1*	375760420864	
21	3:Q3:1	456	49	110	337	453	1*	375760420864	
22	4:Q3:1	456	49	110	337	453	1*	375760420864	
23	5:Q3:1	456	49	110	337	453	1*	375760420864	
24	6:Q3:1	456	49	110	337	453	1*	375760420864	
25	7:Q3:1	456	49	110	337	453	1*	375760420864	
26	8:Q3:1	456	49	110	337	453	1*	375760420864	
27	9:Q3:1	456	49	110	337	453	1*	375760420864	
28	1:Q4:1	456	49	110	337	453	1*	375760420864	
29	2:Q4:1	456	49	110	337	453	1*	375760420864	
30	3:Q4:1	456	49	110	337	453	1*	375760420864	
31	4:Q4:1	456	49	110	337	453	1*	375760420864	
32	5:Q4:1	456	49	110	337	453	1*	375760420864	
33	6:Q4:1	456	49	110	337	453	1*	375760420864	
34	7:04:1	456	49	110	337	453	1*	375760420864	

Sections Schedule Time Analysis Report

31 – Sections Scheduled-Seq Report

This lists all the scheduled sections in the sequence with time analysis information. The report lists all sections by sequence number.

The following columns display in the report:

- Seq Sequence number of the section that indicates the order it was created
- Course-Sec Course ID and section number
- **Time Struct** Number of periods multiplied by the number of terms and the number of meeting days. For example, courses with one period scheduled for only one term that use one meeting day would have a structure of 1x1x1.
- # of Sec. Total number of sections for that course
- Grade Factor Calculated number based on the grade level offered for the course/section. Higher grades have a higher priority by default, unless altered by simulation rules. Lower number represents higher priority.
- **Time Factor** Time structure of the section represented as PxTxD, where *P* is the number of periods, *T* is the number of terms, and *D* is the number of days for each section/class.
- **Teacher Factor** Calculated based on the number of teachers and their availability. The lower the number the more difficult it is to find teachers for the section.
- Room Factor Calculated based on the number of rooms and their availability. Sections with less room options, such as labs or gym, show lower numbers. Lower numbers indicate difficulty in finding rooms for the section.
- Student Factor Calculated based on number the of students requesting the course and the conflict matrix. Popular courses show lower numbers, especially if requests come from different grades. Lower numbers indicate difficulty in building the section.
- **Crs-Link Factor** Calculated when the section has linked courses. Lower numbers indicate difficulty in building the section.
- Pattern Choice Numbers shown with a slash (/) between them. This ranks available time patterns based on the quality and overall fitness for students. The second number indicates the total number of available patterns for the section. If resources are not available for the first choice, the Builder might choose a lesser version. Lower numbered choices result in a lower number of conflict students.
- **Composite Rank** Calculated based on all factors. This determines the order in which MSB builds sections (*Seq*). The lower the number, the more difficult it is to build.



A number might follow the Composite Rank. *F* indicates a Frozen section, and *P* indicates a Prescheduled section.

King	High School	Initia	l Run		S	ections Sc	heduled-	Seq Repo	ort SSSR		75\73	V2015 5:15 bW
Sea	Course-Sec	Time	# of	Sched	Grade	Time	Teacher	Room	Student	Crs-Link	Pattern	Composite
		Struct	Sec.	Prio	Factor	Factor	Factor	Factor	Factor	Factor	Choice	Rank
1	CCEN-D1	JxJxJ	1	41	3	5567	39	5	2	700	1/36	10681960
5	TO-OTISTY	JXJXJ	ľ	41	3	5567	48	3	2	700	1/36	19720540
3	NC963-03	JXJXJ	1	41.	3	5567	20	13	2	700	1/36	32606237
4	NC951-01	JxJxJ	ľ	41.	3	5567	20	73	2	700	1/36	35606533
5	NC941-01	JXJXJ	1	41.	3	5567	20	13	2	700	1/36	32606237
6	NC931-01	JXJXJ	1	41.	3	5567	20	73	2	700	1/36	32606237
7	NC857-07	JxJxJ	1	41.	3	5567	20	13	2	700	1/36	3220233
ð	NCJJJ-DJ	JXJXJ	l	41.	3	5567	20	73	2	700	1/36	35606531
9	NC901-01	JXJXJ	1	41.	3	5567	50	73	2	700	1/36	32606237
70	NC501-01	JXJXJ	1	41.	3	5567	20	73	2	700	J/3P	32606237
11	NC401-01	JXJXJ	1	41.	3	5567	50	73	2	700	1/36	3220233
75	ST12-01	JXJXJ	l	41	3	5567	41.	77	2	700	1/36	61763635
73	TO-20T15	JXJXJ	1	41.	3	5567	41.	77	2	700	1/36	61763635
34	PA891-01	JXJXJ	ľ	41.	3	5567	40	18	2	700	1/36	98602700
15	AG99-01	JXJXJ	ľ	41.	3	5567	41.	57	2	700	1/36	775475346
16	46377-07	J × J × J	ľ	41.	3	5567	41.	57	2	700	1/36	7747534P
17	AG252-01	JXJXJ	ľ	41.	3	5567	43.	57	2	700	1/36	77547534P
18	AG527-07	JXJXJ	l	41.	3	5567	41.	57	2	700	1/36	11241534P
78	12357-07	JXJXJ	l	41.	3	5567	43	22	2	700	1/36	129222998
20	IT99-01	J×J×J	1	41.	3	5567	43	22	2	700	1/36	129552998
57	IT952-01	J × J × J	1	41	3	5567	43	22	2	700	1/36	129552998
22	IT951-01	JXJXJ	l	41.	3	5567	43	22	5	700	1/36	129552998
23	11437-07	JxJxJ	l	41.	3	5567	43	22	2	700	1/36	129552998
24	IT73-01	J×J×J	1	41.	3	5567	43	22	2	700	1/36	129552998
25	IT51-01	JXJXJ	l	41.	3	5567	43	22	2	700	1/36	154225555
56	IT35-01	JXJXJ	1	41.	3	5567	43	22	2	700	1/36	129552998
27	IT34-01	J×J×	l	41.	3	5567	43	22	2	700	1/36	129552998
58	IT33-01	JXJXJ	1	41.	3	5567	43	22	2	700	1/36	129552998
29	RD702-01	JXJXJ	l	41.	3	5567	40	24	2	700	1/36	131470272
30	RD701-01	J×J×J	1	41.	3	5567	40	24	2	700	1/36	131470272
31	BE91-01	JXJXJ	l	41.	3	5567	39	25	2	700	1/36	133524492
35	BE74-01	JXJXJ	1	41	3	5567	96	25	2	700	1/36	133524492
33	BE53-01	J×J×J	l	41.	3	5567	39	25	2	700	1/36	133524492
34	BE51-01	J×J×J	1	41	З	5567	39	25	5	700	1/36	133254495
35	BE48-01	JXJXJ	l	41	3	5567	39	25	5	700	1/36	133524492
36	BE39-01	J × J × J	l	41.	3	5567	39	25	5	700	1/36	133524492
37	PE99-01	rxrxr	l	41	3	5567	43	24	2	700	1/36	134757030
							Page	1				
	-						-					

Sections Scheduled Seq Report

32 – Student Properties Report

This provides detailed information about each student.

The following columns display in the report:

- Student
- ID Student's identification number
- EthnicCode Ethnic code used by the district
- Gender
- Gradelevel
- SchedHouse House the student is scheduled in
- SchedTeam Team the student is scheduled in

lope High School	Initial Run	Student P	roperti	es Report	SPR	11/2/201	2 12:54 P
Student	ID	EthnicCode	Gender	GRADE_ATT	Gradelevel	SchedHouse	SchedTea
Abbott, Billy	905483	HIS	m	75	75	blank	blank
Abel, Albert	735693	01	M	75	75	blank	blank
Abernathy, Bruce	879138	HIS	M	75	75	blank	blank
Abernethy, Anne	902870	TWO	F	77	77	blank	blank
Abers Douglas	900757	01	m	75	75	blank	blank
Abrigo, Scott	148102	01	m	75	75	blank	blank
Acevedo, Andrew	886630	HIS	m	77	77	blank	blank
Acevedo, Ashley	901830	HIS	F	70	70	blank	blank
Acevedo, Gloria	985872	LIN	F	75	75	blank	blank
Ackley, Brian	913948	TWO	m	75	75	blank	blank
Acosta, Eugene	873921	HIS	m	75	75	blank	blank
Acosta, John	150265	HIS	m	77	77	blank	blank
Acunia, Kenneth	110412	HIS	m	70	70	blank	blank
Adair, Alan	873656	01	M	77	77	blank	blank
Adair, Diane	903975	01	F	70	10	blank	blank
Adair, Timothy	888657	01	m	77	77	blank	blank
Adams, Albert	889844	01	m	77	77	blank	blank
Adams, Howard	873985	01	m	75	75	blank	blank
Adamski, Alan	872035	01	m	70	70	blank	blank
Adams ₁ Larry	889314	01	m	11	77	blank	blank
Adams, Martin	887653	01	M	11	77	blank	blank
Adamsı Scott	805PEP	01	m	75	75	blank	blank
Adams Sean	877340	01	m	75	75	blank	blank
Adams Stephen	407655	01	M	70	70	blank	blank
Addington, Paula	871686	01	F	75	75	blank	blank
Aelvoet, Jesse	944233	01	m	75	75	blank	blank
Aguadon Bobby	943822	HIS	m	70	70	blank	blank
Aguado, Karen	135319	SIH	F	75	75	blank	blank
Aquilar, Carolyn	905695	SIH	F	70	70	blank	blank
Aguilar, Gregory	115003	LIN	M	70	70	blank	blank
Aguilar, Kathleen	132888	SIH	F	70	70	blank	blank
Aquilar, Roger	991071	SIH	m	75	75	blank	blank
Aguilar, Stephen	108367	HIS	M	77	77	blank	blank
Aguirre, Jason	952357	HIS	M	75	75	blank	blank
Aguirre, Mary	952375	HIS	F	77	77	blank	blank
Ahlstrom, Jack	888775	01	M	77	77	blank	blank
Ahlstrom, Linda	120451	01	F	70	70	blank	blank
Aitchison, Alice	871731	01	F	75	75	blank	blank
Aitchison, Karen	8062306	01	F	70	70	blank	blank
				Page	1		

Student Properties Report

33 – Student Requests Summary Report

This provides a quick summary of the number of required and elective requests for the student.

The following columns display in the report:

- Student Student's name
- Student ID Student's identification number
- GL Student's grade level

Required-Requests

- No.of Reqs Number of required requests
- Per. Load Number of periods with required requests
- Sched Load Actual scheduled required requests

Elective-Requests

- No.of Regs Number of elective requests
- Per. Load Number of periods with elective requests
- Sched Load Actual scheduled elective requests

ope high school	1010191	van staden	ιKE	Roquin	summa	woste		VO-ROA	avente	10:24	F
Student		Student		Kequir No.of	Por-Keq	Schod	Electi No.of	Ve-Kec	Schod		
Namo		TD	61	Roas	Load	Load	Rons.	Load	Load		
Nume		10	UL	Reqs	Louu	Louu	Neq3.	Loud	Loud		
Abbott, Billy		905483	75	7	7	6	15	75	15		
Abernethy, Anne		902870	11	ĩ	ī	ī	2	2	2		
Acevedo, Andrew		886630	11	4	4	3	2	2	2		
Acevedo, Ashlev		901630	10	6	6	4	7	7	5		
Acklev, Brian		913948	12	5	5	4	9	9	9		
Acosta, Eugene		473921	12	7	7	6	12	15	15		
Acosta, John		150265	11	9	9	6	Ь	Ь	5		
Acunia, Kenneth		110412	10	6	6	4	6	6	4		
Adair, Alan		871626	11	4	4	E	11	11	11		
Adair, Diane		903915	10	6	6	3	7	7	7		
Adair, Timothy		888621	11	8	8	2	6	6	L		
Adams, Albert		889844	11	6	6	ĥ	9	9	8		
Adams, Howard		873985	75	3	â	Ē	10	10	10		
Adams, Larry		889314	11	8	8	7	5	5	5		
Adams, Martin		887623	11	7	7	7	6	6	4		
Adams, Scott		805666	75	з	з	З	11	11	11		
Adamsı Sean		877340	75	3	3	3	11	11	10		
Adams, Stephen		907655	10	6	6	З	8	8	8		
Addington, Paula		871686	75	5	5	4	7	7	7		
Aelvoet, Jesse		944233	75	5	5	4	5	5	5		
Aguado, Bobby		943822	10	6	6	4	8	8	5		
Aguado, Karen		135319	75	6	6	З	8	8	6		
Aquilar, Carolyn		902692	10	6	6	2	8	8	6		
Aguilar, Roger		991071	75								
Aquilar, Stephen		108367	11	8	8	?	6	6	6		
Aquirren Jason		952357	75	3	3	3	10	10	10		
Aquirre, Mary		952375	11	4	4	4	10	10	9		
Ahlstrom, Jack		888115	11	8	8	?	5	5	5		
Ahlstrom, Linda		120451	10								
Aitchison, Alice		871731	75	5	5	4	10	10	10		
Aitchison, Karen		802998	10	6	6	E	8	8	8		
Akagawa, Adam		165923	11								
Ake, Joshua		889794	11	8	8	?	6	6	6		
Akin, Andrea		902875	10	6	6	. B	8	8	8		
Akpan, Tina		165110	10	-	-	_	-	-	-		
Alarcon, Frank		886651	10	6	Ь	5	8	8	8		
Alcazar, Eugene		141517	10	6	Ь	4	Ā	Ā	8		
Alcazar, Eugene		141666	10	9	9	3	3	3	Ē		
Alcorn, Donald		929994	11			_	_	_	_		
Alder, Brenda		967569	10	4	4	з	9	9	8		
Aldera Lawrence		910024	12	5	5	5	Á	Á	8		
Aldera Sarah		968436	12	3	3	3	9	9	9		
Aldrich, Steve		873815	12	3	3	Ę	1 n	ູ່ມີ	10		
Alexander, Fred		975140	1.2	2	2	5	-0	-0			
						, ,					

Student Requests Summary Report

34 – Student Schedule Report

This displays each student's schedule by student ID.

The following columns display in the report:

- Student Name
- Perm Number
- Status Student's schedule status, including undersubscribed, oversubscribed, etc.
- Conflict Status
- Grid Displays a group of sections indicated by a reference code, sorted by term, period, and meeting day

Legend

- Ref The code used in the section to represent the section
- Course-Sec Course Id and Section number
- Per Period the section meets
- Term Term the section meets
- Days Meeting day(s) the section meets
- Room Room number where the section meets
- Teacher Teacher assigned to the section
- Enrol Total number of students enrolled in the section
- Seq Sequence number of the section that indicates when it was created

Summary

- Subject Category Subject category under which the student's course requests were listed
- Periods Requested Number of periods requested in each subject category
- Periods Scheduled Number of periods scheduled in each subject category

King High School I	nitial Run Stud	ent Schedule	Report SSR 12/	/5/2011 12:51 PM
Joseph Dokic [10023 Trms Q1 Q2 Days MTWHF MTWHF Per 1 F 2 .H 3 4 .A 5 6 7	1] Status = Un Q3 Q4 MTWHF MTWHF I CK 	derSubscribed	d conflict	:Free
8 B. 9 Legend: Ref Course-Sec A AR63-2 B EN47-26 C EN472-07 D IT61-2 E IT712-1 F MA30-08 G MU34-1 H NC902-2 I PE4917-1 J PE4923-1 K PE762-5 L SC492-07 Subject Category Art English Industrial Techno School	Per Term Days 4 Q1 T 8 Q2 H 2 Q3 H 9 Q3 F 6 Q4 M 1 Q2 M 8 Q4 H 2 Q1 T 1 Q3 F 4 Q3 W 2 Q4 F 7 Q4 W 7 Q3 W Periods Requested 1 2 2 1 1 2 2 1 1 2 2 1 2 2 1 2 2 1 2 2 1 2 2 1 2 2 1 2 2 1 2 2 1 2 2 1 2 2 1 2 2 1 2 2 1 2 2 2 2 2 2 2 2 2 2 2 2 2	Room 310 238 203 320 315 100 402 304 505 GYM 501 150 Periods Schduled 1 2 2 1	Teacher S Graves N Fox R Pagel	Enrl Seq 23 1336 19 1037 34 984 13 1616 24 1668 19 2140 12 1909 778 1084 15 458 21 886 33 271 23 1278 26 1279
Math Music/Performing Physical Educatio Science Totals:	Arts 1 on 3 2 13	1 3 2 1 Page	1	

Student Schedule Report

35 – Teacher Allocation Summary Report

This shows what categories the builder allocates to teachers. This gives statistics for their utilization by category.

The following columns display in the report:

- Teacher Name
- Category Subject Category
- Cat # of Crs's Number of courses in that category
- Cat # of Sec's Number of sections in that category
- Cat # of tchr's Number of teachers in that category
- Tchr # of Crs's Number of teachers for courses in that category
- Min # of Sec Minimum number of sections assigned to the teacher scheduled for the course
- Max # of Sec Maximum number of sections assigned to the teacher scheduled for the course
- **Opt # of Sec** Optimum number of sections that we expect the teacher to teach for all courses in the category. This is an average that MSB calculates based on the total sections divided by the total available teachers. This number may be a fraction.
- Sched # of Sec Scheduled number of sections with the teacher
- **Opt Period Load** Optimum Period Load for the teacher for all courses in the category. MSB calculates this based on staffing requirements for all courses in the category, as well as with other teachers' related minimums and maximums.
- Sched Period Load Number of periods scheduled for the teacher for all courses in the category, as it relates to the Opt Period Load. MSB balances this value among the teachers allocated to each category. An asterisk (*) indicates that MSB violated either the minimum or maximum values.
- Sched Period Load% Number of periods scheduled for the teacher for all courses in the category, as it relates to the Opt Period Load. MSB balances this value among the teachers allocated to each category. An asterisk (*) indicates that MSB violated either the minimum or maximum values.
- Tchr Util Pct Percentage of the Scheduled Period Load over the total available periods for the teacher. The available time is adjusted for lunch allowance and other constraints.

Hope High School	Initial Run	т	eacher	Allocat	ion Sum	mary	Repo	rt TA	SR		8/2	2/2013 1	:59 PM
Teacher Name	Category	Cat #of Crs's	Cat #of Sec's	Cat of tchr's	Tchr #of Crs's	Min #of Sec	Max #of Sec	Opt #of Sec	sched #of Sec	Opt Period Load	Sched Period Load	Sched Period Load%	Tchr Util Pct
Abel, P	American History Total	52 0	3 0	13 0	52 52	0 0	0 0	0.2 0	1 2	0.2 0.2	1 2	433.3% 866.7%	8.3% 16.7%
Aderson, G	Elementary Schoo Math SA Total	57 14 11 25	8 240 0 240	39 16 88 104	57 14 11 82	0 0 0	0 0 0	0.2 15 0	7 5 0 12	0.2 12 0 12	7 5 0 12	3412.5 41.7% 0% 100%	58.3% 41.7% 0% 100%
Anderes, B	Unassigned Total	0 0	0 0	36 0	0 0	0 0	0 0	0	0 0	0 0	0 0	0% 0%	0% 0%
Andrews, M	Family and Consu Total	19 0	0	6 0	19 19	0	0 0	0	0 0	0	0	0% 0%	0% 0%
Arthur A., A	American History Elementary Schoo NC SA Total	52 57 18 11 86	3 8 0 8	13 39 5 88 132	52 57 18 11 138	0 0 0 0	0 0 0 0	0.2 0.2 0 0 0	0 0 0 0	0.2 0.2 0 0.4	0 0 0 0	0% 0% 0% 0%	0% 0% 0% 0%
Attend Office, A	SA Total	11 0	0	88 0	11 11	0 0	0 0	0	0	0 0	0 0	0% 0%	0% 0%
Atwood S., S	American History Total	52 0	3 0	13 0	52 52	0 0	0	0.2 0	0	0.2 0.2	0 0	0% 0%	0% 0%
Audio Visual, A	SA Total	11 0	0 0	88 0	11 11 Page	0	0 0 1	0	0	0 0	0 0	0% 0%	0% 0%

Teacher Allocation Summary Report

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36 – Teacher Schedule Report

The Teacher Schedule Report lists each teacher by last name. For each teacher, it lists the sections scheduled for that teacher in the legend. For each section in the legend, it shows the period, the term, the meeting days, the room, the number of students enrolled, and the section sequence number. Above it shows a section which indicates, through listing the reference code for the section, the period and meeting day for each section by term.

The following columns display in the report:

- Teacher Name
- Category Subject Category
- Grade Levels Grade Levels that the teacher can teach
- **Grid** Displays a group of sections indicated by a reference code and sorted by term, period, and meeting day

Legend

- Ref The code used in the section to represent the section
- Course-Sec Course Id and Section number
- Per Period the section meets
- Term Term the section meets
- Days Meeting days the section meets
- Enrol Total number of students enrolled in the section
- Seq Sequence number of the section that indicates when it was created

Summary

- Avail Load Maximum number of periods which MSB schedules teachers
- Req. Load Requested average number of periods which MSB schedules teachers
- Req Pct Percentage of requested load relative to the teacher's available number of periods
- Sched Load Scheduled number of periods for the teacher
- Sched Pct Percentage of scheduled periods for the teacher relative to average
- Util Pct Percentage of teacher's available time utilized

```
King High School Initial Run Teacher Schedule Report TSR 12/5/2011 2:05 PM
R Larson [] Category = School
                                    Gradelevels = 09-12
Trms
      Q1 Q2 Q3 Q4
MTWHF MTWHF MTWHF MTWHF
Days
Per
      -----
             -----
                     -----
                             -----
  1
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                    . . . . .
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  2
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                            ....
  45
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             ..... .....
      ..... ..... .....
  6
7
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            ....
                    ....
                            ....
  8
      ....
             ..... ..... .....
  9
                            . . . . .
      . . . . .
             ....
                     ....
Legend:
Ref Course-Sec Per Term Days Room
                                          Enrol Seq
 Max. Period Load Per Day/Term/Year = 9/45/180 Max. Sequential Teaching Periods = 9
                                       Req Sched Sched
Pct Load Pct
                     Avail
                             Req
Load
Summary:
                                                            Util
                                             Load
                                                     Pct
                                                             Pct
                      Load
                       180
                                0
                                        0%
                                                0
                                                       0%
                                                               0%
                                              Page 1
```

Teacher Schedule Report

37 – Teacher Utilization Report

This displays the percentage of teacher utilization time in the schedule. Availability automatically adjusts if you override a maximum value, if the teacher has time constraints, or if MSB reserves lunch periods.

The following columns display in the report:

- Teacher Teacher name and badge number
- Max Cons Per Maximum number of consecutive teaching periods in a day. Lunch periods do not count. Overriding this number may reduce availability.
- Avail Per Day Available number of teaching periods per day. Availability automatically adjusts for lunch periods if you define them for your school. You can override this value to reserve a floating prep period or day for part time teachers.
- Avail Per Term Available number of teaching periods per term-cycle based on the scheduling section, not the calendar. You can reduce this number for part time teachers or to reserve prep periods in each term-cycle. For example, in a five day cycle, this number represents the number of periods a teacher can teach in a week (each term-cycle).
- Avail All Year Available number of teaching periods in the scheduling section
- **Req Per Load** Average requested number of periods, calculated by the system and based on allocation information provided during setup. Might be a fraction if the number of scheduled sections is not divisible by the number of allocated teachers.
- Sched Per Load Actual number of scheduled periods
- Req Load/Avail% Percentage of requested periods divided by the available number of periods all year
- Sched Load/Req% Percentage of scheduled periods over requested periods
- Util Sched/Avail% Percentage of scheduled periods over available periods

ng High School Initial Run		Teacher Utilization Report TUR 12/13/2012 2:16 PM									
Teacher	Max	Avail	Avail	Avail	Req	Opt	Sched	Req	Sched	Util	
Name	Cons	Per	Per	All	Per	Per	Per	Load/	Load/	Sched/	
ŧ	Per	Day	Term	Year	Load	Load	Load	Avail%	Req%	Avail	
1 R Larson []	6	6	6	24	3.3	3.3	12	14%	358.2%	50%	
2 Jacque Henry [0011]	6	6	6	24	8.3	8.3	18	34.8%	215.8%	758	
3 Scott Bolka [0012]	6	6	6	24	3.3	3.3	1	14%	29.9%	4.2%	
4 Ross Pagel [0013]	6	б	6	24	2.4	2.4	2	10%	83%	8.31	
5 Darcy Cook [0015]	6	б	6	24	5.8	5.8	16	24%	278%	66.78	
6 Nikki Fox [0018]	6	6	6	24	3.1	3.1	7	12.8%	227.1%	29.28	
7 Staff Staff [0018]	6	6	6	24	0	0	0	0%	0%	0%	
8 Karen Scullion [0021]	6	6	6	24	4.6	4.6	17	19.1%	370.2%	70.8%	
9 Howard Welch [0024]	6	6	6	24	0.3	0.3	0	1.4%	0%	08	
0 Gabriele Fajardo [0028]	6	6	6	24	5.4	5.4	12	22.6%	221.2%	50%	
1 Staff Staff [0031]	6	6	6	24	0	0	0	0%	0%	08	
2 Staff/spe Ed Staff [0034]	6	б	6	24	0	0	0	0%	0%	01	
3 Gregory Pott [0035]	6	6	6	24	6.4	6.4	10	26.8%	155.2%	41.79	
4 Jeff Taylor [0037]	6	б	6	24	0	0	0	0%	0%	01	
5 Sharon Cuculic-Hain [0039]	6	6	6	24	5.3	5.3	12	21.9%	228.6%	508	
6 Bruce Watkins [0040]	6	6	6	24	5.8	5.8	4	24%	69.5%	16.79	
7 Staff/eng Staff/eng [0044]	6	6	6	24	0	0	0	0%	0%	08	
8 Selina Graves [0045]	6	6	6	24	5.2	5.2	19	21.5%	367.8%	79.28	
9 Debra Fischer [0050]	6	6	6	24	6.2	6.2	15	25.9%	241.1%	62.5%	
0 A/v Staff A/v Staff [02]	6	б	6	24	0	0	0	0%	08	08	
1 Cissy Horn [1]	6	б	6	24	0	0	0	0%	0%	01	
2 Eric Hoag [10]	6	6	6	24	0	0	0	0%	0%	01	
3 Charlie Robbins []	6	6	6	24	3.1	3.1	1	12.8%	32.5%	4.29	
4 Craig Hale []	6	6	6	24	3.5	3.5	8	14.7%	226.4%	33.38	
5 Anna Cicero []	6	6	6	24	0	0	0	0%	0%	08	
6 Patricia Abel []	6	6	6	24	3.3	3.3	1	14%	29.9%	4.29	
7 Marvin Jones []	6	6	6	24	3.1	3.1	3	12.8%	97.3%	12.5%	
8 James Kass []	6	6	6	24	2.8	2.8	0	11.5%	0%	08	
9 Staff17 Staff17 []	6	6	6	24	0	0	0	0%	08	08	
0 Robert Connelly []	6	6	6	24	5.1	5.1	12	21.3%	235.1%	50%	
1 Brian Buck []	6	6	6	24	6.5	6.5	16	27.3%	244.3%	66.79	
2 Eliza Valli []	6	б	6	24	6	6	12	25.2%	198.7%	501	
3 Debra Webster []	6	6	6	24	6.1	6.1	18	25.4%	295.5%	758	
					Page	1					

Teacher Utilization Report

38 – Teacher Course Allocation Report

This identifies teacher allocations and scheduling issues related to a course.

The following columns display in the report:

- Teacher Name
- Course ID
- Crs # of Sec Number of sections for the course
- Min # of Sec Minimum number of sections MSB scheduled for the teacher in the course. If this number is not provided by you, then the system computes this number.
- Max # of Sec Maximum number of sections, the teacher is expected to be scheduled for the course. If this number is not provided by you, then the system computes this number.
- **Opt # of Sec** Optimum number of sections that we expect the teacher to teach for all courses. This is an average that MSB calculates based on the total sections divided by the total available teachers. This number might be a fraction.
- Sched # of Sec Scheduled number of sections with the teacher
- Crs # of Teachers Number of teachers, including the teacher listed, that are candidates for teaching the course
- **Opt Period Load** Optimum period load for the teacher. MSB calculates this based on staffing requirements for all courses in the category, as well as with other teachers' related minimums and maximums.
- Sched Period Load Actual number of scheduled periods for the teacher and each course. This number may be different for each course, if you enter a minimum and maximum number of sections.
- Sched Period Load% Number of periods scheduled for the teacher for all courses, as it relates to the Opt Period Load. MSB balances this value among the teachers allocated to each category. An asterisk (*) indicates that MSB violated either the minimum or maximum values.
- Tchr Util Pct Percentage of teacher's utilization for each course, relative to the optimum. Total is the percentage of teacher's utilization for all courses. The school total shows the average utilization for all teachers.

King High School	Teacher	-Cou	irse	Allo	cation	Repoi	rt TCAF	ł	12,	/13/2012	2:15 PM
Teacher	Course	Crs	Min	Max	Opt	sched	Crs	Opt	Sched	Sched	Tchr
Name	ID	#of	#of	#of	#of	#of	#of	Period	Period	Period	Util
		Sec	Sec	Sec	Sec	Sec	Tchrs	Load	Load	Load%	Pct
Abel, A	EN11	1	0	0	0	0	43	0	0	0%	0%
	EN112	1	0	0	0	0	43	0	0	0%	0%
	EN21	5	0	0	0.1	0	43	0.1	0	0%	0%
	EN212	1	0	0	0	0	43	0	0	0%	0%
	EN31	1	0	0	0	0	43	0	0	0%	0%
	EN32	3	0	0	0.1	0	43	0.1	0	0%	0%
	EN33	1	0	0	0	0	43	0	0	0%	0%
	EN34	18	0	0	0.4	0	43	0.4	0	0%	0%
	EN40	1	0	0	0	0	43	0	0	0%	0%
	EN43	1	0	0	0	0	43	0	0	0%	0%
	EN44	2	0	0	0	0	43	0	0	0%	0%
	EN45	2	0	0	0	0	43	0	0	0%	0%
	EN46	11	0	0	0.3	0	43	0.3	0	0%	0%
	EN47	6	0	0	0.1	0	43	0.1	0	0%	0%
	EN472	23	0	0	0.5	1	43	0.5	1	187%	4.2%
	EN473	1	0	0	0	0	43	0	0	0%	0%
	EN4732	1	0	0	0	0	43	0	0	0%	0%
	EN50	1	0	0	0	0	43	0	0	0%	0%
	EN51	1	0	0	0	0	43	0	0	0%	0%
	EN52	6	0	0	0.1	0	43	0.1	0	0%	0%
	EN54	1	0	0	0	0	43	0	0	0%	0%
	EN55	3	0	0	0.1	0	43	0.1	0	0%	0%
	EN56	2	0	0	0	0	43	0	0	0%	0%
	EN57	14	0	0	0.3	0	43	0.3	0	0%	0%
	EN60	1	0	0	0	0	43	0	0	0%	0%
	EN62	2	0	0	0	0	43	0	0	0%	0%
	EN67	1	0	0	0	0	43	0	0	0%	0%
	EN68	1	0	0	0	0	43	0	0	0%	0%
	EN74	1	0	0	0	0	43	0	0	0%	0%
	EN751	1	0	0	0	0	43	0	0	0%	0%
	EN752	1	0	0	0	0	43	0	0	0%	0%
	EN80	2	0	0	0	0	43	0	0	0%	0%
	SA41	1	0	0	0	0	199	0	0	0%	0%
						Page	1				

Teacher-Course Allocation Report

39 – Time Structure Stats Report

This lists all courses according to course type and time structure requirements. The number of sections and student course requests, in each group, must be proportional in order to guarantee proper fit. This does not mean the numbers have to be equal.

Example

Your school has a simple nx5x1 grid (*n* periods, 5 day cycle, 1 term) and has three structures where some courses meet three times a week, some twice a week, and some once a week. If you have 100 sections in the first group (that meets 3 times a week) and 50 sections of the second group (twice a week), you need 100 sections of the third group (once a week) to make all the structures fit each other. Having too many sections of one kind and not enough of the others results in a high conflict rate or section/period imbalance.

The following columns display in the report:

- **Time Patterns** Candidate time patterns display under each group. The report ranks each time pattern equally with a priority of 5. The Builder selects the best pattern according to a complex algorithm and searches for the best fit with the majority of students, teachers, and rooms as it builds the master schedule. See the end of the generated report for more information.
- Course Structure Course Type (Regular, Lunch, Study Hall) and time structure
- No. of Sections Number of sections with this type of structure
- No. of Reqs Number of student course requests with this type of structure
- Regs P. Load Product of students' course requests and sections' period load
- **Prov P. Load** Number of sections scheduled with this type of structure multiplied by the section's optimum size
- Sched P. Load Actual number of students scheduled in courses with this type of structure
- No. of Confl. Number of conflicts with this type of structure

lope High School	Initial Run Time Structure Stats Report TSSR 11/12/2013 5:55 PM
Structure Type[PxTxD] Any[1x1x1]	No.of No.of Reqs. Prov. Sched. No.of Courses Sections Reqs. P.Load P.Load P.Load Confl. 490 706 18778 18778 18778 0 0
# 1 2	TimeFPESchedFitHit#SecProvSchedPatternPrioFactorFactorSchedReqsReqs1:S1:1152.8%0%1:S1:2152.8%0%
58 59 60	9:52:2 1 5 2.8% 0% 9:52:3 1 5 2.8% 0% Totals: 2.8% 0% 0 0
School Totals Courses Sections Students Student Requ Max. Possibl Required Per Provisional Actual Perio	Count % 490 706 2742 e Period Load 164520 iod Load (Builder) 18778 11 Period Load (Builder) 18778 10 d Load (Loader/Resolver/Balancer 0 0
₽Hope High Schoo	Page 2 D Initial Run Time Structure Stats Report TSSR 11/12/2013 5:55 PM
Synopsis: main	Section
Report's head	dings are shown below, followed by the description for each column/field.
Structure Type[PxTxD]	No.of No.of No.of Reqs. Prov. Sched. No.of Courses Sections Reqs. P.Load P.Load P.Load Confl.
Column Name	Description
Structure Type[PxTxD]	Time Structures within the school are discovered by the system. The courses are examined for structures and a unique record is created for each type of structure. The uniqueness is based on the type of the course (Regular/Lunch/Study Hall), and the number of terms, days, periods required for the course. Time Structure is shown as Type[PXTXD], where 'Type' is the type of courses in the structure, 'P' is number of meeting periods, 'T' is number of meeting terms, and 'D is number of meeting days in the structure. The Builder assigns different weights to different structures types. For example 'Lunch' types have the highest weight, 'Regular' courses are weighted less, and 'Study Halls' are last. Please see the 'Master Schedule Build Seq Report' or the 'Section Scheduled Seq Report' for more details.
No.of Courses	Total number of courses, with this type of structure.
No.of Sections	Total number of sections, for all courses with this type of structure.
No.of Reqs.	Total Number of student course requests, for all courses with this type of structure.
Reqs. P.Load	Requests/Requested Period Load: In a nutshell, this is the number of seats the master schedule needs to accommodate for all courses with this type of structure. It is derived from the number of student requests, number of sections, and the period load requirements for all section of course, within this structure. Note that this number would be the same as above, for courses that need to be scheduled in a single period within the grid. This is one of the critical numbers that the Builder tries to distribute
	evenly across all periods involved in the patterns, as well as the whole grid (provisions for). Please see the 'Period-Load Stats Report' for more detail.
Prov. P.Load	Provisional Request/Requested Period Load. This number is calculated by the system after the master schedule is built. It is similar to above, except it takes into account the optimum section size, for courses with this structure.
Sched. P.Load	The Scheduled Request Period Load: this number is calculated after the master schedule is loaded. It is similar to its provisional counterpart, above, except that it uses the actual number of student scheduled, instead of the optimum. In a well-built master schedule, this number should be close to the the two aforementioned numbers.

Time Structure Stats Report

Chapter 15: Parent Reports

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PVU202 – Parent Activation Key Letter

Synergy SIS > Parent > Reports > Individual

Activation Letter

*

The PVU202 report notifies parents of their activation key and allows them to create a ParentVUE account. You can send the letter by email or print the letters.

A email template must exist to send letters by email. -Edupoint recommends distributing printed letters containing generated activation keys to parents during face-to-face meetings to validate the identity of the parent receiving the key. Given the sensitive nature of the data contained in the ParentVUE and StudentVUE web portal it is important to safeguard the security of the data. Report PVU202: Parent Activation Key Letter Print Save Default Reset Saved Default Email Me Name: Parent Activation Key Letter Number: PVU202 Page Orientation: Portrait Options Sort / Output Conditions Selection Advanced Student Info Perm ID Last Name First Name Grade • Parent Relationship Report Options Lives With Show Student Name Has Custody Show Perm ID Mailings Allowed Exclude Activated Parents Contact Allowed Show Adult ID Group Students By Parent Create Parent Activation Keys This will create an activation code for all parents, in the current focus, that have (a) not already had an activation key created for them that is still valid or (b) have not logged into the Parent/UE system. Note: This will use the same settings from Parent/UE and Student/UE Configuration > Activation Key Configuration Create Parent Activation Keys Distribution Options Date By specifying both a date and period below, the report will group the results by Period i classroom and display this information in the upper-right corner of the report. This will * override any sort options specified on the Sort/Output tab. Sort Option Teacher, Student
 Grade, Teacher, Student Email Options Select To Send Email To Parent Exclude PDF From Email

PVU202 - Parent Activation Key Letter Report Interface Screen

Report Options:

- Student Info Enter the **Perm ID**, **Last Name**, **First Name**, and/or **Grade** of a student or students to print activation keys for their parents/guardians.
- Parent Relationship Filter letters by Parent Relationship
- Report Options Select which items to include or exclude on the report
 - Show Student Name Select to show the student's names on the report
 - Show Perm ID Select to show the student's Perm ID on the report
 - Exclude Activated Parents Select to only print non-activated parents
 - Show Adult ID Select to print the Adult ID for the parent on the report
 - Group Students By Parent Select to group the children currently enrolled at the focus school together on one report per parent
- Create Parent Activation Keys Select to create keys for parents that do not have a valid
 activation key and have not logged into the ParentVUE system
- Distribution Options Select these options to override selections on the Sort/Option tab.
- Email Options Select the template to email instead of print activation letters.
 - Select to Send Email To Parent Select the desired ParentVUE email template to use.
 - Exclude PDF From Email Select to not include a PDF of the activation letter in the email.

	Hope High School ParentVUE Activation Key
Dear Phillip Aaron,	
Welcome to ParentVUE.	
We hope you use the capal is a wondertul tool to establ	bility that you find here to facilitate your child's education. ParentVUE lish a communication channel between the home and the school.
Use the information found to how we might make your extended to the second second second second second second s	below to login to ParentVUE for the first time and please let us know xperience better in the future.
Sincerely, Edupoint School District	
Steps to follow to create yo 1. Open your browser and i 2. Click the link "I have an a 3. Activation Step 1: Type in 4. Activation Step 2: Choos	ur account: navigate to http://localhost/PXP/Login_PXP.aspx activation key and need to create my account" n your first name, last name and activation key as they appear below se a user ID, password and enter your primary email address
You are done and ready to	use ParentVUE to track your student's progress!
Activation First Name:	Phillip
Activation Last Name:	Aaron
Activation Key:	PKC6WFE
Web Address:	http://qa80w4vm/Login_PXP.aspx
Your activation key is v	alid until June 14, 2013.

PVU202 – Parent Activation Key Letter Output

PVU204 – Parent Activation Key Letter By Parent

Synergy SIS > Parent > Reports > Individual

The PVU204 report is similar to the PVU202 report, but groups students by parent across all schools in the district/organization. This includes schools outside of the current focus. You can generate the output as a PDF, as an XML file to use with Mail Merge, or as an email.

A email templat	e must exist to send letters by email.				
Report PVU204: Parent Ac	tivation Key Letter By Parent 🛛				
Print Save Default Reset Saved Default	Email Me				
Name: Parent Activation Key Letter By Parent Nu	mber: PVU204 Page Orientation: Portrait				
Options Sort / Output Conditions Se	lection Advanced				
 Student Info 					
Perm ID					
Last Name First Name					
Grade					
Parent Relationship	Report Options				
Lives With	Exclude Activated Parents				
Has Custody	Show Students Across All Organizations For Included Parents				
Mailings Allowed	Show Adult ID				
Contact Allowed					
Create Parent Activation Keys					
This will create an activation code for all parents, in t (a) not already had an activation key created for ther (b) have not logged into the Parent/UE system. Note: This will use the same settings from Parent/U	he current focus, that have: n that is still valid or E and Student∨UE Configuration > Activation Key Configuration.				
Create Parent Activation Keys					
 Distribution Options 					
By specifying both a date and period below, the report classroom and display this information in the upper- override any sort options specified on the Sort/Output	rt will group the results by Date Period ight corner of the report. This will it tab.				
Sort Option					
Teacher, Student Grade, Teacher, Student					
Email Options					
Select To Send Email To Parent Exclude PDE Eron	n Email				
Activation Letter					

PVU204 - Parent Activation Key Letter By Parent Report Interface Screen

Report Options:

- Student Info Enter the Perm ID, Last Name, First Name, and/or Grade of a student or students to print activation keys for.
- Parent Relationship Filter letters by Parent Relationship
- Report Options Select which items to include or exclude on the report:

- Exclude Activated Parents Select to only print non-activated parents
- Show Students Across All Organizations For Included Parents Displays an activation key letter for each authorized parent of that student. Every actively enrolled student assigned to that parent displays on the report, including students outside of the school of focus.
- Show Adult ID Select to print the Adult ID for the parent on the report
- Create Parent Activation Keys Select to create keys for parents that do not have a valid
 activation key and have not logged into the ParentVUE system
- Distribution Options Select these options to override selections on the **Sort/Option** tab
- Email Options Select the template to email instead of print activation letters.
 - Select to Send Email To Parent Select the desired ParentVUE email template to use.
 - Exclude PDF From Email Select to not include a PDF of the activation letter in the email.

The following example displays the report printed for a single student:

Dear Jane Aaron,			
Ian Aaron		12345	
Welcome to Edupoint	Synergy ParentVUE		
Activation First Nar	me: Jane		
Activation Last Nar	me: Aaron		
Activation Key:	ABCDEFG		
Web Address:	http://pvue.school.edu		
Your activation key	is valid until January	31, 2018.	

PVU204 - Parent Activation Key Letter By Parent Output

The following example displays the report with Show Students Across All Organizations For Included Parents selected:

De	ar Jane Aaron,	Adult ID: 12	2345
	lan Aaron	12345	
	James Aaron	12346	
	Erin Aaron	12347	
	Cindy Aaron	12348	
We	elcome to Edupoint Syr	nergy ParentVUE	
Ac	tivation First Name	: Jane	
Ac	tivation Last Name	: Aaron	
Ac	tivation Key:	ABCDEFG	
W	eb Address:	http://pvue.school.edu	
Yo	our activation key is	valid until January 31, 201	8.

PVU204 - Parent Activation Key Letter By Parent Output

PVU401 – Parent/Student Portal Activity Report

Synergy SIS > Parent > Reports > List

The PVU401 report tracks parent and student activity in the ParentVUE/StudentVUE portal.

Report PVU401: Parent/Student Portal Activity Reset Saved Default Reset Saved Default Email Me	· CC00
Name: Parent/Student Portal Activity Number: PVU401 Page Orientation: Portrait	
Date	
Grade Grade	

PVU401 – Parent/Student Portal Activity Report Interface Screen

Report Options:

- Date Prints activity for a specific date
- SectionID Prints activity for students of a specific section or range of sections
- Grade Prints activity for a grade range
- Teacher Prints activity for students of a specific teacher

		Ad Parent	dams I Stude i As of (lementant Elementant Elemental	ary Activity	Year: Report:	2014-2015 PVU401	
Staff Name		Section ID	Period	CourseID	Course Title		Room Na	ne
Burns, Debbie		MA05-002	3	MA05	Math 5th Grade		0035	
Student Name	Relation	Parent	Name			Account Created?	Last Login	Total Logins
Damle, Janet C.						No		
	Father	Damle,	Wayne			Yes	07/07/2015	2
	Mother	Damle,	Virginia			No		
Staff Name		Section ID	Period	CourseID	Course Title		Room Na	ne
Burns, Debbie		MUS05-001	4	MUS	Music/band		0027	
Student Name	Relation	Parent	Name			Account Created?	Last Login	Total Logins
Damle, Janet C.						No		
	Father	Damle,	Wayne			Yes	07/07/2015	2
	M	D				NI-		

PVU401 – Parent/Student Portal Activity Output

You can make this report available to teachers in TeacherVUE. See the *Synergy SIS – TeacherVUE Administrator Guide* for more information.

Chapter 16: Schedule Reports

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MST401 – Section List by Course

Synergy SIS > Schedule > Reports > List

The Section List by Course lists each section assigned to a course. The report includes the Teacher, Room, Period, Credits, and student totals.

🔻 Repo	Report MST401: Section List by Course					
🚔 Print	Save Default	Reset Saved Del	fault Email	Ме		
Name: Secti	on List by Course	Number: MST4	401 Page Orie	entation: Portrait		
Options	Sort / Output	Conditions	Selection	Advanced		
Term Filter		•				
Suppress	Course Totals					
Student totals	as of					

MST401 – Section List By Course Report Interface

Report Options:

- Term Filter Select the term to display sections for
- Suppress Course Totals Removes student totals for the course from displaying in the results
- Student totals as of Show student totals only as of a specific date

Demo School Distri Excellence in Education			Section As o	List by Cou f 05/01/2017	rse			Year: 2016-2017 Report: MST401		
B10		Course Title Comp Foundation								
Section ID	Meeting Days	Teacher	Room	Begin Period	End Period	Term	Credit	Max Students	Total Students	
0309	мт	Becker C., Chris	127	3	3	S1	0.500	30	28	
0609	M T	Becker C., Chris	127	6	6	S1	0.500	30	30	
1108	мт	Frommer, Kathy	112	1	1	S2	0.500	30	27	
1210	МТ	Richardson, Jerry	111	2	2	S2	0.500	30	24	
1407	мт	Sehl, Marty	129	4	4	S2	0.500	30	28	
1609	ΜT	Becker C., Chris	127	6	6	S2	0.500	30	21	
								Course	Total: 158	

MST401 - Section List By Course Output

MST402 – Section List by Teacher

Synergy SIS > Schedule > Reports > List

The Section List by Teacher displays all section information for the specified teacher and includes Meeting Days, Course Title, Room, and student totals.



MST402 – Section List By Teacher Report Interface Screen

Report Options:

- Teacher Only display sections for a specific teacher
- **Periods** Leave blank to display all periods. To select all or clear all periods, use \bigcirc \leftrightarrow @.
- Term Displays results for a term or term range
- Student totals as of Show student totals only as of a specific date

Demo School District Excellence In Education			H Sec	ope High S tion List by	chool _Y Teacher _R	ear: 2016 eport:MST	6-2017 7402	7	
Staff Name	Term	Per	Sect ID	Meeting Days	Course ID And Title	Room	Max	Total	Left
Blasdell W., Wendy	S1	5	0016	ΜT	SC70 - Cons Chemistry	124	30	20	10
	S2	2	1012	MT	SC702 - Con Chemistry	116	30	17	13
		3	1013	МТ	SC502 - Env Science 2nd	124	30	29	1
		4	1014	МТ	SC502 - Env Science 2nd	124	30	31	-1
		5	1015	МТ	SC502 - Env Science 2nd	124	30	24	6
		6	1016	MT	SC702 - Con Chemistry	124	30	19	11
	YR	2	5_074_SA99	МТ	SA99 - Student Aid	403	100	0	100
		7	0017	MT	IT14 - Robotics Tech		30	0	30
						Total:	434	243	191
Bonjour R., Richard	S1	1	0112	MT	EN33 - Prin Eng I	301	28	27	1
		2	0212	ΜT	EN84 - Journalism I	301	28	17	11
		3	0312	МТ	EN87 - Newslab	301	30	21	9
		5	0512	МТ	EN51 - Lit Explor	302	30	30	0
		6	0612	МТ	EN51 - Lit Explor	302	30	29	1

MST402 - Section List By Teacher Output

MST403 – Section List by Course and Term

Synergy SIS > Schedule > Reports > List

The Section List by Course and Term lists each section for all courses. It also shows student totals and seat totals.

Report MST403: Section List by Course and Term
Save Delauit Reset Saved Delauit Email Me
Name: Section List by Course and Term Number: MST403 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Term Filter Section ID
Course ID
→
Suppress Course Totals
Student totals as of

MST403 - Section By Course And Term Report Interface

Report Options:

- Term Filter Select the term to display sections for
- Section ID Enter the section to display results for
- Course ID Select the course or course range to display results for
- Suppress Course Totals Removes student totals for the course from displaying in the results
- Student totals as of Show student totals only as of a specific date

Demo School District Excellence In Education				Hope High SchoolYear: 2016-2017Section List by Course and TermYear: MST403							
Term	Be	g End	Section ID	Meeting) Days	Staff Name Roc		ame Credit	Max	Total	Open
Course ID: MA45WX		Course Title:	Trig/Pre-Ca	lc							
YR	1	1	0150	мт		O'Neill, Patrick	P-25	1.000	32	21	11
								Course Total:	32	21	11
Course ID: MA50W		Course Title:	Ap Calc/an	a Geo							
S1	1	1	0156	ΜT		Vogl, Randy	101	0.500	28	0	28
	3	3	0342	MT		Hansen, Craig	106	0.500	28	0	28
	4	4	0456	MT		Vogl, Randy	101	0.500	28	0	28
								Course Total:	84	0	84
Course ID:		MA50W2		Course Title:	Ap Calc/an	a Geo					
S2	1	1	1156	ΜT		Vogl, Randy	101	0.500	28	27	1
	3	3	1342	MT		Hansen, Craig	106	0.500	28	24	4
	4	4	1456	MT		Vogl, Randy	101	0.500	28	24	4
								Course Total:	84	75	9
Course	Course ID: MA51W		Course Title:	Ap Calc Bo							
S1	3	3	0340	ΜT		Aderson, Gordon	128	0.500	30	0	30
								Course Total:	30	0	30
Course ID:		MA51W2		Course Title:	Ap Calculu	s Bc					
S2	3	3	1340	МТ		Aderson, Gordon	128	0.500	30	11	19
								Course Total:	30	11	19

MST403 - Section List By Course And Term Output

MST406 – Open Periods

Synergy SIS > Schedule > Reports > List

The Open Periods list displays all students with an open period. A + indicates that the period has a class scheduled while a number indicates that no scheduled class for that period.

Report MST406: Open Periods
Print Save Default Reset Saved Default Email Me
Name: Open Periods Number: MST406 Page Orientation: Portrait
Option Sort / Output Conditions Selection Advanced
Section Options
As of Date 05/01/2017
Optionally limit data by selecting specific Grades and/or Terms
Grade O ↔ 🕑 Term O ↔ 🕑
07 08 09 10 11 12 Fall Spring
Meeting Days
Meeting Days □ ↔ 🕑
Period Range
Start End 0 9

MST406 - Open Periods Options Report Interface

Report Options:

- Section Options To select or clear all grades or terms, use $\Box \leftrightarrow {\mathfrak C}$.
- Meeting Days To select or clear all meeting days, use [□] ↔ [☉].
- Period Range Enter the Start and End periods to display results for

Demo School District Excellence in Education			A	Hope High School Open PeriodsYear: 2016-2017 Report: MST406s of: 05/01/2017 for Periods 1-4
				Fall Spring
				Day M Day T Day W Day R Day F Day M Day T Day W Day R Day F
Student	Perm ID	Gen	Grd	1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4
Abbott, Billy C.	905483	М	12	+ + + + + + + + 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 + 3 + 1 + 3 + 1 2 3 4 1 2 3 4 1 2 3 4
Adams, Howard T.	873985	М	12	+ + + + + + + 1 2 3 4 1 2 3 4 1 2 3 4 + * + + + * + + 1 2 3 4 1 2 3 4 1 2 3 4
Adams, Scott M.	939208	М	12	+++++++123412341234+*++++*+123412341234
Adams, Sean B.	877340	М	12	* + * + * + 1 2 3 4 1 2 3 4 1 2 3 4 + * + + + * + + 1 2 3 4 1 2 3 4 1 2 3 4
Addington, Paula M.	871686	F	12	+ * * + + * * + 1 2 3 4 1 2 3 4 1 2 3 4 + + + + + + + + + + 1 2 3 4 1 2 3 4 1 2 3 4
Aelvoet, Jesse J.	944233	М	12	+++++++123412341234++++++++123412341234
Aguado, Karen C.	135319	F	12	* + * + * + 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 * + + * + + + 1 2 3 4 1 2 3 4 1 2 3 4
Aguilar, Roger F.	991071	М	12	+++++++123412341234+*+++*+123412341234
Aguirre, Jason K.	952357	М	12	+++++++123412341234++*+++++123412341234
Aitchison, Alice E.	871731	F	12	+ + + + + + + 1 2 3 4 1 2 3 4 1 2 3 4 + + + + + + + + + + 1 2 3 4 1 2 3 4 1 2 3 4
Alder, Lawrence S.	910024	М	12	+++++++123412341234++++++++123412341234
Alder, Sarah C.	968416	F	12	+++++++123412341234++++++++123412341234
Aldrich, Steve K.	873815	М	12	+++++++123412341234++++++++123412341234
Alexander, Fred D.	975140	М	12	+++++++123412341234++++++++123412341234

MST406 - Open Periods Output
MST408 – Class Analysis by Course and Section

Synergy SIS > Schedule > Reports > List

The Class Analysis by Course and Section lists all sections scheduled for each course. For each section, the report lists the student totals by gender, the number of seats available, the number of requests, and the average number of scheduled students.

Report MST408: Class Analysis by Course and Section
Print Save Default Reset Saved Default Email Me
Name: Class Analysis by Course and Section Number: MST408 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Show only courses who have more requests than availability
Show only courses with sections
Period Begin Period End

MST408 – Class Analysis By Course And Section Options Report Interface

- Show only courses who have more requests than availability Displays only these courses on results
- Show only courses with sections Only displays courses with created sections
- Period Begin/Period End Enter the beginning and ending periods to display results for

Hope High S Class Analysis by Cou Course ID Course Title Section ID Beg End Term Mtg Days Teacher CB12 Comp Apps II 1410 4 4 52 M T Richards CB18 Desktop Publish 0510 5 5 S1 M T Richards CB20 Web Page Design 0310 3 3 S1 M T Richards CB32 Vis Bas Prog II 1307 3 3 S2 M T Sehl, Material							High School by Course an	d Sectior	n		Year: Repor	2016 t: MST	-201 408	7	
Course ID	Course Title	Section ID	Beg	End	Term	Mtg Days	Teacher Name	Room	Gen	Restrictions — Low High Team	Max	Boys (Girls	Tot Devi	ation
CB12	Comp Apps li	1410	4	4	S2	MT	Richardson, Jerry	111			30	18	12	30	4.00
		1510	5	5	S2	MT	Richardson, Jerry	111			30	14	9	23	3.00
								Available:	60	Scheduled:	53	Avg.:		26.00	1
								Requests:	52	Rejected:	1	M.A.D.		3.50	
CB18	Desktop Publish	0510	5	5	S1	MT	Richardson, Jerry	111			30	12	5	17	4.00
		1310	3	3	S2	MT	Richardson, Jerry	111			30	21	5	26	5.00
								Available:	60	Scheduled:	43	Avg.:		21.00	7
								Requests:	27	Rejected:	16	M.A.D.		4.50	
CB20	Web Page Design	0310	3	3	S1	MT	Richardson, Jerry	111			30	16	7	23	0.00
								Available:	30	Scheduled:	23	Avg.:		23.00	
								Requests:	2	Rejected:	21	M.A.D.		0.00	
CB32	Vis Bas Prog li	1307	3	3	S2	MT	Sehl, Marty	129			30	17	5	22	0.00
								Available:	30	Scheduled:	22	Avg.:		22.00	1
								Requests:	22	Rejected:	0	M.A.D.		0.00	
CB44	Comp Mnt&rpr I	1107	1	1	S2	MT	Sehl, Marty	129			30	20	3	23	0.00
								Available:	30	Scheduled:	23	Avg.:		23.00	1
								Requests:	23	Rejected:	0	M.A.D.		0.00	
CO15C	Corr Drugs/soc	0647	7	7	YR	MT	Diaz, Joe	CNSL			25	1	0	1	0.00
								Available:	25	Scheduled:	1	Avg.:		1.00	1
								Requests:	1	Rejected:	0	M.A.D.		0.00	

MST408 - Class Analysis By Course And Section Output

MST412 – Class Load Analysis

Synergy SIS > Schedule > Reports > List

The Class Load Analysis displays all course information by section number for the specified term. It also shows a variety of information, such as Staff Name, Room, and student totals.

Report MST412: Class Load Analysis											
Print Save Default Reset Saved Default Email Me											
Name: Class Load Analysis Number: MST412 Page Orientation: Portrait											
Options Sort / Output Conditions Selection Advanced											
Section ID Period Period Term Code $\bigcirc \leftrightarrow @$ Semester 1 \blacksquare Semester 2 \blacksquare Year											

MST412 - Class Load Analysis Report Interface

- Section ID Displays only the class load for the entered section
- Period Select the period or period range
- Term Code To select all or clear all terms, use
 ^O
 [↔]
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Demo Sc	hool District				Hope High School Class Load Analysis								Year: 2016-2017 Report: MST412						
									— Res	trictions									
Section ID	Periods	Term	Meeting Days	Course ID	Course Title	Staff Name	Room	Max	Male F	emale Low High	07	08	09	10	11	12 To	al Ope		
0127	1	S1	M T	EN52	Mythology	Stauffer, P.	P-24	30	15	13				1	4	23	28		
0128	1	S1	мт	EN33	Prin Eng I	Traylor, K.	224	28	15	12				25	1	1	27		
0129	6	YR	мт	PP25	Voc Explor Prgm	Sargent, L.	SHAR	2	0	1						1	1		
0130	1	S1	мт	EN51	Lit Explor	Wallace, J.	303	30	13	17				29	1		30		
0131	1	S1	мт	EN34	Prin Eng li	Sligh Aj, A.	227	28	15	6					21		21		
0132	1	S1	M T	EN57	American Lit	Wrather, L.	302	30	12	14				1	24	1	26		
0133	1	S1	мт	FS41	Culinary Arts 1	Cole N., N.	136	30	12	14				9	7	10	26		
0134	1	S1	мт	FS51	Child Dev I	Krogman, D.	137	30	4	25				13	10	6	29		
0135	1	YR	M T	FS90	Hero - Foods	Patenge, S.	131	28	0	6						6	6 2		
0136	1	S1	мт	IT91	Auto Tech I	Brook C., C.	308	32	24	3				17	7	3	27		
0137	1	S1	мт	IT61	Woodwork Tech 1	Chaisson P., P.	311	30	19	2				15	4	2	21 1		
0138	1	S1	мт	IT71	Welding I	Fromm, D.	309	24	22	0				13	7	2	22		
0139	1	YR	мт	IT33	Cad - Arch li	Kish, L.	312	5	3	0						3	3		
0140	1	S1	мт	MA40	Algebra II	Aderson, G.	128	28	13	16				10	19		29 -		
0141	1	S1	мт	MA30	Geometry	Lewis, J.	P-14	32	13	18				28	3		31		

MST412 - Class Load Analysis Output

MST413 – Student Schedule Analysis

Synergy SIS > Schedule > Reports > List

The Student Schedule Analysis lists the schedule for each student. It includes the Meeting Days, Period, Room, and Teacher.

Report MST413: Student Schedule Analysis
Print Save Default Reset Saved Default Email Me
Name: Student Schedule Analysis Number: MST413 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Schedule Info
Term Term Section ID
Student Info
Grade Gender One Student Per Page
Grouping Info
Output will be sorted Teacher Name (ascending) for the Sections defined by Term/Period. Term Code Period
Course Info
Indicate Prescheduled Courses

MST413 - Student Schedule Analysis Report Interface

- Schedule Info Displays only schedules for the selected criteria
- Student Info Displays only students that meet the selected criteria
 - One Student Per Page Separates students by page break
- Grouping Info Groups results alphabetically by teacher for the Term Code and/or Period
- Indicate Prescheduled Courses Adds a column to the output that indicates the courses
 that were scheduled prior to running master schedule processes

Demo	School Dis	trict	Kennedy H Student Sche	ligh S dule	Scl An	hool I alysi	S Repo	: 2018- ort: MST4	2019 13
Student:	Abbott, E	Silly C.	Perm ID: 905483		Gra	de: 12	Gender: Mal	е	
Prd	Crs ID	Course Title	Sect ID	Trm	Me a	et Days b	Staff Name	Room	Prescheduled
Fall									
1	AR32	Beg Photo	1100	S1	-	-	Benitez, Steven	415	N
2	AR33	Int Photo	0200	S1	-	-	Benitez, Steven	415	Ň
2	AR41	Beg Ceramics	0202	S1	-	-	Worm, Fred	334	Ň
3	AR41	Beg Ceramics	1301	S1	-	-	Worm, Fred	334	N
4	AR63	Beg Drawing	0400	S1	-	-	Worm, Fred	336	N
4	AR32	Beg Photo	0300	S1	-	-	Benitez, Steven	415	N
5	AR63	Beg Drawing	1505	S1	-	-	Worm, Fred	336	N
6	AR54	Beg Jewelry	1501	S1	-	-	Hargrove, Chad	324	Y
8	WE90	Yearbook Committee	1821	S1	-	-	Snapp, Joy	014	Ŷ

MST413 – Student Schedule Analysis Output

MST414 – Master Schedule by Department

Synergy SIS > Schedule > Reports > List

The Master Schedule by Department is a graphical look at the master schedule. Information is grouped by department and shows the Teacher, Room, and Period.

Report	MST414: N	Master Schedule by	Department 🗖
Print Sav	ve Default Res	et Saved Default Email Me	
Name: Master S	Schedule by Depa	rtment Number: MST414 Page O	rientation: Landscape
Options	Sort / Output C	Conditions Selection Advan	ced
As of Date			
05/01/2017	ī		
This report prin	ts a maximum of 9	period columns. Any periods outs	ide the range will not be visible.
Period Begin	Period End		
0 -	8 •		
Meeting Days			
Meeting Days 🖸) ↔ 🕑		
MOTOW	R 🗖 F		
Department			
E Fine Arts			Math
Science		Special Education	
Aerospace Sci	ence	Agricultural Science	
Computer/Busi	iness	English	Family and Consumer Sciences
Industrial Tech	nology	Military Science/Leadership Arm	y 🔲 Music/Performing Arts
Physical Educa	ation	Reading	Social Studies
Traffic Safety		World Languages	Elementary&School
Miscellaneous		Special Education	Transfer Credit
East Valley Ins	titute of Technology	/ 🗏 English Language Development	American History

MST414 – Master Schedule By Department Report Interface

- As of Date Display results as of the selected date
- Period Begin/Period End Enter the beginning and ending periods to display results for
- Meeting Day To select or clear all meeting days, use [□] [↔] [€].
- Department Select which departments to display results for

Ē

Demo Scho	ol District			М	Hope aster Sche As of	e High Sch edule by D Date: 05/01/2	Year: 2016-2017 Report: MST414			
Staff Name F	TE Room	Day	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
Department:	English									
Traylor Tuzzino Udall Wallace	224 221 227 303	M M M	Prin Eng I Lit Explor	Paperback Lit	Prin Eng I Mythology Prin Eng li Lit Explor	Prin Eng I Prin Eng Ii American Lit Aa Am His & Lit	American Lit Mythology American Lit Aa Am His & Lit	American Lit Prin Eng li Prin Eng l Lit Explor	Cc-Am. Lit	
									Co-Lit Ex Co-Paperbk Lit	
Webster Wrather	226 302/301	M M	American Lit American Lit (302)	American Lit American Lit (302)	American Lit Prin Eng I (302)	English Composition Yearbook (301)	English Composition Yearbook (301)			
Department:	Family and C	onsu	mer Sciences							
Clow-Kennedy	132/138	м	Culinary Arts 2 (132)	Culinary Arts 2 (132)	Foods For Today (138)					
Cole N. Craft	138 138	M M	Culinary Arts 1	Culinary Arts 1		Food Science li	Food Science li	Food Science I		
Jackson Krogman	CNSL 137/131/132	M M	Child Dev li (137)	Child Dev li (137)		Design & Merch (137)	Design & Merch (131)	Foods For Today (132)	Cc-Persnl Dev.	
Patenge	131	М	Hero - Foods Hero Fac Serv Hero Hospit Ser Hero Appar/des Hero Child Care	Prin&prac Econ	Teacher Trn Prg	Prin&prac Econ	A		Hero - Foods Hero Child Care Hero Int Design Hero Fac Serv Hero Hospit Ser	Hero - Foods Hero Child Care Hero Int Design Hero Fac Serv Hero Hospit Ser Hero Angeridae
Sargent	MHS	м	Hero Inc Design	Expl Facs					Hero Appairdes	neio Appaildes

MST414 – Master Schedule By Department Output

MST415 – Master Schedule by Room

Synergy SIS > Schedule > Reports > List

The Master Schedule by Room displays a list of rooms in the school and shows which teacher is in the room for each period. It also lists open classrooms or rooms used for study halls.

Report MST415:	Master Schedule by	Room 🖪
Print Save Default Res	set Saved Default Email Me	
Name: Master Schedule by Room	m Number: MST415 Page Orientat	ion: Landscape
Options Sort / Output	Conditions Selection Advar	ced
As of Date		
05/01/2017		
This report prints a maximum of	9 period columns. Any periods out	side the range will not be visible.
Period Begin Period End		
1 - 5 -		
Meeting Days		
Meeting Days 🖸 \leftrightarrow 🧭		
L		
Department	_	_
E Fine Arts	Language	Math
	Special Education	Art
Aerospace Science	Agricultural Science	Business Education
	English Militan/ Science/Leadership Arm	
Physical Education	Reading	
Traffic Safety	World Languages	Elementary&School
	Special Education	Transfer Credit
East Valley Institute of Technolog	, Iy 🔲 English Language Development	American History
Size limit for "small" classroom		
30		
Course types to show as Study Hall		
Distance Learning General	I 🗏 Self-contained Multi	
Self-contained Single Virtual		

MST415 - Master Schedule By Room Report Interface

- As of Date Display results as of the selected date
- Period Begin/Period End Enter the beginning and ending periods to display results for
- Meeting Day To select all or clear all meeting days, use
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- Department Select which departments to display results for
- Size limit for a "small" classroom Class size cannot exceed the entered limit for small classrooms
- Course types to show as Study Hall Lists the selected course types as study hall to condense results

De	mo School District				Hop Master As o	be High So Schedule f Date: 05/01	chool by Room 1/2017	Year: Repor	2016-201 t: MST415
loom	Teacher Desks	Day	Period 1	Period 2	Period 3	Period 4	Period 5		
101	Vogl	M	Vogl	Open-F	Vogl	Vogl	Open-F		
101	Vogl	т	Vogl	Open-F	Vogl	Vogl	Open-F		
102	Bayer M.	M	Bayer M.	Bayer M.	Bayer M.	Bayer M.	Open-F		
102	Bayer M.	т	Bayer M.	Bayer M.	Bayer M.	Bayer M.	Open-F		
103	Harder	M	Harder	Open-F	Harder	Harder	Harder		
103	Harder	т	Harder	Open-F	Harder	Harder	Harder		
104	Becker A.	M	Becker A.	Becker A.	Open-F	Becker A.	Becker A.		
104	Becker A.	т	Becker A.	Becker A.	Open-F	Becker A.	Becker A.		
106	Hansen	M	Hansen	Hansen	Hansen	Hansen	Hansen		
106	Hansen	т	Hansen	Hansen	Hansen	Hansen	Hansen		
108	Nebelung	M	Nebelung	Nebelung	Nebelung	Open-F	Nebelung		
108	Nebelung	т	Nebelung	Nebelung	Nebelung	Open-F	Nebelung		
109	Shackelford	M	Shackelford	Shackelford	Shackelford	Open-F	Shackelford		
109	Shackelford	т	Shackelford	Shackelford	Shackelford	Open-F	Shackelford		
112	Frommer	м	Open-F	Frommer	Frommer	Open-F	Open-F		
					E				

MST415-Master Schedule By Room Output

MST416 – Department Section List

Synergy SIS > Schedule > Reports > List

The Department Section List displays all sections grouped by Department, Teacher, Term, Period, and Section. It also displays room and seat information.

Report MST416: Department Section List
Print Save Default Reset Saved Default Email Me
Name: Department Section List Number: MST416 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Department
Room Name
Period Period
Subject Area

MST416 – Department Section List Report Interface

- Department Select which departments to display results for
- Room Name Select the room or room range
- Period Select the period or period range
- Staff Only displays results for the specified staff
- Subject Area Only displays results for the specified subject area

Demo School Distr Destror tr Educitor	rict			I	Hope Departm	Year: 2016-2017 Report: MST416						
Department	Staff Name	Term	Per St	Per End	Section ID	Course ID And Title	Meeting Days	Room	Optimal	Max	Total	Ope
Inglish	Gomez, Fortino	S1	2	2	0217	EN33 - Prin Eng I	мт	P-04		28	0	2
	Gomez, Fortino	S1	3	з	0317	EN44 - Creative Wrt	мт	P-04		28	0	2
	Gomez, Fortino	S1	5	5	0517	EN33 - Prin Eng I	мт	P-04		28	0	2
	Gomez, Fortino	S1	6	6	0617	EN33 - Prin Eng I	мт	P-04		28	0	2
	Gomez, Fortino	S2	1	1	1117	EN80 - Humanities	мт	413		45	33	1
	Gomez, Fortino	S2	2	2	1217	EN33 - Prin Eng I	мт	P-04		28	27	
	Gomez, Fortino	S2	3	3	1317	EN50 - Senior Lit	мт	P-04		28	11	1
	Gomez, Fortino	S2	5	5	1517	EN33 - Prin Eng I	мт	P-04		28	25	
	Gomez, Fortino	S2	6	6	1617	EN33 - Prin Eng I	мт	P-04		28	27	
	Gordon, Kim	S1	1	1	0116	EN46 - Prin Eng lii	мт	231		28	0	2
	Gordon, Kim	S1	3	3	0316	EN62 - World Lit	мт	231		30	0	3
	Gordon, Kim	S1	4	4	0416	EN46 - Prin Eng lii	мт	231		28	0	2
	Gordon, Kim	S1	5	5	0516	EN46 - Prin Eng lii	мт	231		28	0	2
	Gordon, Kim	S1	6	6	0616	EN62 - World Lit	мт	231		30	0	3

MST416 – Department Section List Output

MST417 – Room Section List

Synergy SIS > Schedule > Reports > List

The Room Section list displays all the sections that are taught in a particular room. This report is grouped by Department, Term, Period, Section, Course ID, and Meeting Days. It also displays seat information for each section.

Repo	rt MST417	: Room S	Section I	List 🗖		
📥 Print 🔤	Save Default	Reset Saved De	fault Email	Ме		
Name: Room	Section List Nu	mber: MST417	Page Orientati	on: Portrait		
Options	Sort / Output	Conditions	Selection	Advanced		
Department						
		-				
Room Name						
	→					
Period Peri	od					
	-					
Staff						
	-					
Subject Area						
-	•					

MST417-Room Section List Report Interface

- Department Select which departments to display results for
- Room Name Select the room or room range
- Period Select the period or period range
- Staff Only displays results for the specified staff
- Subject Area Only displays results for the specified subject area

Dem	o School District			I	Hop Roo	e High S m Sectio	chool n List	Y F	ear: 2010 eport: MST	6-2017 F417		
oom	Department	Staff Name	Term	Per St	Per End	Section ID	Course ID And Title	Meeting Days	Optimal	Max	Total	Орег
30	English	Nunes, Kathy	YR	7	7	0865	EN34C - Cc-P Of E li	мт		10	2	
	English	Nunes, Kathy	YR	7	7	0866	EN33C - Co-P Of E I	M T		10	0	1
	English	Nunes, Kathy	YR	7	7	0929	EN42C - Cc-Short Storie	мт		10	2	
	English	Nunes, Kathy	YR	7	7	0936	EN46C - Cc-P Of E lii	мт		10	1	
	English	Nunes, Kathy	YR	7	7	0957	EN091C - 9th Eng-Corr	мт		5	9	
	English	Nunes, Kathy	YR	7	7	0970	EN092C - 9th Eng-Corr	M T		5	1	
								То	otal: 0	353	151	20
31	English	Gordon, Kim	S1	1	1	0116	EN46 - Prin Eng lii	МТ		28	0	2
	English	Gordon, Kim	S1	3	з	0316	EN62 - World Lit	M T		30	0	:
	English	Gordon, Kim	S1	4	4	0416	EN46 - Prin Eng lii	мт		28	0	1
	English	Gordon, Kim	S1	5	5	0516	EN46 - Prin Eng lii	мт		28	0	
	English	Gordon, Kim	S1	6	6	0616	EN62 - World Lit	мт		30	0	:
	English	Gordon, Kim	S2	1	1	1116	EN46 - Prin Eng lii	мт		32	29	
	English	Gordon, Kim	S2	3	3	1316	EN62 - World Lit	мт		30	32	
	English	Gordon, Kim	S2	4	4	1416	EN46 - Prin Eng lii	мт		28	27	
	English	Gordon, Kim	S2	5	5	1516	EN46 - Prin Eng lii	мт		28	18	
	English	Gordon, Kim	S2	6	6	1616	EN62 - World Lit	мт		30	19	1

MST417-Room Section List Output

MST418 – Class Load Analysis by Department

Synergy SIS > Schedule > Reports > List

The Class Load Analysis by Department report allows you to select and sort class load information by department.

Report MST418: C	lass Load Analysis by	Department	
Print Save Default Reset	Saved Default Email Me		
Name: Class Load Analysis by Depa	artment Number: MST418 Page Orienta	tion: Landscape	
Options Sort / Output Co	nditions Selection Advanced		
Section ID			
Period			
Term Code 🔲 ↔ 🥑			
S1: Semester 1 S2: Semester 2	YR: Year		
Department 🖸 ↔ 🧭			
FA: Fine Arts	LA: Language	MA: Math	SC: Science
SE: Special Education	AR: Art	AS: Aerospace Science	CAG: Agricultural Science
BE: Business Education	CB: Computer/Business	EN: English	ES: Family and Consumer Sciences
IT: Industrial Technology	MS: Military Science/Leadership Arm	ny 🗏 MU: Music/Performing Art	s 🗏 PE: Physical Education
RD: Reading	SS: Social Studies	TS: Traffic Safety	WL: World Languages
EL: Elementary School	MI: Miscellaneous	SP: Special Education	TR: Transfer Credit
EV: East Valley Institute of Technolo	ogy 🗏 ELD: English Language Developme	nt 🔲 PP: American History	

MST418 - Class Load Analysis By Department Report Interface Screen

- Section ID Only displays results for the specified section
- Period Select the period or period range
- Term Code To select all or clear all terms, use □ ↔ .
- Meeting Day To select all or clear all meeting days, use [□] [↔] [€].
- Department Select which departments to display results for

De	mo School District			Hope H Class Load Ana				School by Depar	rtment			Y R			
			-Pe	riod-	_				Code			Seats		_	-Requests
Section	ID Course ID	Course Title	Star	t End	Term	Meeting Days	Room	Staff Name	House Dept.	Credit	Beg	Assigned	Open	Optimal Max	Course Alt.
0	epartment: EN	English													
0011	EN57	American Lit	0	0	S2	ΜΤ	229	Aderson, G.	EN	0.500	30	28	2	29 *	353
1011	EN57	American Lit	0	0	S2	мт	229	Baniszewski, N	. EN	0.500	30	28	2	29 *	353
1022	EN33	Prin Eng I	0	0	S2	мт	209	Summers, K.	EN	0.500	28	33	-5	25 *	435
1024	EN51	Lit Explor	0	0	S2	мт	P-21	Robinson, R.	EN	0.500	30	32	-2	24 *	397
1112	EN33	Prin Eng I	1	1	S2	мт	301	Bonjour R., R.	EN	0.500	28	20	8	25 *	435
1113	EN45	Col Prep Wrt	1	1	S2	мт	P-10	Bunger T., T.	EN	0.500	28	20	8	22 *	45
1115	EN34	Prin Eng li	1	1	S2	мт	P-11	Torrente, J.	EN	0.500	28	25	3	26 *	344
1116	EN46	Prin Eng lii	1	1	S2	мт	231	Gordon, K.	EN	0.500	32	29	3	26 *	160
1117	EN80	Humanities	1	1	S2	мт	413	Gomez, F.	EN	0.500	45	33	12	33 *	33
1119	EN60	Eng (brit) Lit	1	1	S2	ΜΤ	230	Nunes, K.	EN	0.500	30	30	0	28 *	56
1121	EN34	Prin Eng li	1	1	S2	M T	228	Petersen, A.	EN	0.500	28	20	8	26 *	344
1122	EN33	Prin Eng I	1	1	S2	мт	209	Summers, K.	EN	0.500	28	28	0	25 *	435
						· · · -							-		

MST418 - Class Load Analysis By Department Output

MST419 – Master Schedule Matrix

Synergy SIS > Schedule > Reports > List

The Master Schedule Matrix report allows you to select and sort staff schedule load information. Results sort by teacher name and Section ID. When a teacher has multiple sections for a period, results sort by day, then Section ID.

Report MST419: Mas	ster Schedule Matrix	
Print Save Default Reset Sa	Email Me	
Name: Master Schedule Matrix Numb	er: MST419 Page Orientation: Portrait	
Options Sort / Output Condi	itions Selection Advanced	
Filters		
As of Date		
11/10/2016		
This report prints a maximum of 8 period	d columns. Any periods outside the range	will not be visible.
Period Begin Period End		
• •		
Term Code 🖸 ↔ 🕑		
🔲 Semester 1 🔲 Semester 2 🔲 Year		
Department 🖸 ↔ 🧭		
FA: Fine Arts	LA: Language	MA: Math
SC: Science	SE: Special Education	AR: Art
AS: Aerospace Science	AG: Agricultural Science	BE: Business Education
CB: Computer/Business	EN: English	FS: Family and Consumer Sciences
IT: Industrial Technology	MS: Military Science/Leadership Arm	y 🕅 MU: Music/Performing Arts
PE: Physical Education	RD: Reading	SS: Social Studies
TS: Traffic Safety	WL: World Languages	EL: Elementary School
MI: Miscellaneous	SP: Special Education	TR: Transfer Credit
EV: East Valley Institute of Technology	y 🗏 ELD: English Language Developmen	t 📃 PP: American History

MST419 – Master Schedule Matrix Report Interface Screen

Display Options	
Show Staff Badge Num	
Show House Code	
Group by Department	
Hide Additional Staff	
Additional Staff to Display Limit	
Staff Responsibility □ ↔ 🕑	
R: Regular Class S: Special Education Consult	ant 🔲 C: Co-Teacher
1: Lead Team Teacher 2: Assisting Teacher	U: Long Term Substitute
A: Absent Teacher of Record P: Course Proctor	L: Student Teacher

MST419 – Master Schedule Matrix Report Interface Screen

- As of Date Display results as of the selected date
- Period Begin/Period End Enter the beginning and ending periods to display results for
- Term Code To select all or clear all terms, use [□] ↔ [☉].
- Department Select which departments to display results for

- Display Options Select which items to display or hide on the report
 - Hide Additional Staff Removes additional staff from results
 - Additional Staff to Display Limit Only displays the specified number of additional staff
 - Staff Responsibility Select which staff roles to display as additional staff. To select all or clear all types, use ⇔ .

Demo School D Exections in Educa	istrict		М	Hope High aster Sched As of 05/01	School ule Matrix /2017			Year: 2016-20 Report: MST419
Staff	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Load	
Baniszewski, N.				1411 American Lit LD: 28 Day: M T Trm: S2 Crd: 0.500 Rm: 229			28	
Bonjour R., R.	1112 Prin Eng I LD: 20 Day: M T Trm: S2 Crd: 0.500 Rm: 301	1212 Prin Eng I LD: 24 Day: M T Trm: S2 Crd: 0.500 Rm: 301	1312 Newslab LD: 23 Day: M T Trm: S2 Crd: 0.500 Rm: 301		1512 Lit Explor LD: 24 Day: M T Trm: S2 Crd: 0.500 Rm: 302	1612 Lit Explor LD: 20 Day: M T Trm: S2 Crd: 0.500 Rm: 302	111	
Bunger T., T.	1113 Col Prep Wrt LD: 20 Day: M T Trm: S2 Crd: 0.500 Rm: P-10	1213 Lit Explor LD: 21 Day: M T Trm: S2 Crd: 0.500 Rm: P-10	1313 Col Prep Wrt LD: 23 Day: M T Trm: S2 Crd: 0.500 Rm: P-10	1413 Lit Explor LD: 25 Day: M T Trm: S2 Crd: 0.500 Rm: P-10			89	
Creaser, L.		1214 Lit Explor LD: 23 Day: M T Trm: S2 Crd: 0.500 Rm: 223	1314 Lit Explor LD: 24 Day: M T Trm: S2 Crd: 0.500 Rm: 223				47	
Gomez, F.	1117 Humanities LD: 33 Day: M T Trm: S2 Crd: 0.500 Rm: 413	1217 Prin Eng I LD: 27 Day: M T Trm: S2 Crd: 0.500 Rm: P-04	1317 Senior Lit LD: 11 Day: M T Trm: S2 Crd: 0.500 Rm: P-04		1517 Prin Eng I LD: 25 Day: M T Trm: S2 Crd: 0.500 Rm: P-04	1617 Prin Eng I LD: 27 Day: M T Trm: S2 Crd: 0.500 Rm: P-04	123	
Gordon, K.	1116 Prin Eng lii LD: 29 Day: M T Trm: S2 Crd: 0.500 Rm: 231		1316 World Lit LD: 32 Day: M T Trm: S2 Crd: 0.500 Rm: 231	1416 Prin Eng lii LD: 27 Day: M T Trm: S2 Crd: 0.500 Rm: 231	1516 Prin Eng lii LD: 18 Day: M T Trm: S2 Crd: 0.500 Rm: 231	1616 World Lit LD: 19 Day: M T Trm: S2 Crd: 0.500 Rm: 231	125	

MST419 - Master Schedule Matrix Output

MST801 – Program of Recitation Report

Synergy SIS > Schedule > Reports > List

The Program of Recitation Report prints a list of enrolled students in each section with spaces to make notations for each student. Use this report for student tracking in each section.

Doport MCTO		m of Pocitatio	n Bonort
, Report MS 10	UI. FIOGIA	and of Recitatio	
Print Save Default	Reset Saved D	Default Email Me	
Name: Program of Recitat	tion Report Num	ber: MST801 Page Orient	ation: Portrait
Options Sort / Output	ut Conditions	Selection Advance	ed
As of Date			
05/01/2017			
This report prints a maxim	num of 9 period co	lumns. Any periods outs	ide the range will not be visible.
Period Begin Period En	d		
0 • 9	-		
Show Additional Staff			
Show Department Total			
Hide Room Name and W	Viden Load		
Term Code 🔲 ↔ 🕑			
Sear Sear	emester 1	Semester 2	Quarter 1
🗖 Quarter 2 👘 Q	uarter 3	Quarter 4	Trimester 1
Trimester 2	rimester 3	Hybrid Sem 1	Hybrid Sem 2
🗏 Hybrid Qtr 1 👘 Hy	ybrid Qtr 2	🔲 Hybrid Qtr 3	Hybrid Qtr 4
🗏 Hybrid Qtr 5 👘 🗐 Hy	ybrid Qtr 6	🔲 Hybrid Qtr 7	🔲 Hybrid Qtr 8
🔲 Summer Semester 1 🔲 Su	ummer Semester 2	🛛 🔲 Special Summer Sessi	on
Department 👩 ↔ 🥑			
E Fine Arts	🗖 Langu	age	Math
Science	🗖 Specia	al Education	🗏 Art
Aerospace Science	🗖 Agricu	Itural Science	Business Education
Computer/Business	Englis	h	Family and Consumer Sciences
Industrial Technology	🗖 Militan	Science/Leadership Army	/ 🗏 Music/Performing Arts
Physical Education	🗖 Readii	ng	Social Studies
Traffic Safety	World	Languages	Elementary&School
Miscellaneous	🔳 Specia	al Education	Transfer Credit
East Valley Institute of Tec	chnology 🔲 Englis	h Language Development	American History

MST801 – Program Of Recitation Report Interface

- As of Date Display results as of the selected date
- Period Begin/Period End Enter the beginning and ending periods to display results for
- Hide Room Name and Widen Load Hides the room name to allow extra report space for notations
- Term Code To select all or clear all terms, use
 ^O
 [↔]
 ^O
 [↔]
 ^O
 [↔]
 ^O
 [↔]
 ^O
 [↔]
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 [↔]
 ^O
 ^O
- · Department Select which departments to display results for

Demo School District Excellence in Education							Ho Program As	ope Hig 1 of Re of Date:	gh \$ cit 05/	School ation Repo 01/2017	ort						Year: 20 Report: M	016-2 ST80	:017)1
Badge	Pe	riod 1		Per	iod 2		Perio	od 3		Perio	d 4		Period	5			Period 6		Dept.
Num Staff Name	Crs Title	Room	Ld	Crs Title	Room	Ld	Crs Title	Room	Ld	Crs Title	Room	Ld	Crs Title	Room	Ld	Crs Title	Room	Ld	Load
Department: English	1																		
1000 Aderson G.																			0
1146 Summers, K.	Prin Eng I	209	28	Fund Eng li	209	22				Lit Explor	209	28	Lit Explor	209	26				104
1112 Robinson, R.							Fund Writing Lb	P-21	14										14
1094 Nunes, K.	Eng (brit) Lit	230	30	Prin Eng lii	230	30	Prin Eng lii	230	31				Eng (brit) Lit	230	24	Prin Eng III	230	20	135
1007 Baniszewski, N. 1018 Banisze B. B.	Drie Ces I	201	20	Drin Fee I	201	24	Mauslah	201	22	American Lit	229	28	18 Evelor	202	24	Lit Fueler	202	20	28
1016 Bonjour R., R.	Prin Eng I	301	20	Prin Eng I	301	24	Newsiab Cel Bree Wrt	301	23	Lit Evolor	D 10	26	Lit Explor	302	24	Lit Explor	302	20	111
1024 Bunger I., I.	Col Prep Wrt	P-10	20	Lit Explor	P-10	21	Col Prep wrt	P-10	23	Lit Explor	P-10	20				Coronaisa	D 44	0	89
1081 Gordon K	Prin Eng lii	221	20	T III Eig I	1201	25	Modd Lit	224	22	Drin Eng lii	221	27	Drin Eng III	221	10	World Lit	221	10	125
1050 Gomez E	Humanities	412	20	Drin Eng I	P.04	27	Senior Lit	P.04	11	r nir Eng n	231	21	Prin Eng I	P.04	26	Prin Eng I	P.04	27	123
1102 Poterson A	Prin Eng li	228	20	Mythology	228	30	Jenior Lit	1-04		Mythology	228	20	Prin Eng li	228	27	Prin Engli	228	26	132
1105 Rev K	Lit Explor	P-22	28	Prin Eng I	P-22	24				Prin Eng I	P-22	28	Prin Eng I	P-22	10	Prin Eng I	P-22	22	121
1167 Webster M	American Lit	226	29	American Lit	226	29	American Lit	226	30	English Composition	1 226	15	English Composition	226	19	T III LIIGT	1 44		122
1143 Stauffer P	Mythology	P-24	29	Mythology	P-24	30	Fund Eng I	P-24	18				Prin Eng I	P-24	25				102
1153 Travlor, K.	Prin Eng I	224	23				Prin Eng I	224	26	Prin Eng I	224	30	American Lit	224	31	American Lit	224	27	137
1163 Wallace, J.	Lit Explor	303	29				Lit Explor	303	25	Aa Am His & Lit	303	27	Aa Am His & Lit	303	27	Lit Explor	303	20	128
1134 Sligh Aj, A.	Prin Eng li	227	24	Prin Eng li	227	27													51
1174 Wrather, L.	American Lit	302	30	American Lit	302	29	Prin Eng I	302	25	Yearbook	301	15	Yearbook	301	16				115
1035 Creaser, L.				Lit Explor	223	23	Lit Explor	223	24										47
1070 Jackson, M.				Lit Explor	P-09	21							Lit Explor	P-09	21	Lit Explor	P-09	20	62
1155 Tuzzino, V.				Paperback Lit	221	24	Mythology	221	32	Prin Eng li	221	28	Mythology	221	26	Prin Eng li	221	28	138
1156 Udall, H.							Prin Eng li	227	23	American Lit	227	29	American Lit	227	30	Prin Eng I	227	21	103
1099 Parker, D.							Prin Eng li	225	24	Prin Eng li	225	30	Prin Eng li	225	28				82
1084 Meik, J.							Inter Esl(Lang)	204	11	Inter Esl(Lang)	204	6	Beginning Esl	204	6	Beginning Es	si 204	3	26
1138 Snyder, J.										Cr Think&writ	222	28							28
1124 Sawyer, K.							App Read III	207	13	App Read III	207	10							23

MST801 – Program Of Recitation Output

STU202 – Student Schedule

Synergy SIS > Schedule > Reports > Individual or

Synergy SIS > Schedule > Walk In Schedule > Menu > Reports or

Synergy SIS > Student > Reports > Individual

The Student Schedule shows all classes scheduled for the student. The report displays the Period, Teacher, and Room information for each class.

Report STU202: Student Schedule	
Print Save Default Reset Saved Default Email Me	
Name: Student Schedule Number: STU202 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Schedule Info	
NOTE: Filter Date is not a mandatory field.	
Filter Date	Term Filter End
Student Info	
Perm ID Last Name First Name Grade Grade ↓ ↓ ↓ Hide All Personal Information Hide Perm ID	
Period Range	
Period Begin Period End	
Grouping Info	
Output will be sorted by Teacher Name (ascending) for the Sections defined Term Period	I by Term/Period.

STU202 – Student Schedule Report Interface Screen

Sort Options	
•	
Teacher Info	
Hide Teacher's First Name	
Concurrent Courses	
Show Courses at Concurrent Schools	
Include the following fields	
NOTE: The text box value is displayed if no data is present.	
Show House	Not Assigned
Show Counselor	See Counseling Office
Show Locker Number	Not Assigned
Show Locker Combination	Not Assigned
Locker Type Locker Combination to Print	
Show Homeroom Number	
Show Dropped Classes	
Hide Class Period	
Hide Class Teacher	
Hide Class Room	
Show Course Fees	
Audit Class Ontions	
Only show addited classes	

STU202 – Student Schedule Report Interface Screen

- Schedule Info Select the schedule information to display
- Student Info Select the student information to display results for
- Period Range Enter the Period Begin and Period End to display results for
- Grouping Info Groups results alphabetically by teacher for the Term Code and/or Period
- Sort Options Select the option used for sorting results
- Teacher Info Display or hide the teacher's first name
- Concurrent Courses Display or hide concurrent courses
- Include the following fields Select which fields to display
- · Audit Class Options Select to only display audited classes
- Section ID Section ID or a range of section IDs
- Course ID Course ID or a range of course IDs

- Meeting Days Displays Meeting Days codes added on the School Scheduling Options screen
- Section Teacher Teachers assigned to sections
- Homeroom Teacher List of all teachers assigned to a class during the designated homeroom period



Homeroom period is assigned in the **Homeroom Period** field on the School Setup screen.

- Schedule House (Student) House descriptions added in the House Codes setion on the House/Team/Exclusion tab of the School Scheduling Options screen
- Schedule Team (Student) Team descriptions added in the Team Codes section on the House/Team/Exclusion tab of the School Scheduling Options screen
- House (Section) House descriptions added in the House Codes section on the House/Team/Exclusion tab of the School Scheduling Options screen
- Team (Section) Team descriptions added in the Team Codes section on the House/Team/Exclusion tab of the School Scheduling Options screen



You can also modify the Student Schedule Sort Options on the **Report Preferences** tab of the User Password and Preferences screen.

Ab	ent Nam bott,	e Billy C	:.		Perm I 9054	D 183		Grade 12	Trac	k Address	
Last	Name G	oes By		Nick Name			Birth 03/	Date 17/19	99	5407 N Alma Tempe, AZ 8	School Rd
Phor 48	ne 0-888	-4683	Home Langu Italian	lage		Resolved Race/Ethn Hispanic	icity			Enter Date 07/05/2016	Leave Date
Sch	edule li	nformati	on	Court				Moot D		Taaabar	Beem
Fall	Term	Section		Cour	56			Weet D	ays	reacher	Room
4	S1	0426		EN60	- Eng (brit) Lit		мт	-	Snyder, J.	222
6	S1	0726		SC49	- Scien	ice 10		МТ	-	Tofft, R.	120
7	YR	0957		EN09	1C - 9tł	n Eng-Corr		МТ	-	Nunes, K.	230
Spri	ing										
2	S2	000000	123	AD86	W - Aca	ademic Decath		MIT	-	Arthur A., A.	
4	S2	1207		AS33	- Afjrot	c lii		MIT		Mhs Rotc, M.	MHS
5	S2	1504		AR32	- Beg F	Photo		MIT		Schubert, T.	404
-		0057		ENIOO	10 0#	Eng Corr		M T	-	Nunes K	220

STU202 – Student Schedule Output

STU408 – Class List

Synergy SIS > Schedule > Reports > List or

Synergy SIS > Schedule > Section > Menu > Reports

The Class List prints the list of enrolled students in each section on a separate page with a space to make notations for each student. Use this report for student tracking.

Report STU408: Class List
Print Save Default Reset Saved Default Email Me
Name: Class List Number: STU408 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Report Options
Term Code Students Active in Class as of:
Section ID
Course iD →
Grade Grade
Period Period
Teacher
Department
Hide Totals
Exclude Students with Term Override not in Term Code

STU408 - Class List Report Interface Screen

Include the following	fields
NOTE: If width text box	x is empty, default values are used.
Student Name	1.40 width in inches
Perm ID	0.75 width in inches
State ID	0.75 width in inches
Gender	0.29 width in inches
Grade	0.30 width in inches
Ethnic Code	1.00 width in inches
Birth Date	0.68 width in inches
Enter Date	0.68 width in inches
Home Language	1.00 width in inches
Phone Number	0.88 width in inches
House	1.00 width in inches
Team	1.00 width in inches
Counselor	1.40 width in inches

STU408 – Class List Report Interface Screen

- Report Options Select the information to display results for
 - Hide Totals Hides total students from the report
 - Exclude students with Term Override not in Term Code Only hides override students
- Include the following fields Select which fields to display. If **Width in inches** is left blank, the system uses default spacing.

Demo School Dis Excellence in Educatio	trict			Class List	Y F	ear: 2016-2017 eport: STU408
Section ID F 0152	Period 1	Meet Days MT	Course ID MA40	Course Title Algebra II	Staff Name Becker A., Allison	Room Name 104
Student Name		Perm ID	Grd			
Barlingay, Jessica	C.	148570	12			
Brooks, Jerry W.		889742	11			
Duffel, Alice N.		887967	11			
Ertl, Katherine L.		957922	10			
Falkenberg, Bever	ly M.	902953	10			
Fares, Julia C.		133744	11			
Ferrin, Rebecca		887438	11			
Flynn, Heather A.		905698	11			
Geddes, Sara		886261	11			
Gerber, Eric M.		894068	11			
Harris, Ann L.		888416	11			
Harris, Dennis J.		888194	11			
Hiatt, Kelly M.		888751	11			
Huish, Patrick A.		909255	10			
Johnson, Chris J.		936554	10			
Jov. Randy P.		908356	11			
Kumar, Willie		153876	10			
Lindstrom, Doris G	.	885998	11			
Lvnn, Stephanie N		892178	11			
Neumann, Johnny	T. III	937498	11			
Okamura, Keith K.		980254	11			
Ortega, Pamela		937071	11			
Russell, Judith		903176	10			
Saager, Philip T		109614	11			
Stapley, Phillip D.		886244	11			
Teague, Ann R		143045	10			
Tipton, Rvan J.		903277	10			
Udall, Wanda		908194	10			
Zamudio, Jane		135300	12			

STU408 – Class List Output

STU414 – Student Schedule Preprinted Cards

Synergy SIS > Schedule > Reports > List

The Student Schedule Preprinted Cards are designed to be printed on perforated stock to create wallet-sized cards with each student's schedule. Four cards print per page.

Report STU414: Student Schedule Preprinted Cards
Print Save Default Reset Saved Default Email Me
Name: Student Schedule Preprinted Cards Number: STU414 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Schedule Info
As of Date Term Filter Start Term Filter End
Student Info
Perm ID
Last Name First Name
Grade Grade
Display Options
Display Teacher Name Hide Room Number Use Course Short Title

STU414 – Student Schedule Preprinted Cards Report Interface Screen

Parent/Guardian Rela	tions
Flags	🖸 Туре
 Contact Allowed Ed. Rights Has Custody Lives With Mailings Allowed 	Relation • ↔ • Biological Father Biological Mother Father Father in Home Foster Father Foster Mother Grandfather Grandmother Guardian Mother Mother in Home Other Step-Father Step-Mother
Locker Info	
Locker Combination	
Grouping Info	
Output will be sorted Tea override a Counselor Na Term Period	acher Name (ascending) for the Sections defined by Term/Period. Grouping by Term or Period will ime sort.

STU414 – Student Schedule Preprinted Cards Report Interface Screen

- Schedule Info Select the schedule information to display. The report prints up to nine classes for a student.
- Student Info Select the student information to display results for
- Display Options Select which items to display or hide on the report
- Parent/Guardian Relations Select which parents/guardians to print on the reports
- Locker Info Displays the Locker Combination
- Grouping Info Groups results alphabetically by teacher for the Term Code and/or Period

Abbott	Paulette		997053	10/23/200	3 (09	Charlton		Violet		997051	02/28/2017	09
Hope High School			20-15-41		5/01/2017	,	Hone Hir	h School				05	/01/2017
inope night contour			201011				nope m						
4 8005 00400	Distant						4 600		Rielesu				
2 0005 4842	biology		Smith Christian		400		2 000	0 00482	Biology Bee leveled		Cullines les		402
2 0200 AR42	Ini Stain Glass		Smith, Christine		402		2 020	D CNET	Beg Jewelly		Sullivan, Joe		400
3 0332 EIN33	Animal Sai		Papiszowski Napi		302		4 042	EN52	American Lit		Potorcon Angola		224
4 0002 A031	Animai Su		barriszewski, mari	-7	109		4 042	I ENGZ	wytrology		Pelersen, Angela		228
Abbott, Virginia		480-100-2000		C	04/11/2017	7	Charlton	Vivian				02	/28/2017
749 W Kenting Cir		Newwest R		00664			2424 M			Mana		05004	
748 W Keating Cir		Newport Be	each	92661			3434 N F	airview		Mesa		85204	
Duport	Hally		007046	02/14/200		0	Hanna		Supan		007027	07/42/2004	00
Dysen	Holly		997046	03/14/200	2 (19	naase		Susan		99/03/	07/15/2001	09
Hope High School				0	5/01/2017	7	Hope Hig	h School				05	/01/2017
1 6005 SC492	Biology						1 600	5 SC492	Biology				
2 0205 AR42	Int Stain Glass		Smith Christine		402		2 020	5 AR42	Int Stain Glass		Smith Christine		402
3 0317 EN44	Creative Wrt		Gomez Fortino		P-04		3 031	7 FN44	Creative Wrt		Gomez Fortino		P-04
4 8002 4631	Animal Sci		Baniszewski Nan	~	100		4 600	AG31	Animal Sci		Baniszewski Nan	iev.	100
4 0002 7001			Contractor and, Hum	.,	100		4 000				Contaceward, Harr	.,	
Miller, Lorraine				C	2/06/2017	7	Haase, E	dmond				01	/04/2017
1955 S Val Vista Dr		Mesa		85204			1955 S \	'al Vista D	r	Mesa		85204	

STU414 – Student Schedule Preprinted Cards Output

STU415 – Student Schedule List

Synergy SIS > Schedule > Reports > List

The Student Schedule List prints each student's schedule with basic information about each section, including Period, Term, Section ID, Course ID, and Meeting Days.

Report STU415: Student Schedule List
Print Save Default Reset Saved Default Email Me
Name: Student Schedule List Number: STU415 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Schedule Info
NOTE: As of Date is not a mandatory field.
As of Date
lerm Filter Start Term Filter End
Student Info
Perm ID
Last Name First Name
Grade Grade
☑ Hide Perm ID
O Crawing Infe
Output will be sorted by leacher Name (ascending) for the Sections defined by Term/Period.
Sort Options
•
Teacher Info
Hide Teacher's First Name
Concurrent Courses
Show Courses at Concurrent Schools
Course Info
Indicate Prescheduled Courses

STU415 – Student Schedule List Report Interface Screen

- Schedule Info Select the schedule information to display
- Student Info Select the student information to display results for

- Grouping Info Groups results alphabetically by teacher for the Term Code and/or Period
- Sort Options Select the option used for sorting results
- Teacher Info Display or hide the teacher's first name
- Concurrent Courses Display or hide concurrent courses
- Indicate Prescheduled Courses Adds a column to the output that indicates the courses that were scheduled prior to running master schedule processes

Demo School District			Kenned Studen	Year: 2018-2019 Report: STU415			
Per	Term	Section ID	Course	Meet Days	Teacher	Room	Prescheduled
Sti	udent N	lame Abbott, Billy C.	Perm ID 9	905483	Gender M	Grade 12	
Fal							
1	S1	1100	AR32 - Beg Photo		Benitez, S.	415	Y
1	S1	1100	AR32 - Beg Photo		Benitez, S.	415	N
2	S1	0200	AR33 - Int Photo		Benitez, S.	415	N
2	S1	0202	AR41 - Beg Ceramics		Worm, F.	334	N
3	S1	1301	AR41 - Beg Ceramics		Worm, F.	334	N
4	S1	0300	AR32 - Beg Photo		Benitez, S.	415	N
4	S1	0400	AR63 - Beg Drawing		Worm, F.	336	N
5	S1	1505	AR63 - Beg Drawing		Worm, F.	336	N
6	S1	1501	AR54 - Beg Jewelry		Hargrove, C.	324	Y
6	S1	1501	AR54 - Beg Jewelry		Hargrove, C.	324	N
8	S1	1821	WE90 - Yearbook Commit	t	Snapp, J.	014	N
8	S1	1821	WE90 - Yearbook Commit	t	Snapp, J.	014	Y

STU415 - Student Schedule List Output

STU419 – Section Seating Chart

Synergy SIS > Schedule > Reports > List

The Section Seating Chart reports all students in a class and their location in the classroom based on the seating chart created in TeacherVUE.

🔻 Repo	rt STU419:	Section	Seating	Chart		
📥 Print	Save Default R	eset Saved De	fault Email	Ме		
Name: Sectio	on Seating Chart	Number: STU4 ⁴	19 Page Orier	itation: Portrait	1	
Options	Sort / Output	Conditions	Selection	Advanced		
Section ID	Staff					
				•		
Term Code 📋	⇔ 🕑					
Semester 1	Semester 2 🔲 Y	'ear				
Content Op	otions					
Absences Tex	kt Field 1					
Absences Tex	t Field 2					
Absences Tex	t Field 3					

STU419 – Section Seating Chart Report Interface

- Section ID Select the section to report
- Staff Select the Staff to display results for
- Term Code To select all or clear all term codes, use [□] ↔ [©].
- Content Options Enter custom text in the Absences Text Field 1-3 to create abbreviations for the absence codes displayed under student portraits



STU419 – Section Seating Chart Output

STU420 – Lunch Count Totals

Synergy SIS > Schedule > Reports > List

The Lunch Count Totals lists all homerooms at an elementary school and the lunch counts for each section entered through TeacherVUE. You can set up items tallied for each section on the TeacherVUE tab within the School Setup screen.

Report	ort STU420 Save Default	: Lunch (Reset Saved Def	count To	Me	
Name: Lunch	n Count Totals N	umber: STU420	Page Orientat	ion: Portrait	
Options	Sort / Output	Conditions	Selection	Advanced	
Run Date 05/01/2017					

STU420 – Lunch Count Totals Report Interface Screen

Report Options:

• Run Date - Select the date to run reports as of



STU420 - Lunch Count Totals Output

STU423 – Student Classes Audit

Synergy SIS > Schedule > Reports > List

The Student Classes Audit shows each class assigned to a student and any changes that made to the schedule for the date range. It displays the user that made the change and the date they edited information.

Report STU423: Student Classes Audit
Print Save Default Reset Saved Default Email Me
Name: Student Classes Audit Number: STU423 Page Orientation: Landscape
Options Sort / Output Conditions Selection Advanced
Schedule Information
Start Date End Date 07/04/2016 05/01/2017
Student Information
First Name Last Name abbott
Perm ID Grade 07 08 09 10 11 12
Exclude Deletes Exclude Inserts

STU423 – Student Classes Audit Report Interface

- Schedule Information Select the schedule information to display
- Student Information Select the student information to display results for
- Exclude Deletes/Exclude Inserts Excludes deleted or inserted classes from results

Demo Scho Excellence in	ool District		Hope Student From 07/04	High School Classes Audit /2016 to 05/01/201	7		Year: 2016-2017 Report: STU423	
Student Nam	ne			Gen	der	Grade	Student ID	
Abbott, Billy	y C.			м		12	905483	
Property Nan	ne	Old Value	New Value	Timestamp	Updated By		IP Address	System
Period:1	Term: S1	Section ID: 0077 0	Course ID: SS51 Co	urse Title: Am Govt	Tea	cher: Jackson, Kathy	(Room: 21	6
LeaveDate			09/20/2016	09/21/2016 10:40:28	User, Admin		10.200.11.91	SYNERGY
TxpAckDrop			Y	09/22/2016 12:49:31	Jackson, Kat	hy	96.229.209.66	TVUE
EnterDate		07/05/2016	07/06/2016	10/03/2016 06:50:46	User, Admin		10.200.11.107	SYNERGY
LeaveDate		09/20/2016	09/19/2016	10/26/2016 10:43:17	User, Admin		10.200.11.111	SYNERGY
Period:1	Term: YR	Section ID: 10000000 0	Course ID: SC422 Co	urse Title: Life Science	Tea	cher: Tofft, Robert	Room: 12	Ď
TxpAckAdd			Y	10/31/2016 15:42:46	Tofft, Robert		10.200.11.130	TVUE
LeaveDate			11/25/2016	11/30/2016 14:00:21	User, Admin		10.200.11.130	SYNERGY
TxpAckDrop	1		Y	12/09/2016 16:13:48	Tofft, Robert		10.200.11.84	TVUE
Period:2	Term: S2	Section ID: 000000123 0	Course ID: AD86W Co	urse Title: Academic De	cath Tea	cher: Arthur A., Andr	Room:	
EnterDate		03/22/2017	01/26/2017	03/28/2017 07:22:52	Sherwood, B	ev	10.200.11.80	SYNERGY
Period:2	Term: S1	Section ID: 0206 C	Course ID: AR54 Co	urse Title: Beg Jewelry	Tea	cher: Sullivan, Joe	Room: 40	3
LeaveDate			11/25/2016	02/24/2017 14:26:41	User, Admin		10.200.11.99	SYNERGY
AuditClass			N	10/25/2016 10:33:02	User, Admin		10.200.11.91	SYNERGY
EnterDate			10/25/2016	10/25/2016 10:33:02	User, Admin		10.200.11.91	SYNERGY
QualifiesFor	Alt		N	10/25/2016 10:33:02	User, Admin		10.200.11.91	SYNERGY

STU423 – Student Classes Audit Output

STU806 – Schedule Verification Extract

Synergy SIS > Schedule > Reports > Extracts

The Schedule Verification Extract displays the student results generated on the Schedule Verification screen. This displays Schedule Based FTE values and details for students with different filter options, such as Student, Schedule, and Section.

See <u>Schedule Verification</u> for more info	ormation.
Report STU806: Schedule Verification Extract Print Save Default Reset Saved Default Email Me	
Name: Schedule Verification Extract Number: STU806 Page Orientation: Portrait Options Sort / Output Conditions Selection Advanced	
Student Filters Filter By Filter To Counselor Grade 9 10 11 12	ж
Schedule Filters FTE 0.00 0.25 0.50 0.75 1.00 From To Use Student FTE Remove FTE Segments with no valid days Section Eiltern	Use Total Student FTE looks at the student's District FTE calculation instead of just the calculations at each individual organization.
Section Filters Report To State Include In Attendance Condition V	

STU806 – Schedule Verification Extract Report Interface Screen

- Student Filters Select the student information to display on the report. These are the same fields as those located on the Schedule Verification screen.
- Schedule Filters Select the FTE values to display on the report. These are the same fields as those located on the Schedule Verification screen.
- Section Filters Select the sections to display on the report. These are the same fields as those located on the Schedule Verification screen.

Demo School Di Excellence in Educed	strict	Edupoint Mi Schedule Verif	ddle School ication Extract	Year Repo	: 2016 ort: STU8	-2017 306
Student	Sis Number	Organization	Dates	Grade	FTE	Method
Aaron, Ian	12345	Edupoint Middle School	09/07/2016 - 06/16/2017	08	1.00	Hours
Aaron, Robert	12346	Edupoint Middle School	09/07/2016 - 09/30/2016	08	1.00	Hours
Abbott, Billy	12347	Edupoint Middle School	10/03/2016 - 06/16/2017	08	0.00	Hours
Abbott, Bobby	12348	Edupoint Middle School	09/07/2016 - 09/07/2016	08	0.00	Hours
Abbott, Jane	12349	Edupoint Middle School	09/08/2016 - 06/16/2017	08	1.00	Hours
Abott, Matthew	12350	Edupoint Middle School	09/07/2016 - 09/07/2016	07	0.00	Hours
Abbott, Susan	12351	Edupoint Middle School	09/08/2016 - 06/16/2017	07	1.00	Hours

STU806 – Schedule Verification Extract Output

STU810 – Grade Book Extract

Synergy SIS > Schedule > Reports > Extracts

The Grade Book Extract is a text file designed to be imported into a third-party grade book program. It includes the student's Last Name, First Name, Perm ID, Gender, Grade, and Email.

Select <i>Excel</i> as the File Type in the Sort/Output tal data.	b in order to view all
Report STU810: Grade Book Extract Print Save Default Reset Saved Default Email Me Name: Grade Book Extract Number: STU810 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Perm ID Last Name Grade Grade	
Grade Book Extract Extract Type Easy Grade Pro Extract	

STU810 – Grade Book Extract Report Interface Screen

- Student Info Select the student information to display results for
- Grade Book Extract Select which Extract Type format to print the extract in; Easy Grade
 Pro Extract or Grade Quick.

A	В	С	D	E	F	G	Н	1	J	К	L	M
1 Abbott	Billy	905483	12	person@mail	444-444-4444	5407 N Alma School Rd	Tempe	AZ	85204	206	AR54	Beg Jewelry
2 Abbott	Billy	905483	12	person@mail	444-444-4444	5407 N Alma School Rd	Tempe	AZ	85204	426	EN60	Eng (brit) Lit
3 Abbott	Billy	905483	12	person@mail	444-444-4444	5407 N Alma School Rd	Tempe	AZ	85204	77	SS51	Am Govt
4 Abbott	Billy	905483	12	person@mail	444-444-4444	5407 N Alma School Rd	Tempe	AZ	85204	957	EN091C	9th Eng-Corr
5 Abbott	Billy	905483	12	person@mail	444-444-4444	5407 N Alma School Rd	Tempe	AZ	85204	1504	AR32	Beg Photo
6 Abbott	Billy	905483	12	person@mail	444-444-4444	5407 N Alma School Rd	Tempe	AZ	85204	304	AR32	Beg Photo
7 Abbott	Billy	905483	12	person@mail	444-444-4444	5407 N Alma School Rd	Tempe	AZ	85204	726	SC49	Science 10
8 Abbott	Billy	905483	12	person@mail	444-444-4444	5407 N Alma School Rd	Tempe	AZ	85204	60	EN57C	Cc-Am. Lit
9 Abbott	Billy	905483	12	person@mail	444-444-4444	5407 N Alma School Rd	Tempe	AZ	85204	800	SC422	Life Science
10 Abbott	Billy	905483	12	person@mail	444-444-4444	5407 N Alma School Rd	Tempe	AZ	85204	1207	AS33	Afjrotc lii
11 Abbott	Billy	905483	12	person@mail	444-444-4444	5407 N Alma School Rd	Tempe	AZ	85204	123	AD86W	Academic Decath
12 Acosta	Eugene	873921	12	person@mail	480-555-6396	1144 N Loma Vista	Tempe	AZ	85662	123	AD86W	Academic Decath
13 Adams	Howard	873985	12	person@mail	480-555-1964	1328 N 22nd St	Tempe	AZ	85662	870	NC901	Rel Time A Hr
14 Adams	Howard	873985	12	person@mail	480-555-1964	1328 N 22nd St	Tempe	AZ	85662	28	NC501	Study Hall
15 Adams	Howard	873985	12	person@mail	480-555-1964	1328 N 22nd St	Tempe	AZ	85662	1571	SS52W2	Ap Amer Govt
16 Adams	Howard	873985	12	person@mail	480-555-1964	1328 N 22nd St	Tempe	AZ	85662	571	SS52W	Ap Gov&econ Wtp
17 Adams	Howard	873985	12	person@mail	480-555-1964	1328 N 22nd St	Tempe	AZ	85662	996	NC401	Pers Rel Time
18 Adams	Howard	873985	12	person@mail	480-555-1964	1328 N 22nd St	Tempe	AZ	85662	123	AD86W	Academic Decath

STU810 - Grade Book Extract Output

Chapter 17: Security Reports

PAD601 – PAD Security	720
PAD602 – User PAD Security	721
PAD603 – Business Object Security	722
PAD604 – User Business Object Security	723

PAD601 – PAD Security

Synergy SIS > System > Security > Reports > Summary

The PAD Security report prints PAD Security detail by user group and screen/report.

🔻 Repo	rt PAD601	PAD Se	curity 🗖		•	C C 0 9
📥 Print 🛛 S	ave Default Res	set Default	mail Me			
Name: PAD Se	ecurity Number: F	AD601 Page (Drientation: La	ndscape		
Options	Sort / Output	Conditions	Selection	Advanced		
User Group						
			-			
PAD Location						
	-					
_						
Show men	u, tab and button d	etails				

PAD601 – PAD Security Report Interface Screen

- User Group Select the user group to print results for
- PAD Location Select the PAD Location to filter results for
- Show menu, tab, and button details Select to include menu, tab, and button details from PAD Security

Demo School District Exclored in Education						Ho	pe PA	Hię D S	gh Sec	Scl urit
PAD	Public	Admin Hope High	Role - Admin	Role - Counselor	Role - Nurse	Role - Office Elementary	Role - Office Secondary	Role - Registrar	Role - Special Ed	Role - Teacher Secondary
School Calendar	1		<u> </u>			_			<u> </u>	
Supplemental Instruction Setup			1	1	1				1	
Attendance Letter										
Attendance Verification										
Class Daily Attendance										
Class Period Attendance										
Classroom Taken Attendance Summary										
Course Attendance										
Mass Change Attendance	View									
Period Attendance		1								
Daily Attendance										
Course						No	No		1	
Reports										
Individual										
(CRS201) Course Catalog										
List		1		1					1	
(CRS401) Course List		1								

PAD601 PAD Security Report Output
PAD602 – User PAD Security

Synergy SIS > System > Security > Reports > Summary

The User PAD Security report prints PAD Security detail by user.

▼ Report PAD602: User PAD Security ■ CCO	8
Print Save Default Reset Default Email Me	
Name: User PAD Security Number: PAD602 Page Orientation: Landscape	
Options Sort / Output Conditions Selection Advanced	
User Filter	
First Name Middle Name Last Name	
Email Address Login Name	
PAD Filter	
PAD Location	
□ Show menu, tab and button details	

PAD602 – User PAD Security Report Interface Screen

- User Filter Select the user information to print results for
- PAD Location Select the PAD Location to filter results for
- Show menu, tab, and button details Select to include menu, tab, and button details from PAD Security

					Hope High School User PAD Security	Year: 2010-2011 Report: PAD602
PAD	User, Admin	Public	Role - Admin	Role - Assistant Superintendant		
(ATP609) Supplemental Instruction Det	Yes					
(ATP608) Supplemental Instruction Sun	Yes					
Scanning	Yes	No	Yes			
Attendance Sheet Creation	Yes					
Sheet 87118	Yes					
Setup	Yes					
District Attendance Code	Yes					
School Attendance Code	Yes					
School Attendance Options	Yes					
Bell Schedule Definition	Yes					
Period Rotation Definition	Yes					
School Enrollment History	Yes					
District Calendar	Yes					
School Calendar	Yes					
Supplemental Instruction Setup	Yes					
Attendance Letter	Yes					
Attendance Verification	Yes					
Class Daily Attendance	Yes					
Class Period Attendance	Yes					
Course Attendance	Yes					
Mass Change Attendance	Yes					

PAD602 User PAD Security Report

PAD603 – Business Object Security

Synergy SIS > System > Security > Reports > Summary

The Business Object Security report prints security detail by business object and user group.

🔻 Repo	rt PAD60 3	: Busines	s Objec	t Security	I	
Print s	Save Default	Reset Saved Defa	ult Emai	Ме		
Name: Busine	ess Object Secu	irity Number: PAE	0603 Page C	Drientation: Landso	ape	
Options	Sort / Output	Conditions	Selection	Advanced		
User Group						
			•			
Namespace						
			•			
Business Obje	ct		•			

PAD603 – Business Object Security Report Interface

Report Options:

- User Group Select the user group to print results for
- Namespace Select the specific namespace to filter the report for
- · Business Object Select the specific business object to filter the report for

Demo School District Estaliance in Maratina		Hope Busines	e High Scl s Object S	nool ecurity			Year: 2 Report: I	2016-2017 PAD603
Business Object	Public	Admin Hope High	Dual Login	OLR Approval	Role - Admin	Role - Nurse	Role - Principal	Role - Special Ed
			UAD AP OV	UAD AP OV	UAD AP OV	UAD AP OV	UAD AP OV	UAD AP OV
K12.EdFiUniqueIdentifierResultsGrid								
K12.EdFiUniqueIdentifierUI								
K12.School								
K12.SchoolGrade								
K12.SIFStudent								
K12.Staff								
K12.StaffDepartment								
K12.StaffFindList								
K12.StaffFindSelect								
K12.StaffProtectedInfo								
K12.StaffRole								

PAD603 Business Object Security Report

PAD604 – User Business Object Security

Synergy SIS > System > Security > Reports > Summary

The User Business Object Security report prints security detail by business object and user.

Report PAD604: User Business Object Security
Print Save Default Reset Saved Default Email Me
Name: User Business Object Security Number: PAD604 Page Orientation: Landscape
Options Sort / Output Conditions Selection Advanced
User Filter
First Name Middle Name Last Name Email Login Name
Business Object Filter
Namespace Business Object

PAD604 - Business Object Security Report Interface

- User Filter Select the user information to print results for
- Namespace Select the specific namespace to filter the report for
- Business Object Select the specific business object to filter the report for



Business Object Security Report

Chapter 18: Staff Reports

SUB401 – Substitute Teacher Slip	725
TCH401 – Staff Directory	727

SUB401 – Substitute Teacher Slip

Synergy SIS > Staff > Reports > List

The SUB401 report is a detailed print-out of the absent teacher's schedule. Its purpose is for substitute use providing the details of start and end times, room numbers, section and course IDs, and Course names that are the necessary details of the absent teacher's day.

	Substitute Teacher Assignment 🔹 🕺 🦓 🔍 🕫 😹 🖬	
	Menu - Save Mundo Print Sub Slips	
	School: Hope High School School Year: 2017-2018	
	Teachers	
	10/18/2017 📋 Go to Date	
	Current Selected Date: 10/18/2017 Using Common Substitute Password: Many Know	
	Password Settings	
	Set the Common Substitute Password to use one password for all substitutes. If the common password is not set, a password will be generated for each teacher, shown in the grid and included on the Sub Slip.	
	Many Know Generate common substitute password for me	
	NOTE: Passwords are not case sensitive and may contain spaces	
	Line Requires Sub Staff Name	
	1 Aderson, Gordon	
	2 Andrews, Mark	
	3 Arthur A., Andrea	
	Substitute Teacher Assignment Screen	
	Substitute Teacher Assignment Screen	
Report SL	Substitute Teacher Assignment Screen	00
▼ Report SL Print Save De	Substitute Teacher Assignment Screen JB401: Substitute Teacher Slip As an Construction Screen Fault Reset Saved Default Email Me	8 9
Report SL Print Save De Name: Substitute Te	Substitute Teacher Assignment Screen JB401: Substitute Teacher Slip At Im Constraint efault Reset Saved Default Email Me sacher Slip Number: SUB401 Page Orientation: Portrait	6 9
Report SL Print Save De	Substitute Teacher Assignment Screen	0

SUB401 - Substitute Teacher Slip Report Interface Screen

Report Options:

• Effective Date – Filter the report to print on specific day. The default is today's date. This report prints the schedule for each staff marked absent on the Substitute Teacher Assignment screen.

Demo	School District			Hope H Substitute	igh Schoo Teacher \$ 18/2017	ol Slip	Year: 2017-2018 Report: SUB401
Staff Name	e on. Gordon				Password Many Know	,	
	,				Passwords a	are not case sensitiv	e and may contain spaces
Period	Start	End	Room Name	Section ID	Course ID	Course	Tota Students
0	8:00 AM	9:00 AM					
1	9:00 AM	10:00 AM	128	0140	MA40	Algebra II	30
			403	1_021_SA99	SA99	Student Aid	0
2	10:00 AM	11:00 AM	128	0240	MA40	Algebra II	32
3	11:00 AM	12:00 PM	128	0340	MA51W	Ap Calc Bc	12
			403	3_021_SA99	SA99	Student Aid	0
4	12:00 PM	1:00 PM	128	0440	MA40	Algebra II	33
			403	4_021_SA99	SA99	Student Aid	0
5	1:00 PM	2:00 PM	128	0540	MA40	Algebra II	31
6	2:00 PM	3:00 PM					
7	3:00 PM	4:00 PM					
8	4:00 PM	5:00 PM					
9	5:00 PM	6:00 PM					

SUB401 - Substitute Teacher Slip Output

TCH401 – Staff Directory

Synergy SIS > Staff > Reports > List

The TCH401 report prints a list of staff members listing their gender, email address, phone number and home or mail address if desired. This report sorts alpha by staff type. School and district administrative staff use this report.

Report TCH401: Staff Directory Print Save Default Reset Saved Default Email Me	· CC00
Name: Staff Directory Number: TCH401 Page Orientation: Portrait	
Staff Info	
Gender Type	
Address Type Home Address	

TCH401 - Staff Directory Report Interface Screen

- Gender Filter report output to include just the selected gender group.
- Type Filter report output to include just the selected staff type.
- Address Type Select option desired for additional information on address.

Demo School District Breakence in Education			Hop S	be High S taff Direc	Scho tory	ool V	Year: 2017 Report: TCH	-201 401	8
Staff Name	Gen	E-Mail	Туре	Phone Number	Extn	Home Address	City	St	Zipcode
Counselor									
Vesta, Cindy	F	staffdemo@ mail. qasynergylocal qa05vm.com	Work	480-833-2900		1550 E McKellips Ste 107	Phoenix	AZ	85694
Wilson, Rob	М	staffdemo@ mail. qasynergylocal qa05vm.com	Work	480-833-2900	522	1 N Macdonald #501	Phoenix	AZ	85694
Director									
Furnish, Diane	F	staffdemo@ mail. qasynergylocal qa05vm.com							
Smith, Bill	М	staffdemo@ mail. qasynergylocal qa05vm.com							
Maintenance									
Weathers, Julia	F	staffdemo@ mail. qasynergylocal qa05vm.com	Work	480-833-2900	507	1550 E McKellips Rd	Phoenix	AZ	85694
Weathers, Renee	F	staffdemo@ mail. qasynergylocal qa05ym.com							

TCH401 - Staff Directory Output

Chapter 19: Student Reports

CNF201 – Student Conference Profile	
CNF401 – Parent Teacher Conference Schedule	
CNF601 – Student Conference Summary	733
GRP201 – Student Group Profile	735
GRP202 – Student Group Profile	737
GRP401 – Student Group List Report	739
GRP402 – Group Eligibility	741
GRP410 – Student Letter Purchasing Report	744
NYR401 – Boundary Exception Students	746
PVU203 – Student Activation Key Letter	748
REC201 – Permanent Record	755
STU201 – Student Profile	757
STU202 – Student Schedule	759
STU203 – Secondary Withdrawal Slip	
STU206 – Student Withdrawal Notice	
STU207 – Student Enrollment Profile	
STU223 – Summons	
STU401 – Student List	772
STU402 – Student and Parent Directory	773
STU403 – Student Directory By Street Address	
STU404 – Student Birthday List	777
STU406 – Student Household List	779
STU407 – Multiple Child Households	781
STU410 – Emergency Contact Directory	
STU412 – Student Add/Drop List	

STU416 – Student Enrollment Validation	
STU417 – Student ID Card	
STU421 – Student Add/Drop by Section	
STU422 – Student Add/Drop by Teacher	
STU424 – Student Oldest Or Youngest	
STU601 – Student Totals	796
STU602 – Student Ethnic Distribution List	
STU604 – Daily Enrollment Totals Detail	800
STU605 – Daily Enrollment Totals Summary	
STU606 – Student Membership Summary	804
STU801 – Withdrawal/Entry Slip	805
STU802 – Student Mailing Labels	
STU803 – Student Household Labels	810
STU804 – Galileo Extract	812
STU809 – Emergency Response System – Start Event	814
STU814 – Library Extract	817
TCH601 – Student Enrollment by Teacher	

CNF201 – Student Conference Profile

Synergy SIS > Student > Reports > Individual

The CNF201 report prints a profile of a student's conferences including a description and comments. You can select a student by perm ID or last, first and/or middle name. You can leave all options blank and print the report for all students in the school or select a grade level or range of grades to print.

Report CNF201: Student Conference Profile	• 200
Print Save Default Reset Default Email Me	
Name: Student Conference Profile Number: CNF201 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Student Info	
Perm ID Gender	
Last Name First Name Middle Name Grade	

CNF201 – Student Conference Profile Report Interface Screen

- **Perm ID** Filter report output to include just the specified student attached to the permanent ID.
- Gender Filter report output to include just the selected gender group.
- Last Name Filter report output to include just the students with the specified last name.
- First Name Filter report output to include just the students with the specified first name.
- Middle Name Filter report output to include just the students with the specified middle name.
- Grade Filter report output to include just the selected grade or grade range.

Abbott, Bil	lly C.		Perm ID: 905483		Gen: M	Grade: 12	Enter 0	Date: 31/2010	Leave Date:	
st Name Goes By: Nick N		Nick Na	ame:		В	irth Date:	1003	Address:		
hone: Home L		Home La	inguage:	Resolved				1954 S Val Vista Dr Mesa, AZ 85234		
480-555-12	14	Spai	nish		White			Mesa,	AL 00204	
Conference Inf	ormation									
Description	ting		Meeting Date	Refer	red By		s	itaff McGrow	Tom	
Referral Date	Followup Date	Noti	fication Date	,				wicorew,	Tom	
Comment										
Discussed	Billy's contin	ued la	ack of effort	to con	nplete h	omewo	rk assi	gnments.		
Description	weete		Meeting Date	Refer	red By		s	taff McCrow	Tom	
Referral Date	Followup Date	Noti	fication Date	•				wicorew,	Tom	
Comment										
Discussed	student's ne	xt yea	r requests							
Description	•		Meeting Date	Refer	red By		s	itaff	T	
Parent Mee Referral Date	ung		03/06/2008	5				MCGrew	Iom	
Comment Discussed at home.	Followup Date Billy's lack o	Noti	fication Date	re goi	ng to ins	stitute a	series	of reward	is/punishments	
Comment Discussed at home. Description Student Me Referral Date	Followup Date Billy's lack o eting	f effor	t. Parents an Meeting Date 08/26/2009	Refer	ng to ins	stitute a	series	of reward taff McGrew,	is/punishments Tom	
Comment Discussed at home. Description Student Me Referral Date	Followup Date Billy's lack o eting Followup Date 10/28/2010	f effor	t. Parents an Meeting Date 08/26/2009 fication Date	Refer	ng to ins	stitute a	series	of reward taff McGrew,	ls/punishments Tom	
Comment Discussed at home. Description Student Me Referral Date Comment Student wa	Followup Date Billy's lack o eting Followup Date 10/28/2010 nted to get o	Noti f effor Noti	t. Parents an Meeting Date 08/26/2005 fication Date	Refer	ng to ins	stitute a	series	of reward	ls/punishments Tom	
Comment Discussed at home. Description Student Me Referral Date Comment Student wa Description	Followup Date Billy's lack o eting Followup Date 10/28/2010 nted to get o	Noti f effor Noti ut of c	t. Parents al Meeting Date 08/26/2005 fication Date	Refer	ng to ins red By red By	stitute a	series s	of reward taff McGrew,	ls/punishments Tom	
Comment Discussed at home. Description Student Me Referral Date Comment Student wa Description Parent Mee Referral Date	Followup Date Billy's lack o eting Followup Date 10/28/2010 nted to get o ting Followup Date	Noti f effor Noti ut of c	t. Parents al Meeting Date 08/26/2005 fication Date class Meeting Date 10/28/2010 fication Date	Refer	ng to ins red By red By	stitute a	series s	of reward taff McGrew, taff Vesta, Cir	ls/punishments Tom ndy	
Comment Discussed at home. Description Student Me Referral Date Comment Student wa Description Parent Mee Referral Date	Followup Date Billy's lack o eting Followup Date 10/28/2010 nted to get o ting Followup Date 11/01/2010	Noti f effor ut of d Noti	t. Parents al Meeting Date 08/26/2005 fication Date class Meeting Date 10/28/2010 fication Date	Refer	ng to ins red By red By	stitute a	series s	of reward taff McGrew, taff Vesta, Cir	ls/punishments Tom ndy	
Comment Discussed at home. Description Student Me Referral Date Comment Student wa Description Parent Mee Referral Date Comment Met to discu	Followup Date Billy's lack o eting Followup Date 10/28/2010 nted to get o ting Followup Date 11/01/2010 uss current s	Noti f effor ut of (Noti ut of (t. Parents and Meeting Date 08/26/2009 fication Date 08/26/2009 fication Date 2015 fication Date 10/28/2010 fication Date 10/28/2010 fication Date 2016 fication Date	Refer	ng to ins red By red By t Billy in	stitute a	series s s erent m	of reward taff McGrew, taff Vesta, Cir ath class.	ls/punishments Tom ndy	
Comment Discussed at home. Description Student Me Referral Date Comment Student wa Description Parent Mee Referral Date Comment Met to disc	Followup Date Billy's lack o eting Followup Date 10/28/2010 nted to get o ting Followup Date 11/01/2010 uss current s	Noti f effor ut of d Noti	t. Parents and Meeting Date 08/26/2009 fication Date 08/26/2009 fication Date 2015 fication Date 10/28/2010 fication Date 2015	Refer	ng to ins red By red By t Billy in	atitute a	series s s erent m	of reward McGrew, Itaff Vesta, Cir ath class.	ls/punishments Tom ndy	
Comment Discussed at home. Description Student Me Referral Date Comment Student wa Description Parent Mee Referral Date Comment Met to disc	Followup Date Billy's lack o eting Followup Date 10/28/2010 nted to get o ting Followup Date 11/01/2010 uss current s	Noti f effor ut of d Noti Noti	t. Parents and Meeting Date 08/26/2005 Incation Date 08/26/2005 Incation Date 2015 Class Meeting Date 10/28/2010 Incation Date 2016 Incation Date	Refer	ng to ins red By red By t Billy in	atitute a	series s rent m	of reward McGrew, Kaff Vesta, Cir	ls/punishments Tom ndy	
Comment Discussed at home. Description Student Me Referral Date Comment Student wa Description Parent Mee Referral Date Comment Met to disc	Followup Date Billy's lack o eting Followup Date 10/28/2010 nted to get o ting Followup Date 11/01/2010 uss current s	Noti f effor ut of c Noti chedu	t. Parents al Meeting Date 08/26/2005 fication Date class Meeting Date 10/28/2010 fication Date ule. Decided	Refer	ng to ins red By red By t Billy in	ato diffe	series s s erent ma	of reward taff McGrew, taff Vesta, Cir ath class.	ls/punishments Tom ndy	
Comment Discussed at home. Description Student Me Referral Date Comment Parent Mee Referral Date Comment Met to discu	Followup Date Billy's lack o eting Followup Date 10/28/2010 nted to get o ting Followup Date 11/01/2010 uss current s	Noti f effor ut of (Noti Noti schedu	t. Parents al Meeting Date 08/26/2005 fication Date class Meeting Date 10/28/2010 fication Date ule. Decided	Refer	ng to ins red By red By	atitute a	series s s erent ma	of reward taff McGrew, taff Vesta, Cin ath class.	ls/punishments Tom ndy	
Comment Discussed at home. Description Student Me Referral Date Comment Parent Mee Referral Date Comment Met to discu	Followup Date Billy's lack o eting Followup Date 10/28/2010 nted to get o ting Followup Date 11/01/2010 uss current s	Noti f effor ut of (Noti Noti schedu	t. Parents al Meeting Date 08/26/2005 fication Date 2/ass Meeting Date 10/28/2010 fication Date ule. Decided	Refer	ng to ins red By red By	ato diffe	series s s erent m	of reward taff McGrew, taff Vesta, Cin ath class.	ls/punishments Tom ndy	
Comment Discussed at home. Description Student Me Referral Date Comment Parent Mee Referral Date Comment Met to discu	Followup Date Billy's lack o eting Followup Date 10/28/2010 nted to get o ting Followup Date 11/01/2010 uss current s	Noti f effor ut of (Noti Noti Schedu	t. Parents al Meeting Date 08/26/2005 fication Date 2lass Meeting Date 10/28/2010 fication Date ule. Decided	Refer	ng to ins red By red By	ato diffe	series s s erent m	of reward taff McGrew, taff Vesta, Cin ath class.	Js/punishments Tom ndy	

CNF201 – Student Conference Profile Output

CNF401 – Parent Teacher Conference Schedule

Synergy SIS > Student > Reports > List

The CNF401 report works in conjunction with the Parent Teacher Conference enhancement in TeacherVUE. The report includes the Teacher Name, Section, Room, and Conference Date. The report lists the students in Conference Time order. Comments print on the report.

Report CNF401:	Parent Teacher Conference	Schedule · CCO
Print Save Default Res	t Default Email Me	
Name: Parent Teacher Confer	ence Schedule Number: CNF401 Page Orientation:	Portrait
Options Sort / Output	Conditions Selection Advanced	
 Student Info 		
First Name L	ist Name	
Grade ○ ↔ ○ 09 ○ 10 ○ 11 ○ 12 ○ 12+	Start Date End Date 08/11/2014 07/16/2015	
Teacher Info		
Teacher		

CNF401 – Parent Teacher Conference Schedule Report Interface Screen

Report Options:

- First Name/Last Name Filter report by student.
- Grade Filter report output to include just the selected grade or grades.
- Date Range Start/End Includes conference codes that fall within the date range indicated.
- Teacher Filter report by teacher selection.

`	Parent Teacher Conference Schedule From 07/01/2014 to 06/30/2015						
Section:	Teacher: Wilson, Rob	Room: Conference Date: 08/11					
Student Name	Time	Comment					
Favia, S.	4:00 PM						
Beverlin, C.	4:15 PM	Notes					
Wrenn, A.	4:30 PM						
Holliman, S.	4:45 PM						
Berriz, C.	5:00 PM	Comments					
Keough, S.	5:15 PM						
Bingham, C.	5:30 PM	Comments to print on report					
Richardson, K.	5:45 PM						

CNF401 – Parent Teacher Conference Schedule Output

CNF601 – Student Conference Summary

Synergy SIS > Student > Reports > Summary

The CNF601 report prints a summary of conference totals by conference code and grade for a range of dates. You must select a grade or grades and a beginning and ending date for the report. School administrative staff use this report to monitor the use of conference codes.

Report CNF601: Student Conference Summary	· CC00
Print Save Default Reset Default Email Me	
Name: Student Conference Summary Number: CNF601 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Please select at least one grade level. This report accepts a maximum of 7 grades.	
Grade □ ↔ 🕑	
Start Date End Date 08/11/2014 07/16/2015	

CNF601 – Student Conference Summary Report Interface Screen

- Grade Filter report output to include just the selected grade or grades.
- Date Range Start/End Includes conference codes that fall within the date range indicated.



CNF601 - Student Conference Summary Output

GRP201 – Student Group Profile

Synergy SIS > Student > Reports > Individual

The GRP201 report prints information about the student's group participation for the current school year.

Report GRP201: Student Group Profile	· CC00
Print Save Default Reset Default Email Me	
Name: Student Group Profile Number: GRP201 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Student Info	
Perm ID Gender	
Last Name First Name Middle Name	
Grade ▼ → ▼	
Group	

GRP201 – Student Group Profile Report Interface Screen

- **Perm ID** Filter report output to include only the specified student attached to the permanent ID.
- Gender Filter report output to include only the selected gender group.
- Last Name Filter report output to include only the selected students by last name.
- First Name Filter report output to include only the selected students by first name.
- Middle Name Filter report output to include only the selected students by middle name.
- Grade Filter report output to include only the selected grade or grade range.
- Group Filter report output to include only the selected group.

Student Name	uon		Perm ID 9972	282	Ge	nder M	Grade	Trac	k	Address	
Last Name Goes By		Nick N	lame			Birt	th Date	2000		1789 W Eli Mesa, AZ (mwood Way 88888
Phone 480-555-741	3	Home L Eng	.anguage Jlish		Resolved Whit	e			Enter 08	r Date 3/31/2015	Leave Date
Custodial Inform	ation										
Mother Cook, Missy		Phone H	Туре	Pt	hone 480-555-	741:	3	Extens	ion		
Contact All	lowed 🗸 Ha	s Custod	iy 🔽	Lives With	√ E	d. Rig	hts	\checkmark	Maili	ings Allowed	
Step-Father Cook, David		Phone H	Туре	Pł	hone 480-555-	741:	3	Extens	ion		
Contact All	lowed 🗸 Ha	s Custod	iy 🔽	Lives With	E	d. Rig	hts	\checkmark	Maili	ings Allowed	
Other Akins. Sarah		Phone C	Туре	Pt	hone 602-555-	123	4	Extens	ion		
Contact All	lowed 🗌 Ha	s Custod	iy 🔽	Lives With	√ E	d. Rig	hts		Maili	ings Allowed	
Grandmother Abernathy, D	eborah	Phone H	Туре	Pł	hone 480-555-	55-1234		Extension			
Contact All	lowed 🗌 Ha	s Custod	iy 🔽	Lives With	E	d. Rig	hts		Maili	ings Allowed	
After School Pro	ogram Leave Date:		Baver	M., Miche	lle	_		_	-		
After School Pre Enter Date: 07/17/2015	ogram Leave Date:		Bayer	M., Miche	lle						
After School Pri Enter Date: 07/17/2015	ogram Leave Date:		Bayer	M., Miche	lle						
After School Pri Enter Date: 07/17/2015	ogram Leave Date:		Bayer	M., Miche	lle						
After School Pro Enter Date: 07/17/2015	ogram Leave Date:		Bayer	M., Miche	lle						
After School Pri Enter Date: 07/17/2015	ogram Leave Date:		Bayer	M., Miche	lle						
After School Pro Enter Date: 07/17/2015	ogram Leave Date:		Bayer	M., Miche	lle						
After School Pri Enter Date: 07/17/2015	ogram Leave Date:		Bayer	M., Miche	lle						
After School Pro	ogram Leave Date:		Bayer	M., Miche	lle						
After School Pro Enter Date: 07/17/2015	ogram Leave Date:		Bayer	M., Miche	lle						
After School Pro	ogram Leave Date:		Bayer	M., Miche	lle						
After School Pro	ogram Leave Date:		Bayer	M., Miche	lle						
After School Pro	ogram Leave Date:		Bayer	M., Miche	lle						
After School Pro	ogram Leave Date:		Bayer	M., Miche	lle						
After School Pro Enter Date: 07/17/2015	ogram Leave Date:		Bayer	M., Miche	lle						

GRP201 – Student Group Profile Output

GRP202 – Student Group Profile

Synergy SIS > Student > Reports > Individual

The GRP202 report prints information about the student's historical and current group participation.

Report GRP202: Student Group History	• 230
Print Save Default Reset Default Email Me	
Name: Student Group History Number: GRP202 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Student Info	
Perm ID Gender	
· · ·	
Last Name First Name Middle Name	
Criteria selected here will affect only the students returned, not the historical group information returned for the student.	
Group Type	
Student Group □ ↔ 🕑	
After School Program Age 12 AVID Baseball Baseball Basketball For The Win Fundraising National Honor Sctv Nat'l Honor Society 14 Religion Studi	Sarah's Group
Test 14 TESTING for school res Testing505 Varsity Football Volleyball	Yabba Dabba Gr
Historical Group Information	
Criteria selected here will determine what group history data is returned with the report.	
Grade	
· → ·	
Group Туре	
Group Codes □ ↔ 🕑	
NEW NHS NHS14 POM Rel SAR Test TEST2 TST TST 13	
TST 56 TST1 TST13 TST2 Ttest VOL YBADBA YBK	

GRP202 – Student Group Profile Report Interface Screen

- Perm ID, Gender, Last/First/Middle Name, and Grade (range) Filter the report output to include only the specified fields.
- Current Group Type Filter the report output to include only the selected current group type.
- Current Student Group Filter the current groups to include by selection.
- Historical Group Type Filter the report output to include only the selected historical group type.
- Historical Group Code Filter the historical groups to include by selection of the historical group code.

General Information								
Student Name: Butler Beverly J		Perm ID: 904112	Gen	d G	irade: 10	Enter 09	Date: /02/2014	Leave Date:
Last Name Goes By:	Nick 1	Name:	•	Birth	Date:	00	Address:	
				01	/11/1	998	1317 E	Harvest St
480-555-1234	Home	Language: glish	Resolved White	•			Mesa,	AZ 85620
2014-2015 Kenned	y High So	chool, Grade 1	10		Let	torod	Elicibility State	
12/09/2014	Coaches A	ssociation			Lei		Englosity otat	
2014-2015 Hope Hi	gh Schoo	ol, Grade 10						
Enter Date Leave Date	Student Gr	oup			Let	tered	Eligibility State	15
07/02/2015 08/28/2015	Chara Clu	D					Not Elizible	
08/27/2014	Volleyball						Not Eligible	
00/27/2014	Costball							
00/11/2014 11/20/2014	rootball							

GRP202 – Student Group Profile Output

GRP401 – Student Group List Report

Synergy SIS > Student > Reports > List

The GRP401 report prints a list of students in each group selected and includes the code and name of the group and student name, perm ID, grade, gender, phone, homeroom, enter date, and leave date. You can select the lists to print by groups. You can select all groups to print a list of every group in the school. School staff use this report to give to leaders of the groups for meetings and group functions.

▼ Report GRP401: Student Group List Report ■	00
Print Save Default Reset Default Email Me	
Name: Student Group List Report Number: GRP401 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Report Options	
□ Suppress Homeroom Groups □ ↔ 🕑	
☐ After School Program	
Age 12	
AVID	
Baseball	
Basketball	
Varsity Football	
☐ Vollevball	

GRP401 – Student Group List Report - Report Interface Screen

- Suppress Homeroom Select this option if you do not want homeroom to appear on the report.
- Groups Select which groups to print.

Student Name Pe Anderson, Justin T. 50 Apodaca, Billy J. 10 Becker, Christopher J. 60 Bourland, Christopher R. 60 Cates, Brandon R. 60 Craig, Audie J. 60 Endsley, Jacob R. 60 Harned, Levi M. 80 Hernandez, Daniel A. 80 Hernera, Rogelio 60	em ID 01001444 01001275 01001636 01001679 090009131 0900001923	Grd 10 11 10 10 09 11	Gen M M M M	Phone 480-555-1234 480-555-1234 623-555-1234 480-555-1234	Homeroom 293 325 B112	Role	Enter Date 02/19/2015 02/19/2015 02/19/2015	Leave Date
Anderson, Justin T. 50 Apodaca, Billy J. 10 Becker, Christopher J. 60 Bourland, Christopher R. 60 Cates, Brandon R. 60 Craig, Audie J. 60 Endsley, Jacob R. 60 Harned, Levi M. 80 Hernandez, Daniel A. 80 Hernera, Rogelio 60	01001444 01001275 01001636 01001679 090009131 090003825 090001923	10 11 10 10 09 11	M M M M	480-555-1234 480-555-1234 623-555-1234 480-555-1234	293 325 B112		02/19/2015 02/19/2015 02/19/2015	
Apodaca, Billy J. 10 Becker, Christopher J. 60 Bourland, Christopher R. 60 Cates, Brandon R. 60 Craig, Audie J. 60 Endsley, Jacob R. 60 Harned, Levi M. 80 Hernandez, Daniel A. 80 Hernera, Rogelio 60	01001275 01001636 01001679 090009131 090003825 090001923	11 10 10 09 11	M M M	480-555-1234 623-555-1234 480-555-1234	325 B112		02/19/2015	
Becker, Christopher J. 60 Bourland, Christopher R. 60 Cates, Brandon R. 60 Craig, Audie J. 60 Endsley, Jacob R. 60 Harned, Levi M. 80 Hernandez, Daniel A. 80 Hernera, Rogelio 60	01001636 01001679 090009131 090003825 090001923	10 10 09 11	M M	623-555-1234 480-555-1234	B112		02/19/2015	
Bourland, Christopher R. 60 Cates, Brandon R. 60 Craig, Audie J. 60 Endsley, Jacob R. 60 Harned, Levi M. 80 Hernandez, Daniel A. 80 Herrera, Rogelio 60 Hom Prescott D. 60	01001679 090009131 090003825 090001923	10 09 11	M	480-555-1234				
Cates, Brandon R. 60 Craig, Audie J. 60 Endsley, Jacob R. 60 Harned, Levi M. 80 Hernandez, Daniel A. 80 Herrera, Rogelio 60 Hom Prescott D. 60	090009131 090003825 090001923	09 11	м		A113		03/06/2015	
Craig, Audie J. 60 Endsley, Jacob R. 60 Harned, Levi M. 80 Hernandez, Daniel A. 80 Herrera, Rogelio 60 Hom Prescott D. 60	090003825 090001923	11	IVI	480-555-1234	254		03/06/2015	
Endsley, Jacob R. 60 Harned, Levi M. 80 Hernandez, Daniel A. 80 Herrera, Rogelio 60 Hom Presont D. 60	090001923		м	928-555-1234	322		02/19/2015	
Harned, Levi M. 80 Hernandez, Daniel A. 80 Herrera, Rogelio 60 Horn, Present D. 60		10	М	602-555-1234	A113		03/06/2015	
Hernandez, Daniel A. 80 Herrera, Rogelio 60 Horn, Prescott D. 60	03001576	10	м	480-555-1234	297		02/19/2015	
Herrera, Rogelio 60 Horn, Prescott D 60	03002418	09	М	480-555-1234	187		02/19/2015	
Horn Prescott D 60	090004318	10	м	480-555-1234	122		02/19/2015	
	01001652	10	м	480-555-1234	A120		02/19/2015	L
Kimble, Raymond C. 60	01000990	12	М	480-555-1234	336		02/19/2015	
Kunkle, Cameron J. 30	01001425	10	м	480-555-1234	A109		02/19/2015	
Larkin, Dakota L. 80	03002373	10	м	480-555-1234	A106		02/19/2015	
Leach, Brian W. 60	090007725	09	м	541-555-1234	254		03/06/2015	
Lee Gay, Nicholas E. 60	01000919	12	м	480-555-1234	253		02/19/2015	
Loyd, Noah M. 60	90006283	09	м	928-555-1234	222		02/19/2015	
Lundquest, Daniel K. 50	01001645	10	м	480-555-1234	A119		02/19/2015	
McCutcheon, Tanner L. 60	01002117	09	м	928-555-1234	221		02/19/2015	
McIntyre, Ian D. 60	090009357	10	м	480-555-1234	OFF CAMPU		02/19/2015	
Mohn, Nicholas A. 10	01001985	09	м	480-555-1234	252		02/19/2015	
Morris, Ryan S. 60	01002052	09	м	480-555-1234	B113		02/19/2015	
Norman, Cody W. 80	03001524	10	м	602-555-1234	297		02/19/2015	
Prunty, Donovan T. 60	90002098	11	м	602-555-1234	312		02/19/2015	
Ranft, Brian R. 10	01001282	11	м	480-555-1234	313		02/19/2015	
Rhodes, Nathan D. 80	03002196	09	м	480-555-1234	293		02/19/2015	
Richmond, Phillip A. Jr 60	090004350	09	м	480-555-1234	B105		03/06/2015	
Ritchev, Aharon J. 30	01001137	11	м	480-555-1234	293		02/19/2015	
Stinnett, Justin A. 60	01001680	10	M	480-555-1234	B112		02/19/2015	
Tumerkan, Nathan M. 60	01001811	10	м	480-555-1234	A107		02/19/2015	
Turner, Mathew E. 60	01001671	09	M	480-555-1234	254		02/19/2015	
Uhl. Cody J. 60	090006047	10	м	623-555-1234	A107		02/19/2015	
							Total Students	32
							Total Otadema.	

GRP401 – Student Group List Report Output

GRP402 – Group Eligibility

Synergy SIS > Student > Reports > List

The GRP402 report prints eligibility for the group selected. Filter the report by selecting the desired options. Selecting Show Group Eligibility Requirements prints a list of the eligibility requirements.

Report GRP402: Group Eligibility	C C O O
Print Save Default Reset Default Email Me	
Nama: Graup Elizibility, Number: CBB402, Dage Orientation: Bostrait	
Options Sort / Output Conditions Selection Advanced	
School Group Season As Of Date Eligible Years As Of	
Show Only Ineligible Students	
Show Grades From Grade Book	
Show Group Eligibility Requirements	
O Profile	
Group Profile	
GPA Calculation Options	
period definition will be used. Use Student Grades From Previous Year Select an additional school year to be included in the GPA calculations. If course counts use GPA , the additional school y will be included in the course counts as well.	year data
Current Course Count Options	
Method Used For Student Current Course Count Course Count Date	
Used in conjunction with the courses as of course count date option. Sections whose terms match the selected terms will considered for course count even if the term dates do not overlap the course count date. Year Semester 1 Semester 2 Quarter 1 Quarter 2 Quarter 3 Quarter 4	be
Previously Passed Course Count Options	
Course Count Option Course History Month Begin Course History Month End	
If course count is from course history only, any course history record whose type matches the selected value will be inluce additional year course count value.	led in the

GRP402 - Group Eligibility Report Interface Screen

- School Group Filter report to display the selected group.
- Season Filter report to display the selected season.
- As Of Date Filter report to display based on the date entered.
- Eligible Years As Of Filter report to display eligible years as of date.
- Show Only Ineligible Students Filter report to display only ineligible students.
- Show Grades From Grade Book Filter report output to show grades from Grade Book rather than Synergy SIS grades.

- Show Group Eligibility Requirements Prints the group eligibility requirements on the report output.
- Profile Filter report by Group Profile.
- GPA Calculation Options:
 - Filter report by GPA calculation. If you do not select a group, Synergy uses the current grading period from each grading period definition.
 - Filter report to use student grades from previous year.
 - Filter report to add an additional school year to include in the GPA calculations. If course counts use GPA, Synergy includes the additional school year data in the course counts as well.
- Current Course Count Options:
 - Filter report to reflect the method used for student current course count and course count date.
 - Filter report to include selected terms to use in conjunction with the courses as of course count date option. Synergy considers sections whose terms match the selected terms for course count even if the term dates do not overlap the course count date.
- Previously Passed Course Count Options:
 - Filter report to reflect previously passed Course Count Option.
 - Filter report to reflect previously passed Course Count Option within specific date range.
 - Filter report to reflect previously passed Course Count Option with specific course history record. If course count is from course history only, Synergy includes any course history record whose type matches the selected value in the additional year course count value.

oroup internation							
Code: BSK	Description: Baskett	ball					
Aderson, Gor	don		Begin (Date:	End Da	te:	Season: Winter
Banner, Bruce							
Perm ID: 997185	Gender: M	Grade: 12	Birth Date 09/15	/1998	Enter Da 05/0	te: 7/2015	Leave Date:
Calculated Eligibility: Ineligible	Reason: 1. Student 2. Insufficio 3. Professi	has too ent Eligi onal ath	many ble Ma letes a	period a irk: A - (are not a	attendanc) allowed to	e absen particip	ces. Pate in activity.
Date:	Period Absence	e Detail:					
06/01/2015	1-Unx; 2	-Unx; 3-	Unx				
05/28/2015	2-Unx; 3	-Unx; 4-	Unx				
05/27/2015	3-Unx						
Primary GPA: 0.000	Secon	idary GPA:		Cree 0.	dits Attempted: 000		CreditsEarned: 0.000
Course Name:		Section ID:	Mark:	Conduct:	Comments:	Credits:	Subject Areas:
Am Govt		1734				0.500	10
Animal Sci		0056				1.000	8,7
FD		0000000 0000001 3				4.000	1
Int Jewelry		0000000 0000000 4				0.500	1,15
Pre-Calculus		1550				0.500	6,6
TTC-Calculus						0 500	4

GRP402 – Group Eligibility Output

GRP410 – Student Letter Purchasing Report

Synergy SIS > Student > Reports > List

The GRP410 report outputs a list of students who earned a letter for group participation and for which activities the student earned the letter. There is an option to show only students that need a letter. You can filter the data based on the selected school group.

Report GRP410: Student Letter Purchasing Report	· CCO0
Print Save Default Reset Default Email Me	
Name: Student Letter Purchasing Report Number: GRP410 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Report Options	
Letter Type School Group Season	

GRP410 – Student Letter Purchasing Report - Report Interface Screen

- Letter Type Filter report output to display the selected letter type.
- School Group Filter report output to display the selected group.
- Season Filter report output to display the selected season.
- Show Only Letters To Purchase Filter report output to display only letters awaiting purchase.

Referent Database	Studen	t Letter Purchasing Report Varsity Basketball Letters	Year: Report:	2014-2015 GRP410
Student Name	Perm ID	Activities	Letter Purchased	Date Purchased
Abbott, Billy C.	905483	Basketball		
Fairclough, Janice H.	996862	Basketball		
Total Varsity Bas	ketball Letters Require	red: 2		

GRP410 – Student Letter Purchasing Report Output

NYR401 – Boundary Exception Students

Synergy SIS > Student > Reports > Summary

The NYR401 report prints a list of students who do not reside within school boundaries. You must select a year for the report. School administrative staff use this report to monitor the students who come to their school from other areas.

Report	ort NYR401:	Bounda	ry Exce	ption Students	• 233
Print S	Save Default Res	et Default Er	mail Me		
Name: Boun	dary Exception St	udents Numbe	r: NYR401 Pa	age Orientation: Portrait	
Options	Sort / Output	Conditions	Selection	Advanced	
Based On	•				

NYR401 – Boundary Exception Students Report Interface Screen

Report Options:

• Based On – Filter report output to include the selected school year.

Adams Elementary Year: 2014-2015 Boundary Exception Students Report: NYR401 Based on Current School Year Next Student Name Gender Grade Grade Grid Code Address City, State Zip Code Next School Male Adams, Paul PS PS 1440 S Val Vista Dr Mesa, AZ 85204 Adams Elementary 99999 Aguilar, Jose Male 04 к M232D 604 W 8th Av #235 Tempe, AZ 85661 Alcala, Nicole A. Female PS M253A 1666 S Extension #12108 Tempe, AZ 85661 к (Allen, Kathy R.) Female 04 M240C 1050 S Longmore #258 Mesa, AZ 85614 ĸ Male K M239D 1030 S Stewart #w1137 Mesa, AZ 85614 Alonzo, Andrew O. к (Alvarado, Janet) Female PS K M232A 745 W 5th Av #4 Tempe, AZ 85661 (Alvarado, Ruby M.) Female 04 к 99999 Cps Mesa, AZ 85614 Amaya, Willie L. JR Male 03 K 999999 1734 W Drake Ci Mesa, AZ 85614 (Appleton, Jerry) Male PS K M239D 1033 S Longmore #3024 Mesa, AZ 85614 Armas Del Campo, Male PS K M215D 1024 W Main St #67 Mesa, AZ 85612 Daniel D. Armas Rueda, Walter Male PS K M232B 546 S Country Club #2079 Tempe, AZ 85661 Armenta, Sandra Female PS K 99999 1031 N Stewart #1095 Mesa, AZ 85614 1050 S Longmore #137 Arroyo, Frank M. Male K K M240C Mesa, AZ 85614 (Arthur, Charles) Male K M239D 1030 S Stewart #1149 Mesa, AZ 85614 к Avalos Vazquez, Female 04 к M240C 1050 S Longmore #239 Mesa, AZ 85614 Jessica A Azpeitia, Andrea Female 05 к M239C 1031 S Stewart #2018 Mesa, AZ 85614 Female 06 M239C 1031 S Stewart #2018 Mesa, AZ 85614 Azpeitia, Barbara к 999999 Azzarello, Carolyn L. Female 06 к 2118 W Dixon St Mesa, AZ 85612 Mesa, AZ 85620 Baez, Todd A. Male 04 M420B 226 N Hobson #a14 (Barrow, Michael D.) Male 05 K M284A 2611 N Yucca St Phoenix, AZ 85691 Baucom, Samuel D. Male 02 K 999999 Phoenix, AZ 85694 P O Box 41821 Male 06 Begay, Bruce K. к M239C 1031 S Stewart #2062 Mesa, AZ 85614 Mesa, AZ 85614 Begay, Lisa M. Female 01 к M239C 1031 S Stewart #1085 Begay, Nicholas N. Male K K M239C 1031 S Stewart #s1085 Mesa, AZ 85614 Female K Beltran, Andrea к M253A 1666 S Extension #2204 Tempe, AZ 85661 Benitez, Amy Female K к M249A 235 W Southern Av Tempe, AZ 85661 Benitez, Lawrence Male 01 к M249A 235 W Southern Av #160 Tempe, AZ 85661 (Berrieault, Kathleen) Female PS K M254B 1857 S Ash Mesa, AZ 85614 (Betancourt, Michael Male PS K M815A 9507 E Decatur St Tempe, AZ 85625 (Betancourt, Roger J.) Male PS K M815A 9507 E Decatur St Tempe, AZ 85625 M260A 1820 W Lindner Av #253 Mesa, AZ 85614 (Blanton, Bruce R.) Male 04 к Bogan, Carlos E. Male 03 K M601A 5135 E Evergreen #1189 Mesa, AZ 85606 (Bogan, Clarence) Male 01 к M232D 604 W 8th Av #266 Tempe, AZ 85661 Bogan Walker, Male 01 M601A 5135 E Evergreen #1189 Mesa, AZ 85606 к Kenneth W (Bogan Walker, Steve Male K M232D 604 W 8th Av #266 Tempe, AZ 85661 к A.) (Bohiman, Jonathan Male 04 K M232D 747 S Extension #108 Tempe, AZ 85661 A.) Boyd, Kevin R. JR Male K к 99999 8877 S Myrtle Av Phoenix, AZ 85694 Female 03 Mesa, AZ 85614 Bradley, Linda R. к M240C 1050 S Longmore #426 Brown, David D. Male 04 M239C 1031 S Stewart #1221 к Mesa, AZ 85614 Brvant, Jose T. Male K к M239C 1031 S Stewart #1205 Mesa, AZ 85614 Bryant, Samuel M. Male 01 K M239C 1031 S Stewart #1205 Mesa, AZ 85614 Buchanon, Angela T. Female 04 к M232D 604 W 8th Av #261 Tempe, AZ 85661 Burgess, Bruce L. Male 05 к M214A 1433 W University #90 Mesa, AZ 85612 (Burns, Martin S.) Male 01 01 M243B 4037 S Lebanon Ln Fountain Valley, AZ 85707 Adams Elementary Page 1 of 7 Printed by Admin User at 07/17/2015 11:55 AM Edupoint School District

NYR401 – Boundary Exception Students Output

PVU203 – Student Activation Key Letter

Synergy SIS > Student > Reports > Individual

The PVU203 report notifies students of their activation key and allows them to create a StudentVUE account. To print all letters, leave all fields blank.

Edupoint recommends distributing generated activation keys to students during face-to-face meetings to validate the identity of the student receiving the key.

Given the sensitive nature of the data contained in the ParentVUE and StudentVUE web portal, it is important to safeguard the security of the data.

Report PVU203: Student Activation Key Letter Print Save Default Reset Saved Default Email Me	
Name: Student Activation Key Letter Number: PVU203 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Student Info	
Perm ID	
Last Name First Name	
Grade	
Distribution Options	
Distribution Type	

PVU203 – Student Activation Key Letter Report Interface Screen

Report Options:

- Student Info Enter the Perm ID, Last Name, First Name, and/or Grade of a student or students to print activation keys for.
- Distribution Options Select a Distribution Type.
 - Blank/No Grouping Filters the report output by the student's last name.
 - By Home Room Filters the report output by the homeroom. Selecting this option displays the following additional fields:
 - Date Filters the report output for students who do not already have a valid activation key or who have not logged in to the StudentVUE system on the selected date. This field, if left blank, takes the current date.
 - By Section Grouping Groups the report output by *Room Number*, Section *ID*, or *Staff Name*.

▼ Report PVU203: Stude	ent Activation Key Letter Default Save
Name: Student Activation Key Letter Num	aber: PVU203 Page Orientation: Portrait
Student Info	Selection Advanced
Distribution Options	
Distribution Type Date By Home Room ▼	By Section Grouping
	Room Number Section ID Staff Name

PVU203 – Student Activation Key Letter Report Interface Screen

- *By Specific Period* Filters the report output by the bell period. Selecting this option displays the following additional fields:
 - **Date** Filters the report output for students who do not already have a valid activation key or who have not logged in to the StudentVUE system on the selected date. This field, if left blank, takes the current date.
 - **Bell Period** Filters the report output by the selected bell period and groups them by the selected **Section Grouping** option.
 - By Section Grouping Groups the report output by *Room Number*, Section *ID*, or *Staff Name*.

Report PVU203: Student Activation	on Key Letter
Print Save Default Reset Saved Default Save	iii 🜲 🔃 🕨
Name: Student Activation Key Letter Number: PVU203 Page	e Orientation: Portrait
Options Sort / Output Conditions Selection	Advanced
Student Info	
Distribution Options	
Distribution Type Date Bell Period By Specific Period	By Section Grouping
	Room Number Section ID Staff Name

PVU203 – Student Activation Key Letter Report Interface Screen

• This example displays the report output when no **Distribution Type** is selected.

Dates Traine	StudentVUE Activation Key
Dear Billy Abbott,	
Welcome to StudentVUE.	
We hope you will use this v in the Edupoint School Disc	web access to your school records to help with your overall education trict
Use the information found how we might make your e	below to login to StudentVUE for the first time and please let us know experience better in the future by contacting your Counselor.
Sincerely, Edupoint School District	
Steps to follow to create yo 1. Open your browser and 2. Click the link "I have an	our account: navigate to http://localhost/PXP/Login_PXP.aspx activation key and peed to create my account"
Steps to follow to create yo 1. Open your browser and 2. Click the link "I have an 3. Activation Step 1: Type i 4. Activation Step 2: Choose You are done and ready to Activation Eirst Name:	pur account: navigate to http://localhost/PXP/Login_PXP.aspx activation key and need to create my account" in your first name, last name and activation key as they appear below se a user ID, password and enter your primary email address use StudentVUE to track your academic progress!
Steps to follow to create yo 1. Open your browser and 2. Click the link "I have an 3. Activation Step 1: Type i 4. Activation Step 2: Choos You are done and ready to Activation First Name: Activation L ast Name:	Bur account: navigate to http://localhost/PXP/Login_PXP.aspx activation key and need to create my account" in your first name, last name and activation key as they appear below se a user ID, password and enter your primary email address use StudentVUE to track your academic progress! Billy
Steps to follow to create yo 1. Open your browser and 2. Click the link "I have an 3. Activation Step 1: Type i 4. Activation Step 2: Choose You are done and ready to Activation First Name: Activation Last Name: Activation Key:	bur account: navigate to http://localhost/PXP/Login_PXP.aspx activation key and need to create my account" in your first name, last name and activation key as they appear below se a user ID, password and enter your primary email address use StudentVUE to track your academic progress! Billy Abbott GCE4EPV
Steps to follow to create yo 1. Open your browser and 2. Click the link "I have an 3. Activation Step 1: Type if 4. Activation Step 2: Choose You are done and ready to Activation First Name: Activation Last Name: Activation Key: Web Address:	bur account: navigate to http://localhost/PXP/Login_PXP.aspx activation key and need to create my account" in your first name, last name and activation key as they appear below se a user ID, password and enter your primary email address use StudentVUE to track your academic progress! Billy Abbott GCF4EPV http://ge80w4vm/Login_PXP.aspx
Steps to follow to create yo 1. Open your browser and 2. Click the link "I have an 3. Activation Step 1: Type if 4. Activation Step 2: Choose You are done and ready to Activation First Name: Activation Last Name: Activation Key: Web Address: Your activation key is v	bur account: navigate to http://localhost/PXP/Login_PXP.aspx activation key and need to create my account" in your first name, last name and activation key as they appear below se a user ID, password and enter your primary email address use StudentVUE to track your academic progress! Billy Abbott GCF4EPV http://qs80w4vm/Login_PXP.aspx valid until June 8, 2013.
Steps to follow to create yo 1. Open your browser and 2. Click the link "I have an 3. Activation Step 1: Type if 4. Activation Step 2: Choose You are done and ready to Activation First Name: Activation Last Name: Activation Last Name: Activation Key: Web Address: Your activation key is w	pur account: navigate to http://localhost/PXP/Login_PXP.aspx activation key and need to create my account" in your first name, last name and activation key as they appear below se a user ID, password and enter your primary email address use StudentVUE to track your academic progress! Billy Abbott GCF4EPV http://qa80w4vm/Login_PXP.aspx valid until June 8, 2013.

PVU203 – Student Activation Key Letter Output

• This example displays the report output when the students are grouped by Room Number.

Hope High School Student/VUE Activation Key Dear Test, Student Welcome to Student/VUE. We hope you will use this web access to your school records to help with your overall education in the Edupoint School District. Use the information found below to login to Student/VUE for the first time and please let us know how we might make your experience better in the future by contacting your Counselor. Sincerely, Edupoint School District Steps to follow to create your account: 1. Open your browser and navigate to http://localhost/PXP/Login_PXP.aspx 2. Click the link "I have an activation key and need to create my account" 3. Activation Step 1: Type in your first name, last name and activation key as they appear below 4. Activation Step 2: Choose a user ID, password and enter your primary email address
Dear Test, Student Welcome to StudentVUE. We hope you will use this web access to your school records to help with your overall education in the Edupoint School District. Use the information found below to login to StudentVUE for the first time and please let us know how we might make your experience better in the future by contacting your Counselor. Sincerely, Edupoint School District Steps to follow to create your account: 1. Open your browser and navigate to http://localhost/PXP/Login_PXP.aspx 2. Click the link "I have an activation key and need to create my account" 3. Activation Step 1: Type in your first name, last name and activation key as they appear below 4. Activation Step 2: Choose a user ID, password and enter your primary email address
 Welcome to StudentVUE. We hope you will use this web access to your school records to help with your overall education in the Edupoint School District. Use the information found below to login to StudentVUE for the first time and please let us know how we might make your experience better in the future by contacting your Counselor. Sincerely, Edupoint School District Steps to follow to create your account: Open your browser and navigate to http://localhost/PXP/Login_PXP.aspx Click the link "I have an activation key and need to create my account" Activation Step 1: Type in your first name, last name and activation key as they appear below
 We hope you will use this web access to your school records to help with your overall education in the Edupoint School District. Use the information found below to login to StudentVUE for the first time and please let us know how we might make your experience better in the future by contacting your Counselor. Sincerely, Edupoint School District Steps to follow to create your account: Open your browser and navigate to http://localhost/PXP/Login_PXP.aspx Click the link "I have an activation key and need to create my account" Activation Step 1: Type in your first name, last name and activation key as they appear below 4. Activation Step 2: Choose a user ID, password and enter your primary email address
Use the information found below to login to StudentVUE for the first time and please let us know how we might make your experience better in the future by contacting your Counselor. Sincerely, Edupoint School District Steps to follow to create your account: 1. Open your browser and navigate to http://localhost/PXP/Login_PXP.aspx 2. Click the link "I have an activation key and need to create my account" 3. Activation Step 1: Type in your first name, last name and activation key as they appear below 4. Activation Step 2: Choose a user ID, password and enter your primary email address
Sincerely, Edupoint School District Steps to follow to create your account: 1. Open your browser and navigate to http://localhost/PXP/Login_PXP.aspx 2. Click the link "I have an activation key and need to create my account" 3. Activation Step 1: Type in your first name, last name and activation key as they appear below 4. Activation Step 2: Choose a user ID, password and enter your primary email address
 Steps to follow to create your account: 1. Open your browser and navigate to http://localhost/PXP/Login_PXP.aspx 2. Click the link "I have an activation key and need to create my account" 3. Activation Step 1: Type in your first name, last name and activation key as they appear below 4. Activation Step 2: Choose a user ID, password and enter your primary email address
You are done and ready to use StudentVUE to track your academic progress!
Activation First Name: Student
Activation Last Name: Test
Activation Key: D5Y3R5Z
Web Address: http://localhost/az/Login_PXP.aspx
Your activation key is valid until February 4, 2017.

PVU203 – Student Activation Key Letter Output

• This example displays the report output when the students are grouped by Section ID.

Hope High School StudentVUE Activation Key	
Dear Test, Student	
Welcome to StudentVUE.	
We hope you will use this web access to your school records to help with your overall education in the Edupoint School District.	0133
Use the information found below to login to StudentVUE for the first time and please let us know how we might make your experience better in the future by contacting your Counselor.	
Sincerely, Edupoint School District	
 Steps to follow to create your account: 1. Open your browser and navigate to http://localhost/PXP/Login_PXP.aspx 2. Click the link "I have an activation key and need to create my account" 3. Activation Step 1: Type in your first name, last name and activation key as they appear below 4. Activation Step 2: Choose a user ID, password and enter your primary email address 	
You are done and ready to use StudentVUE to track your academic progress!	
Activation First Name: Student Activation Last Name: Test Activation Key: D5Y3R5Z	-
Web Address: http://localhost/az/Login_PXP.aspx	
Your activation key is valid until February 4, 2017.	

PVU203 - Student Activation Key Letter Output

• This example displays the report output when the students are grouped by Staff Name.



PVU203 - Student Activation Key Letter Output

REC201 – Permanent Record

Synergy SIS > Student > Reports > Individual

The REC201 report prints a permanent record of a student's schoolwork. You can select a student by perm ID or groups of students by grade or gender. You can leave all options blank and print the report for all students in the school. School staff use this report to file the permanent records of students within the school/district.

Report REC201: Permanent Record Save Default Reset Default Email Me	•	C	C	8 8
Name: Permanent Record Number: REC201 Page Orientation: Portrait				
Options Sort / Output Conditions Selection Advanced				
Student Info				
Perm ID Grade Grade Gender				
Display Options				
Student ID Type				

REC201 – Permanent Record Report Interface Screen

- **Perm ID** Filter report output to include only the specified student attached to the permanent ID.
- Grade Filter report output to include only the selected grade or grade range.
- Gender Filter report output to include only the selected gender group.
- Student ID Type Display Student ID as Perm ID or State ID.

	School District																				
Last Na Abb	ott				Billy							C Suffic: 8							G	inder: M	
Birth St	ate: fornia	В	ith Place	c	Birth Date: 05/12/199					93	Birth Verification: Birth Certificate or Affi						Hor	ige:			
Student	Language Pi	eferred:	mesu		Date Lan	guage S	creened	1:				Date Screen	ed for Sp	pecial S	Service	15:	Psycholog	pical Repo	• rt Availat	Available (date):	
Parent	Parent Name				Relation Type				Lives With		09/26/2 Parent Name			2000				Relation Type			
Aaro	n, Kathle	en			Mother			Y	'										2.705		
Aaro	n, Phillip	,			Father			N	1												
School	Scho	Elementary Schools ol Date Entered		ois Ate	Atlended Home Room Teacher		acher Gra		Atter Present	Itendance Int Abseni	nt	Date	Reading	g Comm	Sc omm,	holarshi Math	Science	Soc.	ຽນ	Student Status	
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REC201 – Permanent Record Output
STU201 – Student Profile

Synergy SIS > Student > Reports > Individual

The STU201 report prints a student profile that includes custodial information, health conditions, emergency, and doctor information. You can select a student by perm ID, last name, first name, or groups of students by grade. You can leave all options blank and print the report for all students in the school. School staff use this report to file the student information in the student's permanent file. The school sends this report home at the beginning of the school year to verify student record information contained at the school.

You can enable Formatting or	e double-sided printing for PDFs using the Enable Duplex ption on the Sort/Output tab.
E STO	Image: Student Profile Image: Print Save Default Reset Saved Default Email Me Name: Student Profile Number: STU201 Options Sort / Output Conditions Selection Advanced Image: Sort / Output Output Enable Duplex Formatting Prompt for download Show Active/inactive Image: Port Options Active Only Image: Whome Number Options Mask Phone Numbers U201 – Student Profile Report Interface Screen, Sort/Output Tab
Report STU201: Stud Print Save Default Reset Save Name: Student Profile Number: STU201	ent Profile R d Default Email Me Page Orientation: Portrait
Student Info Perm ID Last Name First Name	
Suppress Photo Print Blank Report Hide Parent Info Hide Parent Info Hide Health Info Hide Physician Info Hide Bus Route Info Include Health Condition History Show Homeroom Teacher Show Reason For Attendance Hide Signature Scheol CA Attendance	

STU201 – Student Profile Report Interface Screen

- **Student Info** Filter report output to include only the selected fields (fields containing data) as well as a single grade or grade range.
- Report Options Filter report to print or hide selected elements.

Gene	ral Information		A	aron, ian	nomer	JUIN. UUUS	,			
Studer Aa	nt Name ron, lan			Local ID 12944	2	Gender M	Grade		æ.	
State I	D	L	ast Name Goes	Ву	Nic	Name				
Birth Date Birth Place					Lear	ve Date	Enter Date			
02/	24/2006	Anah	neim		Received Pr	oo/Ethnioity	07	/14/2015	AN AN	
480)-555-1214	Engli	ish		Hispan	iC				
Home 19	Address 55 S Val Vist	a Dr			Mailin 19	g Address 55 S Val	Vista	Dr		
Mis	ssion Viejo, (CA 9269	94		Mi	ssion Vie	ejo, C/	92694		
Bus R	outes: AM Bus PM Bus	: <u>1</u> :1		AM K bus PM K bus	s to home: s to school:			Day Care:		
Curt	odial Information				_					
Step-I	Father les, Jonathon		Employer			Lives	With [Custody [Contact Allow	ed 🔽 Mailings Allowe	
Addre	55:				E-Mail: person(@mail.gasy	nergylo	calga05vm.co	om	
Fathe Pica	asso, Pablo		Employer			- ✓ Lives ✓ Has (With [✓ Contact Allow ✓ Ed. Rights	ed 🔽 Mailings Allowe	
Addre 195 Mes	ss: 5 S Val Vista D sa, AZ 85204	r			E-Mail: person(@mail.qasy	nergylo	calqa05vm.co	om	
	Phone Type: Work	Phone: 602-3	333-4874	Extensio	in:		Primary]	Not Listed	Contact Phone	
	Phone Type: Home	Phone: 480-5	555-1214	Extensio	in:	\checkmark	Primary]	Not Listed	Contact Phone	
	Phone Type: Cell	Phone: 480-5	555-6767	Extensio	in:	\checkmark	Primary	Not Listed	Contact Phone	
Healt	th Conditions									
Condi Hea	tion Int						Start Date 09/19/	<u>-</u> 2012		
	Comment Student has	a heart n	nurmur.							
Condi Ast	tion hma						Start Date 09/19/	<u>-</u> 2012		
	Comment Student has	periodic	asthma atta	cks that a	are treated	with an in	haler.			
Name	ASE OF EM	ERGEN	CY: Names Relationship	of persons	who can as Home Pho	sume tempo ne	Work Ph	ponsibility Ione	Other Phone	
Ch	ristopher Jo	hnson	Relative		480-555-7	788	602-55	5-1234 512	949-558-9073	
Name *Ch	ristina Acos	ta	Neighbo	r	Home Pho 480-555-1	1e 212	Work Ph	ione	Other Phone	

STU201 – Student Profile Output

STU202 – Student Schedule

Synergy SIS > Schedule > Reports > Individual or

Synergy SIS > Schedule > Walk In Schedule > Menu > Reports

Synergy SIS > Student > Reports > Individual

The Student Schedule report prints a student schedule that can include personal information. You can leave all options blank and print the report for all students in the school or select options to print schedules for select students. School counselors and staff use this report to hand a student their schedule of classes.

ricport or ozoz.	Student Schedule	e m	1	L 😪 🖳 :	ී ල් 🛛 - 🕄
A Print Save Default Res	et Saved Default Email Me				
Name: Student Schedule Numbe	r: STU202 Page Orientation: Por	rtrait			
Options Sort / Output (Conditions Selection Ad	lvanced			
Schedule Info					
NOTE: Filter Date is not a mandator	y field.				
Filter Date					
Term Filter Start Term Filter End					
	*				
Student Info					
Perm ID					
Last Name First	st Name				
Grade Grade					
Hide All Personal Informati	ion				
✓ Hide Perm ID					
Period Range					
Period Begin Period End					
•					
Grouping Info					
Output will be sorted by Teacher N	ame (ascending) for the Sections	defined by Term/F	eriod.		
Term Period					
· · · · · · · · · · · · · · · · · · ·	-				
Sort Options					
	-				
Teacher Info					
Hide Teacher's First Name					
Concurrent Courses					
Show Courses at Concurrent	Schools				
Include the following fields					
NOTE: The text box value is display	ved if no data is present.				
Show House	Not Assigned				
Show Counselor	See Counseling Office				
Show Locker Number	Not Assigned				
Show Locker Combination	Not Assigned				
Locker Type Locker Combina	tion to Print				
Show Homeroom Teacher					
Show Homeroom Number					
Show Dropped Classes					
Hide Class Teacher					
Hide Class Room					
Show Course Fees Show Additional Staff					
 Audit Class Options 					
Only show audited classes					
 Additional Filters 					
Section ID					
Course ID					
Meeting Days Section Teacher	Homeroom Teacher, Schedule	House (Student)	Schedule Team (Studen	t) House (Section) T	eam (Section)
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STU202 – Student Schedule Report Interface Screen

Report Options:

- Schedule Info Select the date of the report to display or filter the report output for a specified starting or ending term
- Student Info Select the student information to display results for
- Period Range Enter the Period Begin and Period End to display results for
- Grouping Info Groups results alphabetically by teacher for the Term Code and/or Period
- Sort Options Select the option used for sorting results
- Teacher Info Display or hide the teacher's first name
- Concurrent Courses Display or hide concurrent courses
- Include the following fields Select to populate fields with a default message if no data is found
- Audit Class Options Select to only display audited classes
- Section ID Section ID or a range of section IDs
- Course ID Course ID or a range of course IDs
- Meeting Days Displays Meeting Days codes added on the School Scheduling Options screen
- Section Teacher Teachers assigned to sections
- Homeroom Teacher List of all teachers assigned to a class during the designated homeroom period



Homeroom period is assigned in the **Homeroom Period** field on the School Setup screen.

- Schedule House (Student) House descriptions added in the House Codes setion on the House/Team/Exclusion tab of the School Scheduling Options screen
- Schedule Team (Student) Team descriptions added in the Team Codes section on the House/Team/Exclusion tab of the School Scheduling Options screen
- House (Section) House descriptions added in the House Codes section on the House/Team/Exclusion tab of the School Scheduling Options screen
- Team (Section) Team descriptions added in the Team Codes section on the House/Team/Exclusion tab of the School Scheduling Options screen



You can also modify the Student Schedule Sort Options on the **Report Preferences** tab of the User Password and Preferences screen.

 Show Additional Staff – Select to show Additional Staff in the Schedule Information section of the report.

e Goes By 67-5309 e Informat n Sectio	2-Home La Englis	Nick Name Junior nguage	Resolved Race/E	Birth 03 thnicity	Date /14/2001	1955 S Val V Mesa, AZ 852	sta 204
7-5309 Informat	2-Home La Englis	nguage h	Resolved Race/E	thnicity	14/2001		
e Informat n Sectio						12/21/2018	Leave Date
n Sectio	ion						
	n ID	Course			Meet Days	Teacher	Room
0840		SC49 - Sc	ience 10			Einstein, A.	121
0077		SS51 - An	n Govt			Jackson, K.	216
				Additi	onal Staff	Salcido, Valorie	
0048		MA30 - Ge	eometry			Lewis, J.	P-14
0153		MA30 - Ge	eometry			Shackelford, J.	109
0106		AR54 - Be	g Jewelry			Williams, B.	403
				Additi	onal Staff	Davis, Paul	
						Disbrow, Michelle	
						Donaldson, Keldon	
0252		MA30 - Ge	eometry			Becker A., A.	104
0258	258 PA86		ermediate Acting			Chaplin, F.	409
0962		PE761 - V	eight Trn Boys			Shorts, K.	ANNX
0963		PE761 - V	/eight Trn Boys			Shorts, K.	ANNX
0402		AR80W - /	Ap Studio Art			Gunn, G.	401
0725		SC49 - Sc	ience 10			Schrute, P.	120
0726		SC49 - Sc	ience 10			Schrute, P.	120
0060		EN57C - 0	Cc-Am. Lit			Twain, P.	230
0046		AG51 - La	ndscape D&m I		MWF TTh	Twain, P.	230
1931		PE762 - V	/eight Trn Boys			Ferrigno, L.	ANNX
0258		PA86 - Int	ermediate Acting			Chaplin, F.	409
1242		MA45W2	Pre-Calculus			Hansen, C.	106
1962		PE762 - V	eight Trn Boys			Shorts, K.	ANNX
1369		SS51 - An	1 Govt			Jackson, K.	216
				Additi	onal Staff	Adams, Mark	
		A R80\M	Ap Studio Art			Gunn G	401
	0077 0048 0153 0106 0252 0258 0962 0963 0402 0725 0726 0060 0046 1931 0258 1242 1962 1369	0077 0048 0153 0106 0252 0258 0962 0963 0402 0725 0726 0060 0046 1931 0258 1242 1962 1369	O077 SS51 - An 0077 SS51 - An 0048 MA30 - Ge 0153 MA30 - Ge 0106 AR54 - Be 0252 MA30 - Ge 0258 PA86 - Int 0962 PE761 - W 0963 PE761 - W 0402 AR80W - J 0725 SC49 - Sc 0766 SC49 - Sc 0060 EN57C - C 0060 EN57C - C 0046 AG51 - La 1931 PE762 - W 0258 PA86 - Inth 1942 PA45W2 1962 PE762 - W 1369 SS51 - An	0077 SS51 - Am Govt 0048 MA30 - Geometry 0153 MA30 - Geometry 0166 AR54 - Beg Jewelry 0106 AR54 - Beg Jewelry 0252 MA30 - Geometry 0258 PA86 - Intermediate Acting 0962 PE761 - Weight Tm Boys 0402 AR80W - Ap Studio Art 0725 SC49 - Science 10 0726 SC49 - Science 10 0060 EN57C - Cc-Am. Lit 0046 AG51 - Landscape D&m I 1931 PE762 - Weight Tm Boys 0258 PA86 - Intermediate Acting 1931 PE762 - Weight Tm Boys 1242 MA45W2 - Pre-Calculus 1962 PE762 - Weight Tm Boys 1369 SS51 - Am Govt	O077 SS51 - Am Govt Additi Additi 0048 MA30 - Geometry 0153 MA30 - Geometry 0166 AR54 - Beg Jewelry O106 AR54 - Beg Jewelry O252 MA30 - Geometry 0106 AR54 - Beg Jewelry O258 PA86 - Intermediate Acting 0962 PE761 - Weight Tm Boys 0963 PE761 - Weight Tm Boys 0402 AR80W - Ap Studio Art 0725 SC49 - Science 10 0726 SC49 - Science 10 0060 EN57C - Cc-Am. Lit 0046 AG51 - Landscape D&m I 931 PE762 - Weight Tm Boys 0258 PA86 - Intermediate Acting 1242 MA45W2 - Pre-Calculus 1962 PE762 - Weight Tm Boys 1369 SS51 - Am Govt	OOT SS51 - Am Govt Additional Staff 0048 MA30 - Geometry 0153 0153 MA30 - Geometry 0166 0106 AR54 - Beg Jewelry Additional Staff 0106 AR54 - Beg Jewelry Additional Staff 0252 MA30 - Geometry Additional Staff 0258 PA86 - Intermediate Acting 0962 0962 PE761 - Weight Tm Boys 0963 0402 AR80W - Ap Studio Art 0725 0402 AR80W - Ap Studio Art 0726 0726 SC49 - Science 10 0060 0076 AG51 - Landscape D&m I MWF TTh 1931 PE762 - Weight Tm Boys 0258 1242 MA45W2 - Pre-Calculus 1962 1962 PE762 - Weight Tm Boys 1369	Additional Staff Jackson, K. 0077 SS51 - Am Govt Jackson, K. Additional Staff Salcido, Valorie 0048 MA30 - Geometry Lewis, J. 0153 MA30 - Geometry Shackelford, J. 0106 AR54 - Beg Jewelry Williams, B. Additional Staff Davis, Paul Disbrow, Michelle Donaldson, Keldon 0252 MA30 - Geometry Becker A., A. 0258 PA86 - Intermediate Acting Chaplin, F. 0962 PE761 - Weight Tm Boys Shorts, K. 0402 AR80W - Ap Studio Art Gunn, G. 0725 SC49 - Science 10 Schrute, P. 0726 SC49 - Science 10 Schrute, P. 0060 EN57C - C-Am. Lit Twain, P. 0046 AG51 - Landscape D&m I MWF TTh 1931 PE762 - Weight Tm Boys Ferrigno, L. 0258 PA86 - Intermediate Acting Chaplin, F. 1242 MA45W2 - Pre-Calculus Hansen, C. 1962 PE762 - Weight Tm Boys Shorts, K. 1369 SS51 - Am Govt Jackson, K.

STU202 – Student Schedule Output

STU203 – Secondary Withdrawal Slip

Synergy SIS > Student > Reports > Individual

The STU203 report prints a withdrawal form that can include absence, schedule, and select out information collected by the school office staff. You can leave all options blank and print the report for all students in the school. School staff use this report to collect the information needed to release a student from a school. You can sort the list by tracks.

Report STU	203: Secondary Withdrawal Slip 🖪 🔹 🕫 😋 🖉
A Print Save Default	Reset Default Email Me
Name: Secondary With	drawal Slip Number: STU203 Page Orientation: Portrait
Options Sort / O	utput Conditions Selection Advanced
 Student Info 	
Perm ID	Withdrawal Date Leave Code
	07/15/2015 🗰 🗸
Last Name	First Name
Additional Withdrawal R	ppress Absence eason
Absence Definition	
Reason Type 1 Rea Unverified • Un	ason Type 2 Reason Type 3 Reason Type 4 excused Excused Excused Excused
Ace N Excused TEST Non Enrollmer Unverified	Activity Appeal Doctor App Illness Positive Tardy Train Unexcused UNEXCUSED UUU UNVERIFIED XXX Vacation WWW EXCUSED
Leave Codes that do	not affect enrollment count.
Leave Codes ∩ ↔ 🕫	
I: Transfer to a publi 10: Student death 11: Student illness 12: Student expulsio 13: Reached maximu 14: Discontinued scl 15: Transfer to an ac 16: Moved within the	c school in the same district n (or long-term suspension) um age for services looling (including preschoolers/Kindergartners who are removed from schooling by parents) credited or non-accredited Juvenile Correctional Facility where educational services are provided US, not known to be continuing
Student Info Text	

STU203 - Secondary Withdrawal Slip Report Interface Screen

Report Options:

- Student Info Filter report output to include only the selected Perm ID, Last Name, First Name, or Grade or grade range.
 - Include Latest Enrollment Only Selecting this options displays information for the latest enrollment segment only, including the Days Present and Days Absent.



The **Enter Date** displayed on the printed report always reflects the most current **Enter Date**, regardless if this option is selected.

- Suppress Absence Selecting this option displays the Days Present. Days Absent do not print on the report.
- Withdrawal Date This automatically populates with the current date. You can adjust this date, but it cannot be blank.
 - If the student is inactive, the actual **Leave Date** from Enrollment History displays on the printed report.
 - If the student is active, the Withdrawal Date displays on the printed report.
- Leave Code:
 - If the student is inactive, the actual Leave Code from Enrollment History displays on the printed report if this field is left blank. Select an option to override the Leave Code that displays on the printed report.



Overriding the **Leave Code** on the report does not change the Leave Code in Enrollment History.

• If the student is active, you must select a **Leave Code** to display the code on the printed report. The printed report does not display a **Leave Code** when left blank for an active student.



The **Days Present** displayed on the printed report reflect that the student will be counted as present for these future dates if a future **Withdrawal Date** is used.

- Additional Withdrawal Reason Select the option to display in the Student Information area of the printed report.
 - If the student is inactive and does have an **Additional Withdrawal Reason** present in Enrollment History, the selected option displays on the printed report.
 - If the student is active, the selected option displays on the printed report.
 - If no selection is made for either an inactive or active student, the code does not display.

 Absence Definition – Select the Reason Types or Absence Reasons to be counted as Days Absent on the printed report.

This only looks at **All Day Codes**. The absence is not included in the totals for this report if the **All Day Code** is not populated on the Daily Attendance or Period Attendance screens.



Any days absent with a **Reason Type** or **Absence Reason** not selected in the Absence Definition are included in the **Days Present** totals on the printed report.

- Leave Codes that do not affect enrollment count:
 - Absences are excluded for any enrollment segment that contains a selected Leave Code. Any days the student was absent in the segment are included in the Days Present totals on the printed report.
 - Selecting Leave Codes does not affect the Leave Code displayed on the printed report or the Leave Code in Enrollment History.
- Student Info Text Include information that explains such things as placement, academic growth, instructional materials used, or physical handicaps in the Comments section of the report. Attach any helpful data for placing the child in his/her new school, such as pupil evaluation forms or report cards.

Abote, Diny C. Last Name Goes By Phone 480-555-1214 Withdrawal Reason	Nick Name Home Language Spanish	Resolv Wh	Age 17 ved hite	Birth Dat 05/12	te 2/1993 Enter D		1954 S Va Mesa, AZ	al Vista E 85234	Dr
Phone 480-555-1214 Withdrawal Reason	Home Language Spanish	Resolv Wh	ved nite	0.0/12	Enter D				
460-555-1214 Withdrawal Reason	Spanish	Leave Code	nte		00/2	4/20/		Leave Da	ate
Room Course ID Course					Days Pro	esent	Days Abs	State St	udent Number
Room Course ID Course					129.0	0	17.00	00013	41311
	Title	Staff Name		Ref Am	fund	Class Book Clear	room Gr Da ance Wi	ade to te of thdrawal	Semester Grade
230 EN60 Eng (br	R) LR	Nunes, Kathy							
403 AR54 Beg.lm	weiry	Sullivan. Joe		_					
0.10 EN45 Cal Des	o Wet	Bunner T. Thom	-	_					
-10 EN45 COIPre	p wrt	Bunger I., Inom	as	_					
231 EN46 Prin En	g III	Gordon, Kim		_					
230 EN60 Eng (br	it) Lit	Nunes, Kathy		_					
P-13 SS51 Am Go	rt 123	Davis, Jeffrey		_					
131 FS77 Prin≺	ac Econ	Brandt P., Paula							
Clearance Record Counselor	Во	okstore			Nur	se			
Librarian	Ca	reer Center			Reg	gistrar			
Activity	Sp	orts							
Comments:									
Signatures									
			Descention		Classification			htelaad	Date
Signature of School Official		Date	Parent/G	suardian :	Signature	f or Hoea	ISON NOT OF	otaineo	Date

STU203 – Secondary Withdrawal Slip Output

STU206 – Student Withdrawal Notice

Synergy SIS > Student > Reports > Individual

The STU206 report prints the Official Notice of Pupil Withdrawal for the State of Arizona. Information includes basic demographic information, withdrawal information, as well as Special Education and ELL information.

Report STU206: Student Withdrawal Notice	• 360
Print Save Default Reset Default Email Me	
Name: Student Withdrawal Notice Number: STU206 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Student Info	
SIS Number	
Last Name First Name	
Display Options	
Leave Date Summer Withdrawal Date Date Added Override SMS Added By Override (Initials) Do Not Report ELL Data Do Not Report SPED Data Do Not Report Date Added in SMS Do Not Report SMS Added by Initials	
Leave Codes → ♥ □ 1: Transfer to a public school in the same district □ 13: Reached maximum age for services □ 10: Student death □ 14: Discontinued schooling (including preschoolers/Kindergartners who are removed from schooling (including preschoolers/Kindergartners who are removed from school 11: Student illness □ 12: Student expulsion (or long-term suspension) □ 16: Moved within the US, not known to be continuing	oling by parents) services are provided

STU206 - Student Withdrawal Notice Report Interface Screen

- SIS Number Filter the report output to include only the specified student attached to the SIS ID.
- Last Name Filter the report output to include only the students with the specified last name.
- First Name Filter the report output to include only the students with the specified first name.
- Withdrawal Date Filter the report by the date the student left the school/district.
- Leave Code Filter the report output by the Leave Code of the student.

1 Student's Local Last Name		2 Studente	Logal First Name		3 Midd	a Nama	_	A Schr2nd/3rd
Adams		Aaron	Legar First Name		E	e Name		4. 303020030
5. State Student ID	6. School St	udent ID	7. Grade Level	8. Gender			9. Dat	te of Birth (mm/dd/yyyy)
0021813900	154705		ĸ	✓ Male	□F(emale	03/0	06/2013
WP Fromotect to the spartical system WP Fromotect to the next grade WP Fromotect to the next grade W1481 Transferred to anoth W249521 Transferred to attend so W249522 Withdrawal due to chronic at W249522 Transferred to attend so W249522 Transferred to attend so W249522 Transferred to attend so W249525 Transferred to attend so W4595 Dropout - no intention o W4595 Age out (Otder than 22 W1575 Met all high school graz W1581 Withdrawal to actain of W49595 Transferred to a state of W19595 Transferred to a state of W15959 Transferred to a state of W117 Received GCD; no longer e W14 Met all requirements but nod W19595 Transferred to a state of W14 Met all requirements but nod W15959 Transferred to a state of W14 Met all requirements but nod	best strackbirthing in a level during the c school in state er school within in chool out of states resion q 10 consecutive d completing nece years of age) luation requirement of caracteristic elementation or correct ED ught elementation or correct ED ught elementation or correct ED unable full-time in in eleminical school molled full-time in and longer em articipation unknon httlate) 11	te current solicity year unrent solicity year this district during si unrey days of unexcused a saary requirements 1 unrey days of unexcused a saary requirements 1 mits and awarded dipi kploma and awarded tional facility which does not awa AZ public university which does not awa AZ public university offed in a full-time CI mor indigible. Ib. Date Added (r 01/111/2018	ummer bsence or status unknow ord ofipioma dipioma rd HS dipioma je sol. E program. mm/dd/yyyy)	n WR4 1 In acco Note for If a sch transfer this with 11c. Last I (mm/	School School Individu crimi Pregnai ordance wi State Boa ordance wi WR1 and ool does n 's to anoth idrawal re- Day of Atte (dd/yyyy)	identified fr identified a all Transfer nal offense; ncy / Biolog th No Child dr of Educa th A.R.S. § <u>WR2</u> ot have this er school w asson is inve- endance or 07/04/20	or Feder s persis Option) ¹ lical Par l Left Be ation Pol s design dth the s alid Summe 017	rail School Improvement tently dangerous ¹ (victim of a violent rent of a Child ² chind licy 2(H) 2(H) nation, or if a student same designation, then ar Withdrawal Date
12. Parent/Guardian Signature		13. Studer	nt Signature (if appli	cable)	14. D	ate (mm/do	d/yyyy)	
12. Parent/Guardian Signature Information is certified co 15. School	rrect accord	13. Studer	nt Signature (if applie records / Charter# (CTD)	(17. School # (14. D	ate (mm/do 18. Withd	d/yyyy) / rawal C	/ ode (based on 10a.)
12. Parent/Guardian Signature Information is certified co 15. School Adams School	rrect accord	13. Studen ting to School 16. District 123456	nt Signature (if applie records / Charter# (CTD)	able) 17. School # (101	14. D S)	18. Withd	d/yyyy) / rawal C	/ ode (based on 10a.)
12. Parent/Guardian Signature Information is certified co 15. School Adams School 19. School Official Signature	rrect accord	13. Studer ling to School 16. District. 123456	nt Signature (if appli records / Charter# (CTD)	17. School # (14. D S)	18. Withd 18. Date (d/yyyy) / rawal C (mm/dd/	/ ode (based on 10a.)
12. Parent/Guardian Signature Information is certified co 15. School Adams School 19. School Official Signature Iote: If parent or guardian is un.	rrect accord	13. Studen ling to School 16. District 123456 s form, the school	nt Signature (if appli records / Charter# (CTD) i district should indic	17. School # () 101	S)	18. Withd 18. Withd W1 20. Date (d/yyyy) / rawal C (mm/dd/ / pt obtair	/ ode (based on 10a.) /yyyy) / nable.
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12. Parent/Guardian Signature Information is certified co 15. School Adams School 19. School Official Signature tote: If parent or guardian is uni 21. SPED ⁷ Check all that apply. 22. ELL AZELLA Information Most Recent Assessment Date	able to sign thi A DD ED/EDP (mm/dd/vvvv)	13. Studer ting to School 16. District. 123456 s form, the school HI MD/ MIIC ELL Var	nt Signature (if appli records / Charter# (CTD) i district should indic MDSSI 0 Program Information s student receiving E	17. School # (; 101 ate the reason MOID DHI DI I.L. services in	14. D S) the signa D F S S S S S S S S S S S S S S S S S S	18. Withd W1 20. Date (ture was no PSD ⁴ SID SLD At fiscal year	d/yyyy) / rawal C (mm/dd/ / pt obtain	/ ode (based on 10a.) /yyyy) / nable. SLI TBI VI
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STU206 - Student Withdrawal Notice Output

STU207 – Student Enrollment Profile

Synergy SIS > Student > Reports > Individual

The Student Enrollment Profile is a snapshot of the Enrollment History screen. The report breaks by student.

Report STU207: Student Enrollment Profile	• 2000
Print Save Default Reset Default Email Me	
Name: Student Enrollment Profile Number: STU207 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Student Info	
Perm ID	
Last Name First Name	
Grade	

STU207 - Student Enrollment Profile Report Interface Screen

- **Perm ID** Filter report output to include just the specified student attached to the permanent ID.
- Last Name Filters the report based on last name.
- First Name Filters the report based on first name.
- Grade Filters the report based on the grade range specified.

Last Name Goes By Nick Name Dim Language Dim Cate Dim Cat	Mark Name Differ Differ <thdiffer< th=""> <thdiffer< th=""> <thdiffer<< th=""><th>Name Goes by Nick Name Diff Date Of 0.03 (1998) Emeraid City, CA 99999 hone Home Language Spanish Resolved Enter Date D6/09/2015 Leave Date hone S55-555-1234 Home Language Resolved Enter Date D6/09/2015 Leave Date hone School Enter Code Grade ADA/ADM ar School 08/27/2013 E2 10 2 13-2014 King High School 08/27/2013 E5 10 2 13-2014 Kennedy High School 07/15/2014 E5 10 2 13-2014 King High School 01/06/2015 R1 11 14-2015 Kennedy High School 01/06/2015 R1 11 14-2015 Hope High School 02/02/2014 E1 12/03/2014 11 14-2015 Hope High School 02/02/2015 R3 11 11 14-2015 Hope High School 06/09/2015 R3 11 11</th><th>Mark Name Goes By Nick Name Tom Diff Date Tom Date 07/08/1998 Date Emerald City, CA 9999 Phone 555-555-1234 Home Language Spanish Resolved Hispanic Enter Date 06/09/2015 Leave Date Innollment History Enter Date Code Grade ADA/ADM 013-2014 King High School 08/27/2013 E2 10 013-2014 King High School 08/27/2014 E5 10 2 013-2014 Kennedy High School 07/15/2014 E5 10 2 014-2015 Rooseveti Middle School 01/06/2015 R1 11 014-2015 Hope High School 08/02/2014 E1 01/05/2015 1 014-2015 Hope High School 08/02/2014 E1 01/05/2015 1 11 014-2015 Hope High School 08/02/2014 E1 01/05/2015 1 11 014-2015 Hope High School 08/02/2014 E1 01/05/2015 1 11 014-2015 Hope High School 08/02/2015 R3 11 11</th><th></th><th>Harold N.</th><th></th><th>96825</th><th>57</th><th></th><th>M</th><th>11</th><th></th><th></th><th>Addre 8 Iov</th><th>ss va St</th><th></th></thdiffer<<></thdiffer<></thdiffer<>	Name Goes by Nick Name Diff Date Of 0.03 (1998) Emeraid City, CA 99999 hone Home Language Spanish Resolved Enter Date D6/09/2015 Leave Date hone S55-555-1234 Home Language Resolved Enter Date D6/09/2015 Leave Date hone School Enter Code Grade ADA/ADM ar School 08/27/2013 E2 10 2 13-2014 King High School 08/27/2013 E5 10 2 13-2014 Kennedy High School 07/15/2014 E5 10 2 13-2014 King High School 01/06/2015 R1 11 14-2015 Kennedy High School 01/06/2015 R1 11 14-2015 Hope High School 02/02/2014 E1 12/03/2014 11 14-2015 Hope High School 02/02/2015 R3 11 11 14-2015 Hope High School 06/09/2015 R3 11 11	Mark Name Goes By Nick Name Tom Diff Date Tom Date 07/08/1998 Date Emerald City, CA 9999 Phone 555-555-1234 Home Language Spanish Resolved Hispanic Enter Date 06/09/2015 Leave Date Innollment History Enter Date Code Grade ADA/ADM 013-2014 King High School 08/27/2013 E2 10 013-2014 King High School 08/27/2014 E5 10 2 013-2014 Kennedy High School 07/15/2014 E5 10 2 014-2015 Rooseveti Middle School 01/06/2015 R1 11 014-2015 Hope High School 08/02/2014 E1 01/05/2015 1 014-2015 Hope High School 08/02/2014 E1 01/05/2015 1 11 014-2015 Hope High School 08/02/2014 E1 01/05/2015 1 11 014-2015 Hope High School 08/02/2014 E1 01/05/2015 1 11 014-2015 Hope High School 08/02/2015 R3 11 11		Harold N.		96825	57		M	11			Addre 8 Iov	ss va St	
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1014-2015 Hope High School 06/09/2015 R3 11 *Leave Date and Leave Code are the summer withdrawal date and summer withdrawal code for a 'No Show' record	114-2015 Hope High School 06/09/2015 R3 11	14-2015 Hope High School 06/09/2015 R3 11	06/09/2015 R3 11	014-2015	Hope High School			04/01/2015	E8	0	4/01/2015	14	1	1		

STU207 - Student Enrollment Profile Output

STU223 – Summons

Synergy SIS > Student > Reports > Individual

The STU223 report enables you to print summons slips for students based on a selected delivery date and period.

Report STU223: Summons	· CC00
Print Save Default Reset Default Email Me	
Name: Summons Number: STU223 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Student Options	
Perm ID Gender Last Name First Name Grade	
Delivery Options	
Delivery Date Delivery Period 07/15/2015 Image: Constraint of the second secon	
Summon Options	
Summons Date Summons Time	
Message Options	
Title Contact Location	
Message Message Text	
	.:
Process Information	
To execute the report for multiple students use the Selection tab. To execute for students based on a Student or Studen property use the Conditions tab.	t Enrollment
Contact: The contact lookup table is located "K12.Summons.Contact". School Principal and Student Counselor are syst used, the output displays either the School Principal's name or the individual student's Counselor name.	em owned. If
Message: The message lookup table is located "K12.Summons.Summons Messages". Selecting a message populates which can then be edited or expanded upon.	it in the text box,
Delivery Period: If a delivery period is selected for a student who is marked absent or does not have a scheduled class for summons does not print. If multiple summons are printed, they sort by the delivery teacher's name.	or that period, a

STU223 – Summons Report Interface Screen

- Student Options Filter the report output for a specific Perm ID, gender, student, or grade.
- Delivery Options:
 - Filter the report to print for a specific date. The default is today's date.
 - Filter the report to print for a specific period. If you select a delivery period for a student marked absent or who does not have a scheduled class for that period, a summons does not print.

- Message Options:
 - Enter a title that describes this summons.
 - Select a specific contact. The contact lookup table is at K12.Summons > Contact. School Principal and Student Counselor are system-owned. If used, the output displays either the School Principal's name or the individual student's Counselor's name.
 - Select a specific message. The message lookup table is at K12.Summons > Summons Messages. Selecting a message populates it in the text box, which you can then edit or expand upon.
 - Enter the location where the student is to go.
 - If desired, you can enter a message that pertains to this summons in Message Text.

If you print multiple summons, they sort by the delivery teacher's name. The report prints up to four summons on one page.

SUMMO	NS - Cours	se Reques	ts
For: Hop	be High Scho	ol	
Please D	eliver To:		
Room:	120	Period:	7
Teacher:	Nunes, Kathy		
Student I	nformation:		
Name:	Abbott, Billy		
Gender:	Male	Grade:	12
Perm ID:	905483		
Please C	ontact:		
Contact:	Jones, Jimmy		
Location:	Guidance		
Please A	ppear:		
Date:	07/18/2013	Time:	3:00 PM
Commen	t:		
Please cor requests fo	ne to the guidance or next year.	e office to discus	s your course
Left Clas	s:	Left Office	e:
Teache	r:	Office	:

STU223 – Summons Output

STU401 – Student List

Synergy SIS > Student > Reports > List

The STU401 report prints an alphabetical student list. You can select students to print by grade or gender. You can leave all options blank and print the report for all students in the school or select a grade level or range of grades to print. The report includes student name, perm ID, grade, gender, and birth date. School staff use this report as a list of students in the school.

Report STU401: Student List	· CCO0
Print Save Default Reset Default Email Me	
Name: Student List Number: STU401 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Student Info	
Grade	
Gender	

STU401 – Student List Report Interface Screen

- Grade Filter the report output to include only the selected grade or grade range.
- Gender Filter the report output to include only the selected gender group.

ATA					Stud	Year: 2014-2015 Report: STU401					
Student Name	Perm ID	Grade	Gender	Birth Date	Track	Student Name	Perm ID	Grade	Gender	Birth Date	Track
iaa, zzz	997254	11	Female	03/02/2000		Deer, Bambi	997094	09	Male	09/12/2001	5 Day
Aardvark, Arthur)	997184	09	Male	01/06/1999		Deiu, Yabba D.	997182	09	Male	12/03/2001	
aron, Harold N.	968257	11	Male	07/08/1998	4 Day	Delci, Jonathan A.	909137	11	Male	12/17/1997	5 Day
bbott, Billy C.	905483	12	Male	05/08/1996		Depp, Johnny	997159	09	Male	09/09/1999	5 Day
bbott, Bobby	997149	10	Male	01/25/1998		Devisme, Tammy	171331	11	Female	06/25/1998	5 Day
Abbott, Bobby C.)	169523	10	Male	01/25/1998		Duffel, Alice N.	887967	12	Female	05/20/1997	5 Day
Abbott, Susan C.)	158247	11	Female	06/29/1998		Dunaway, Faye	997245	10	Female	04/15/2000	
Abñernathy, Bruce V. Jr.	879138	11	Male	08/01/1996		Eastwood, Clint	997239	10	Male	08/20/1999	
Ackerman, Evelyn J.	150727	09	Female	02/14/2000		Eidson, Andy	997249	11	Male	02/19/1999	
(Allen, Diane B.)	901507	11	Female	04/12/1998		Eidson, Clare	997103	09	Female	07/10/2000	5 Day
(Allen, Palo)	997272	12	Male	05/26/1996		Email, Student	997196	09	Female	01/01/2001	
(Babb, Mark M.)	157131	09	Female	10/11/2000		English, Tresh T. JR	997181	11	Male	12/02/1997	
Bacon, Kevin	997092	09	Male	09/22/1992		Fang, Julia	163196	11	Female	06/16/1997	5 Day
(Banner, Bruce)	997185	12	Male	09/15/1998		Farnsworth, Jose R.	164938	11	Male	01/09/1997	5 Day
Barker, Richard A.	163180	10	Male	11/16/1998		Frazee, Janice L.	171608	11	Female	11/30/1998	5 Day
Beñhittellitino-Velazques,	997150	09	Male	11/01/2000		Frazier, Keith L.	942393	11	Male	06/13/1998	5 Day
Blake, Henry	997279	10	Male	07/04/2002		Frogge, Benjamin N.	163256	11	Male	07/28/1998	5 Day
Bledsoe, Ann A.	164063879	12	Female	12/10/1997		(Gabor, Ava)	997242	09	Female	08/23/1999	
(Blue, Red)	997267	12	Male	04/22/1999		Gabor, Eva	997241	09	Female	06/18/1999	
(Boatright, Stephen D.)	165819	11	Male	09/20/1998		Gale, Dorothy T.	997154	09	Female	01/01/1999	5 Day
Borchardt, Karen A.)	165156	11	Female	05/09/1997		Gan, Pamela	171987	12	Female	12/05/1996	5 Day
Brodie, Gordon	997255	09	Male	05/18/2000		Garbo, Greta	997244	10	Female	03/27/2000	
Bud Gowin, Air	997091	12	Male	09/08/2010	5 Day	Garcia, Julie C.	164813	11	Female	08/17/1998	5 Day
Burgundy, Ronald E.	997109	12	Male	09/30/1996	5 Day	George, Regina	997102	11	Female	09/19/1996	5 Day
Butler, Beverly J.	904112	10	Female	01/11/1998	5 Day	Gibson, Julia N.	110389	11	Female	04/07/1997	
Camñpbell, Wayne	997097	12	Male	09/09/1998	5 Day	Gillespie, Alessa	997277	09	Female	06/06/2000	
Camñpps, Jacqueline L.	919432	11	Female	04/28/1998		Grant, Cary	997114	10	Male	09/09/1999	
Carrera, John L. III	164931	11	Male	09/13/1998	5 Day	Griess, Brian	997265	12	Male	06/25/1984	5 Day
(Cat, Jonesy)	997099	11	Male	09/12/2012		Guo, Gerald X.	159375	11	Male	12/02/1998	
Chandler, Eric	997193	10	Male	09/28/2000		Hager, Harold P.	171240	11	Male	10/15/1998	
Cherry, Steven A.	867178	12	Male	05/12/1996	5 Day	Hale, Lawrence C.	902053	10	Male	09/05/1998	
Chesley, Brenda J.	909353	11	Female	10/03/1997	5 Day	(Hogen, Matthew T.)	919069	11	Male	06/03/1998	4 Day
Clark, Brian L.	902917	11	Male	02/06/1998	5 Day	(Hudson, Nicole L.)	171521	11	Female	12/21/1998	
Clark Smith, Frank W.	172081	12	Male	01/26/1996	5 Day	Jabra, Arbaj	997093	10	Female	09/11/1996	
Clayburn, Willie A.	951859	11	Male	10/28/1999		(Jackson, Angela L.)	903311	11	Female	04/27/1997	
Collum, Evelyn	874453	12	Female	05/17/1997	5 Day	(Jacobs, Willie)	148629	12	Male	08/16/1996	
Concurrent, ROTest	997178	11	Female	11/23/1999	5 Day	James, John	997258	10	Male	03/05/1999	
Conner, Jean L.	158743	12	Female	05/23/1997	5 Day	Jodie, Dorothy L.	103638	11	Female	07/29/1998	
Cook, Raymond B.	164899	12	Male	03/19/1997	5 Day	John, Ralph R.	997089	10	Male	02/29/1992	
(Correa, Matthew H.)	162916	11	Male	06/18/1998		Johnson, Bobby E.	163912	12	Male	02/29/1996	
Croom, Ernest D.	165504	12	Male	06/24/1996	5 Day	Johnson, Jeff	997015	10	Male	05/26/1998	
(Da Silva, Louis J.)	164937	11	Male	12/15/1997		Johnston, Joan J.	171732	11	Female	08/11/1998	
(Davidson, Helen S.)	158528	12	Female	07/16/1996		(Jones, Billy)	997153	09	Male	11/22/2000	
Davis, Diana L.	164257	11	Female	10/01/1997	5 Day	Jones, Lewis	997173	09	Male	12/11/2002	

STU401 – Student List Output

STU402 – Student and Parent Directory

Synergy SIS > Student > Reports > List

The STU402 report prints a list of students by section. For each student, the report can display their Perm ID, Grade, Gender, Birth Date, Phone, Address, Parent Names, Relation (to student), Phone, Type (cell, work, etc.), and Extension.

Report STU402: Student and Parent Directory	· 2000
Print Save Default Reset Default Email Me	
Name: Student and Parent Directory Number: STU402 Page Orientation: Landscape	
Options Sort / Output Conditions Selection Advanced	
Student Info	
Grade Gender ↓ ↓ ↓ ↓ Use Mail Address on Report	
Section ID Homeroom Name Term Period	
Parent Relations	
Lives With	
Mailings Allowed	
Options	
Show Home Language	

STU402 - Student And Parent Directory Report Interface

- **Student Info** Filter report output to include only the selected fields (fields containing data) as well as a single grade or grade range.
- **Parent Relations** Select parent flag to filter data included in the report. Selecting a parent flag includes all parents tagged with the selected parent flag.

-					Stud	ent and Parent	Director	y		Year: 2014-2015 Report: STU402			
Section: 000	Section: 0005				eacher: Ja	ckson, Kathy		Room: 117					
Student Name	Perm ID	Grd	Gen	Birth Date	Phone	Address	Relation	Parent Name	Туре	Phone	Extn		
Chesley, Brenda J.	909353	11	F	10/03/1997	480-555-5644	P O Box 30541	Mother	Chesley, Sara	Work	602-555-2971			
						Phoenix, AZ 85694	Father	Chesley, Robert	Work	480-555-8610			
Conner, Jean L.	158743	12	F	05/23/1997	480-555-7833	833 N Ashbrook	Grandmothe	Presby, Stephanie	Primary	480-555-7833			
						Tempe, AZ 85662	r			775 555 6767			
							Mother	Sonner, Norma	Primary	775-555-9727			
	007400			10,000,000,0			Father	Conner, Ronald	Primary	//5-555-9/2/			
Delu, Tabba D.	997182	09	M	12/03/2001		111 Street							
	474224	44	E	06/26/4000	400 666 4654	Somewhere, AZ 85000	Eathor	Dovismo Willio					
Devisitile, raminy	1/1331		r .	00/20/1998	400-000-1004	3030 E Omega Ci	Plan Father	Lews Depeld	Cell	400 555 0204			
						Tempe, AZ 00000	Step-ratrier	Howe, Donaid	Cell	400-555-0201			
Duffel Alies N	007067	12	-	05/20/4007	400 555 0000	1757 5 0 1 0	Fother	Duffel Leuis	Drimony	400 555 2024			
Dullel, Alice N.	00/90/	12	F	03/20/1997	400-000-0220	1/5/ E 2nd St Moos A7 95620	Mothor	Harpor Kathy	Primany	400-000-3004			
Fana Julia	162106	11	E	06/16/1007	490 555 0520	Mesa, AZ 00020	Mothor	Fang Sara	Coll	602 555 9629			
rang, Julia	103130		÷.,	00/10/135/	400-333-0335	3329 E Inglewood Cl	Eathor	Fang, Jack	Drimony	490.555.0520			
Eraziar Kaith I	042202	11	м	06/12/1009	490-555-9722	1900 Caulon St #145	Mother	Hall Jossica	Primany	490-555-9733			
razier, Keiur E.	342333			00/13/1330	400-333-0733	Mana AZ 95620	Eathor	Hall, Crain	r minary	400-333-0733			
Fronce Benjamin N	163256	11	м	07/28/1008	490-555-4600	2212 E Dranes Ci	Eathor	Fronce Sean	Primary	480-555-4600			
riogge, Denjamirriv.	103230			0112011330	400-333-4033	Tempe AZ 85662	Mother	Fronce Virginia	Cell	724-555-5612			
Guo, Gerald X	159375	11	м	12/02/1998	480-555-0636	2507 E June Ci	Mother	Lu Cynthia	Primary	480-555-0636			
out, contait re	100010			12/02/10000	100 000 0000	Tempe A7 85662	Father	Guo. Edward	Cell	623-555-1363			
Hudson Nicole I	171521	11	F	12/21/1998	480-555-8649	265 N Gilbert Rd #2106	Mother	Hudson Julia	Primary	480-555-8649			
100001, 110010 2.				12121110000	100 000 0010	Mesa, AZ 85620	Father	Hudson, Henry	Work	602-555-0437			
Jodie, Dorothy L.	103638	11	F	07/29/1998	480-555-6827	111 N Gilbert Rd #2098	Father	Jodie. Terry	Cell	480-555-1236			
						Mesa, AZ 85620	Father	Jodie, Keith	Primary	928-555-6309			
Johnston, Joan J.	171732	11	F	08/11/1998	602-555-6695	235 N 22nd PI #264	Mother	McCabe, Marilyn	Primary	505-555-5758			
						Tempe, AZ 85662	Father	Johnston, Frank	Cell	602-555-6695			
Kast, Karen R.	158734	11	F	09/01/1997	480-555-7668	1720 N Gentry Ci	Mother	Kast, Gloria	Primary	480-555-7668			
						Tempe, AZ 85662	Father	Kast, Daniel	Primary	480-555-7668			
Leadley, Lisa G.	904968	11	F	10/11/1997	480-555-4659	Po Box 30388	Father	Leadley, Stephen	Work	480-555-1461			
						Phoenix, AZ 85694	Mother	Leadley, Kimberly	Cell	602-555-8300			
Legaspi, Martha G.	168177	11	F	08/24/1998	480-555-8641	4259 E McKellips	Father	Legaspi, Joe					
						Tempe, AZ 85663	Mother	Legaspi, Ruby	Primary	480-555-8641			
LooOOOooong,	170120	11	F	04/22/1998	480-555-6962	1701 N Daley	Mother	Curry, Donna	Primary	480-555-6962			
Naaaaaame E.						Mesa, AZ 85620	Father	Curry, Jeffrey	Primary	480-555-6962			

STU402 – Student And Parent Directory Report

STU403 – Student Directory By Street Address

Synergy SIS > Student > Reports > List

The STU403 report prints a list of students sorted by street address. You can select students by grade or gender. You can leave all options blank and print the report for all streets in the school. The report includes the street name, street address, city, state, zip code, student name, perm ID, grade, gender, type, phone, and extension. School staff use this report to locate different families living in the same household.

Report STU403: Student Directory By Street Address	· CCOO
Print Save Default Reset Default Email Me	
Name: Student Directory By Street Address Number: STU403 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Student Info	
Grade Gender ▼	

STU403 – Student Directory By Street Address Report Interface

- Grade Filter report output to include only the selected grade or grade range.
- Gender Filter report output to include only the selected gender group.

		\$	Stud	lent	Directory By	Street	Add	res	5	Year: 2 Report: \$	2014-2015 STU403	
Street	Address	City	St	Zip	Student Name	Perm ID	Grd	Gen	Trk	Туре	Phone	Extn
101st												
	426 N 101st PI	Tempe	AZ	85625	Hale, Lawrence C.	902053	10	м		Primary	480-555-1234	
10th												
	837 W 10th St	Mesa	AZ	85612	Ackerman, Evelyn J.	150727	09	F		Primary	480-555-1234	
22nd		_										
	220 N 22nd PI #2029	Tempe	AZ	85662	(Correa, Matthew H.)	162916		M		Primary	480-555-1234	
2.4%	235 N 22nd PI #264	Tempe	AZ	85662	Johnston, Joan J.	1/1/32	11	F		Primary	602-555-1234	
24th	2202 N 24th St	Noumant	~	02662	Radkar, Disbard A	182100	10			Drimon	400 555 1004	
	2202 N 2401 St	Beach	CA	92002	barker, Richard A.	103100	10	IVI		Frimary	460-000-1204	
	2202 N 24th St	Newport	CA	92662	Joneses, Marco	997273	10	м				
28th		beach										
	2050 N 28th PI	Tempe	AZ	85662	Delci, Jonathan A.	909137	11	м	5	Primary	480-555-1234	
2nd												
	1555 E 2nd Pl	Mesa	AZ	85620	Perez, Evelyn A.	928527	11	F		Primary	480-555-1234	
	1757 E 2nd St	Mesa	AZ	85620	Duffel, Alice N.	887967	12	F	5	Primary	480-555-1234	
	1931 W 2nd St	Mesa	AZ	85612	Washington, George B	997120	10	м	5			
	1931 W 2nd St	Mesa	AZ	85612	Webster, Cheryl E.	946303	09	F	5	Primary	480-555-1234	
	1933 W 2nd St	Mesa	AZ	85612	(Banner, Bruce)	997185	12	м				
	2043 W 2nd Pl	Mesa	AZ	85612	Nguyen, Billy T.	906613	12	м		Primary	480-555-1234	
35th												
	1136 N 35th St	Tempe	AZ	85662	Lyon, Ronald G.	903008	11	м	5	Primary	480-555-1234	
40th												
	1234 N 40th St	Irvine	CA	92606	Park, Adam	997112	09	м				
4th												
	123 S 4th St	Phoenix	AZ	85002	(Jones, Billy)	997153	09	м				
	123 S 4th	Mission	CA	92694	Test, Test	997188	09	F				
	1818 S 4th St	Phoenix	AZ	85020	Jones, Lewis	997173	09	м				
8th												
	601 W 8th St	Mesa	AZ	85612	Abnemathy, Bruce V.	879138	11	м		Primary	480-555-1234	
	1533 W 8th St	Mesa	AZ	85612	(Babb, Mark M.)	157131	09	F		Primary	480-555-1234	
9th												
	315 E 9th Dr	Tempe	AZ	85661	(Jacobs, Willie)	148629	12	м		Primary	480-555-1234	
Allen												
	936 N Allen Ci	Mesa	AZ	85620	Clark, Brian L.	902917	11	м	5	Primary	480-555-1234	
any												
	1234 any Dr	Mission	CA	92694	oddball, fred	997179	09	F				
Apach	e	viejo										
	7308 E Apache Av	Mesa	AZ	85212	James, John	997258	10	м				
Ashbro	pok											
	833 N Ashbrook	Tempe	AZ	85662	Conner, Jean L.	158743	12	F	5	Primary	480-555-1234	
Bachm	nan											
	12 Bachman Rd	Silent Hill	AZ	85283	Mason, Heather C.	997270	09	F		Primary	123-456-7890	
Baltim	ore											
	2629 E Baltimore St	Tempe	AZ	85662	Rivas, Clarence E.	157820	11	м		Primary	480-555-1234	

 $STU403-Student\,Directory\,By\,Street\,Address\,Report$

STU404 – Student Birthday List

Synergy SIS > Student > Reports > List

The STU404 report prints a list of students sorted by birth month, then date. You must select a birth month to print. You can select students to print by grade, gender, or section. The report includes month, day, student name, grade, gender, age, homeroom, address, city, state, and zip code. The report sorts by section ID, then birth date, student name, and gender. School staff and teachers use this report to send out birthday greetings to students at the school.

Report STU404: Student Birthday List	· CC00
Print Save Default Reset Default Email Me	
Name: Student Birthday List Number: STU404 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Use Date Range	
🖸 Help Tips	
Birth Month 🖸 ↔ 🧭	
□ January □ February □ March □ April	
□ May □ June □ July □ August	
September October November December	
Student Info	
Grade	
Section ID	

STU404 - Student Birthday List Report Interface

- Birth Month Filter the report output to include selected months.
- Grade Filter the report output to include only the selected grade or grade range.
- Gender Filter the report output to include only the selected gender group.
- Section ID Filter the report output to include only the selected section ID.

			:	Stud	den Birtl	t Birthday List	Year: 201 Report: STU	4-2015 J404	
Se	ection: 0102	Теас	her:	Car	roll, I	Natalie Room:	0002		
Day	Student Name	Track	Grd	Gen	Age	Homeroom Address	City	State	Zipcod
1	Taran, Eilonwy		10	F	14	1955 S Val Vista Dr	Mesa	AZ	85202
9	(Borchardt, Karen A.)		11	F	18	523 N Windsor	Mesa	CA	92662
15	Srooge, Eboneezer		12	м	19	15214 E Potter Ln	Mesa	AZ	85205
16	Monroe, Jack		09	м	16	3634 W Chandler Bl	Chandler	AZ	85226
18	Brodie, Gordon		09	м	15	333 Market St	Fountain Valley	AZ	85101
23	Title1, Test		09	F	14	3436 W Tulsa St	Chandler	AZ	85226
26	(Allen, Palo)		12	м	19	1616 E West St	Mesa	AZ	85204

STU404 – Student Birthday List Report

STU406 – Student Household List

Synergy SIS > Student > Reports > List

The STU406 report produces a list of household addresses. The report includes the student name, address, city, state, zip code, and grade of the student. The report lists only one line per household. For households with more than one student, the Household Member Type field allows you to specify either the Oldest (or Only), or Youngest (or Only) member of the household to appear on the report. Teachers use this report for an address list of students in their class.

Report STU406: Student Household List	· CC00
Print Save Default Reset Default Email Me	
Name: Student Household List Number: STU406 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Household Member Type Youngest or Only	

STU406 - Student Household List Report - Report Interface

- Household Member Type Filter the report to print oldest or youngest child in household.
- Section ID Filter the report to include students in selected section only.

Idress 622 W 6th Dr 01 S Dobson Rd #1221 543 W 7th Dr 840 W Emelita Av #2013 050 S Longmore #426 554 W Carol Av 50 S Longmore #195 727 W Emelita Av #1003	City Mesa Mesa Mesa Mesa Mesa Mesa	State AZ AZ AZ AZ AZ AZ	Zipcode 85614 85614 85614 85614 85614 85614	Grd 03 03 03 03 03 03	
01 S Dobson Rd #1221 543 W 7th Dr 840 W Emelita Av #2013 050 S Longmore #426 554 W Carol Av 50 S Longmore #195 727 W Emelita Av #1003	Mesa Mesa Mesa Mesa Mesa Mesa	AZ AZ AZ AZ AZ	85614 85614 85614 85614 85614	03 03 03 03	
543 W 7th Dr 840 W Emelita Av #2013 050 S Longmore #426 554 W Carol Av 50 S Longmore #195 727 W Emelita Av #1003	Mesa Mesa Mesa Mesa Mesa	AZ AZ AZ AZ	85614 85614 85614 85614	03 03 03	
840 W Emelita Av #2013 050 S Longmore #426 554 W Carol Av 50 S Longmore #195 727 W Emelita Av #1003	Mesa Mesa Mesa Mesa	AZ AZ AZ	85614 85614 85614	03 03	
050 S Longmore #426 554 W Carol Av 50 S Longmore #195 727 W Emelita Av #1003	Mesa Mesa Mesa	AZ AZ	85614 85614	03	
554 W Carol Av 50 S Longmore #195 727 W Emelita Av #1003	Mesa	AZ	85614		
50 S Longmore #195 727 W Emelita Av #1003	Mesa		and the second s	03	
727 W Emelita Av #1003		AZ	85614	03	
	Mesa	AZ	85614	03	
433 W University #90	Mesa	AZ	85612	03	
051 S Dobson Rd #54	Mesa	AZ	85614	03	
050 S Longmore #301	Mesa	AZ	85614	03	
840 W Emelita Av #2104	Mesa	AZ	85614	03	
030 S Stewart #1013	Mesa	AZ	85614	03	
334 W 7th Dr	Mesa	AZ	85614	03	
18 N Extension #258	Mesa	AZ	85612	03	
43 S Longmore #2041	Mesa	AZ	85614	03	
621 W Crescent Av	Mesa	AZ	85614	03	
48 N Revere	Mesa	AZ	85612	03	
25 S Dobson Rd #131	Mesa	AZ	85614	03	
730 W Emelita Av #1096	Mesa	AZ	85614	03	
55 S Stewart	Mesa	AZ	85614	03	
465 W Vine Av	Mesa	AZ	85614	03	
18 N Extension #142	Mesa	AZ	85612	03	
401 E La Jolla Dr	Fountain Valley	AZ	85707	03	
50 S Longmore #129	Mesa	AZ	85614	03	
	251 S Dobson Rd #54 250 S Longmore #301 340 W Emelita Av #2104 230 S Stewart #1013 334 W 7th Dr 18 N Extension #258 43 S Longmore #2041 351 W Crescent Av 48 N Revere 25 S Dobson Rd #131 730 W Emelita Av #1096 55 S Stewart 465 W Vine Av 18 N Extension #142 401 E La Jolla Dr 50 S Longmore #129	301 S Dobson Rd #54 Mesa 3200 S Longmore #301 Mesa 3240 W Emelita Av #2104 Mesa 330 S Stewart #1013 Mesa 333 W 7th Dr Mesa 18 N Extension #258 Mesa 43 S Longmore #2041 Mesa 332 W 7th Dr Mesa 43 S Longmore #2041 Mesa 321 W Crescent Av Mesa 48 N Revere Mesa 25 S Dobson Rd #131 Mesa 55 S Stewart Mesa 465 W Vine Av Mesa 18 N Extension #142 Mesa 401 E La Jolla Dr Fountain Valley 50 S Longmore #129 Mesa	JSD S Dobson Rd #54MesaAZJSD S Longmore #301MesaAZJSD S Longmore #301MesaAZJSD S Stewart #1013MesaAZJSD S Stewart #2041MesaAZJSD Longmore #2041MesaAZJSD V Crescent AvMesaAZJSD N RevereMesaAZJSD N RevereMesaAZJSD W Emelita Av #1096MesaAZJSD W Emelita Av #1096MesaAZJSD W Ine AvMesaAZJSD S StewartMesaAZJSD S Longmore #129MesaAZMesaAZMesaAZJSD S Longmore #129MesaAZ	Joh S Dobson Rd #54 Mesa AZ 85614 J50 S Longmore #301 Mesa AZ 85614 340 W Emelita Av #2104 Mesa AZ 85614 330 S Stewart #1013 Mesa AZ 85614 330 S Stewart #1013 Mesa AZ 85614 334 W 7th Dr Mesa AZ 85614 18 N Extension #258 Mesa AZ 85614 33 Longmore #2041 Mesa AZ 85614 321 W Crescent Av Mesa AZ 85614 48 N Revere Mesa AZ 85614 25 S Dobson Rd #131 Mesa AZ 85614 730 W Emelita Av #1096 Mesa AZ 85614 465 W Vine Av Mesa AZ 85614 48 N Extension #142 Mesa AZ 85614 48 N Extension #142 Mesa AZ 85614 48 N Extension #142 Mesa AZ 85614 80 N Extension #142 Mesa AZ 85707 <t< td=""><td>Mesa AZ 85614 03 J50 S Longmore #301 Mesa AZ 85614 03 J50 S Longmore #301 Mesa AZ 85614 03 J30 W Emelita Av #2104 Mesa AZ 85614 03 J30 S Stewart #1013 Mesa AZ 85614 03 J30 S Stewart #1013 Mesa AZ 85614 03 J33 W 7th Dr Mesa AZ 85614 03 J38 N Extension #258 Mesa AZ 85614 03 J31 V Crescent Av Mesa AZ 85614 03 J21 W Crescent Av Mesa AZ 85614 03 J25 S Dobson Rd #131 Mesa AZ 85614 03 J25 S Stewart Mesa AZ 85614 03 J35 S Stewart Mesa AZ 85614 03 J465 W Vine Av Mesa AZ 85614 03 J48 N Extension #142 Mesa AZ 85614 03 J465 W Vine Av Mesa AZ 85612 03</td></t<>	Mesa AZ 85614 03 J50 S Longmore #301 Mesa AZ 85614 03 J50 S Longmore #301 Mesa AZ 85614 03 J30 W Emelita Av #2104 Mesa AZ 85614 03 J30 S Stewart #1013 Mesa AZ 85614 03 J30 S Stewart #1013 Mesa AZ 85614 03 J33 W 7th Dr Mesa AZ 85614 03 J38 N Extension #258 Mesa AZ 85614 03 J31 V Crescent Av Mesa AZ 85614 03 J21 W Crescent Av Mesa AZ 85614 03 J25 S Dobson Rd #131 Mesa AZ 85614 03 J25 S Stewart Mesa AZ 85614 03 J35 S Stewart Mesa AZ 85614 03 J465 W Vine Av Mesa AZ 85614 03 J48 N Extension #142 Mesa AZ 85614 03 J465 W Vine Av Mesa AZ 85612 03

STU406 – Student Household List Report

STU407 – Multiple Child Households

Synergy SIS > Student > Reports > List

The STU407 report prints a list of household addresses for households with a specified number of siblings (students). The report includes the address, city, state, zip code, and phone number of each household along with the name, grade, teacher, and room number of each sibling student.

Report STU407: Multiple Child Households	· 2000
Print Save Default Reset Default Email Me	
Name: Multiple Child Households Number: STU407 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
2 Siblings G or More	

STU407 - Multiple Child Households Report - Report Interface

- Siblings Filter the report to print households with the number of siblings specified.
- or More Select this option to print households with any number equal to or more than the number of siblings specified.

Edupoint		Ada Multiple	ms Elementary Child Households With 2 Siblings	Year: 2014-2015 Report: STU407			
Address		Phone	Student Name	Grd	Teacher	Room	
1030 S Stewart #1013	Mesa, AZ 85614	480-555-1827	Jackson, Dorothy N. Jackson, Dorothy P.	04 03	Cordova, Angie Carroll, Natalie	0038 0002	
1031 S Stewart #1091	Mesa, AZ 85614	480-555-9748	Ludwig, Jack K. Ludwig, Jean O.	05 04	Garski, Melissa Staff, Staff	0047 0036	
1031 S Stewart #1113	Mesa, AZ 85614	480-555-1593	Colin, Adam E. Colin, Debra E.	04 03			
1031 S Stewart #1205	Mesa, AZ 85614	623-555-3204	Bryant, Jose T. Bryant, Samuel M.	к 01	Berriz, Cynthia Medina, Sonya	045A 0033	
1031 S Stewart #2018	Mesa, AZ 85614	480-555-1844	Azpeitia, Andrea Azpeitia, Barbara	05 06	Swain, Cathi Olberding, Lori	0035 0015	
1031 S Stewart #s2206	Mesa, AZ 85614	480-555-0890	Nance, Marilyn N. Nance, Rose J.	06 04	Chavez, Gloria Grayson, Nicolas	0014 0042	
1033 S Longmore #1117	Mesa, AZ 85614	480-555-0962	Fierro Mendez, Beverly L. Fierro Mendez, Rebecca J.	01 02			
1033 S Longmore #3056	Mesa, AZ 85614	480-555-4329	Daniels Viley, John J. Godfrey, Andrea N.	04 02	Grayson, Nicolas Medina, Sonya	0042 0033	
1050 S Longmore #253	Mesa, AZ 85614	480-555-4461	Donald, Edward B. Donald, Jacqueline	PS 05	Staff, Staff Swain, Cathi	0050 0035	
1050 S Longmore #255	Mesa, AZ 85614	602-555-7680	Gastelum, Andrew Gonzalez Avila, Irene V.	04 K	Cordova, Angie Staff, Staff	0038 020A	
1050 S Longmore #308	Mesa, AZ 85614	480-555-4827	Wilder, Anne M. Wilder, Bruce M.	02 PS	Staff, Staff Wrenn, Amber	0032 900	
1050 S Longmore #381	Mesa, AZ 85614	480-555-5610	Galindo, Lisa G. Galindo, Louis L.	02 06	Carrera-Wilbu, Monica Rosenbaum, Sandy	0025 0005	
1050 S Longmore #425	Mesa, AZ 85614	480-555-9615	Mendez Garcia, Gloria F. Pisano Mendez, Jason A.	04 05	Staff, Staff Hanna, Tom	0036 0037	
Printed by Admin User at 04/22/2	2011 8:49 AM	E	dupoint School District			Page 1 of 1	

STU407 – Multiple Child Households Report

STU410 – Emergency Contact Directory

Synergy SIS > Student > Reports > List

The STU410 report prints a list of students including their name, perm ID, grade, gender, birth date, phone number, and address. It also lists the names of the student's parents and emergency contacts and includes each person's relationship to the student as well as their telephone contact information.

The report is meant to list students by Section ID but has several other filtering options to limit the output.

Report STU410: Emergency Contact Directory	• 200
Print Save Default Reset Default Email Me	
Name: Emergency Contact Directory Number: STU410 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Student Info	
Grade	
Section ID Room Name	
Parent Relations	
Lives With Has Custody Contact Allowed Ed. Rights Mailings Allowed	
Page Break by Section	

STU410 - Emergency Contact Directory Report Interface

- Grade Filter the report output to include only the selected grade.
- Gender Filter the report output to include only the selected gender group.
- Section ID Filter the report by entering a section ID to print.
- Room Name Filter the report by entering a room number to print.
- **Parent Relations** Select parent flag to filter data included in the report. Selecting a parent flag includes all parents tagged with the selected parent flag.
- Page Break by Section Select the option to include a page break by each section.

			Те	acher: N/A				Room:	N/A	
Local ID	Grd	Gen	Birth Date	Phone	Address	Relation	Name	Phone Type	Phone	Extn
144281	02	F	09/03/2008	602-555-3318	850 S Longmore #255 Mesa, AZ 85614	Parent Informati Father Mother	ion Acosta, Victor Ponce, Michelle	Home Home	602-555-3318 602-555-3318	
						Emergency Con Relative	itacts Julio Ortega	Home Phone	480-797-8332	
154686	PS	F	08/21/2011	480-555-0809	1031 N Stewart #1095 Mesa, AZ 85614	Parent Informati Mother	ion Ruiz, Brenda	Home	480-555-0809	
						Emergency Con	itacts			
997023	04	м	06/05/2004	480-665-5447	100 W Main St Mesa, AZ 85201	Parent Informati	ion Clarent, Jason	Home	480-665-5447	
						Emergency Con Neighbor Neighbor	tacts Cindy Novak Ted Novak	Home Phone Home Phone	760-277-7895 602-333-4545	
154711	PS	F	02/20/2011	480-555-3833	948 S Alma School #122 Tempe, AZ 85661	Parent Informati Mother in Hom	ion Johnson, Katherine	Home	480-555-3833	
						Emergency Con	itacts			
153502	PS	F	01/29/2011	480-555-2833	442 S Stewart Mesa, AZ 85614	Parent Informati Father Mother	ion Hernandez, Gregory Caballero, Theresa	Home Home	480-555-2833 480-555-2833	
						Emergency Con Relative	tacts Carmen Hernandez	Home Phone	480-223-8495	
						Relative	Glen Maldonado	Work Phone Home Phone	480-223-7495 480-757-2833	
	Local ID 144281 154686 997023 154711 153502	Local ID Grd 144281 02 154686 PS 997023 04 154711 PS 153502 PS	Local ID Grd Gen 144281 02 F 154686 PS F 997023 04 M 154711 PS F 153502 PS F	Local ID Grd Gen Birth Date 144281 02 F 09/03/2008 154686 PS F 08/21/2011 997023 04 M 06/05/2004 154711 PS F 02/20/2011 153502 PS F 01/29/2011	Local ID Grd Gen Birth Dee Phone 144281 02 F 09/03/2008 602-555-3318 154686 PS F 08/21/2011 480-555-0809 997023 04 M 06/05/2004 480-655-3437 154711 PS F 02/20/2011 480-555-2833 153502 PS F 01/29/2011 480-555-2833	Local ID Grd Gen Bith Date Phone Address 144281 02 F 99/03/2008 602-555-3318 850 S Longmore #255 Mesa, AZ 85614 154686 PS F 08/21/2011 480-555-0809 1031 N Stewart #1095 Mesa, AZ 85614 997023 04 M 06/05/2004 480-685-5447 100 W Main St Mesa, AZ 85201 154711 PS F 02/20/2011 480-555-3833 948 S Alma School #122 Tempe, AZ 85661 153502 PS F 01/29/2011 480-555-2833 442 S Stewart Mesa, AZ 85614	Local ID Grd Gen Birth Date Phone Address Relation 144281 02 F 09/03/2008 602-555-3318 850 8 Longmore #255 Parent Informati Father 144281 02 F 09/03/2008 602-555-3318 850 8 Longmore #255 Parent Informati Fother 154686 PS F 08/21/2011 480-555-0809 1031 N Stewart #1095 Parent Informati Mother 154686 PS F 08/05/2004 480-665-5447 100 V/ Main St Mesa, AZ 85614 Parent Informati Mother 197023 04 M 06/05/2004 480-665-5447 100 V/ Main St Mesa, AZ 8501 Parent Informati Mother 154711 PS F 02/20/2011 480-555-8333 948 S Alma School #122 Parent Informati Mother 153502 PS F 01/29/2011 480-555-2833 442 S Stewart Mesa, AZ 85614 Parent Informati Mother 153502 PS F 01/29/2011 480-555-2833 442 S Stewart Mesa, AZ 85614 Parent Informati Father Mother Emergency Cor Relative Emergency Cor Relative Emergency Cor Relative	Local ID Grd Gen Birth Date Phone Address Relation Name 144281 02 F 09/03/2008 602-555-3318 850 S Longmore #255 Mess, AZ 85614 Parent Information Father Acosta, Victor Mother Ponce, Michelle 154686 PS F 09/21/2011 480-555-0809 1031 N Stewart #1095 Mess, AZ 85614 Parent Information Mother Ruiz, Brenda 154686 PS F 09/21/2011 480-655-5487 100 VI Main St Mess, AZ 85614 Parent Information Mother Ruiz, Brenda 197023 P4 M 06/05/2004 480-665-5447 100 VI Main St Mess, AZ 85001 Parent Information Mother Clarent, Jason 154711 PS F 02/20/2011 480-555-3833 948 S Alma School #122 Tempe, AZ 85661 Parent Information Mother In Hom Johnson, Katherine Emergency Contacts 153502 P5 F 01/29/2011 480-555-2833 442 S Stewart Mesa, AZ 85614 Parent Information Mother In Hom Johnson, Katherine Emergency Contacts 153502 P5 F 01/29/2011 480-555-2833 442 S Stewart Mesa, AZ 85614 Parent Information Mother <	Local ID Grd Grd Bith Date Phone Address Relation Name Phone Type 144281 02 F 09/03/2008 602-555-3318 850 S Longmore #255 Mesa, AZ 85614 Parent Information Home 144281 02 F 09/03/2008 602-555-3318 850 S Longmore #255 Mesa, AZ 85614 Father Acdress Home 154686 PS F 08/21/2011 480-555-0809 1031 N Stewart #1095 Parent Information Home 154686 PS F 08/21/2011 480-555-0809 1031 N Stewart #1095 Parent Information Home 154686 PS F 08/21/2011 480-555-0809 1031 N Stewart #1095 Parent Information Home 197023 P4 M 06/05/2004 480-665-5447 100 V/ Main St Mesa, AZ 85201 Parent Information Home 154711 PS F 02/20/2011 480-555-2833 948 S Alma School #122 Tempe, AZ 85661 Parent Information Home 154711 PS F 01/29/2011 480-555-2833 442 S Stewart Mesa, AZ 85614 Parent Information Relative Home 153502 PS F 01/29/2011 480-555-2833 442 S S	Local ID Grd Grd Bith Date Phone Address Relation Name Phone Type Phone Type 144281 02 F 09/03/2008 602-555-3318 850 S Longmore #255 Parent Information Home 602-555-3318 144281 02 F 09/03/2008 602-555-3318 850 S Longmore #255 Mother Acdress Home 602-555-3318 154686 PS F 08/21/2011 480-555-0809 1031 N Stewart #1095 Parent Information Home 480-555-0809 154686 PS F 08/21/2011 480-555-0809 In31 N Stewart #1095 Parent Information Home 480-555-0809 197023 P4 M 06/05/2004 480-665-5447 Mother Ruiz, Brenda Home 480-555-0809 197023 P4 M 06/05/2004 480-655-5437 100 V/ Main St. Mesa, AZ 8501 Parent Information Inme 480-665-5447 154711 PS F 02/20/2011 480-555-3833 948 S Alma School #122 Parent Information Home Phone 480-555-3833 154711 PS F 01/29/2011 480-555-2833 442 S Stewart Parent Information Home Phone 480-555-2833

STU410 – Emergency Contact Directory Report

STU412 – Student Add/Drop List

Synergy SIS > Student > Reports > List

The STU412 report prints a list of students who added or dropped classes. ATP412 groups by teacher and section. Teachers use this report to confirm students' class adds and drops.

Report STU412: Student Add/Drop	• 200
Print Save Default Reset Default Email Me	
Name: Student Add/Drop Number: STU412 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Teacher	
Last Name First Name	
Date Range	
Start End 08/11/2014 07/16/2015	
Absence Definition	
ReasonType1 ReasonType2 ReasonType3 ReasonType4 Suppress Attendance • • • • • •	
Absence Reasons □ ↔ 🕑	
Tardy Illness Activity Train Excused Appeal WWW EXCUSED TEST Non Enrollment UNEXCUSED UUU Doctor App UNVERIFIED XXX Ace N Unexcused Vacation Positive Unverified	

STU412 – Student Add/Drop List Report Interface Screen

- Last Name Filter the report output to include only the selected teachers by last name.
- First Name Filter the report output to include only the selected teachers by first name.
- Date Range Start/End Filter the report output to include enters and leaves that fall within the date range indicated.

Edupoint P					dams Elementary Student Add/Drop				Year: 2014-2015 Report: STU412		
Tea Aa	cher Name: ardvark,	Aaron									
				Add / Drop	from 08/11/2014 to 0	07/17/201	5				
Prd	Section	Term	Course		Student	Perm ID	Gen	Grd	Date	Action	
)	0-0003	YR	4th Grade		Aaron, Ian	129442	М	04	06/26/2015	Add	
					Adame Acevedo, Sharon E.	143175	F	02	06/26/2015	Add	
					Adams, Aaron E.	154705	М	05	06/26/2015	Add	
					Damle, Janet C.	103298	F	05	06/26/2015	Add	
					Jones, Jay	997119	м	KG	06/26/2015	Add	
					Keaton, Alex P.	997144	М	06	06/26/2015	Add	
					Kellner, Kelly N.	997145	F	03	06/26/2015	Add	
					Lane, Macy	997277	F	02	06/26/2015	Add	
					Martin, Heather	997152	F	06	06/26/2015	Add	
					Mollet, Jennifer	997172	F	03	06/26/2015	Add	
					Needles, Amanda	997086	F	02	06/26/2015	Add	
					Rogers, steve	997160	М	03	06/26/2015	Add	
					Romanova, Natasha	997151	F	KG	06/26/2015	Add	
					Shaden, Billy	997276	М	01	06/26/2015	Add	
					Tee, Taylor	997177	F	02	06/26/2015	Add	
					Test, Kinder	997175	F	KG	06/26/2015	Add	
					TestGrd1, Agelessthan6	997166	F	KG	06/26/2015	Add	

STU412 – Student Add/Drop List Output

STU416 – Student Enrollment Validation

Synergy SIS > Student > Reports > List

The STU416 Student Enrollment Validation report prints a list of students that have various types of enrollment problems.



STU416 – Student Enrollment Validation Report Interface Screen

- Validation Rules to Check Filter the report output by one or more of the rules listed:
 - 1. Verify that the student is enrolled in at least one class for each day they are enrolled.
 - 2. Verify that the student enrollment dates are within the school calendar.
 - 3. Verify that the student schedule does not contain any overlapping classes.
 - 4. Verify the integrity of the student enrollment (Student School Year, Student Enrollment, and Student Enrollment Activity are in sync).
- Grade Filter the report output by the selected grade levels.
- Date Range Filter the report output to a specific date or date range.

Date	Error Type	Error Message		
Aaron, Ian	129442	М	04	
08/11/2014-01/23/2015	No Class Enrollme	ntEnrolled in school; n	o class enroliment	
07/22/2014	Enrollment Date	Enrollment start date	e before calendar s	tart date
01/26/2015-09/18/2015	Schedule Overlap	Meeting Day: MD, P	eriod 2 for section	2nd grd-001 overlaps with section PE01
01/26/2015-09/18/2015	Schedule Overlap	Meeting Day: MD, P	eriod 2 for section	Music overlaps with section PE01
06/26/2015-09/18/2015	Schedule Overlap	Meeting Day: MD, P	eriod 0 for section	0-0003 overlaps with section 2nd grd-001
06/26/2015-09/18/2015	Schedule Overlap	Meeting Day: MD, P	eriod 2 for section	0-0003 overlaps with section PE01
07/22/2014-01/28/2015	Enrollment Errors	Property mismatch:	'FTE' SSY: '0.25' E	NR: '0.50'
07/22/2014-01/28/2015	Enrollment Errors	Property mismatch:	'Grade' SSY: '140'	ENR: '110'
07/22/2014-01/28/2015	Enrollment Errors	Property mismatch:	Enter Date' SSY: '	01/30/2015' ENR: '07/22/2014'
07/22/2014-01/28/2015	Enrollment Errors	Property mismatch:	Leave Code' SSY:	" ENR: '19'
07/22/2014-01/28/2015	Enrollment Errors	Property mismatch:	Enter Code' SSY:	'E7' ENR: 'E11'
07/22/2014-01/28/2015	Enroliment Errors	Property mismatch:	'Leave Date' SSY:	" ENR: '01/28/2015'
07/22/2014-01/28/2015	Enrollment Errors	Property mismatch:	'Grade' SSY: '140'	ENR: '110'
Shaden, Billy	997276	М	01	
10/13/2014-01/02/2015	No Class Enrollme	ntEnrolled in school; n	o class enrollment	
06/26/2015-09/18/2015	Schedule Overlap	Meeting Day: MD, P	eriod 0 for section	0-0003 overlaps with section 2nd grd-001
Smith, Jason	997104	М	01	
10/02/2014-10/03/2014	No Class Enrollme	ntEnrolled in school; n	o class enrollment	
06/22/2015-09/18/2015	Schedule Overlap	Meeting Day: MD, P	eriod 1 for section	2nd grd-001 overlaps with section 0-0001
06/26/2015-09/18/2015	Schedule Overlap	Meeting Day: MD, P	eriod 0 for section	2nd grd-001 overlaps with section 0-0004

STU416-Student Enrollment Validation Output

STU417 – Student ID Card

Synergy SIS > Student > Reports > List

The STU417 Student ID Card report prints Student ID cards for students of selected grades. You can select color sets for ID cards by grade level and you can add content to the reverse of the card.

T Report STU417: Student ID Card
Print Save Default Reset Default Email Me
Name: Student ID Card Number: STU417 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Filter
Grade □ ↔ 𝗭 □ 09 □ 10 □ 11 □ 12 □ 12+
Custom Colors
Grade Color Set
Grade Color Set
Grade Color Set
Grade Color Set
Grade - Color Set
Grade - Color Set -
Grade - Color Set -
Grade Color Set
Grade Color Set
Content
School Mascot
Reverse Header
Reverse Content
li.

STU417 - Student ID Card Report Interface Screen

- Grade Filter the report output to display only student for the selected grades.
- Custom Colors Grade Select the grade to assign a custom color set.
- Custom Colors Color Set Select the color set to assign to the selected grade.
- School Mascot Enter the name of the school mascot to display on the ID card.
- Reverse Header Enter the text to appear as the header on the reverse side of the ID card.
- Reverse Content Enter the text to appear below the header on the reverse side of the ID card.



STU417 – Student ID Card Output

STU421 – Student Add/Drop by Section

Synergy SIS > Student > Reports > List

The STU421 report generates individual reports for each section, listing all students that added or dropped the section. This report includes the student's name, SIS number, grade, gender, ethnicity, ELL/ELP level (if any), Special Ed primary disability (if any), the date they added the section, the date they dropped the section, and the days they attended the section. You can sort the list by tracks.

Report STU421: Student Add/Drop by Section	on 🖪 🖸 🖸 🖸 🖸 🖸
Print Save Default Reset Default Email Me	
Name: Student Add/Drop by Section Number: STU421 Page Orientation: Land	scape
Options Sort / Output Conditions Selection Advanced	
Report Options	
Report Display Term Filter Date Range ■ ● ■	
Section ID Range	
Course ID Range →	
Teachers	+ Add
X Line Teacher	

STU421 – Student Add/Drop By Section Report Interface Screen

- Report Display Displays if the student added, dropped, or both from a section. (Required)
- **Term Filter** Filters the report by scheduling term. If left blank, the report includes all terms within the specified date range.
- Date Range Displays results within a specified range only. If left blank, the report defaults to the school year.
- Section ID Range Displays results for the specific section or range of sections only. If left blank, the report includes all courses within the specified date range.
- **Course ID Range** Displays results for the specific course or range of courses only. If left blank, the report includes all courses within the specified date range.
- **Teachers** Displays results for the selected teachers. If left blank, the report includes all teachers within the specified date range.

The report displays the ELL/ELP level only if the report date range coincides with the ELL History Activity Date (Last Activity). The system pulls the ELL/ELP level from the ELP Level field on the ELL History tab of the English Language Learner screen.

The report displays the Section Add/Drop Dates only if the report date range coincides with the add or drop dates for the section.

School District				As	Adams Student Ade of: 8/11/2014 -	s Elementary d/ Drop by Sec ti 9/18/2015 : Add ar	ion nd Drop		Year: Report:	2014-2015 STU421	
Section 0-0001	Term YR	Period 1	Course ID 0100		Course 1st Grade			Teacher Zaur, Jen	nifer		
Student Name		SIS Numbe	r Grade	Gender	Ethnicity	ELL/ELP Level	Special Disabili	Ed Primary	Add Date	Drop Date	Days Attended
Jones, Jay		997119	KG	М	Hispanic				06/22/2015	09/18/2015	65
Joneses, Juan		997116	KG	М	Hispanic				06/22/2015	09/18/2015	65
New, Kindergartener		997118	KG	F	Hispanic				06/22/2015	09/18/2015	65
Romanova, Natasha		997151	KG	F	White				06/22/2015	09/18/2015	65
Smith, Jason		997104	01	М	Asian				06/22/2015	09/18/2015	64
Tee, Taylor		997177	02	F	White				06/22/2015	09/18/2015	65
Test New Rule, Age5plu	IS	997164	KG	F	Hispanic				06/22/2015	09/18/2015	65
Test, Age3Min		997161	KG	М	Hispanic				06/22/2015	09/18/2015	65
Test, Agelessthan3		997163	KG	F	American Indian or Alaska Native				06/22/2015	09/18/2015	65
Test, Kinder		997175	KG	F	American Indian or Alaska Native				06/22/2015	09/18/2015	65
TestGrd1, Agelessthane	6	997166	KG	F	White				06/22/2015	09/18/2015	65
TestKG, Agegrtrthan6		997167	KG	F	Hispanic				06/22/2015	09/18/2015	65
TestNewRule, Grade no	ot KG	997165	KG	F	Asian				06/22/2015	09/18/2015	65

STU421 - Student Add/Drop By Section Output

STU422 – Student Add/Drop by Teacher

Synergy SIS > Student > Reports > List

The STU422 report generates individual reports for each teacher, listing all students that added or dropped their classes. This report includes the class period, section, term, course, student's name, SIS number, grade, gender, ethnicity, ELL/ELP level (if any), Special Ed primary disability (if any), the date they added the section, and the date they dropped the section.

Report STU422: Student Add Drop by Teacher	· 233
Print Save Default Reset Default Email Me	
Name: Student Add Drop by Teacher Number: STU422 Page Orientation: Landscape	
Options Sort / Output Conditions Selection Advanced	
Report Options	
Report Display	
Section ID Range	
Course ID Range →	
Teachers	+ Add
★ Line Teacher	

STU422 - Student Add/Drop By Teacher Report Interface

- Report Display Displays if the student added, dropped, or both from a section. (Required)
- **Term Filter** Filters the report by scheduling term. If left blank, the report includes all terms within the specified date range.
- Date Range Displays results within a specified range only. If left blank, the report defaults to the school year.
- Section ID Range Displays results for the specific section or range of sections only. If left blank, the report includes all courses within the specified date range.
- **Course ID Range** Displays results for the specific course or range of courses only. If left blank, the report includes all courses within the specified date range.
- **Teachers** Displays results for the selected teachers. If left blank, the report includes all teachers within the specified date range.
The report displays the ELL/ELP level only if the report date range coincides with the ELL History Activity Date (Last Activity). The system pulls the ELL/ELP level from the ELP Level field on the ELL History tab of the English Language Learner screen.

The report displays the Section Add/Drop Dates only if the report date range coincides with the add or drop dates for the section.

	Edupo School Date	int 		Stude As of: 8/1	Hope Hi ent Add/D 1/2014 - 9/	gh \$) rop 18/2	5ch b 015	iool / Teachei 5 : Add and	r d Drop	Year: Report:	2014-2015 STU422	
Tea	acher derson, (Gordor	1									
Prd	Section	Term	Course	Student Name	SIS Number	Grd	Gen	Ethnicity	FLL/FLP Level	Special Ed Primary Disability	Add Date	Drop Date
1	0140	YR	Algebra II	Abel Jones Holbrook, Albert	132683	12	M	White	Early Advanced		01/26/2015	09/18/2015
1	0140	YR	Algebra II	Adams, Larry A.	889314	11	М	White			01/26/2015	09/18/2015
1	0140	YR	Algebra II	Bingham, Janice	125138	11	F	White			01/26/2015	09/18/2015
1	0140	YR	Algebra II	Bowser, Kathryn J.	920454	10	F	White			01/26/2015	09/18/2015
1	0140	YR	Algebra II	Cabrera, Daniel C.	115459	10	М	Hispanic			01/26/2015	09/18/2015
1	0140	YR	Algebra II	Clark, Martha K.	101651	11	F	White			01/26/2015	09/18/2015
1	0140	YR	Algebra II	Damiani, Juan T.	886827	11	М	White			01/26/2015	09/18/2015
1	0140	YR	Algebra II	Gardner, Adam L.	903175	10	М	White			01/26/2015	09/18/2015
1	0140	YR	Algebra II	Grimm, Timothy D.	892592	11	М	White			01/26/2015	09/18/2015
1	0140	YR	Algebra II	Hamblin, Christina L.	888178	11	F	White			01/26/2015	09/18/2015
1	0140	YR	Algebra II	Ingham, Stephanie B.	886414	11	F	White			01/26/2015	09/18/2015
1	0140	YR	Algebra II	Jennings, Jacqueline E.	123020	10	F	White			01/26/2015	09/18/2015
1	0140	YR	Algebra II	John, Mildred E.	995845	11	F	White			01/26/2015	09/18/2015
1	0140	YR	Algebra II	Johnson, Bobby E.	163912	11	М	White			01/26/2015	09/18/2015
1	0140	YR	Algebra II	Johnston, Joan J.	171732	10	F	American Indian			01/26/2015	09/18/2015
1	0140	YR	Algebra II	Lee, Jenny	18	09	F	Asian - Chinese			01/26/2015)9/18/2015
1	0140	YR	Algebra II	McPeck, Joshua A.	901999	10	М	White			01/26/2015	09/18/2015
1	0140	YR	Algebra II	Miilu, Kelly A.	966444	11	F	White			01/26/2015	09/18/2015
1	0140	YR	Algebra II	Miller, Steve R.	888061	11	М	White			01/26/2015	09/18/2015
1	0140	YR	Algebra II	Mortensen, Matthew K.	901880	10	М	White			01/26/2015	09/18/2015
1	0140	YR	Algebra II	Nielsen, Robert J. JR	981787	10	М	White			01/26/2015	09/18/2015
1	0140	YR	Algebra II	Palmer, Shawn R.	888146	11	М	White			01/26/2015	09/18/2015
1	0140	YR	Algebra II	Pollard, Wanda N.	138183	11	F	White			01/26/2015	09/18/2015
1	0140	YR	Algebra II	Richardson, Linda B.	889234	11	F	White			01/26/2015	09/18/2015
1	0140	YR	Algebra II	Rider, Angela M.	154392	11	F	White			01/26/2015	09/18/2015
1	0140	YR	Algebra II	Rohde, Jack S.	888781	11	Μ	White			01/26/2015	09/18/2015
1	0140	YR	Algebra II	Schwalb, Robert T.	867189	11	М	White			01/26/2015	09/18/2015
1	0140	YR	Algebra II	Stine, Nancy R.	889741	11	F	White			01/26/2015	09/18/2015
1	0140	YR	Algebra II	Tilton, Marilyn N.	938024	11	F	White			01/20/2013	00/10/2013
1	0140	YR	Algebra II	Wamboldt, Albert R.	903451	10	М	White			01/26/2015	09/18/2015
Prir	nted by Adm	in User a	t 07/21/2015 9:27	7 AM	Edupoir	t Sch	ool D	istrict			Pa	ge 6 of 451

STU422 – Student Add/Drop By Teacher Report

STU424 – Student Oldest Or Youngest

Synergy SIS > Student > Reports > Extracts

The STU424 is an extract that lists students and their addresses. You can filter the report to only show one child per shared address or by parent relation. The extract lists students' birth date, first name, grade level, last name, mailing address (including city/state/zip), middle name, student ID, and school number.

Report STU424	: Student Oldes	t Or Youngest 🗏	•	C C 8 8
Print Save Default	Reset Saved Default Em	ail Me		
Name: Student Oldest Or You Student Options Sort / C	ngest Number: STU424 Pa Dutput Conditions S	age Orientation: Portrait ielection Advanced		
Students To Print		Student Options		
Student To Print Hou	usehold Definition	Grade Gender Student	Group	•
• Flags	• Туре			
 Contact Allowed Educational Rights Has Custody Lives With Mailings Allowed 	Relative Type ↔ ♥ Father Foste Guardian Gran Mother in Home Othe Step-Father Step-	er Father 🔲 Father in Home 📄 Foster Mother Idfather 📄 Grandmother 📄 Mother r 📄 Biological Father 📄 Biological Moth -Mother	her	

STU424 – Student Oldest Or Youngest Report Interface Screen

- Student To Print Filter the report output to display the selected Student.
- Household Definition Filter the report output to display students associated with the selected relation or address information.
- Grade Filter the report output to display data based on the grade selected.
- Gender Filter the report output to display only the gender selected.
- Student Group Filter the report output to display only the selected Student Group.
- Flags Filters the report output to the selected Parent Relations.
- Type Filters the report output to the selected Relative Types.

BIRTHDATE	FIRST_NAME	GRADE_LEVEL_CD	LAST_NAME	MAIL_ADDRESS	MAIL_CITYSTATEZIP	MIDDLE_NAME	SCH_ID
05/07/1995	Billy	12	Abbott	1927 W mesa Dr	Mesa, AZ 85234	С	273
10/03/1995	Albert Joseph	11	Abel Jones Holbrook	1442 N Ashland	Mesa, AZ 85620	Ryan	273
10/11/1996	Bruce	09	Abernathy	601 W 8th St	Mesa, AZ 85612	Vanlee	273
11/06/1997	Anne	10	Abernethy	1029 N Forest	Mesa, AZ 85203	Elizabeth	273
05/24/1997	Douglas	09	Abers	8728 E Keats Av	Tempe, AZ 85660	Lowell Carter	273
02/11/1996	Scott	10	Abrigo	11155 E Flossmoor Ci	Tempe, AZ 85660	Datugan	273
02/29/1996	Andrew	10	Acevedo	4263 E Princess St	Mesa, AZ 85606		273
05/23/1997	Ashley	11	Acevedo	4263 E Contessa St	Mesa, AZ 85606		273
04/10/1997	Gloria	10	Acevedo	2060 N Center St #240	Mesa, AZ 85612	Esmeralda	273
05/07/1995	Brian	11	Ackley	3945 E Kael Ci	Tempe, AZ 85663	R	273
10/03/1995	Eugene	11	Acosta	1144 N Loma Vista	Tempe, AZ 85662	Α	273
10/11/1996	John	09	Acosta	1816 S Rogers Ci	Mesa, AZ 85614	Alvarez	273
09/15/1997	Kenneth	09	Acunia	1625 E 1st St	Mesa, AZ 85620	Ovante	273
05/22/1996	Alan	10	Adair	3718 E Pomegranate St	Tempe, AZ 85663	William	273
06/18/1997	Diane	11	Adair	2662 N Chestnut Ci	Tempe, AZ 85662	Ν	273
10/09/1996	Timothy	10	Adair	3841 E Adobe St	Mesa, AZ 85606	S	273
06/28/1996	Albert	11	Adams	2029 N Hunt Ci #101	Mesa, AZ 85620	Lee	273
05/24/1997	Bruce	12	Adams	718 S Alma School #217	Tempe, AZ 85661		273
09/23/1995	Howard	12	Adams	1328 N 22nd St	Tempe, AZ 85662	Todd	273
07/15/1996	Martin	11	Adams	853 E Lockwood St	Mesa, AZ 85620	С	273
07/26/1995	Scott	10	Adams	923 E Hale St	Tempe, AZ 85662	M	273
05/20/1995	Sean	11	Adams	3940 E Menlo Ci	Tempe, AZ 85663	В	273
07/07/1997	Stephen	12	Adams	2956 E Backus Rd	Tempe, AZ 85662	J	273
08/02/1997	Alan	12	Adamski	4230 E Caballero Ci	Mesa, AZ 85606	M	273
05/04/1995	Paula	12	Addington	2527 E Fox St	Tempe, AZ 85662	Μ	273
04/28/1998	Ryan	09	Adkins	625 W McKellips #54	Mesa, AZ 85612	Charles	273
07/11/1995	Jesse	10	Aelvoet	2217 E Fairfield St	Tempe, AZ 85662	Julius	273
12/28/1996	Bobby	11	Aguado	4037 E Contessa St	Mesa, AZ 85606	J	273
08/27/1995	Karen	10	Aguado	2560 N Lindsay Rd #73	Tempe, AZ 85662	Cervantes	273
12/16/1997	Carolyn	12	Aguilar	1616 E 1st St	Mesa, AZ 85620	Christina	273
06/03/1997	Kathleen	09	Aguilar	111 N Gilbert Rd #1033	Mesa, AZ 85620	Guardado	273
02/21/1995	Roger	10	Aguilar	2506 E Boston St	Tempe, AZ 85662	Fabricio	273
07/18/1996	Stephen	11	Aguilar	2912 E McKellips #36	Tempe, AZ 85662	Antonio	273
11/02/1995	Jason	10	Aguirre	2517 E Evergreen	Tempe, AZ 85662	Koerner	273
07/15/1996	Mary	12	Aguirre	2517 E Evergreen	Tempe, AZ 85662	Rose	273
01/17/1996	Jack	09	Ahlstrom	2613 N Ridge	Mesa, AZ 85620	М	273
07/23/1997	Linda	10	Ahlstrom	3046 E Hale St	Tempe, AZ 85662	Kae	273
11/07/1995	Alice	11	Aitchison	2911 E Menio St	Tempe, AZ 85662	Elizabeth	273
01/28/1997	Karen	10	Aitchison	2911 E Menio St	Tempe, AZ 85662	L	273

STU424 – Student Oldest Or Youngest Output

STU601 – Student Totals

Synergy SIS > Student > Reports > Summary

The STU601 report prints a summary of totals by grade and gender for active, inactive, and total students. You must select an as of date for the report. School administrative staff use this report to monitor the student numbers in their school.

Report STU601: Student Totals	•	C	C (3 😧
Print Save Default Reset Default Email Me				
Name: Student Totals Number: STU601 Page Orientation: Portrait				
Options Sort / Output Conditions Selection Advanced				
Student Info				
As of 07/16/2015 Im Include No Show Students in Inactive Totals Only Show Students not Excluded from ADA/ADM				

STU601 - Student Totals Report Interface

- As Of The date of the report.
- Include No Show Students in Inactive Totals Selecting this option includes no show students in inactive totals.
- Only Show Students not Excluded from ADA/ADM Selecting this options tells the report to only include students not excluded from ADA/ADM in totals.

Schor	a District	Adams Stude As of:	ent Totals 07/17/2015	Year: 2014-2015 Report: STU601
Grade		Active	Inactive	Total
PS	Female	24	6	30
	Male	25	12	37
	Total	49	18	67
К	Female	32	9	41
	Male	40	13	53
	Total	72	22	94
01	Female	70	14	84
	Male	67	7	74
	Total	137	21	158
02	Female	59	14	73
	Male	55	10	65
	Total	114	24	138
03	Female	71	8	79
	Male	94	11	105
	Total	165	19	184
04	Female	61	9	70
	Male	62	12	74
	Total	123	21	144
05	Female	52	5	57
	Male	48	10	58
	Total	100	15	115
06	Female	64	8	72
	Male	61	6	67
	Total	125	14	139
Total	Female	433	73	506
	Male	452	81	533
	Total	885	154	1039

STU601 – Student Totals Report

STU602 – Student Ethnic Distribution List

Synergy SIS > Student > Reports > Summary

The STU602 report prints a summary of totals by grade, gender and ethnic code. You must select an as of date and at least one ethnic code for the report. School administrative staff use this report to monitor the student ethnic codes in their school.

Report STU602: Student Ethnic Distribution List	• 2000
Print Save Default Reset Default Email Me	
Name: Student Ethnic Distribution List Number: STU602 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Student Info	
As of 07/16/2015	
Ethnicity Type Resolved Race / Ethnicity	
Resolved Race / Ethnicity	
□ ↔ ✓ □ Hispanic □ Two or More □ White □ Asian □ Black or African American □ Native Hawaiian or Other Pacific Islander □ American Indian or Alaska Native	

STU602 – Student Ethnic Distribution List Report Interface Screen

- As Of Date of report.
- Ethnicity Type Ethnicity type to include on report.
- Ethnic Codes Ethnic codes to report.



STU602 - Student Ethnic Distribution List Output

STU604 – Daily Enrollment Totals Detail

Synergy SIS > Student > Reports > Summary

The STU604 report prints enrollment data on a per day basis. You can run the report at the district level to show enrollment detail by school, instructional setting, and grade group. The maximum number of days that print on the report is 10.

🔻 Repor	t STU604:	Daily En	rollmen	t Totals Detail 🤉	l.	· CC00
Print Sa	ve Default Res	et Default Er	mail Me			
Name: Daily E	nrollment Totals	Detail Numbe	r: STU604 Pa	ge Orientation: Portrait		
Options	Sort / Output	Conditions	Selection	Advanced		
Date	Total Days					
Grade Group 1	•					
Grade Group 2	•					
Grade Group 3	•					
Grade Group 4	•					

STU604 - Daily Enrollment Totals Detail Report - Report Interface

- Date Filter the report output to display the selected date.
- Total Days The total number of days the report output displays.
- Grade Group 1, 2, 3, 4 Filter the report output to include only the selected grade or grade group.

hool I.S. Teacher	Grade	Track	04/06	04/07	04/08	04/09	04/10	04/13	04/14	04/15	04/16	04/
dams Elementary												
Regular												
	KG		7	7	7	7	7	7	7	7	7	
	01		1	1	1	1	1	1	1	1	1	
	02		5	5	5	5	5	5	5	5	5	
	03		6	6	6	6	6	6	6	6	6	
	04		2	2	2	2	2	2	2	2	2	
	05		1	1	1	1	1	1	1	1	1	
Total KG-05			22	22	22	22	22	22	22	22	22	
Total Teachers			1	1	1	1	1	1	1	1	1	
Class Avg			22	22	22	22	22	22	22	22	22	
	03	4 Day We	1	1	1	1	1	1	1	1	1	
		ek										
Total KG-05			23	23	23	23	23	23	23	23	23	
Total Teachers			1	1	1	1	1	1	1	1	1	
Class Avg			23	23	23	23	23	23	23	23	23	
Total KG-05			23	23	23	23	23	23	23	23	23	
Total Teachers			1	1	1	1	1	1	1	1	1	
Class Avg			23	23	23	23	23	23	23	23	23	
Independent Study												
	04	4 Day We ek	0	0	0	0	0	0	0	1	1	
Total 04-04			0	0	0	0	0	0	0	1	1	
Total Teachers			1	1	1	1	1	1	1	1	1	
Class Avg										1	1	
Total 04-04			0	0	0	0	0	0	0	1	1	
Total Teachers			1	1	1	1	1	1	1	1	1	
Class Avg					1					1	1	
o												
Out of County	04		4	4	4	4	4	2	4	0	0	
Total 04-04	04		1	1	1	1	1	2	1	0	0	
Total Teachers			1	1	1	1	1	1	1	1	1	
Class Avg			1	1	1	1	1	2	1			
Total 04-04			1	1	1	1	1	2	1	0	0	
Total Teachers			1	1	1	1	1	1	1	1	1	
Class Avg			1	1	1	1	1	2	1			
Total 04-04			1	1	1	1	1	2	1	0	0	
Total Teachers			1	1	1	1	1	1	1	1	1	
Class Avo			1	1	1	1	1	2	1			
					1		1	-				

STU604 – Daily Enrollment Totals Detail Report

STU605 – Daily Enrollment Totals Summary

Synergy SIS > Student > Reports > Summary

The STU605 report lists the number of students on a particular day. You can run the report at the district level to show an enrollment summary by school, instructional setting, and grade. The report prints up to ten consecutive days.

Report STU605: Dail	y Enrollment Totals Summary 🗖	· 2000
Print Save Default Reset Defa	It Email Me	
Name: Daily Enrollment Totals Summ	ary Number: STU605 Page Orientation: Portrait	
Options Sort / Output Condi	tions Selection Advanced	
Date Total Days		

STU605 - Daily Enrollment Totals Summary Report Interface Screen

- Date Filter the report output to display the selected date.
- Total Days Total number of days the report output displays.

lime: 9:	:48 A7/P7	Daily Enrollm	ent i	otais	Sur	nmar	V		R	eport:	STU605
I.S.	School	04/06	04/07	04/08	04/09	04/10	04/13	04/14	04/15	04/16	04/17
Regul	lar										
	Adams Elementary	25	25	25	25	25	25	25	25	25	25
	Total	25	25	25	25	25	25	25	25	25	25
Indep	endent Study										
	Adams Elementary	0	0	0	0	0	0	0	1	1	1
	Total	0	0	0	0	0	0	0	1	1	1
Out of	f County										
	Adams Elementary	1	1	1	1	1	2	1	0	0	0
	Total	1	1	1	1	1	2	1	0	0	0
All Ins	structional Setting Total										
	Adams Elementary	26	26	26	26	26	27	26	26	26	26



For this report to print correctly, your school must have Term Definitions defined in School Setup for the date range you are searching. Navigate to **Synergy SIS > System > Setup > School Setup** to add Term Definitions.

STU606 – Student Membership Summary

Synergy SIS > Student > Reports > Summary

The STU606 report groups schools by school type and shows total membership. You can create subtotals for each school, grade level by school type, and district.

▼ Report STU606: Student Membership Summary Size 0 0
Name: Student Membership Summary Number: STU606 Page Orientation: Landscape
Report Options
As Of Date 07/16/2015
Chool Types
School Types Elementary School High School Middle School Special School

STU606 - Student Membership Summary Report Interface Output

Report Options:

- As Of Date The date of the report, within school year.
- Run At District Synergy ignores Run At District, if focus is set to an individual school.
- Include Concurrent Enrollments Filter to include the concurrent enrollments.
- School Types Filter to include one or more school types.

You must perform prior setup on the Membership Report Setup screen to run this report.

`	Hope High School Student Membership Summary As Of Date: 7/16/2015	Year: 2014-2015 Report: STU606
Elementary School		Total
Adams Elementary		657
Grant Elementary		621
Jefferson Elementary		445
Elementary School		1723
Middle School		Total
Eisenhower Middle School		896
Roosevelt Middle School		928
Truman Middle School		754
Middle School		2578
High School		Total
Hope High School		2234
Kennedy High School		4328
King High School		3275
High School		9837
Grand Total		14138

STU606 – Student Membership Summary Output

STU801 – Withdrawal/Entry Slip

Synergy SIS > Student > Reports > Individual

The STU801 report prints a withdrawal form that can include absence, schedule, and select out information collected by the school office staff. You can leave all options blank and print the report for all students in the school. School staff uses the report to collect the select out information needed to release a student from a school.

Report ST	U801: Witho	lrawal/Ent	ry Slip 📧	· CCO
Print Save Defa	ault Reset Default	Email Me		
Name: Withdrawal/E	ntry Slip Number: S	TU801 Page Orie	ntation: Portrait	
Options Sort	Output Condition	ns Selection	Advanced	
 Student Info 				
Perm ID	Withdrawal	Date		
	07/15/2015	iii		
Last Name	First Name			
Grade	Include Latest Enrolln Suppress Absence	ment Only		
Absence Definition				
Reason Type 1	Reason Type 2 R	eason Type 3	Reason Type 4	
Unverified •	Unexcused • E	Excused •		*
Absence Reasons) ↔ ଓ			
Ace N	Activity	Appeal	Doctor App	
Excused	Illness	Positive	Tardy	
	Convenied			
Leave Codes that of	do not affect enrollmen	nt count.		
Leave Codes 🖸 ↔	C			
1: Transfer to a pu	ublic school in the san	ne district		
10: Student death	-			
11: Student illnes:	sion (or long-term sus	(nension)		
13: Reached max	imum age for services	pensiony		
14: Discontinued	schooling			
15: Transfer to an	accredited or non-acc	credited Juvenile C	orrectional Facility	/
16: Moved within t	the US, not known to	be continuing		
Student Info Text				
Include information the	at explains such thing	s as placement, a	cademic growth.	
instructional materials	used, physical handi	caps, etc. Also a	ttach any data wh	ich
would be helpful for pl	acing the child in his/h	her new school su	ch as pupil evaluat	tion
orms or report calus.				

STU801 – Withdrawal/Entry Slip Report Interface

- Student Info Filter the report output to include only the selected fields or fields containing data.
- Absence Definition Select reason codes to filter data included in the report. Selecting a type includes all reasons that match the selected type.

- Leave Codes that do not affect enrollment count Select leave codes.
- Student Info Text Include information that explains such things as placement, academic growth, instructional materials used, physical handicaps, etc. Attach any data that might help placing the child in his/her new school, such as pupil evaluation forms or report cards.

Aaron, Harold N.			Perm ID	0		Gender (Grade	Track	Addres	is	
Last Name Goes By	Nic	k Name	9682	257	1	M Age Bi	11 rth Date	4	8 lov	e St	
	T	om				17 (07/08/1	998	Eme	rald City, CA 999	999
555-555-1234	Home L Spa	anguage nish			Hisp	anic					
State ID 0001265154		Days Pre 15.00	rsent)	Days 0.0	Absent	Enter Da 06/0	_{ite} 9/2015	;	Leave Dat	e	
Custodial Information											
Father Mucha Victor				Type	imary		Phone 480	.555.1	234	Extension	
Contact Allowed	Has Cu	stody	Lives	s With		Ed. Right	s	Mai	lings Allowe	d	
Mother Daugherty, Diane				Type Wo	ork		Phone 480	-555-1	234	Extension	
Contact Allowed	Has Cu	stody	Lives	s With	[Ed. Right	s	Mai	lings Allowe	d	
Transfer Information											
School Name					W	/ithdrawal R	eason				
School Address											
0.1		Chata	7-0								
STUDENT INFORM	ATION t explain:	State	Zip Co	ode	ent. aca	Parent/Gua	rdian Sigr wth. instr	nature	l materials	used, physical	
City STUDENT INFORM Include information tha handicaps, etc. Also a evaluation forms or rep	ATION t explain: ttach any port cards	State s such thir data whice.	Zip Co	lacem	ient, acad	Parent/Gua demic grov placing th	rdian Sigr wth, instr e child ir	uctiona his/he	l materials r new scho	i used, physical sol such as pupil	
STUDENT INFORM Include information tha handicaps, etc. Also a evaluation forms or rep	ATION ttach any ort cards	State s such thir data whic	Zip Co ngs as p h would	ode lacem d be h	earance	Parent/Gua demic groo placing th Record	rdian Sigr wth, instr e child ir	uctiona his/he	I materials	: used, physical sol such as pupil	
City STUDENT INFORM Include information tha handicaps, etc. Also a evaluation forms or rep Check if the student w Title I/District Readil	ATION t explain: ttach any ort cards	State Such thir data which following Tritle I M.	Zip Co ngs as p sh would ath	cliacem d be he	earance	Parent/Gua demic grov placing th Record	rdian Sigr wth, instr e child ir	nature nuctiona n his/he	I materials	used, physical pol such as pupil	
City STUDENT INFORM Include information tha handicaps, etc. Also a evaluation forms or rep Check if the student w Title I/District Readii Resource Statut	ATION t explains port cards	State s such thir data whice following Trite I M. PIPO	Zip Co ngs as p sh would ath	Clu Lib	earance ave Code	Parent/Gua demic grov placing th Record	vth, instr e child ir Report	uctiona h his/he	I materials	used, physical pol such as pupil	
STUDENT INFORM Include information tha handicaps, etc. Also a evaluation forms or rep 	ATION t explain: ttach any port cards as in the ng	State	Zip Co	Cline Cline Text	earance ave Code rary	Parent/Gua demic grov placing th Record	rdian Sigr wth, instr e child ir Report	uctiona h his/he	I materials r new scho	: used, physical sol such as pupil	
STUDENT INFORM Include information tha handicaps, etc. Also a evaluation forms or rep 	ATION t explain: ttach any port cards as in the ng	State	Zip Co	Clacem Clacem Le: Llb Te:	earance ave Code rary xt Books	Parent/Gua demic grov placing th Record	rdian Sign wth, instr e ohild ir Report	uctiona his/he	I materials r new scho	: used, physical sol such as pupil	

STU801 – Withdrawal/Entry Slip Report

STU802 – Student Mailing Labels

Synergy SIS > Student > Reports > Labels

The STU802 report prints labels for mailing information to students and parents. Leave all options blank to print report for all students in school.

▼ Report STU802: Student Mailing Labels ■					
Print Save Default	Reset Default Email Me				
Name: Student Mailing Labels Number: STU802 Page Orientation: LABEL					
Student Options Lat	bel Setup Sort / Output Conditions Selection Advanced				
Student Options	Section Options Household Labels				
Grade Gender	Sections To Use Household Type Ignore Section ID Period Household Definition				
Student Group	Teacher				
Label Formatting					
Student Name Format	Label Grouping To the Parent/Guardian of:" Override				
Last, First MI. 🔹	None V Show Student Name				
Student Print Address	Snow "RE" Before student Name Show Parent Name				
Parent Relations					
Flags	• Туре				
 Contact Allowed Educational Rights Has Custody Lives With Mailings Allowed 	O ↔ C Biological Father Biological Mother Father Father Father Foster Father Foster Mother Grandfather Grandmother Guardian Mother Mother in Home Other Step-Father Step-Mother				

STU802 - Student Mailing Labels Report Interface

Report Options:

- Student Options Select Grade, Gender, and/or Student Group options to filter.
- Section Options Select Sections To Use (section type), or select Section ID, Period or Teacher.



If selecting **Sections to Use** as *Homeroom* or *Scheduled*, the **Label Grouping** must be set to *Section* to include Teacher, Course, and Section information.

- Household Type Filter the mailing labels by oldest or youngest.
- Household Definition Print using student print address or parent relations.
- Student Name Format Select the format to print the students' names.
- Destination Select the address destination.

- Label Grouping Select this to group labels by section.
- "To the Parent/Guardian of:" Override Select this to print the title on the label.
- Show Student Name Select this to print the student name on the label.
- Show "RE" Before Student Name Select this to print RE before the student's name.
- Show Parent Name Select to print the parent name.
- Flags Select the parent type to filter the data in the report. Selecting a type includes all parents that match selected type. Selecting a parent flag includes all parents tagged with the flag.

Christina/Willie Abernethy Re:(Abernethy, Anne E.) 123456789 NW Northeast Kentucky Mesa, AZ 85620 Harold/Jean Acevedo Re:Acevedo, Andrew 4263 E Princess St Mesa, AZ 85606 Heather/Willie Acevedo Re: (Acevedo, Ashley) 4263 E Contessa St Mesa, AZ 85606 Eugene/Paula Ackley Re: Ackley, Brian R. 3945 E Kael Ci Tempe, AZ 85663 Gregory/Heather Acosta Re: Acosta, Eugene A. 1144 N Loma Vista Tempe, AZ 85662 Donald Acosta and Louise Alvarez an Re:Acosta, John A. 1816 S Rogers Ci Mesa, AZ 85614 Tina Acunia and Daniel Ovante Re: Acunia, Kenneth O. 1625 E 1st St Mesa, AZ 85620 Joan/Kevin Adair Re: Adair, Alan W. 3718 E Pomegranate St Tempe, AZ 85663 Dorothy/Peter Adair Re:Adair, Diane N. 2662 N Chestnut Ci Tempe, AZ 85662 Clarence/Katherine Adair Re:Adair, Timothy S. 3841 E Adobe St Mesa, AZ 85606

Andrew/Margaret Adams Re:(Adams, Albert L.) 2029 N Hunt Ci #101 Mesa, AZ 85620 Louis/Rachel Adams Re:Adams, Howard T. 1328 N 22nd St Tempe, AZ 85662 Jacqueline/Steve Adams Re: Adams, Larry A. 2531 E Nora St Tempe, AZ 85662 Jerry/Katherine Adams Re: Adams, Martin C. 853 E Lockwood St Mesa, AZ 85620 Carl/Rebecca Adams Re: Adams, Scott M. 2923 E Hale St Tempe, AZ 85662 George/Rachel Adams Re:(Adams, Sean B.) 3940 E Menlo Ci Tempe, AZ 85663 Amanda/Jose Adams Re:Adams, Stephen J. 2956 E Backus Rd Tempe, AZ 85662 Wanda Adamski Re: Adamski, Alan M. 4230 E Caballero Ci Mesa, AZ 85606 Craig/Diana Addington Re:Addington, Paula M 2527 E Fox St Tempe, AZ 85662 Robert/Sharon Aelvoet Re:Aelvoet, Jesse J. 2217 E Fairfield St Tempe, AZ 85662

Arthur Aguado and Paula Cuevas Re: Aguado, Bobby J. 4037 E Contessa St Mesa, AZ 85606 Harry Aguado Ranfla and Diana Cervi Re: Aguado, Karen C. 2560 N Lindsay Rd #73 Tempe, AZ 85662 Joe/Wanda Aguilar Re: Aguilar, Carolyn C. 1616 E 1st St Mesa, AZ 85620 Paul Aguilar and Dennis Dudley and T Re: (Aguilar, Kathleen G.) 111 N Gilbert Rd #1033 Mesa, AZ 85620 Irene Aguilar and Craig Carmona Re: Aguilar, Roger F. 2506 E Boston St Tempe, AZ 85662 Mildred Gutierrez Re: Aguilar, Stephen A. 2912 E McKellips #36 Tempe, AZ 85662 Samuel/Stephanie Aguirre Re: Aguirre, Jason K. 2517 E Evergreen Tempe, AZ 85662 Henry/Sandra Aguirre Re: Aguirre, Mary R. 2517 E Evergreen Tempe, AZ 85662 Adam/Jacqueline Ahlstrom Re: Ahlstrom, Jack M. 2613 N Ridge Mesa, AZ 85620 Janet/Terry Ahlstrom Re: Ahlstrom, Linda K. 3046 E Hale St Tempe, AZ 85662

STU802 - Student Mailing Labels Report

STU803 – Student Household Labels

Synergy SIS > Student > Reports > Labels

The STU803 report prints mailing labels for "youngest or only" or "oldest or only" students. You can select students by household member type or section ID. You can select to show student name or not. School staff use this report to create labels for mailing information to students and parents.

Report STU803: Student Household Labels	· CC00
Print Save Default Reset Default Email Me	
Name: Student Household Labels Number: STU803 Page Orientation: LABEL	
Options Label Setup Sort / Output Conditions Selection Advanced	
Household Type Youngest or Only -	
Section ID	
☑ Show Student Name	
Show "RE" Before Student Name	
□ "To the Parent/Guardian of." Override	
Parent Relations	
Contact Allowed	
Educational Rights	
Has Custody	
Lives With	
☐ Mailings Allowed	

STU803 – Student Household Labels Report Interface

- Household Type Filter the report output to print mailing labels by oldest or youngest student.
- Section ID Filter the report output by entering a section ID to print.
- Show Student Name Select this option to print the student name on the label.
- Show "RE" Before Student Name Select this option to print "RE" before the student name.
- "To the Parent/Guardian of" Override Select this to replace "RE" with this wording.

Christina/Willie Abernethy Re: (Abernethy, Anne E.) 123456789 NW Northeast Kentucky Mesa AZ 85620 Jean/Harold Acevedo Re: Acevedo, Andrew 4263 E Princess St Mesa, AZ 85606 Willie/Heather Acevedo Re: (Aceveco, Ashley) 4263 E Contessa St Mesa, AZ 85606 Eugene/Paula Ackley Re: Ackley, Brian R. 3945 E Kael Ci Tempe, AZ 85663 Heather/Gregory Acosta Re: Acosta, Eugene A. 1144 N Loma Vista Tempe, AZ 85662 Donald Acosta and Louise Alvarez and Rachel/Louis Adams Re: Acosta, John A. 1816 S Rogers Ci Mesa, AZ 85614 Tina Acunia and Daniel Ovante Re: Acunia, Kenneth C. 1625 E 1st St Mesa, AZ 85620 Peter/Dorothy Adair Re: Adair Diane N. 2662 N Chestnut Ci Tempe, AZ 85662 Joan/Kevin Adair Re: Adair: Alan W. 3718 E Pomegranate St Tempe, AZ 85663 Katherine/Clarence Adair Re: Adair Timothy S. 3841 E Adobe St Mesa, AZ 85606

Rebecca/Carl Adams Re: Adams, Scott M 2923 E Hale St Tempe, AZ 85662 Katherine/Jerry Adams Re. Adams, Martin C. 853 E Lockwood St Mesa, AZ 85620 Jose/Amanda Adams Re: Adams, Stephen J. 2956 E Backus Rd Tempe, AZ 85662 George/Rachel Adams Re: (Adams, Sean B.) 3940 E Menlo Ci Tempe, AZ 85663 Margaret/Andrew Adams Re: (Adams, Albert L.) 2029 N Hunt Ci #101 Mesa, AZ 85620 Re' Adams, Howard T 1328 N 22nd St Tempe, AZ 85662 Jacqueline/Steve Adams Re: Adams, Larry A. 2531 E Nora St Tempe, AZ 85662 Wanda Adamski Re: Adamski, Alan M 4230 E Caballero Ci Mesa, AZ 85606 Craig/Diana Addington Re: Addington, Paula M 2527 E Fox St Tempe, AZ 85662 Sharon/Robert Aelvoet Re. Aelvoet, Jesse J. 2217 E Fairfield St Tempe, AZ 85662

Arthur Aguado and Paula Cuevas Re: Aguado, Bobby J 4037 E Contessa St Mesa, AZ 85606 Harry Aguado Ranfla and Diana Cerva Re: Aguado, Karen C. 2560 N Lindsay Rd #73 Tempe, AZ 85662 Wanda/Joe Aguilar Re: Aguilar, Carolyn C. 1616 E 1st St Mesa, AZ 85620 Irene Aguilar and Craig Carmona Re: Aguilar, Roger F. 2506 E Boston St Tempe, AZ 85662 Paul Aguilar and Dennis Dudley and Ti Re: (Aguilar, Kathleen G.) 111 N Gilbert Rd #1033 Mesa, AZ 85620 Mildred Gutierrez Re: Aguilar, Stephen A. 2912 E McKellips #36 Tempe, AZ 85662 Sandra/Henry Aguirre Re: Aguirre, Mary R. 2517 E Evergreen Tempe, AZ 85662 Stephanie/Samuel Aguirre Re: Aguirre, Jason K. 2517 E Evergreen Tempe, AZ 85662 Jacqueline/Adam Ahlstrom Re: Ahlstrom, Jack M. 2613 N Ridge Mesa, AZ 85620 Terry/Janet Ahistrom Re: Ahlstrom, Linda K 3046 E Hale St Tempe, AZ 85662

STU803 - Student Household Labels Report

STU804 – Galileo Extract

Synergy SIS > Student > Reports > Extracts

The STU804 report prints and produces an extract for use by the Galileo program.

Report STU804: Galileo Extract	· 2000
Print Save Default Reset Default Email Me	
Name: Galileo Extract Number: STU804 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Extract Information	
06/12/2015	
Next Extract Execution Date 07/15/2015	
Enter a comma delimited list of the SIS school codes for the schools that are not to be processed	
Teacher Information	
Teacher ID:	

STU804 – Galileo Extract Report Interface

- Extract Information Commands given to the report output to filter by date and/or school.
- **Teacher Information** Filter the report output by Teacher ID, Teacher Name, or Teacher Default Password.

StudentID, StateID, FirstName, LastName, BirthDate, Ethnicity, GradeLevel, Gender, PrimaryLanguage, SpecialEducation, TitleI, Engl ishLanguageProficiency, SchoolID, SchoolName, TermCode, CourseCode, CourseName, CourseGradeLevel, SectionID, EnrollmentAction, T eacherID, TeacherFirstName, TeacherLastName, TeacherUserName, TeacherPassword String, String, String, String, Date, String, String, String, String, String, String, String, String, String, St ring, String, String, String, String, String, String, String 968257,0001265154,Harold,Aaron,05/15/2002,White,10,M,English,,0,,,King High School,YR,EN47,Soph English, 10,3 928 EN47,0,,Chuck,Wilson,, 968257,0001265154,Harold,Aaron,05/15/2002,White,10,M,English,,0,,,King High School,S2,PE762,Weight Trn Boys, 10, 1405, 0, , Robert, Jennings, , 968257,0001265154, Harold, Aaron, 05/15/2002, White, 10, M, English, , 0, , , King High School, S2, HE91, Preventioncare, 10, 1466, 0,, Gregory, Pott,, 968257,0001265154, Harold, Aaron, 05/15/2002, White, 10, M, English,, 0,,, King High School, YR, AR32, Beg Photo, 10, 2 119 AR32, 0, , Robert, Connelly, , 968257,0001265154, Harold, Aaron, 05/15/2002, White, 10, M, English, , 0, , , King High School, S2, NC902, Rel Time A Hr,10,1588,0,,Staff90,Staff90,, 968257,0001265154,Harold,Aaron,05/15/2002,White,10,M,English,,0,,,King High School,YR,WL22,Spanish II,09,4_033_WL22,0,,Kelli,Bonham,,
968257,0001265154,Harold,Aaron,05/15/2002,White,10,M,English,,0,,,King High School,S2,EN11,Beginning Esl,07,0595,0,,Irasema,Materassi,, 968257,0001265154,Harold,Aaron,05/15/2002,White,10,M,English,,0,,,King High School,YR,AG30,Appl Biol Sys,10,6_122_AG30,0,,Darcy,Cook,, 968257,0001265154,Harold,Aaron,05/15/2002,White,10,M,English,,0,,,King High School,YR,PE76,Weight Trn Boys, 10, 1_453_PE76, 0,, Robert, Jennings,, 968257,0001265154, Harold, Aaron, 05/15/2002, White, 10, M, English,, 0,,, King High School,YR,MA30,Geometry,09,5_812_MA30,0,,Barbara,Samuels,, 968257,0001265154,Harold,Aaron,05/15/2002,White,10,M,English,,0,,,King High School,S2,SC332,Earth Science, 10,0294,0,, Irasema, Materassi,, 129442,0010685150, Ian, Aaron, 02/15/2008, White, 04, M, Spanish,, 0, 0, 123456101, Adams Elementary, YR, EN04, English 04.K.2002.0. Angle.Cordova. 129442,0010685150, Ian, Aaron, 02/15/2008, White, 04, M, Spanish, ,0,0,123456101, Adams Elementary, YR, MA04, Math 4th Grade, K, 2004, 0, , Angie, Cordova, , 129442,0010685150, Ian, Aaron, 02/15/2008, White, 04, M, Spanish, , 0, 0, 123456101, Adams Elementary, YR, 0400, 4th Grade, 04, 0438, 0, Angie, Cordova, 129442,0010665150, Ian, Aaron, 02/15/2008, White, 04, M, Spanish, ,0,0,123456101, Adams Elementary, YR, 0300, 3/4 Grade,03,0102,0,,Natalie,Carroll,, 129442,0010685150,Ian,Aaron,02/15/2008,White,04,M,Spanish,,0,0,123456101,Adams Elementary,YR,HS04,History 4th Grade, K, 2005, 0, , Angie, Cordova, 129442,0010685150,Ian,Aaron,02/15/2008,White,04,M,Spanish,,0,0,123456101,Adams Elementary,YR,ESC04,Science 4th Grade, X, 2003, 0, , Angie, Cordova, , 41, , Susan, Aaron, 03/08/2012, White, K, F, English, , 0, , 123456101, Adams Elementary, YR, 00AM, Kind Am, K, 0451, 0, , Cynthia, Berriz, , 163051,0022498472,Carol,Abarca Salazar,10/27/2012,Hispanic,K,F,English,,0,,,Jefferson Elementary,YR,00PM,Kind Pm,K,0005,0,,Jacqueline,Davis,, 124013,0002402752,Andrew,Abbott,12/10/2003,White,08,M,English,Y,0,,,Eisenhower Middle School, S2, RD03C2, Reading, 07, 1837, 0, , Tim, O'Malley, 124013,0002402752,Andrew,Abbott,12/10/2003,White,08,M,English,Y,0,,,Eisenhower Middle School.S2.EN082.English 8,08,1196,0,,Steven,Boyd,, 124013,0002402752, Andrew, Abbott, 12/10/2003, White, 08, M, English, Y, 0, , , Eisenhower Middle School, S2, MA03C2, Math, 07, 1822, 0,, Tim, O'Malley,, 124013,0002402752,Andrew,Abbott,12/10/2003,White,08,M,English,Y,0,,,Eisenhower Middle School,S2,SS03C2,Social Studies,07,1831,0,,Tim,O'Malley,, 124013.0002402752. Andrew. Abbott. 12/10/2003. White. 08. M. English. Y. O., . Eisenhower Middle School. S2. AR01. Intro To Art, 07, 1004, 0,, Rebecca, Stallings,,

STU804 – Galileo Extract Report

STU809 – Emergency Response System – Start Event

Synergy SIS > Student > Reports > List

The STU809 report emails teachers a class list for a specific period of the day for emergency purposes.

Report STU809: Emergency Response System - Start Event	R	C C 0 9
Print Save Default Reset Saved Default Email Me	i 2 (; % 9 :	
Name: Emergency Response System - Start Event Number: STU809 Page Orientation: Portrait		
Options Sort / Output Conditions Selection Advanced		
Attention: This report is email based and will email rosters to all teachers and the school principal.		
Start Date 01/15/2019 Select Period End 3 V Event Title		

STU809 – Emergency Class Roster Report Interface Screen

- Start Date The date of the roster. The default is today's date.
- Period Begin and Period End Filter the roster by period range.
- Event Title Enter an event title such as Flood Warning, Fire, or Active Shooter.



StudentVUE Output

Student's immediately see a screen when they log in to StudentVUE asking three questions.

- Are you at school today?
- Are you safe?
- Where are you?

Emergency Response Syster	n	
	EMERGENCY	
	Are you at school today?	
	YES NO	
	Are you safe?	
	YES NO	
	Where Are You?	
	Save	

StudentVUE Emergency Response System Screen

STU809 Generated Emails

- All emails contain a Click here to see the current class list and attendance link.
- The person that printed the STU809 report receives copies of the emails.
- All teachers in the selected period including additional and substitute teachers receive emails.
 - The substitute email (Substitute) in the title.

≤ 🖯	EMG: Kathy Jackson (Substitute); Valorie Salcido Per: 0 Sect: 0077 - Message (HTML)						
FILE	MESSAG	GE					
Ignore	$\boldsymbol{\times}$	Meeting	Move to: ? G To Manager	A Rules *	🔂 📕 🕨 🦂 📇 Find		
S Junk +	Delete	Reply Reply Forward 🛅 More * All	🗣 Reply & Delete 🏾 🧚 Create New	▼ Move Actions ▼	Mark Categorize Follow Translate Unread + Up + + & Selec	Zoom	
Delet	e	Respond	Quick Steps	Fa Move	Tags 🖬 Editing	Zoom	
sub@m Kathy Ja You can	Wed 12/12/2018 2:12 PM Synergy-noreply@mail.qasynergylocalqa05vm.com EMG: Kathy Jackson (Substitute): Valorie Salcido Per: 0 Sect: 0077 sub@mail.qasynergylocalqa05vm.com Kathy Jackson, You can access the current dass list and attendance using the following link for today, 12/12/2018:						
				Access Web Lin	nk		
Click h	Click here to see current class list and attendance,						
Thank y	ou						

Substitute Teacher Email

• An additional teacher email has both the primary teacher and additional teacher names in the title.

	Wed 12/12/2018 2:03 PM						
	Synergy-noreply@mail.qasynergylocalqa05vm.com						
	EMG: Warren Buffett; Emeril Lagasse Per: 1 Sect: 0888						
io staffdemo@r	o staffdemo@mail.qasynergylocalqa05vm.com						
🚹 Click here to	download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.						
Message Fro Click here to	Message From: No Reply <u>Click here to reply to message</u>						
Warren Buffett,							
You can acce	ess the current class list and attendance using the following link for today, 12/12/2018:						
	Access Web Link						
Click here t	o see current class list and attendance.						
Thank you							

Additional Teacher Email

• The principal and emergency response team receive an email that contains all classes for the period.



There is an option associated with this report that allows AdminVUE users to mark students missing, present, or unaccounted for in real-time by using a link sent in email. See the *AdminVUE Administrator and User Guide* for more information regarding setup of this feature.

STU814 – Library Extract

Synergy SIS > Student > Reports > Extracts

The STU814 report prints an extract as a flat file of student/staff information for use in District's library system.

Report STU814: Library Extract	• 2000
Print Save Default Reset Default Email Me	
Name: Library Extract Number: STU814 Page Orientation: Portrait	
Tab Sort / Output Conditions Selection Advanced	
As of Date 07/15/2015 Files to Generate → ⓒ Staff Student	
Filter Parent by Relation Data O ↔ 🕑	
Lives With Mailings Allowed	

STU814 – Library Extract Report Interface

- As of Date The date of the report.
- Files to Generate Filter the report output to include only the student and/or staff file.
- Filter Parent by Relation Data Filters the report by parent/guardian relation type.

		Librar	y Extract	Year: 2014-2015 Report: STU814
Staff Extra	ct		Student Extract	
Ex	ecution Time	00:00:01.2965392	Execution Time	00:00:23.5719069
Re	cords Exported	601	Records Exported	1560
Time	Event Type	Message		

STU814 – Library Extract Report

TCH601 – Student Enrollment by Teacher

Synergy SIS > Student > Reports > Summary

The TCH601 report prints a summary of totals by teacher, grade and gender for students. You must select an as of date and as least one grade for the report. This report is used by school administrative staff to monitor the student numbers in each teacher's class for their school. You must be focused to a school.

Report TCH601: Student Enrollment by Teacher	· CC00
Print Save Default Reset Default Email Me	
Name: Student Enrollment by Teacher Number: TCH601 Page Orientation: Landscape	
Options Sort / Output Conditions Selection Advanced	
Please select at least one grade level. This report accepts a maximum of 7 grades in PDF, HTML, Rich Text, and TIFF report formats. Support for more than 7 grades is only available in the CSV, Excel, Text, and XML	By default totals are calculated for all periods. If any period(s) are checked non checked periods will be excluded.
report formats.	Periods $\bigcirc \leftrightarrow \heartsuit$ $\bigcirc 0 \ \Box 1 \ \Box 2 \ \Box 3 \ \Box 4$
	□5 □6 □7 □8□9
☑ 12+	□ 10 □ 11 □ 12
As Of Date 07/16/2015	

TCH601 – Student Enrollment By Teacher Report Interface

- Grade Filter the report output to include only the selected grades.
- Periods Filter the report output to include only the selected periods.
- As Of Date The date of the report.

Grad F F Adams, Ronald 0 Aderson, Gordon 3 Allen, Melissa 4 Andrew, Mark 5 Baniszewski, Nancy 5 Baniszewski, Nancy 5 Baniszewski, Nancy 6 Baniszewski, Nancy 6 Baniszewski, Nancy 1 Brown, Charlie 1 Connery, Sean 0 Craft, Kristin 5	de 09 M Tot 1 1 6 9 1 1 1 1 0 1 2 3	G F 3 0	irade 1 M 4 1	10 Tot 7 1	6 F 11 5	Grade 1 M 7 6	11 Tot 18	F 0 6	Grade 1 M 1	2 Tot 1	F	rade 1 M	2+ Tot	F	Total M 2	Tot 2	
Teacher Name F Adams, Ronald 0 Aderson, Gordon 3 Allen, Melissa 3 Allen, Melissa 5 Baniszewski, Nancy 5 Barnard, Charles 5 Becker C., Chris 0 Blasdell W., Wendy 1 Brown, Charlie 1 Connery, Sean 0 Craft, Kristin 5	M Tot 1 1 6 9 1 1 1 0 1 2 3	F 3 0	M 4 1	Tot 7 1	F 11 5	M 7 6	Tot 18	F 0 6	M 1	Tot 1	F	м	Tot	F	M 2	Tot 2	
Adams, Ronald 0 Aderson, Gordon 3 Allen, Melissa 4 Andrew, Mark 8 Baniszewski, Nancy 8 Banard, Charles 9 Becker C., Chris 0 Blasdell W., Wendy 1 Brown, Charlie 1 Connery, Sean 0 Craft, Kristin 9	1 1 6 9 1 1 0 1 2 3	3	4	7	11 5	7	18	0	1	1				0	2	2	
Aderson, Gordon 3 Allen, Melissa Andrew, Mark Baniszewski, Nancy Bamard, Charles Becker C., Chris 0 Blasdell W., Wendy 1 Brown, Charlie 1 Connery, Sean 0 Craft, Kristin 9	6 9 1 1 2 3	0	1	7	11 5	7	18	6	-						-	~	
Allen, Melissa Andrew, Mark Baniszewski, Nancy Baniszewski, Nancy Bashiszewski, Nancy Bashiel, Charles Bown, Charle Toomery, Sean Craft, Kristin David, Jeffent	1 1 0 1 2 3	0	1	1	5	6		~	8	14				23	25	48	
Andrew, Mark Baniszewski, Nancy Baniszewski, Nancy Banard, Charles Becker C., Chris 0 Blasdell W., Wendy 1 Brown, Charlie 1 Connery, Sean 0 Craft, Kristin Pauria, Inferent	1 1 0 1 2 3	0	1	1		~	11							5	6	11	
Baniszewski, Nancy Bamard, Charles Becker C., Chris 0 Blasdell W., Wendy 1 Brown, Charlie 1 Connery, Sean 0 Craft, Kristin 0	1 1 0 1 2 3													0	1	1	
Barnard, Charles Becker C., Chris 0 Blasdell W., Wendy 1 Brown, Charlie 1 Connery, Sean 0 Craft, Kristin 0	1 1 0 1 2 3				5	2	7							5	2	7	
Becker C., Chris 0 Blasdell W., Wendy 1 Brown, Charlie 1 Connery, Sean 0 Craft, Kristin 0	1 1 0 1 2 3							0	2	2				0	2	2	
Blasdell W., Wendy 1 Brown, Charlie 1 Connery, Sean 0 Craft, Kristin 9 Device Jeffront	0 1 2 3				3	1	4							3	2	5	
Brown, Charlie 1 Connery, Sean 0 Craft, Kristin	2 3	_						1	0	1				2	0	2	
Connery, Sean 0 Craft, Kristin		0	1	1	3	2	5	1	4	5				5	9	14	
Craft, Kristin	2 2							0	1	1				0	3	3	
Davia loffrou		1	1	2	3	2	5	0	1	1				4	4	8	
Davis, Jenrey					1	0	1							1	0	1	
Dunn, Dianne								0	1	1				0	1	1	
Edelstein, Anne		1	0	1	5	3	8	12	12	24				18	15	33	
Garland, Gregg Testing987 1	0 1													1	0	1	
Hammond, John 3	7 10	2	1	3	7	28	35	5	3	8				17	39	56	
Jackson, Kathy 7	4 11	1	1	2	25	19	44	1	4	5				34	28	62	
Mahoney, Sarah L. 0	1 1	0	1	1	2	0	2	0	1	1				2	3	5	
Mellyn, William								0	1	1				0	1	1	
Odinson, Thor 3	2 5	0	2	2				0	2	2	0	2	2	3	8	11	
Seawitch, Ursula					1	4	5	0	1	1				1	5	6	
Stark, Howard 0	3 3	0	3	3	14	12	26	3	2	5				17	20	37	
Sullivan, Brooks 0	2 2	1	1	2	20	11	31	0	4	4	0	1	1	21	19	40	
Weathers, Julia 1	2 3				0	1	1							1	3	4	
Williams, Welby Ann 0	2 2	0	4	4	2	0	2							2	6	8	
Unassigned 22 1	14 36	5	9	14	2	6	8	2	4	6				31	33	64	
Report Totals: 42	_	14			109			31			0			196			
2	49 91		29	43		104	213		52	83		3	3		237	433	

TCH601 – Student Enrollment By Teacher Report

Chapter 20: Student Programs Reports

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Student Programs Reports

ELL201 – ELL Section List

Synergy SIS > Student Programs > Reports > List

The ELL201 report prints a list of students sorted by section. This report is utilized to aide in the placement of students into classes.

Report ELL201: ELL Section List	
Print Save Default Reset Saved Default Email	Me
Name: ELL Section List Number: ELL201 Page Orientation:	Portrait
Options Sort / Output Conditions Selection	Advanced
Report Options	
As Of Date	Accomment Test Onlines
05/18/2017	
Section ID	Display Performance Level Display Raw Score
□ Limit tests to only the most recent	
Hide Totals	
leacher	
Student Grade	
Fields to Include	
Grade	
Gender	
Enter Date	
Birth Date	
Home Language	
Include Assessment of Primary Language	
Include DES	

ELL201 – ELL Section List Report Interface Screen

- As Of Date Option to run report as of specific date, including prior to the first day of school
- Section ID Filter report output by entering a section ID to print
- Assessment Test Options Filter report output to display performance level and/or raw score
- Limit tests to only the most recent Filter report output to display most recent test taken
- Hide Totals Filter report output to not display student class totals
- Teacher Filter report output to include just the selected teacher

- Student Grade Filter report output to include just the selected grade(s)
- Fields to Include Filter report output to display the selected options

2		H	ope High School ELL Section List		Year: 2014-2015 Report: ELL201
Class ID:	00000000000	Staff Hammond, John	Room 101	Track: 5 Day	
Student Name	Trk				
Camñpbell, Wayne	4 D				
Cat lonesy	nem Data				
cat, conesy					
No Assessr	nent Data				
Devisme, Tammy					
NO Assess	nent Data				
JR					
No Assessr	nent Data				
Gibson, Julia N.					
No Assessr	nent Data				
Jones, Lewis					
No Assess	nent Data				
Keet Keren D	nem Data				
Rasi, Raien R.					
No Assessr	nent Data				
		Total Students:	0 Total Female:	3 Total Male: 4	
Printed by Admir	1 User at 05/26/2015 5:39 P	M	Edupoint School District		Part 1 of 1 / Page 1 of 226

ELL201 – ELL Section List Output

ELL402 – In District Total Semesters

Synergy SIS > Student Programs > Reports > List

The ELL402 report prints the Students listed as in ELL Programs, but whose reported Semesters of ELL services do not match their enrollment, with the missing semester dates. The data to populate this report is available in the VA version only.

Report ELL402: In District Total Semesters Print Save Default Deset Saved Default
Save Delault Reset Saved Delault Enfail Me
Name: In District Total Semesters Number: ELL402 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Options
Perm ID
First Name Last Name
Grade Grade

ELL402 – In District Total Semesters Report Interface Screen

- Perm ID Filter report output to include just the specified student attached to the permanent ID
- First Name Filter report output to include just the students with the specified first name
- Last Name Filter report output to include just the students with the specified last name
- Grade Filter report output by grade or range of grades

_

			Semesters	Semesters in		Missing Semeste	rs
Student Name	Perm ID	Gender	Expected	ELL	Date	School Year	Semester
(Aaron, Harold N.)	968257	м	1	0	12/20/2013	2013-2014	Semester 1
(Abbott, Bobby)	997149	M	1	0	12/20/2013	2013-2014	Semester 1
Carrera, John L. III	164931	м	1	0	12/20/2013	2013-2014	Semester 1
(Correa, Matthew H.)	162916	м	1	0	12/20/2013	2013-2014	Semester 1
Fang, Julia	163196	F	1	0	12/20/2013	2013-2014	Semester 1
Garcia, Julie C.	164813	F	1	0	12/20/2013	2013-2014	Semester 1

ELL402 – In District Total Semesters Output

Edupoint School District

Page 1 of 1

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PGM201 – Student Program Profile

Synergy SIS > Student Programs > Reports > Individual

The PGM201 report is a list of all program records for a student including historical data and exited programs. This report is utilized to review the Programs and Special Needs on a per student basis.

🔻 Report PGM201: Student Program Profile 🔳 🕴 C C 🛛 🖬
Print Save Default Reset Saved Default Email Me
Name: Student Program Profile Number: PGM201 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Filter Report
SIS Number Gender
Last Name First Name Middle Name
Grade Grade
 Childhood Program Participation English Language Learners Free and Reduced Meals Special Ed Student Services Student Needs Student GATE Do not show future evit dates

PGM201 – Student Program Profile Report Interface Screen

- SIS Number Filter report output to include just the selected Student Number
- Gender Filter report output to include just the selected Gender
- Last Name Filter report output to include just the selected Name
- First Name Filter report output to include just the selected Name
- Middle Name Filter report output to include just the selected Name
- Grade Filter report output to include just the selected grade or grade range
- Programs Filter report output to include just the selected Programs



PGM201 – Student Program Profile

PGM401 – Need List

Synergy SIS > AZ > Program Info > Reports > List

The PGM401 report prints a list of student needs by student and service type information.

Report PGM40	1: Need List 🔳	· CC00
Print Save Default	Reset Saved Default Email Me	
Name: Need List Number: PG	M401 Page Orientation: Landscap	e
Options Sort / Output	Conditions Selection Adv	vanced
Filter Report		
Grade Grade		
Chronic Illness/Condition	Credit Recovery Foster Care Language Arts (reading and/or	Delinquent Homeless Language Arts (Verbal)
Immigrant Math Non-Verbal Reasoning Giftedness Refugee	writing) Migrant Education Other Academic Services	Giftedness Reglected Quantitative (Math) Giftedness Science
Social Studies	☐ test Do not show future exit dates	

PGM401 – Need List Report Interface Screen

- Grade Filter report output to include just the selected grade or grade range
- Need Filters the report by the student need service type
- Show Program History Filters the report to display all program records for a students
- Do not show future exit dates Filters the report to hide future exit dates

School Name: Ho	pe High Schoo	bl		FRMCode	E Free (F)	
Grade Student Na	ne	SAIS ID	SIS Number	Service Entry	Service Exit	
09 Needle, Bab 12 Abbott, Billy 12 Bud (gowin)	y C. , Air	0001341318	997087 905483 997091	08/18/2014 10/02/2014 09/03/2014	07/31/2015 12/09/2014 05/29/2015	
Group Total:	3					

PGM401 – Need List Output
PGM402 – Free and Reduced Meals List

Synergy SIS > AZ > Program Info > Reports > List

The PGM402 report prints free and reduced meals list by student, school, and service information.

Report PGM402: Free and Reduced Meals List ■ < C C O O
Print Save Default Reset Saved Default Email Me
Name: Free and Reduced Meals List Number: PGM402 Page Orientation: Landscape
Options Sort / Output Conditions Selection Advanced
Filter Report
Grade Grade
Free/Reduced Meal Codes 🖸 ↔ 🧭
Free Reduced
Show Only Students With Program Code

PGM402 – Free And Reduced Meals List Report Interface Screen

- Grade Filter report output to include just the selected grade or grade range
- Free/Reduced Meal Codes Filters the report by a selected service code

		Free and	d Reduced	Meals List	Year: 2014-2015 Report: PGM402
	abool		EBMCode	r Free (E)	
Grade Student Name	SAISID	SIS Number	Service Entry	Service Exit	
09 Needle, Baby 12 Abbott, Billy C. 12 Bud (gowin), Air	0001341318	997087 905483 997091	08/18/2014 10/02/2014 09/03/2014	07/31/2015 12/09/2014 05/29/2015	
Group Total: 3					

PGM402 – Free And Reduced Meals List Output

PGM403 – English Language Learner List

Synergy SIS > AZ > Program Info > Reports > List

The PGM403 report prints an ELL student list by school and service information.

Report	t PGM403: English Language Learner List 📃
📥 Print 🛛 Sa	ave Default Reset Saved Default Email Me
Name: English	Language Learner List Number: PGM403 Page Orientation: Landscape
Options	Sort / Output Conditions Selection Advanced
Filter Report	
Grade	Grade ▼ → ▼
Need 🖸 ↔ 🕑	5 · · · · · · · · · · · · · · · · · · ·
🗌 Title III	□ Both Title III and State
Funded	State ESOL/Bilingual Funded ESOL/Bilingual Funded
	Solution Solution Solution and
ESOL student	ESOL program services Funding Funding Funding
Program Info	
Obey Focu	us Filtering

PGM403 – English Language Learner List Report Interface Screen

- Grade Filter report output to include just the selected grade or grade range
- Need Filters the report by the student need service type

Grade	Student Name	StateStuden	SIS Number	Need	Service Entry	Service Exit	Withdrawal Reason
09	Beñhit, Punchinello		997150	State ESOL/Bilingual Funded (2)	11/21/2014	12/01/2014	End of school year
10	(Abbott, Bobby)		997149	Monitored ESOL student (4)	11/21/2014	02/24/2015	End of school year
11	(Aaron, Harold N.)	0001265154	968257	State ESOL/Bilingual Funded (2)	08/11/2014	11/24/2014	Program ended
11	(Aaron, Harold N.)	0001265154	968257	Monitored ESOL student (4)	11/25/2014	12/02/2014	Withdrawn by parent request
11	(Aaron, Harold N.)	0001265154	968257	Both Title III and State ESOL/Bilingu	12/18/2014	01/05/2015	End of school year
11	Carrera, John L. III	0001282115	164931	Monitored ESOL student (4)	09/09/2014	07/31/2015	End of school year
11	(Correa, Matthew H.)	0022551566	162916	State ESOL/Bilingual Funded (2)	08/26/2014	12/01/2014	Withdrawn from school
11	Fang, Julia	0022562623	163196	Both Title III and State ESOL/Bilingu	02/02/2015	07/31/2015	End of school year
11	Garcia, Julie C.	0022577603	164813	Monitored ESOL student (4)	01/21/2015	07/31/2015	End of school year
12	Banner, Bruce		997185	State ESOL/Bilingual Funded (2)	01/20/2015	02/10/2015	End of school year
12	Banner, Bruce		997185	State ESOL/Bilingual Funded (2)	02/13/2015	07/31/2015	End of school year
Group	Total: 8						
Report	Total: 8						

PGM403 – English Language Learner List Output

PGM408 – Student Programs List

Synergy SIS > Student Programs > Reports > List

The PGM408 report only displays students with programs, either without an exit date or an exit date that is after the chosen **AsOfDate** from the report UI. Use this report to review the current Programs or Special Needs a student currently receives.

🔻 Repo	ort PGM4)8: Studer	nt Progra	ams List 🔳
🚔 Print	Save Default	Reset Saved De	efault Emai	il Me
Name: Stude	ent Programs Li	ist Number: PGN	1408 Page Ori	ientation: Portrait
Options	Sort / Output	Conditions	Selection	Advanced
AsOfDate	#			
SIS Number	Gen	der 👻		
Last Name	First	Name	Middle Nan	ne
Grade	Grade	•		
Programs 🖸	⇔ 🧭			
Childhood	Program Particip	ation		
English La	nguage Learners	;		
Free and F	Reduced Meals			
Special Ed	Student Service	S		
Student Ne	eeds			
Student G	ATE			

PGM408 - Student Programs List Report Interface Screen

- As of Date Filter report output to include only programs on or before the selected date. If blank, the current date is used.
- SIS Number Filter report output to include just the selected Student Number
- · Gender Filter report output to include just the selected Gender
- Last Name Filter report output to include just the selected Name
- First Name Filter report output to include just the selected Name
- Middle Name Filter report output to include just the selected Name
- Grade Filter report output to include just the selected grade or grade range
- Programs Filter report output to include just the selected Programs

Organization: Hope High	School								
tudent Name	SIS Number	Grade	Gender	Туре	Need	Entry Date	Program Code	Pgm Grade	Receiving School CDTS
Banner, Bruce	997185	12	М	ELL		02/13/2015	State ESOL/Bilingual Funded	12	333
				NEED	Homeless	02/13/2015		12	333
				NEED	Narcoleptic (involuntarily fal	02/13/2015		12	333
Barker, Richard A.	163180	10	м	FRM	Reduced	11/25/2014		10	333
				NEED	Delinquent	08/11/2014		10	333
Bud (gowin), Air	997091	12	м	FRM	Free	09/03/2014		12	333
				SPED	Speech/Language Impairment	09/02/2014		12	333
Burgundy, Ronald E.	997109	12	м	SPED	Emotional Disability	10/01/2014		12	333
Carrera, John L. III	164931	11	м	ELL		09/09/2014	Monitored ESOL student	11	333
Deer, Bambi	997094	09	м	SPED	Severe Mental Retardation	03/09/2015		09	333
ang, Julia	163196	11	F	ELL		02/02/2015	Both Title III and State ESOL/	11	333
Sarcia, Julie C.	164813	11	F	ELL		01/21/2015	Monitored ESOL student	11	333
lale, Lawrence C.	902053	10	м	NEED	Refugee	01/05/2015		10	333
ohnson, Bobby E.	163912	12	м	SPED	Multiple Disabilities - Sever	01/22/2015		12	333
				SPED	Other Health Impairment	01/22/2015		12	333
				SPED	Autism	01/22/2015		12	333
lones, Lewis	997173	09	м	NEED	Refugee	01/22/2015		09	333
				NEED	Chronic Illness/Condition	01/22/2015		09	333
				NEED	Title One	01/22/2015		09	333
ambert, Heather	944180	12	F	SPED	Mild Mental Retardation	09/16/2014		12	333
				NEED	Neglected	09/16/2014		12	333
leedle, Baby	997087	09	F	FRM	Free	08/18/2014		09	333
Padilla, Joe I.	122069	12	м	FRM	Reduced	08/26/2014		12	333

PGM408 – Student Programs List Output

PGM409 – Student Program Summary List

Synergy SIS > Student Programs > Reports > List

The PGM409 report includes the historical and current data in the same format as PGM408. Use this report to review the Programs and Special Needs a student or list of students received, both current and historical.

🔻 Rep	ort PGM40	9: Studer	nt Progra	am Sumi	mary List 🔳
Print	Save Default	Reset Saved De	efault Emai	I Ме	•
Name: Stud	lent Program Sur	nmary List Num	ber: PGM409	Page Orientati	on: Portrait
Options	Sort / Output	Conditions	Selection	Advanced	
SIS Number	Gen	ter			
Last Name	First	Name	Middle Nam	ne	
Grade	Grade	•			
Programs	↔ 🕑				
Childhood	I Program Participa	ation			
English La	anguage Learners				
□ Free and	Reduced Meals				
Special Ec	d Student Services				
Student N	eeds				
Student G	ATE				

PGM409 – Student Program Summary List Report Interface Screen

- SIS Number Filter report output to include just the selected Student Number
- Gender Filter report output to include just the selected Gender
- . Last Name Filter report output to include just the selected Name
- First Name Filter report output to include just the selected Name
- Middle Name Filter report output to include just the selected Name
- Grade Filter report output to include just the selected grade or grade range
- Programs Filter report output to include just the selected Programs

)			;	Stud	ent Program	Summa	ry List		Yea Rep	ir: 2014-2 port: PGM4	2015 09
Organization: Hope	High School										
Student Name	SIS Number	Grade	Gender	Туре	Need	Entry Date	Program Code	Program Grade	Receiving School CDTS	Exit Date	Exit Reason
Abbott, Billy C.	905483	12	М	CPP	С	03/03/2014		12	333	08/29/2014	
				FRM	Free	10/02/2014		12	333	12/09/2014	
				FRM	Free	09/03/2013		12	333	08/29/2014	
				SPED	Preschool - Severe Delay	10/02/2014		12	333	12/09/2014	Moved, known to be continuing
				SPED	Hearing Impairment	10/02/2014		12	333	12/09/2014	Moved, known to be continuing
				SPED	Moderate Mental Retardation	10/02/2014		12	333	12/09/2014	Moved, known to be continuing
				SPED	Autism	10/02/2014		12	333	12/09/2014	Moved, known to be continuing
				SPED	Autism	10/02/2014		12	333	12/09/2014	Moved, known to be continuing
				SPED	Speech/Language Impairment	10/02/2014		12	333	12/09/2014	Moved, known to be continuing
				SPED	Autism	06/16/2014		12	333	08/29/2014	
				SPED	Autism	06/16/2014		12	333	08/29/2014	
				SPED	Speech/Language Impairment	05/01/2014		12	333	08/29/2014	
				SPED	Specific Learning Disability	04/11/2014		12	333	04/14/2014	Moved, known to be continuing
				SPED	Moderate Mental Retardation	04/08/2014		12	333	08/29/2014	
				SPED	Hearing Impairment	02/13/2014		12	333	08/29/2014	
				SPED	Visual Impairment	11/13/2013		12	333	08/29/2014	
				SPED	Preschool - Severe Delay	11/05/2013		12	333	08/29/2014	
				SPED	Emotional Disability	11/05/2013		12	333	05/23/2014	Reached maximur age
				SPED	Hearing Impairment	08/27/2013		12	333	02/14/2014	Reached maximur age
				NEED	Quantitative (Math) Giftedness	10/02/2014		12	333	12/09/2014	End of school year
				NEED	Migrant Education	10/02/2014		12	333	12/09/2014	End of school year
				NEED	Quantitative (Math) Giftedness	09/09/2013		12	333	08/29/2014	End of school year
				NEED	Migrant Education	09/09/2013		12	333	08/29/2014	End of school year
				GATE	GI	10/02/2014	Giftedness	12	333	12/09/2014	End of school year
				GATE	GI	09/02/2013	Giftedness	12	333	08/29/2014	End of school year

PGM409 – Student Program Summary List Output

PGM410 – Homeless Needs List

Synergy SIS > Student Programs > Reports > List

The PGM410 report provides a list of student needs by student and need with emphasis on homeless details (Program Start/Exit Dates, Program Code, Nighttime Residence, Non-school Age Sib (Sibling(s)), Runaway Youth, Served McKinney, Served Other, and Unaccompanied Youth).

Report PGM410: He	omeless Needs Li	IST 💻 🍺 🌲 🏢 🔍 🖾 🐼 🐶 🖾 🐁 🔛 🎄 🔩 🗛 🐯 🎕 😵 🚇 💷 🛌	3 C 🛛 🕄
Print Save Default Reset S	Saved Default Email Me		
Name: Homeless Needs List Number	r: PGM410 Page Orientation: Po	ortrait	
Options Sort / Output Cond	ditions Selection Advan	nced	
G Filter			
Start Date End Date			
Last Name First N	ame		
SIS Number			
Grades □ ↔ 🕑			
■ PS ■ K ■ 01 ■ 02			
03 04 05 06			
07 08 09 10			
11 12 12+			
Select Need 🖸 🕶 🧭			
Agency Program	Chronic Illness/Condition	Delinquent	
Homeless	Immigrant	Language Arts (reading and/or writing)	
Language Arts (Verbal) Giftedness	Math	Migrant	
Migrant Education	Neglected	Non-Verbal Reasoning Giftedness	
Other Academic Services	Quantitative (Math) Giftedness	Refugee	
School Improvement	Science	Social Studies	
Title 1 Neg and Del			

PGM410 - Homeless Needs List Report Interface Screen

- (Required) Start Date and End Date Date the report pulls data for
- Last Name Includes only the selected name
- First Name Includes only the selected name
- SIS Number Includes only the selected student number
- Grades Includes only the selected grade level(s)
- (Required) Select Need Includes only the selected needs

Organization Name	Eduncint Elemen	tary		Edi Hoi	upoint Elementary meless Needs List				Year: Report	2016-2 PGM41	017 0
Student Name	SIS Number	Grade	Enter Date	Exit Date	Program Code	Nighttime Residence	Nonschool Age Sib	Runaway Youth	Served McKinney	Served Other	Unnacc Youth
Wade, Dwayne	340536	03	04/24/2017	05/25/2017	Homeless	Doubled Up		N	N	N	N

PGM410-Homeless Needs List Output

PGM415 – Special Education Census

Synergy SIS > Student Programs > Reports > List

The PGM415 report provides an unduplicated count of primary federal indicators of students enrolled on a specific date.

The student must be currently enrolled and currently in a program to be included on this report. The report does not look at concurrently enrolled records, even if it is the only one.

Report PGM415: Special Education Census	· CC00
Print Save Default Reset Saved Default Email Me	
Name: Special Education Census Number: PGM415 Page Orientation: Landscape	
Options Sort / Output Conditions Selection Advanced	
Filter Report	
As of Date Funded SPED Service DOR 10/01/2016 123456000	
Grade 🖸 ↔ 🧭	
□ PS □ K □ 01 □ 02 □ 03 □ 04 □ 05 □ 06 □ 07 □ 08 □ 09 □ 10 □ 11 □ 12 □ 12+	
Special Education Need 🖸 ↔ 🧭	
Other Health Impairment Moderate Mental Retardation Preschool - Moderate Delay Hearing Impairment Mild Mental Retardation Specific Learning Disability Preschool - Speech/Language Delay Traumatic Brain Injury Multiple Disabilities - Severe Sense Orthopedic Impairment Autism Preschool - Severe Delay Emotional Disability (private school) Multiple Disabilities Speech/Language Impairment Emotional Disability Visual Impairment Severe Mental Retardation	ory Impairment

PGM415 – Special Education Census Report Interface Screen

Report Options:

As of Date – Includes students enrolled as of a specific date. The default date is October 1st
of the current year. The report counts students on the previous Friday if October 1st falls on a
weekend.

You can use it to find the enrollment segment that starts, stops, or crosses over that date.

- Grade Includes students in the selected grade or grades
- Special Education Need Includes students with the selected need or needs

`		U	Sp	Hope Hi ecial Educed ed Count of	gh School cation Census Students on 10	s /01/2014				Year: Repo	201 rt: PGI	4-2015 M415
Hope High School - 33	33											
Age 3-5 Name	State ID	DOB	Entered	Exited	Category	Age On CtDate	Gender	Ethnicity	Race	Grade	ELL	Svc Type
Bud (gowin), Air		09/08/2010	09/02/2014	07/31/2015	SLI	4	м	NH	w	12	N	1
										Grou	p Total:	1
Age 6-21 Name	State ID	DOB	Entered	Exited	Category	Age On CtDate	Gender	Ethnicity	Race	Grade	ELL	Svc Type
(Aaron, Harold N.)	0001265154	07/08/1998	08/11/2014	12/22/2014	SPED	16	м	HL	w	11	Y	99
Burgundy, Ronald E.		09/30/1996	10/01/2014	07/31/2015	ED	18	м	NH	AI	12	Ν	F
Lambert, Heather	0001354838	04/25/1997	09/16/2014	07/31/2015	MIMR	17	F	NH	w	12	Ν	A
										Grou	p Total:	3
										Schoo	I Total:	4
Hope High School					Age 3-5 Total: 1		Age 6-21	Total: 3			Total:	4

PGM415 – Special Education Census Output

PGM801 – Tetra Data Extract

Synergy SIS > Student Programs > Reports > Extracts

The PGM801 creates an extract file to use with the Tetra Data program.

Print Save Default Reset Saved Default Email Me Name: Tetra Data Extract Number: PGM801 Page Orientation: Portrait Sort / Output Conditions Selection Advanced Image: Default Image: Default Reset Saved Default Email Me Image: Default Image: Default	
Name: Tetra Data Extract Number: PGM801 Page Orientation: Portrait Sort / Output Conditions Selection Advanced Image: Output Output Image: Deliver output Image: Deliver output	
Sort / Output Conditions Selection Advanced	
Output A Label Options	
File Type Prompt for download Show Active/Inactive Display "Confidential" PDF • Active And Inactive • Display "Printed by" User ID Show "Printed by" User ID •	
Track	
Track Filtering ○ ↔ ♂ □ PreSchool □ Sort and group by track	
Phone Number Options	
Mask Phone Numbers Show unlisted phone numbers	
TetraDataExtractErrorsFB Mandatory Sort Properties: None	
TetraDataExtractErrorsFB Ad	Id
X Line Sort By Sort O	rder
Mail Merge Options	
Merge Document Merge Output Type Merge Language Property Image: Merge Language Property is used to determine which version of the document (defined in Mail Merge setup) we created. If there is no corresponding document for the given language (or this field is left blank) the default letter is	ill be used.

PGM801 – Tetra Data Extract Report Interface Screen

Report Options:

There are no options for this report at this time.

Date: 05/26/2015 Time: 5:50 A5/P5	Tetra Data Extract	Page: 1 of 1 Report: PGM801
Early Childhood		
Hope High School	273	
Begin school processing		
Initial IEP		
Hope High School	273	
Begin school processing		
ELL		
Hope High School	273	
Begin school processing		
SPED		
Hope High School	273	
Begin school processing		
Gifted And Support		
Hope High School	273	
Begin school processing		

PGM801 – Tetra Data Extract Output

Chapter 21: Survey Reports

SRV801 – Survey Results

Synergy SIS > Survey > Reports

The SRV801 report prints the results to the selected survey. You can choose to print the additional text entered by respondents when an **Other** option is available for a survey question.

🔻 Repo	rt SRV801	: Survey	Results			
🚔 Print	Save Default	Reset Saved De	fault Email	IMe		
Name: Surve	y Results Numbe	er: SRV801 Pag	ge Orientation:	Portrait		
Options	Sort / Output	Conditions	Selection	Advanced		
Survey				Displa	y Response(s) to C	ther
				•		

SRV801 – Survey Results Report Interface Screen

- Survey Select the survey you want to view the results for.
- Display Response(s) to Other Select to view the additional entries made by respondents when the Show Other option is selected when setting up a question.

Demo School District Excellence in Education	Hop Si Afte	De High School urvey Results r School Locations		Year: 2016-20 Report: SRV801)17
Start 07/12/2016 3:22 PM	End 08/12/2017 3:22 PM	Total Respondents 9318	Participants Started	Participants Comple	eted
Select the locations be	elow where you are most int	terested in our			
school district oriening	Fail, winter and Spring bre	ak camps. Total Re	esponses	Percen	t of To
Adams Element	ary		1		0.01
Jefferson Eleme	entary		11		0.01
Grant Elementa	ry		10		0.00
Total Not Answ Total Responde	ents		2		99.98 0.02
What time most fits yo program will stay oper	our schedule for how late the n?	e after school Total Re	esponses	Percen	t of Tol
5:00 pm			0 [0.00
5:30 pm			1		0.01
6:00 pm			1		0.01
6:30 pm			0 [0.00
Total Not Answ	vered		9316		99.98
Total Responde	ents		2		0.02
Radio		Total Re	esponses	Percen	t of Tot
Y			11		0.01
Ν			1		0.01
Total Not Answ	vered		9316		99.98
Total Responde	ents		2		0.02
Did this work?		Total Re	esponses	Percen	t of Tot
Good morning.					
			0		0.00
Strongly Agree					0.04
Strongly Agree Agree			1		0.01
Strongly Agree Agree Neutral			1 I 0 I		0.00
Strongly Agree Agree Neutral Disagree			1 I 0 I 0 I		0.00
Strongly Agree Agree Neutral Disagree Strongly Disagre	20		1 L 0 L 0 L		0.00
Strongly Agree Agree Neutral Disagree Strongly Disagre Total Not Answe	e red		1 [0 [0 [9317		0.00 0.00 0.00 99.99
Strongly Agree Agree Neutral Disagree Strongly Disagre Total Not Answe Total Responde	ee ered ents		1 L 0 L 0 L 9317		0.00 0.00 0.00 99.99 0.01
Strongly Agree Agree Neutral Disagree Strongly Disagre Total Not Answe Total Responde	26 Gred ents		1 L 0 L 0 L 9317 1		0.01 0.00 0.00 99.99 0.01
Strongly Agree Agree Neutral Disagree Strongly Disagre Total Not Answe Total Responde	ee ered ents		1 L 0 L 0 L 9317 1		0.01 0.00 0.00 99.99 0.01
Strongly Agree Agree Neutral Disagree Strongly Disagre Total Not Answe Total Responde	ee red ents		1 L 0 L 0 L 9317 1		0.01

SRV801 – Survey Results Output

Chapter 22: System Reports

JQE601 – Job Queue Execution Times	846
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JQE603 – Jobs by Type	
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JQE601 – Job Queue Execution Times

Synergy SIS > System > Job Queue > Reports > Summary

The Job Queue Execution Times report lists the amount of time it took to process each of the jobs listed in the queue.

For each amount of time, it shows the number of jobs that took that long to process in the **Count** column and the percentage of jobs that represents in the **Overall** column. For example, in the first line of the report below, 87 jobs took less than 1 second to process (00:00:00), which represents 7.08% of all jobs.

The threshold represents what percentage of jobs processed in that amount of time or less. For example, in the report below, 80% of the jobs processed in 15 seconds or less.

Report JQI	E601: Job Qu	eue Exe	cution T	imes 🗖
Print Save Defa	ault Reset Saved De	efault Email	Ме	•
Name: Job Queue Exe	ecution Times Number	r: JQE601 Pag	e Orientation: I	Portrait
Options Sort / C	Output Conditions	Selection	Advanced	
Job Options	Maximum Time Duration			
Job Type	Minutes			
	Seconds			

JQE601 – Job Queue Execution Times Report Interface Screen

- Job Type Filter the report output to include processed jobs based on Job Type.
- Maximum Time Duration Filter the report output to include all the jobs with minutes and seconds less than or equal to the **Minutes** and **Seconds** entered in these fields.

		Job	Queue Execu	tion Times	Year: 2014-2015 Report: JQE601
TotalTime	Count	Overall	Threshold		
00:00:00	52	0.51%	0.51%		
00:00:01	1182	11.59%	12.10%		
00:00:02	2034	19.95%	32.05%		
00:00:03	1434	14.06%	46.11%		
00:00:04	956	9.37%	55.48%		
00:00:05	739	7.25%	62.73%		
00:00:06	576	5.65%	68.38%		
00:00:07	462	4.53%	72.91%		
00:00:08	354	3.47%	76.38%		
00:00:09	276	2.71%	79.08%		
00:00:10	216	2.12%	81.20%	Threshold: 80%	
00:00:11	182	1.78%	82.99%		
00:00:12	181	1.77%	84.76%		
00:00:13	127	1.25%	86.01%		
00:00:14	120	1.18%	87.18%		
00:00:15	88	0.86%	88.05%		
00:00:16	79	0.77%	88.82%		
00:00:17	69	0.68%	89.50%		
00:00:18	58	0.57%	90.07%	Threshold: 90%	
00:00:19	64	0.63%	90.69%		
00:00:20	48	0.47%	91.16%		
00:00:21	26	0.25%	91.42%		
00:00:22	42	0.41%	91.83%		
00:00:23	28	0.27%	92.11%		
00:00:24	31	0.30%	92.41%		
00:00:25	26	0.25%	92.67%		
00.00.26	28	0.27%	92.94%		
00.00.27	14	0 14%	93 08%		
00.00.28	20	0.20%	93 27%		
00.00.20	28	0.25%	03.53%		
00:00:20	18	0.18%	93 70%		
00:00:31	18	0 18%	93 88%		
00.00.32	16	0.16%	04 04%		
00:00:33	20	0.20%	94 2394		
00.00.34	18	0.18%	04.41%		
00.00.34	10	0.1070	04.52%		
00.00.30		0.00%	04.8194		
00.00.30	8	0.08%	04.87%		
00:00:37	10	0.10%	84.07%		
00.00:38	10	0.18%	94.0470		
00-00-40	9	0.09%	94.8076	Threshold: 95%	
00.00.40	12	0.13%	05 18%	Threshold: 30%	
00:00:41	7	0.12%	90.10%		
00.00:42	12	0.07%	80.22%		
00:00:43	13	0.13%	80.30%		

JQE601 – Job Queue Execution Times Report Output

JQE602 – Jobs by Hour

Synergy SIS > System > Job Queue > Reports > Summary

The Jobs By Hour report lists each hour of the day with the status of the jobs for that hour and how many jobs processed at that time.

Report JQE602 :	Jobs by	Hour	
Print Save Default Rese	et Default E	mail Me	
Name: Jobs by Hour Number: JO	QE602 Page (Drientation: Po	ortrait
Options Sort / Output	Conditions	Selection	Advanced
Job Options			
Job Type State	•		

JQE602 – Jobs By Hour Report Interface Screen

- Job Type Filter the report output to include processed jobs based on Job Type.
- State Filter the report based on the state of the jobs included in the report.
- Show Errors Select to include jobs not completed because of errors in the totals for the report.

			Jobs by Hour	Year: 2014-2015 Report: JQE602
Hour	State	Count		
12 AM	6	8		
1 AM	6	97		
3 AM	6	2		
4 AM	6	21		
4 AM	Error	3		
4 AM	Complete	1		
5 AM	Complete	13		
5 AM	6	64		
5 AM	Error	3		
6 AM	Complete	4		
6 AM	6	107		
7 AM	6	261		
7 AM	Error	27		
7 AM	Complete	30		
8 AM	Error	11		
8 AM	6	732		
8 AM	Complete	44		
9 AM	5	7		
9 AM	6	934		
9 AM	Complete	133		
9 AM	Error	31		
10 AM	Error	40		
10 AM	In Progress	2		
10 AM	6	1163		
10 AM	Complete	163		
11 AM	6	1092		
11 AM	5	10		
11 AM	Error	30		
11 AM	Complete	207		
0 PM	6	887		
0 PM	5	8		
0 PM	Complete	252		
0 PM	Error	64		
1 PM	5	12		
1 PM	Complete	117		
1 PM	6	1037		
1 PM	Error	21		
2 PM	Error	27		
2 PM	6	1156		
2 PM	5	3		
2 PM	Complete	180		
3 PM	5	2		
3 PM	In Progress	1		
3 PM	Error	20		
0 T M	Enor	20		

JQE602 – Jobs By Hour Report Output

JQE603 – Jobs by Type

Synergy SIS > System > Job Queue > Reports > Summary

The Jobs by Type report lists all the types of jobs, including each report, and a count of how many of each type of job processed.

🔻 Repo	ort JQE603	: Jobs by	/ Туре 🗖	
📥 Print	Save Default	Reset Saved De	fault Email	Ме
Name: Jobs	by Type Number:	JQE603 Page	Orientation: Po	ortrait
Options	Sort / Output	Conditions	Selection	Advanced
Job Option	ns			
Job Type	Trors			

JQE603 – Jobs By Type Report Interface Screen

- Job Type Filter the report output to include processed jobs based on Job Type.
- Show Errors Select to include jobs not completed because of errors in the totals for the report.

	Jobs by	/ Туре	Year: 2014-2015 Report: JQE603
JobID	Desc	Count	Errors
ACC501	Classroom Accommodations by Section	28	
ACC502	Classroom Accommodations by Student	26	
ACC503	Classroom Accommodations by Accommodation	18	
ADM475	Average Daily Membership	70	
ADM601	Cumulative ADM/Absence Rate Report	5	
ADM602	Student Count Report	10	
ADM640	Current Year ADM	29	
ADM675	Average Daily Membership Summary	12	
ADS201	Student Discipline Profile	16	
ADS401	Student Discipline Listing	7	
ADS402	Student Demerit List	5	
ADS403	Discipline Disposition List	6	
ADS601	Discipline Summary by Grade	6	
ADS602	Discipline Summary by Ethnic Code	7	
ADS801	Disciplinary Action Form	11	
ATD201	Daily Attendance Profile	45	
ATD202	Daily Attendance Minutes Profile	17	
ATD401	Daily Student Absence Totals	84	1
ATD402	Daily Attendance List	56	
ATD403	Daily Absent List	66	
ATD404	Daily Tardy List	21	
ATD405	Daily Perfect Attendance List	42	
ATD406	Daily Student List by Attendance	26	
ATD407	End Of Year Attendance List	53	
ATD412	Student Gain Loss	22	
ATD413	Class Reduction Summary	27	
ATD414	Student Days Enrolled	10	
ATD415	Attendance Audit List	26	
ATD601	Daily Attendance Summary	28	
ATD603	Monthly ADA Detail	11	
ATD604	Monthly ADA Summary	19	
ATD605	Cumulative Enrollment Totals	23	
ATD608	Monthly ADM Summary	12	
ATD616	Student Attendance Summary	44	
ATD626	200 Day Accountability Report	1	
ATD627	Director's Membership and Attendance Report	1	
ATD628	Director's Vocational Class FTEADA Report	1	
ATD629	Director's Vocational Class FTEADM Report	1	
ATD801	Attendance Sheet	42	2
ATD802	Attendance Sheet	13	12
ATD805	Attendance Letters	32	3
ATD806	Class Attendance Reminder	66	10
ATP201	Period Student Attendance Profile	97	
ATP401	Period Attendance List	87	
ATP402	Period Student Absence Totals	78	4
ATP403	Period Perfect Attendance List	12	

JQE603 – Jobs By Type Report Output

PRF601 – User Performance Statistics

Synergy SIS > System > User > Reports

The PRF601 report produces an analysis of the process time for Scrolling Forward and Scrolling Backward. Use these processes to see how the system is performing on different days.

Report PRF601: User Performance Statistic	CS 🗏	•	C C 0 0
Print Save Default Reset Saved Default Email Me			
Name: User Performance Statistics Number: PRF601 Page Orientation: Portr	ait		
Sort / Output Conditions Selection Advanced			
Output	Label Options		
File Type Prompt for download Show Active/Inactive D PDF Active Only	Display "Confidential" Display "Print Show "Printe	ed by" User ID	
Phone Number Options			
Mask Phone Numbers Mask unlisted phone numbers			
RevUserPerformance Mandatory Sort Properties: None			
RevUserPerformance			🕇 Add
X Line Sort By		Sort Ord	er
I Process (RevUserPerformance.Process)	▼	Ascending	-
Process Date (RevUserPerformance.StartDate)	V	Ascending	-
Mail Merge Options			
Merge Document Merge Output Type Merge Language Property is used to determine which version of the document corresponding document for the given language (or this field is left blank) the defa	rty t (defined in Mail Merge setup) will ault letter is used.	be created. If there	s no

PRF601 – User Performance Statistics Report Interface Screen

- Output:
 - File Type Select from various file type outputs
 - Prompt for download Select option to prompt for download if desired
 - Show Active/Inactive Filter report output to Active Only, Inactive Only, or Active and
 Inactive
- Label Options Filter report output to display Confidential in the Header, Footer or Header & Footer
- Track Options for Track filtering and to sort and group by track.
- Phone Number Options Option to mask or show unlisted phone numbers
- RevUserPerformance Select how to sort and the sort order.
 - Process (RevUserPerformance.Process)
 - Duration (RevUserPerformance.Duration)
 - Process Date (RevUserPerformance.StartDate)
- Mail Merge Options:
 - Merge Document Select a Mail Merge document to use to deliver the report.
 - Merge Output Type Either Word or PDF

• Merge Language Property - Use to determine which version of the document, defined in Mail Merge setup, to create. If there is no corresponding document for the given language or this field is left blank the default letter is used.

Demo School Di Excellence In Educat	strict		Hop User Per	e High School formance Statistics	Year: 2017-2018 Report: PRF601
Process: Scroll	backward				
		N	umber of Seco	nds	
Process Date	Count	Average	Minimum	Maximum	
02/26/2014	1	0.344	0.344	0.344	
03/05/2014	7	0.563	0.203	1.781	
03/06/2014	1	0.547	0.547	0.547	
04/02/2014	1	0.281	0.281	0.281	
05/02/2014	1	0.406	0.406	0.406	

PRF601 – User Performance Statistics Output

REV401 – User Group User List

Synergy SIS > System > User > Reports

The REV401 report produces a list of users by their user role, login name, email address, and the menu group that user is assigned.

Report REV401: User Group User List =		· CC00
Print Save Default Reset Saved Default Email Me		
Name: User Group User List Number: REV401 Page Orientation: Portrait		
Sort / Output Conditions Selection Advanced		
Output	Label Options	
File Type Prompt for download Show Active/Inactive PDF • • •	Display "Confidential" Display "Printe Header & Footer Show "Printed	ed by" User ID v
Phone Number Options		
Mask Phone Numbers Mask unlisted phone numbers RevUserGroup Mandatory Sort Properties:		
None		
RevUserGroup		+ Add
X Line Sort By		Sort Order
User Group Name (RevUserGroup.UsergroupName)	Ŧ	Ascending -
Mail Merge Options		
Merge Document Merge Output Type Merge Language Provide Automatic Action of the document of th	roperty	be created. If there is no

REV401 – User Group User List Report Interface Screen

- Output:
 - File Type Select from various file type outputs
 - Prompt for download Select option to prompt for download if desired
 - Show Active/Inactive Filter report output to Active Only, Inactive Only, or Active and
 Inactive
- Label Options Filter report output to display Confidential in the Header, Footer or Header & Footer
- Phone Number Options Option to mask or show unlisted phone numbers.
- RevUserGroup Select how to sort and the sort order.
 - User Name (RevUser.FormattedName)
 - Login Name (RevUser.LoginName)
 - User Group Name (RevUserGroup.UsergroupName)
 - Email (RevUser.Email)
 - Use Menu Group (RevUserGroupUser.UseMenuGroup)
- Mail Merge Options:
 - Merge Document Select a Mail Merge document to use to deliver the report.
 - Merge Output Type Either Word or PDF
 - Merge Language Property Use to determine which version of the document, defined in Mail Merge setup, to create. If there is no corresponding document for the given language or this field is left blank the default letter is used.

Demo School District Restantion of Education	Hop User	e High School Group User List	Year: 201 Report: REV	Year: 2017-2018 Report: REV401								
	- CONFIDENTIAL -											
User Name	Login Name	Email		Use Menu Group								
Admin Hope High												
Curriculum Directors												
Barnett, Katherine	Secr1	staffdemo@mail.qasyner	gylocalqa05vm.com									
Davis, Pamela	Couns1	staffdemo@mail.qasyner	gylocalqa05vm.com									
Furnish, Diane	Couns17	staffdemo@mail.qasyner	gylocalqa05vm.com									
Dual Login												
User, Admin	Admin	staffdemo@mail.qasyner	gylocalqa05vm.com									
Carroll, Natalie	tch	staffdemo@mail.qasyner	gylocalqa05vm.com	\checkmark								
Wilson, Rob	rwilson	staffdemo@mail.qasyner	gylocalqa05vm.com	\checkmark								
Jackson, Kathy	tchs	staffdemo@mail.qasyner	gylocalqa05vm.com	\checkmark								
Martinez, Alberto	tchdual	staffdemo@mail.qasyner	gylocalqa05vm.com	\checkmark								
Luft, Noam	nluft	staffdemo@mail.qasyner	gylocalqa05vm.com	\checkmark								
Report Card Specialist - Art												

REV401 – User Group User List Output

REV402 – User List

Synergy SIS > System > User > Reports

The REV402 report produces a list of Synergy SIS users in alpha order. The user's name, e-mail address, their menu group designation and their user group name are included in the output.

Report REV402: User List		· 2000
Print Save Default Reset Saved Default Email Me		
Name: User List Number: REV402 Page Orientation: Portrait		
Sort / Output Conditions Selection Advanced		
Output	Label Options	
File Type Prompt for download Show Active/Inactive PDF Active Only	ed by" User ID d by" User ID	
Phone Number Options		
Mask Phone Numbers		
Mask unlisted phone numbers		
RevUser Mandatory Sort Properties: None		
RevUser		+ Add
X Line Sort By		Sort Order
User Name (RevUser.FormattedName)	•	Ascending -
Mail Merge Options		
Merge Document Merge Output Type Merge Language Pr	roperty 👻	
The Merge Language Property is used to determine which version of the docu corresponding document for the given language (or this field is left blank) the	iment (defined in Mail Merge setup) will default letter is used.	be created. If there is no

REV402 – User List Report Interface Screen

- Output:
 - File Type Select from various file type outputs
 - · Prompt for download Select option to prompt for download if desired
 - Show Active/Inactive Filter report output to Active Only, Inactive Only, or Active and
 Inactive
- Label Options Filter report output to display Confidential in the Header, Footer or Header & Footer
- Phone Number Options Option to mask or show unlisted phone numbers.
- RevUserGroup Select how to sort and the sort order.
 - User Name (RevUser.FormattedName)
 - Login Name (RevUser.LoginName)
 - User Group Name (RevUserGroup.UsergroupName)

- Email (RevUser.Email)
- Use Menu Group (RevUserGroupUser.UseMenuGroup)
- Mail Merge Options:
 - Merge Document Select a Mail Merge document to use to deliver the report.
 - Merge Output Type Either Word or PDF
 - Merge Language Property Use to determine which version of the document, defined in Mail Merge setup, to create. If there is no corresponding document for the given language or this field is left blank the default letter is used.

Demo School District		Hope High School User List		Year: 2017-2018 Report: REV402
		- CONFIDENTIAL -		
			Use	
User Name	Login Name	Email	Menu Group	User Group Name
Aderson, Gordon	TchHs1	staffdemo@mail.	~	Role - Teacher Secondary Sandbox
		qasynergylocalqa05vm. com		Update - Hope High School
Aguilar, Yolanda	TchEl47	staffdemo@mail.	\checkmark	Update - Jefferson Elementary
		qasynergylocalqa05vm. com		Role - Teacher Elementary Sandbox
Aldrich, Heidi	haldrich			Role - Admin
				Update - District
Ariemma, Jason	JAriemma			Update - District
				Role - Admin
Baniszewski, Nancy	TchHs2	staffdemo@mail.	\checkmark	Update - Hope High School
		qasynergylocalqa05vm. com		Role - Teacher Secondary Sandbox
Barnett, Katherine	Secr1	staffdemo@mail.	\checkmark	Update - Adams Elementary
		qasynergylocalqa05vm.		Role - Office Elementary
		com		Curriculum Directors
Barta, Brenda	Secr2	staffdemo@mail.	\checkmark	Role - Office Elementary
		qasynergylocalqa05vm. com		Update - Adams Elementary
Bartol, Bonnie	Secr3	staffdemo@mail.	\checkmark	Role - Office Elementary
		qasynergylocalqa05vm. com		Update - Adams Elementary
Baxter, Maryellen	TchEl21	staffdemo@mail.	\checkmark	Role - Teacher Elementary Sandbox
		qasynergylocalqa05vm.		Update - Grant Elementary

REV402 – User List Output

Chapter 23: Test History Reports

TST201 – Student Test History	
TST401 – Test Analysis by Objective	
TST402 – Test Responses	
TST403 – Class Test Analysis	864
TST404 – Student List Missing Test	

TST201 – Student Test History

Synergy SIS > Test History > Reports > Individual

The Student Test History report lists any or all of the standardized tests a student took. The report prints separate pages for each student and lists the student's score for each part of the test.

You must run this report from the school le district level.	vel only. It cannot run at the
Report TST201: Student Test History Print Save Default Reset Saved Default Email Me	Ai 🖻 🧐 🜲 📚 🕪 - 200 G
Name: Student Test History Number: TST201 Page Orientation: Landscape	
Options Sort / Output Conditions Selection Advanced	
Test History Info	
Test Type ○ ↔ ⓒ Fall ○ Spring ○ Summer ○ Winter ○ ELL Test Group ○ ↔ ⓒ College Entrance ○ GED Equivalence Student Info	
Perm ID Gender Last Name First Name Middle Name Grade Grade Counselor Name	
Section Info	
Section ID Teacher Name	

TST201 – Student Test History Report Interface Screen

Report Options:

If you do not select any filters, the report includes all available tests, students, and sections.

- Test Name Select to include only the selected test in the report
- Test Type Filters tests by selected type or use \bigcirc \leftrightarrow \boxdot to select all types
- Test Group Filters tests by selected test group or use 🔘 😁 🕑 to select all groups
- Student Info Select an individual student or group of students based on the Perm ID, Gender, Last Name, First Name, Middle Name, Grade, or their Counselor Name. Example: If you select Grade 12, the report prints an individual report for each student in grade 12.

- Section ID Includes only the selected section in the report
- Teacher Name Includes only selected teacher's sections in the report

Stud Ab	entName bott, Billy C.			Perm ID 905483		Ge	nder M	Grade 12	Home Address 1955 S Val Vista Dr	
State	Testing ID 01341311		Enroliment [07/04/2	Date 017	Withdr	rawal C	ate		Mesa, KY 85204	
est I	Date: 03/05/2018	Test Name: AC	т			1	Fest Sc	:hool:		
Part	Description	Raw			_	Part	Desc	ription	Raw	
1	English	24				2	Math		19	
5	Composite	23				-	Scienc	.c	10	
5	Composite				-					

TST201 – Student Test History Report Output

TST401 – Test Analysis by Objective

Synergy SIS > Test History > Reports > List

The Test Analysis by Objective report lists all of the students in a section and the results of an objective-based test. It reports the number of possible questions, the number of questions required to pass, and student results for each objective.

At the end of each line, it shows the number of objectives passed (Obj Psd), the total number of correct questions for all objectives (Tot Sor), and the percentage of correct questions (Ptg Psd).

Below the student list, the report displays the total number of students, the number of students that passed each objective, and the percentage passed.

The TST401 report only produces results for **Objective** test definitions. It does not report **Objectives and Parts** test definitions.

🝸 Report TST401: Test Analysis by Objective 🛛 🗛 🗟 📚 📚 🕫 🕫 🕫
Print Save Default Reset Saved Default Email Me
Name: Test Analysis by Objective Number: T\$T401 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Test Info
The Tests with Objectives drop down will (by default) show all test definitions. If you select a value in the School Year drop down then the Test with Objectives drop down will be filtered for just tests defined in the year selected.
School Year Tests with Objectives
Date
Class Info
Section ID
Teacher 🔹

TST401 – Test Analysis By Objective Report Interface Screen

- School Year Select the test definition school year.
- Tests with Objectives Select the objectives test to filter results for.
- Date Select the date or date range to filter the results by the test administered date.
- Class Info Enter the Section ID and/or the Teacher to display results for.

											Ce	ent	ral Elemer	ntary	Voer: 2017-2018
2									Т	est	A	na	lysis by O	hiective	Deport: TST401
Demo School District													.,	bjeetire	Report. 101401
Tanahar Assau	lan				a alfa	- 10	0.04				-		Deads L annuage	Date: 02/02/02/7	Dent 4 of 4
Teacher. Aaron,	ian		-		ecu.	ano.	00.	-	-	16	IDL 4	anu. (stade Language	Date: 06/20/2017	Doj Tot Ptg
Student	Perm ID Grd	-1	2	3	4	5	6	7	8	9	10	11	12		Pad Scr Pad
	Needed to Pass	2	2	2	2	2	2	2	2	2	2	2	2		24
Abbott, Billy	003 02	3	2	3	2	2	3	з	з	з	3	3	3		12 33 92
Abbot, Bobby	0007 02	3	2	3	3	2	3	0	2	2	3	3	3		11 29 81
Adams, John	009 02	3	3	3	3	2	2	0	0	1	3	1	3		8 24 67
Adams, Jane	0006 02	3	1	2	3	2	3	2	1	0	1	0	1		6 19 53
Baker, Troy	068 02	2	1	3	3	3	2	3	3	3	3	3	3		11 32 89
Brown, Cynthia	0008 02	3	3	3	3	3	3	3	3	3	3	3	3		12 36 100
Carson, Eddie	003 02	3	1	2	2	2	2	2	3	3	3	3	2		11 28 78
Clark, Jared	0006 02	3	2	3	3	3	2	2	3	3	3	2	3		12 32 89
Davis, Jamie	009 02	3	2	3	3	1	3	3	3	3	3	3	3		11 33 92
Fierro, Henry	0003 02	3	1	1	2	1	0	1	1	1	2	3	2		5 18 50
Juarez, Isabel	004 02	3	3	3	3	3	3	3	3	3	3	3	3		12 36 100
King, Shaun	0002 02	3	3	3	2	2	3	2	2	2	3	1	3		11 29 81
Li, Jason	008 02	3	1	2	3	3	2	2	3	3	3	3	3		11 31 86
Mason, Heather	0002 02	3	3	3	3	2	1	2	3	2	3	3	3		11 31 86
Nuñez, Luis	008 02	2	0	2	3	3	3	3	3	2	3	3	2		11 29 81
O'Brien, Laura	007 02	3	2	3	3	3	3	2	3	3	3	3	3		12 34 94
Ripley, Ellen	004 02	3	1	3	2	2	2	0	0	0	1	0	2		6 16 44
Samson, Cassar	ndra 0007 02	3	3	3	3	3	3	3	3	3	- 3	3	3		12 36 100
Smith, Jackie	003 02	3	0	2	3	2	2	3	3	2	3	3	2		11 28 78
Thomas, Jeff	0003 01	2	0	1	2	0	2	1	0	2	2	0	2		6 14 39
Thorne, Andrew	007 02	3	1	3	3	3	2	3	3	3	3	3	3		11 33 92
Willaims, Kate	0009 02	3	3	3	3	3	3	3	3	3	3	3	3		12 36 100
Young, Sam	0004 02	3	1	3	2	3	3	3	1	0	0	1	3		7 23 64
Zachary, Alex	0000 02	3	1	3	3	3	3	1	1	2	2	3	3		9 28 78
Students: 24	Passed Objective	24	12	22	24	21	22	18	17	19	21	18	23		
Pa	ssed Objective %	100	30	82	100	00	82	15	~	19	00	15	20		
Objective Legerd															
1 = Identify Nouns	In a Sentence						2	- 0	orrec	t Plur	al N	ouns		3 - Distinguish Verbs in a Se	entence
4 = Distinguish Ad	lectives in a Senter	10e					5	- FI	nst P	ersor	Pro	noun	s in a Sentence	6 - Third Person Pronouns I	n a Sentence
7 = Correct Subject	t Verb Agreement						8	- C	apitai	Izalio	n of	Pron	oun "I"	9 = Capitalization of First Let	ter of a Proper Name
10 - Capitalization	of First Letter of a S	enter	nce				11	- U	ses F	Period	18.0	uest	on Mark Correctly	12 - Avoid Double Negative	

TST401 – Test Analysis By Objective Report Output

TST402 – Test Responses

Synergy SIS > Test History > Reports > List

The Test Responses report provides a list of students who have completed a specific test within a specific section. This report works only for objective-based tests. The report contains identifying information about the section at the top of the report and displays the number of correct answers and the percentage of questions answered correctly.

The TST402 report only produces results for **Objective** test definitions. It does not report **Objectives and Parts** test definitions.

Set the **Focus Year** in Synergy SIS to the Test Definition **School Year** to print results for a test taken in previous years.

Report TST402 Print Save Default	Reset Saved Del	sponses fault Email	I Me	Ai 🔃 🥎 🌷	\$ \$ 	C C 0 9
Name: Test Responses Num	iber: TST402 Pag	ge Orientation	Portrait			
Options Sort / Output	Conditions	Selection	Advanced			
 Test Info 						
Test Date →	Ĩ	•				
Class Info						
Section ID Teacher		×				

TST402 – Test Responses Report Interface Screen

- Test Select the objectives test to filter results for.
- Date Select the date or date range to filter the results by the test administered date.
- Class Info Enter the Section ID and/or the Teacher to display results for.

Demo School Distri	ict.											(Ce T	nt Tes	ra st	l E Re	Ele sp	en so	ne ns	nt	ar	y		Year: 2017-2018 Report: TST402
Section ID: 0024	Tea	cher	. A	aro	n, la	an							Tesl	2 n	d. (Grad	le Li	ang	uag	Ð				Date: 08/20/2017
Student Name	Pərm ID	Scr	%	12	34	5 6	7 8	9 (11	111	1178	1 2 9 0	2 2 1 2	2 2 3	2 2 4 5	2 2 6 7	2278	2390	3 :	33	3 4	33 56	
	A	nsw	ers	32	4 3	14	24	133	34	11	224	32	24	32	21	22	13	31	13	13	2 1 :	3 2	23	
Abbott, Billy	003	33	91			-	<u> </u>	_	3	2		_						_						
Abbot, Bobby	0007	29	80			3				2			11	1	2		4							
Adams, John	009	24	66							2		1	11	2 1	2	11	3			2	2			
Adams, Jane	0006	19	52			3 2		2			3		2	1	3	4	34	12	2	Ŧ	12	13	3	
Baker, Troy	068	32	88		3	3 2	_	_				1		_				_						
Brown, Cynthia	0008	36	100												ļ.									
Carson, Eddie	003	28	77			3 2	4		1	2		1	_	1				_		_			1	
Clark, Jared	0006	32	88		1						1		1							2				
Davis, Jamie	009	33	91		1					2	3							_						
Fierro, Henry	0003	18	50		4	4	3	54	1	2 4 3	3 3	24	3	4	3	14	2	4					4	
Juarez, Isabel	004	36	100										_					_						
King, Shaun	0002	29	80						1	4 2			3	1	2		3			2	3			
Li, Jason	608	31	86			3 2	3					3	1					_						
Mason, Heather	0002	31	86							2		11	1				1	1						
Nuñez, Luis	008	29	80		• 1	4 2	4										3						1	
O'Brien, Laura	007	34	94			- 2	-						1											
Ripley, Ellen	004	16	44			4 2	2		1	3	3	1	11	13	3 2	1 3	2 1	1	3 1	2	13		1	
Samson, Cassand	ra 0007	36	100																					
Smith, Jackie	003	28	77		4	3 2	1	3		2		1					1	1					2	
Thomas, Jeff	0003	14	38	1	4	4 2	43	3	1	33	13	4	3	2 3	2	3	3	2		2 ;	3 2 8	#		
Thorne, Andrew	007	33	91			3 2	2					3												
Willaims, Kate	0009	36	100																					
Young, Sam	0004	23	63		4	4		4	4						4	4 4	3 4	\$ 2	4 4	2	2			
Zachary, Alex	0000	28	77			3 2	2						3 3	1	3		3		3					

TST402 – Test Responses Report Output

TST403 – Class Test Analysis

Synergy SIS > Test History > Reports > List

The Test Responses report provides a list of students who have completed a specific test within a specific section. The report contains identifying information about the section at the top of the report such as:

The TST403 report only produces results for **Objective** test definitions. It does not report **Objectives and Parts** test definitions.

- Section ID
- Teacher
- Test name
- · Date the test was administered

For each student, it shows the:

- Number of correct answers
- · Percentage of questions answered correctly



TST403 - Class Test Analysis Report Interface Screen

- Test Analysis Options:
 - Test Analysis Group Select to filter by a specific group.
 - Test Analysis Group Part Select to filter by a specific group part.
 - Test Display Type Select to filter by a specific display type.
 - Only Show Student With Results Select to show only students with results for the selected test.
- Highlight Performance Levels
 - **Performance Level** Filter by a specific performance level or use □ ↔ ⓒ to select all levels.

Demo School District				Hope High School Class Test Analysis						Year: 2017-2018 Report: TST403			
Teacher Name Tofft, Robert	Section ID 0001		Period 4	Course II SC422)	Course Title Life Scier	се		Room 120				
			AIMS										
Student Name	Date	Math			Reading			Writing			Science		
		Perf Lvl	Raw Score	Scale Score	Perf Lvl	Raw Score	Scale Score	Perf Lvl	Raw Score	Scale Score	Perf Lvl	Raw Score	Scale Score
Abbott, Billy C.	03/18/2017	Meets	690	690	Approaches	650	650	Exceeds	800	800			
	03/16/2016	Exceeds	700	700	Falls Far Belo	w 600	600	Meets	650	650			
	03/16/2015	Exceeds	675	675	Falls Far Belo	w 600	600	Approaches	625	625			
Ackley, Brian R.	05/01/2017	Exceeds	675	800	Exceeds	675	800	Meets	650	650	Meets	650	650
Acosta, Eugene A.													
Addington, Paula M.													
Aitchison, Alice E.													
Allen, Cynthia													
Baker, Tina													
Barnett, Janice C.													
Carter, Timothy A.													
Daniels, Joan M.													
Dawson, Henry P.													

TST403 – Class Test Analysis Report Output

TST404 – Student List Missing Test

Synergy SIS > Test History > Reports > List

The Student List Missing Test report lists students who have not taken a specific test. The system can search for students who took the test outside of the designated administration date range.

Report TST404: Student List Missing Test	Ai 🖻 🎨 📚 🍣 🕈 C C 🛛 🖸
Print Save Default Reset Saved Default Email Me	
Name: Student List Missing Test Number: TST404 Page Orientation: Landscape	
Options Sort / Output Conditions Selection Advanced	
Student Info	
Grade Grade	
Test List Admin Date	
☐ Admin Date Falls out side of range. Grade Level when Tested Grade Level when Tested ▼ ▼	

TST404 – Student List Missing Test Report Interface Screen

Report Options:

- Student Info:
 - Grade Select the grade range of the students.
- Test Conditions:
 - Test List Select to show results for a specific test.
 - Admin Date Select the range to only show results in a specific date period.
 - Admin Date Falls out side of range Select to only show results outside of the selected Admin Date range.
 - Grade Level when Tested Select to show results for a specific grade level or range.

Demo School District Feedbroch & Education			Stu Sti	Year: 2017-2018 Report: TST404				
Grade:	Student Name:	Perm ID:	Gender:	Birth Date: Grade:	Student Name:	Perm ID:	Gender:	Birth Date:
12	Ackley, Brian R.	913948	Male	03/12/2000	Baker, Lois A.	924710	Female	05/09/2000
	Acosta, Eugene A.	873921	Male	08/08/2000	Baker, Tina	873301	Female	04/02/2000
	Adams, Scott M.	939208	Male	05/31/2000	Bakken, Randy H.	875362	Male	06/10/2000
	Adams, Sean B.	877340	Male	03/25/2000	Ballew, Chris A.	874964	Male	05/18/2000
	Aelvoet, Jesse J.	944233	Male	05/16/2000	Barbour, Judy C.	967419	Female	11/07/1999
	Aguado, Karen C.	135319	Female	07/02/2000	Barker, Juan B.	967065	Male	07/01/2000
	Aguilar, Roger F.	991071	Male	12/28/1999	Barlingay, Jessica C.	148570	Female	12/22/1999
	Aguirre, Jason K.	952357	Male	09/07/2000	Baro, Patricia D.	118858	Female	03/24/2000
	Aitchison, Alice E.	871731	Female	09/12/2000	Batchelor, Judy R.	839447	Female	03/21/2000
	Alder, Lawrence S.	910024	Male	05/25/2000	Batchlor, David L.	840029	Male	04/12/2000
	Aldrich, Steve K.	873815	Male	06/21/2000	Beaty, Brian J.	988684	Male	01/14/2000
	Alexander, Fred D.	975140	Male	03/06/2000	Beck, Eric T.	994462	Male	10/29/2000

TST404 - Student List Missing Report Output