

APSCN

State Reporting

Advanced Searches

2012

September 14, 2011

ADVANCED SEARCHES

ADVANCED SEARCHES

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ADVANCED SEARCHES

GENERAL INFORMATION REGARDING ADVANCE SEARCHES

Fields for Screen 102 (SIS) are listed below. In order to perform searches for groups of students you must provide Screen # 102 and fld #

| | |
|---|---|
| fld01 = Special Ed field (Y/N) | fld11 = Consolidated LEA (Table) |
| fld02 = Gifted and Talented (Y/N) | fld12 = Supplemental Provider (Free Text) |
| fld03 = Homeless (D, HM, O, S, SH, U, UY) | fld15 = Displaced District (Free Text) |
| fld04 = Preschool (Table-Code) | fld16 = Displaced State (Free Text) |
| fld05 = ADM Percent | fld19 = ELL Waived Date mm/dd/yyyy |
| fld06 = Smart Core (Y/N) | fld20 = ELL Entry Date mm/dd/yyyy |
| fld07 = Facility (Free Text) | fld21 = ELL Exit Date mm/dd/yyyy |
| fld08 = 21 st CCLC | fld22 = ELL Monitored (M1 or M2) |
| fld09 = (Not Used) | fld23 = Immigrant (Y/N) |
| fld10 = Supplemental Services Y/N | fld24 = Choice LEA |

Fields for Screen 100 (Demographics) are listed below. In order to perform searches for groups of students you must provide Screen # 100 and fld #

| | |
|---------------------------------|---------------------------|
| fld03 = Resident County (table) | fld18 = 504 Student (Y/N) |
| fld15 = Migrant Status (Y/N) | fld22 = Title I (Y/N) |
| | fld23 = ELL/LEP (Y/N) |

ENTRY/WITHDRAWAL SCREEN DISTRICT DEFINED FIELDS

| |
|-----------------------------|
| fld01 = Sending LEA |
| fld02 = Transportation Code |
| fld03 = Hold TBA |

Curriculum Code

– A search for Curriculum from demographics will only give student's current status. If student has had a change, this is not reflected. The second search must be used. Example: If you want a list of any student who has been in ALE this year, use the second ALE search from the Entry/Withdrawal area.

- SP = Special Ed
- GT = Gifted/Talented
- AE = Alternative Ed

MASTER SCHEDULE DISTRICT DEFINED FIELDS are listed below. In order to perform searches for courses in master schedule you must provide fld #

| | |
|-----------------------------------|---|
| fld01 = Job Code | fld06 = Institution (college that is giving credit) |
| fld02 = Out/Dist LEA (Table) | fld07 = Special Ed (Y/N) |
| fld03 = HQT (Table) | fld08 = Alternative Environment (Y/N) |
| fld04 = Distance Learning (Table) | fld09 = Distance Ed Provider (Table) |
| fld05 = College Credit (Y/N) | |

ADVANCED SEARCHES

TEACHER Searches– Applications > Building Administration > Teachers

| Area | Item | Operation | | |
|----------------------------|------|------------|--|-----|
| Teacher SSN Missing | | | | |
| Staff | SSN | Is Missing | | End |

DEMOGRAPHICS Searches– Applications > Demographics > Students

| Area | Item | Operation | | |
|----------------------------|------------------------|------------|---|-----|
| Student SSN Missing | | | | |
| Demographics | Social Security Number | Is Missing | | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|---|------------------------|-----------|-------------|-----|
| Student SSN Search (dashes must be included) | | | | |
| Demographics | Social Security Number | Equals | 999-99-9999 | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|-----------------------------------|---------------------|------------|---|-----|
| State Reporting ID Missing | | | | |
| Demographics | State Reporting ID | Is Missing | | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|---------------------------------------|------------------------|------------|----|-----|
| Actual Graduation Date Missing | | | | |
| Demographics | Actual Graduation Date | Is Missing | | And |
| Demographics | Grade | Equals | 12 | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|------------------------------------|------------------------|----------------|----|-----|
| View Actual Graduation Date | | | | |
| Demographics | Actual Graduation Date | Is Not Missing | | And |
| Demographics | Grade | Equals | 12 | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|------------------------|-------------------|-----------|-------------------|-----|
| Early Graduates | | | | |
| Entry/Withdrawal | Assigned Calendar | Equals | 20XXR (ex: 2011R) | And |
| Entry/Withdrawal | Withdraw Code | Equals | 140 | End |

| Area | Item | Operation | | |
|--|-------------------|-----------|----------------------|-----|
| ALE Search District–Wide Active or Inactive | | | | |
| Entry/Withdrawal | Assigned Calendar | Equals | 20XXR (current year) | And |
| Entry/Withdrawal | Curriculum Code | Equals | AE | End |

| Area | Item | Operation | | |
|--|---------------------|-----------|----------------------|-----|
| ALE Students this year – by Building Active or Inactive | | | | |
| Demographics | Enrollment Building | Equals | (bldg #) | And |
| Entry/Withdrawal | Assigned Calendar | Equals | 20XXR (current year) | And |
| Entry/Withdrawal | Curriculum Code | Equals | AE | End |

ADVANCED SEARCHES

| Area | Item | Operation | | |
|-----------------------------|---------------------|--------------|------------|-----|
| 'Old' Student Search | | | | |
| Demographics | Birthdate | On or before | 08/18/1990 | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|--------------------------------------|---------------------|-------------|------------|-----|
| 'Not born yet' Student Search | | | | |
| Demographics | Birthdate | On or after | 08/18/2011 | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|---------------------------|-------------------------|-------------------------|-------|-----|
| Living with Search | | | | |
| Demographics | Person Living With Code | Is In (Comma delimited) | O,S,T | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|---------------------------------|---------------------|------------|---|-----|
| Blank Meal Status Search | | | | |
| Demographics | Meal Status | Is Missing | | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|--|---------------------|------------|----|-----|
| Students not in Grade PK with Prereflag = 'Y' | | | | |
| Demographics | Prereflag | Equals | Y | And |
| Demographics | Grade | Not Equals | PK | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|--|---------------------|-----------|----|-----|
| Students in PK with Prereflag = 'N' | | | | |
| Demographics | Prereflag | Equals | N | And |
| Demographics | Grade | Equals | PK | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|--------------------------------------|-------------------------|------------|----------|-----|
| Blank Homeroom Teacher Number | | | | |
| Demographics | Enrollment Building | Equals | (bldg #) | And |
| Demographics | Homeroom Teacher Number | Is Missing | | End |

| Area | Item | Operation | | |
|---------------------------------------|-------------------------|-------------------------|-------------|-----|
| Homeroom Teacher Number Search | | | | |
| Demographics | Student Status Code | Equals | A | And |
| Demographics | Enrollment Building | Equals | (bldg #) | And |
| Demographics | Homeroom Teacher Number | Is in (comma delimited) | (teacher #) | End |

| Area | Item | Operation | | |
|----------------------------|---------------------|------------|---|-----|
| Travel Code Missing | | | | |
| Demographics | Travel Code | Is Missing | | And |
| Demographics | Student Status Code | Equals | A | End |

ADVANCED SEARCHES

| Area | Item | Operation | | |
|---------------------------|---------------------|-------------------------|------------------------------------|-----|
| Travel Code Search | | | | |
| Demographics | Travel Code | Is In (Comma delimited) | Select from these codes B,D,G,P | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|-----------------------------------|-------------------------------|------------|---|-----|
| Guardian 1 Name is Missing | | | | |
| Demographics | 1 st Guardian Name | Is Missing | | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|---|-------------------------------|-----------|-----------------|-----|
| Guardian Name – Name MUST be in all CAPS | | | | |
| Demographics | 1 st Guardian Name | Contains | (NAME ALL CAPS) | End |

| Area | Item | Operation | | |
|--------------------------------------|---------------------------------|------------|---|-----|
| Guardian 1 Address is Missing | | | | |
| Demographics | 1 st Guardian Street | Is Missing | | And |
| Demographics | Student Status Code | Equals | A | End |

SCREEN 100 SEARCHES

| Area | Item | Operation | | |
|-------------------------------|---------------------|-----------|-----|-----|
| Migrant Search | | | | |
| District Defined Demographics | Screen Num | Equals | 100 | And |
| District Defined Demographics | Fld15 | Equals | Y | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|-------------------------------|---------------------|-----------|-----|-----|
| 504 Student Search | | | | |
| District Defined Demographics | Screen Num | Equals | 100 | And |
| District Defined Demographics | Fld18 | Equals | Y | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|-------------------------------|---------------------|-----------|-----|-----|
| Title 1 Search | | | | |
| District Defined Demographics | Screen Num | Equals | 100 | And |
| District Defined Demographics | Fld22 | Equals | Y | And |
| Demographics | Student Status Code | Equals | A | End |

ADVANCED SEARCHES

| Area | Item | Operation | | |
|-------------------------------|---------------------|-----------|-----|-----|
| LEP/ELL Search | | | | |
| District Defined Demographics | Screen Num | Equals | 100 | And |
| District Defined Demographics | Fld23 | Equals | Y | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|--|---------------------|------------|-----|-----|
| Missing Resident County Code Search | | | | |
| District Defined Demographics | Screen Num | Equals | 100 | And |
| District Defined Demographics | Fld03 | Is Missing | | And |
| Demographics | Student Status Code | Equals | A | End |

SCREEN 102 SEARCHES

| Area | Item | Operation | | |
|--|---------------------|-----------|-----|-----|
| Special Ed Search on Screen 102 | | | | |
| District Defined Demographics | Screen Num | Equals | 102 | And |
| District Defined Demographics | Fld01 | Equals | Y | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|-------------------------------|---------------------|-----------|-----|-----|
| G/T Search | | | | |
| District Defined Demographics | Screen Num | Equals | 102 | And |
| District Defined Demographics | Fld02 | Equals | Y | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|-------------------------------|---------------------|-------------------------|-------------------|-----|
| Homeless Search | | | | |
| District Defined Demographics | Screen Num | Equals | 102 | And |
| District Defined Demographics | Fld03 | Is In (Comma Delimited) | D,HM,O,S,SH,U, UY | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|--------------------------------|---------------------|-------------------------|------|-----|
| Invalid Homeless Search | | | | |
| District Defined Demographics | Screen Num | Equals | 102 | And |
| District Defined Demographics | Fld03 | Is In (Comma Delimited) | O,SH | And |
| Demographics | Student Status Code | Equals | A | End |

ADVANCED SEARCHES

| Area | Item | Operation | | |
|-------------------------------|---------------------|----------------|-----|-----|
| Preschool 102 Search | | | | |
| District Defined Demographics | Screen Num | Equals | 102 | And |
| District Defined Demographics | Fld04 | Is Not Missing | | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|--|---------------------|------------|-----|-----|
| PK Students with Missing Preschool Code on Screen 102 | | | | |
| Demographics | Student Status Code | Equals | A | And |
| Demographics | Grade | Equals | PK | And |
| District Defined Demographics | Screen Num | Equals | 102 | And |
| District Defined Demographics | Fld04 | Is Missing | | End |

| Area | Item | Operation | | |
|-------------------------------|---------------------|----------------|-----|-----|
| ADM Part Time Search | | | | |
| District Defined Demographics | Screen Num | Equals | 102 | And |
| District Defined Demographics | Fld05 | Is Not Missing | | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|-------------------------------|---------------------|-----------|-----|-----|
| Smart Core Waiver | | | | |
| District Defined Demographics | Screen Num | Equals | 102 | And |
| District Defined Demographics | Fld06 | Equals | Y | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|-------------------------------|---------------------|----------------|-----|-----|
| Facility Name Search | | | | |
| District Defined Demographics | Screen Num | Equals | 102 | And |
| District Defined Demographics | Fld07 | Is Not Missing | | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|---|---------------------|-----------|-----|-----|
| Supplemental Services Search (Y/N) | | | | |
| District Defined Demographics | Screen Num | Equals | 102 | And |
| District Defined Demographics | Fld10 | Equals | Y | And |
| Demographics | Student Status Code | Equals | A | End |

ADVANCED SEARCHES

| Area | Item | Operation | | |
|--|---------------------|------------|-----|-----|
| Supplemental Services Provider is Missing | | | | |
| District Defined Demographics | Screen Num | Equals | 102 | And |
| District Defined Demographics | Fld10 | Equals | Y | And |
| District Defined Demographics | Fld12 | Is Missing | | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|--------------------------------|---------------------|----------------|-----|-----|
| Consolidated LEA Search | | | | |
| District Defined Demographics | Screen Num | Equals | 102 | And |
| District Defined Demographics | Fld11 | Is Not Missing | | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|----------------------------------|---------------------|----------------|-----|-----|
| Displaced District Search | | | | |
| District Defined Demographics | Screen Num | Equals | 102 | And |
| District Defined Demographics | Fld15 | Is Not Missing | | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|--|---------------------|----------------|-----|-----|
| Displaced District State Search | | | | |
| District Defined Demographics | Screen Num | Equals | 102 | And |
| District Defined Demographics | Fld16 | Is Not Missing | | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|-------------------------------|---------------------|-----------|-----|-----|
| Immigrant Search | | | | |
| District Defined Demographics | Screen Num | Equals | 102 | And |
| District Defined Demographics | Fld23 | Equals | Y | And |
| Demographics | Student Status Code | Equals | A | End |

ADVANCED SEARCHES

SCREEN 999 SEARCHES

| Area | Item | Operation | | |
|--|---|----------------|-------|-----|
| Screen 999 Search (change the field numbers depending on cycle) | | | | |
| District Defined Demographics | Screen Num | Equals | (999) | And |
| District Defined Demographics | Fld07 (change field depending on cycle) | Is Not Missing | | And |
| District Defined Demographics | Fld08 (change field depending on cycle) | Is Not Missing | | And |
| Demographics | Student Status Code | Equals | A | End |

SCREEN 1000 SEARCHES

| Area | Item | Operation | | |
|---|---------------------------|----------------|------|-----|
| Screen 1000 Search (change the field numbers depending on entry) | | | | |
| District Defined Demographics | Screen Num | Equals | 1000 | And |
| District Defined Demographics | Fld01 (or Fld03 or Fld05) | Is Not Missing | | And |
| District Defined Demographics | Fld02 (or Fld04 or Fld06) | Is Not Missing | | And |
| Demographics | Student Status Code | Equals | A | End |

ENTRY/WITHDRAWAL SCREEN SEARCHES

| Area | Item | Operation | | |
|--|-------------------|-----------|----------------------|-----|
| ALE Search District–Wide Active or Inactive | | | | |
| Entry/Withdrawal | Assigned Calendar | Equals | 20XXR (current year) | And |
| Entry/Withdrawal | Curriculum Code | Equals | AE | End |

| Area | Item | Operation | | |
|--|---------------------|-----------|----------------------|-----|
| ALE Students this year – by Building Active or Inactive | | | | |
| Demographics | Enrollment Building | Equals | (bldg #) | And |
| Entry/Withdrawal | Assigned Calendar | Equals | 20XXR (current year) | And |
| Entry/Withdrawal | Curriculum Code | Equals | AE | End |

| Area | Item | Operation | | |
|--------------------------------|-----------------|-------------------------|--|-----|
| Drop Out/No Show Report | | | | |
| Entry/Withdrawal | Withdrawal Date | On or After | 10/01/XXXX(last Year) | And |
| Entry/Withdrawal | Withdraw Code | Is In (Comma Delimited) | 015,040,050,060, 070,080,090,100, 110,120,130,150, NOS | End |

| Area | Item | Operation | | |
|-------------------------------------|-------------------|------------|----------------------|-----|
| Prior Year Open Vector Lines | | | | |
| Entry/Withdrawal | Assigned Calendar | Not Equals | 20XXR (current year) | And |
| Entry/Withdrawal | With_date | Is Missing | | End |

ADVANCED SEARCHES

| Area | Item | Operation | | |
|------------------------|-------------------|-----------|-------|-----|
| Early Graduates | | | | |
| Entry/Withdrawal | Assigned Calendar | Equals | 20XXR | And |
| Entry/Withdrawal | Withdraw Code | Equals | 140 | End |

| Area | Item | Operation | | |
|---|-------------------|-------------------------|----------------------|-----|
| Missing LEA for District School Choice due to School Improvement | | | | |
| Entry/Withdrawal | Assigned Calendar | Equals | 20XXR (current year) | And |
| Entry/Withdrawal | Residency Code | Is In (Comma Delimited) | I,J | And |
| Entry/Withdrawal | Fld01 | Is Missing | | End |

| Area | Item | Operation | | |
|--|-------------------|-----------|----------------------|-----|
| Resident Code Search (Change the residency code to match your search) | | | | |
| Entry/Withdrawal | Assigned Calendar | Equals | 20XXR (current year) | And |
| Entry/Withdrawal | Residency Code | Equals | (code to search) | End |

| Area | Item | Operation | | |
|--|---------------------|-------------------------|----------------------|-----|
| Resident Code Not = R (Example year format – 2012R) | | | | |
| Demographics | Enrollment Building | Is in (comma delimited) | (bldg #) | And |
| Entry/Withdrawal | Assigned Calendar | Equals | 20XXR (current year) | And |
| Entry/Withdrawal | Residency Code | Not Equals | R | End |

| Area | Item | Operation | | |
|---|-------------------|-----------|----------------------|-----|
| Entry Code Search (Change the entry code to match your search) | | | | |
| Entry/Withdrawal | Assigned Calendar | Equals | 20XXR (current year) | And |
| Entry/Withdrawal | Entry Code | Equals | (code to search) | End |

| Area | Item | Operation | | |
|------------------------|-------------------|----------------|----------------------|-----|
| Send LEA Search | | | | |
| Entry/Withdrawal | Assigned Calendar | Equals | 20XXR (current year) | And |
| Entry/Withdrawal | Fld01 | Is Not Missing | | End |

| Area | Item | Operation | | |
|-------------------------|-------------------|-------------------------|----------------------|-----|
| Send LEA Missing | | | | |
| Entry/Withdrawal | Assigned Calendar | Equals | 20XXR (current year) | And |
| Entry/Withdrawal | Fld01 | Is Missing | | And |
| Entry/Withdrawal | Residency code | Is In (Comma Delimited) | P,D,M,W | End |

| Area | Item | Operation | | |
|--|-------------------|------------|----------------------|-----|
| Transportation Code Missing (Example year format - 2012R) | | | | |
| Entry/Withdrawal | Assigned Calendar | Equals | 20XXR (current year) | And |
| Entry/Withdrawal | Fld02 | Is Missing | | End |

ADVANCED SEARCHES

SCHEDULING --_Applications > Scheduling > Student Schedules

STUDENT SCHEDULES

| Area | Item | Operation | | |
|---|-----------------|-----------|---------------|-----|
| ALE Students are Scheduled into ALE Courses – from the Student Schedules Screen) | | | | |
| Entry/Withdrawal | Building | Equals | (your bldg #) | And |
| Entry/Withdrawal | Curriculum Code | Equals | AE | End |

| Area | Item | Operation | | |
|---|-------------------|-------------------------|---|-----|
| Students Out of Grade Level For Courses (Example year format - 2012R) (use this search statement on the Student Schedules Search Screen) | | | | |
| Scheduled Students | Course Code | Starts With | (enter first three digits of course #) | And |
| Scheduled Students | Course Section | Greater than | 0 | And |
| Scheduled Students | Scheduling Status | Is in (comma delimited) | S,R,L | And |
| Entry/Withdrawal | Grade | Not Equals | (grade level required for course # above) | And |
| Entry/Withdrawal | Assigned Calendar | Equals | 20XXR | End |

Scheduling –_Applications > Scheduling > Master Schedule

MASTER SCHEDULE

| Area | Item | Operation | | |
|---------------------------|-----------------|-------------------------|-------------------------------------|-----|
| Course Code Search | | | | |
| Master Schedule | Course Building | Equals | (Enter Building #) | And |
| Master Schedule | Course | Is In (comma delimited) | (Enter course #,course#, no spaces) | End |

| Area | Item | Operation | | |
|---|--------|-----------|------------------------------------|-----|
| Course Number Error Search (first 5 digits of #) | | | | |
| Master Schedule | Course | Contains | (enter first 5 digits of course #) | End |

| Area | Item | Operation | | |
|--|---------------------|------------|--------------------|-----|
| Course with no Teacher Assigned (Staff) | | | | |
| Master Schedule | Teacher Number | Equals | 0 | And |
| Master Schedule | Course Building | Equals | (Enter Building #) | And |
| Master Schedule | Blocked Course Flag | Not Equals | Y | End |

| Area | Item | Operation | | |
|---------------------------------|------------------|------------|--------------------|-----|
| Period Length is missing | | | | |
| Master Schedule | Length of Period | Is missing | | And |
| Master Schedule | Course Building | Equals | (Enter Building #) | End |

ADVANCED SEARCHES

| Area | Item | Operation | | |
|--|---------------------------|------------|--------------------|-----|
| ALE Course Period Length is missing | | | | |
| Master Schedule | District –Defined Field 8 | Equals | Y | And |
| Master Schedule | Length of Period | Is missing | | And |
| Master Schedule | Course Building | Equals | (Enter Building #) | End |

| Area | Item | Operation | | |
|-----------------------------------|-------------------|-----------|--------------------|-----|
| Courses Without Seats Used | | | | |
| Master Schedule | Number Seats Used | Equals | 0 | And |
| Master Schedule | Course Building | Equals | (Enter Building #) | End |

| Area | Item | Operation | | |
|---|-------------------|--------------|---------------------|-----|
| Classes Overloaded – Be sure to run a report & check each marking period | | | | |
| Master Schedule | Course Building | Equals | (Enter Building #) | And |
| Master Schedule | Number Seats Used | Greater Than | (enter max # seats) | End |

| Area | Item | Operation | | |
|---|--------------------------|-----------|---------------|-----|
| Job Code = 000000 (Do not use for Oct 1 report) for Courses in Master Schedule | | | | |
| Master Schedule | District-Defined Field 1 | Equals | 000000 | And |
| Master Schedule | Course Building | Equals | (your bldg #) | End |

| Area | Item | Operation | | |
|-------------------------|--------------------------|------------|---------------|-----|
| Job Code = Empty | | | | |
| Master Schedule | District-Defined Field 1 | Is Missing | | And |
| Master Schedule | Course Building | Equals | (your bldg #) | End |

| Area | Item | Operation | | |
|------------------------|--------------------------|------------|---------------|-----|
| HQT Field Empty | | | | |
| Master Schedule | District-Defined Field 3 | Is Missing | | And |
| Master Schedule | Course Building | Equals | (your bldg #) | End |

| Area | Item | Operation | | |
|---|--------------------------|-----------|---------------|-----|
| Special Ed Course Defined in Master Schedule | | | | |
| Master Schedule | District-Defined Field 7 | Equals | Y | And |
| Master Schedule | Course Building | Equals | (your bldg #) | End |

| Area | Item | Operation | | |
|---|--------------------------|-----------|---------------|-----|
| Alternative Ed Course Defined in Master Schedule | | | | |
| Master Schedule | District-Defined Field 8 | Equals | Y | And |
| Master Schedule | Course Building | Equals | (your bldg #) | End |

| Area | Item | Operation | | |
|---|--------------------------|-----------|---------------|-----|
| Courses Flagged for College Credit | | | | |
| Master Schedule | Course Building | Equals | (your bldg #) | And |
| Master Schedule | District Defined Field 5 | Equals | Y | End |

| Area | Item | Operation | | |
|---|--------------------------|------------|---------------|-----|
| College Credit Institution Missing | | | | |
| Master Schedule | Course Building | Equals | (your bldg #) | And |
| Master Schedule | District Defined Field 5 | Equals | Y | And |
| Master Schedule | District Defined Field 6 | Is Missing | | End |

ADVANCED SEARCHES

| Area | Item | Operation | | |
|---|--------------------------|-------------------------|---------------|-----|
| Distance Learning Provider Missing | | | | |
| Master Schedule | Course Building | Equals | (your bldg #) | And |
| Master Schedule | District Defined Field 4 | Is In (Comma Delimited) | CV,OT,SV,WB | And |
| Master Schedule | District Defined Field 9 | Is Missing | | End |

| Area | Item | Operation | | |
|--|-----------------|------------|---------------|-----|
| Report Card Credit Missing for course | | | | |
| Master Schedule | Course Credits | Is Missing | | And |
| Master Schedule | Course Building | Equals | (your bldg #) | End |

TRANSCRIPTS - Applications > Transcripts > Entry > Rank Entry by Student

| Area | Item | Operation | | |
|--|-------------------------------|--------------------|-------------------|-----|
| '0' Rank in Class (Example year format - 2012R) | | | | |
| Report Card Semester | Official Class Rank for Rank1 | Equals | 0 | And |
| Report Card Semester | Rank Building | Equals | (your bldg #) | And |
| Report Card Semester | School Year | Equals | 20XX (enter year) | And |
| Report Card Semester | Student Grade | Greater Than/equal | 09 | End |

| Area | Item | Operation | | |
|--|--------------------|--------------------|--------------------|-----|
| '0' GPA (Example year format - 2012R) | | | | |
| Report Card Semester | Official GPA Rank1 | Equals | 0.0000 | And |
| Report Card Semester | Rank Building | Equals | (enter Building #) | And |
| Report Card Semester | School Year | Equals | 20XX (enter year) | And |
| Report Card Semester | Student Grade | Greater Than/equal | 09 | End |

ADVANCED SEARCHES

REPORT CARDS

Checking for Blank grades at semester

Reports > Report Cards > Selective Mark List

Enter the semester marking Period – 2 or 4

Enter the semester Mark Slot – (3 for most of schools)

Check for Blank Marks -

List of Marks – leave blank

Print Status 3 -

| Area | Item | Operation | | |
|---|-----------------|-------------------------|---------------|-----|
| Report Card Semester Grades Missing (adjust marking periods for semester grades) | | | | |
| Report Card Details | Grade 3 | Is Missing | | And |
| Report Card Details | Marking Period | Is In (Comma Delimited) | (2 or 4) | And |
| Report Card Details | Course Building | Equals | (your bldg #) | End |

| Area | Item | Operation | | |
|-----------------------------------|-----------------|------------|-------------------|-----|
| Report Card Credit Missing | | | | |
| Master Schedule | Course Credits | Is Missing | | And |
| Master Schedule | Course Building | Equals | (your building #) | End |

MEDICAL -

Applications > Medical > Entry > Student Medical Records

VISION

| Area | Item | Operation | | |
|---|----------------------------------|-------------------------|---------------------------------|-----|
| Missing Follow-Up Code in Vision | | | | |
| Medical Vision Exam | Vision Test Date | Between | <u>MM/DD/YYYY</u> MM/DD/YYYY | And |
| Medical Vision Exam | 1 ST Vision Referral | Is Not Missing | | And |
| Medical Vision Exam | 1 ST Vision Follow-up | Is Missing | | And |
| Demographics | Enrollment Building | Is In (Comma Delimited) | (enter Building #) | And |
| Demographics | Student Status Code | Equals | A | End |

| Area | Item | Operation | | |
|--|----------------------------------|-------------------------|---------------------------------|-----|
| Incorrect Referral and Follow-Up Code | | | | |
| Medical Vision Exam | Vision Test Date | Between | <u>MM/DD/YYYY</u> MM/DD/YYYY | And |
| Medical Vision Exam | 1 ST Vision Referral | Is In (Comma Delimited) | A,C,D,G,H,O,R, S,T,W | And |
| Medical Vision Exam | 1 ST Vision Follow-up | Is In (Comma Delimited) | P,E | And |
| Demographics | Enrollment Building | Is In (Comma Delimited) | (enter Building #) | And |
| Demographics | Student Status Code | Equals | A | End |

ADVANCED SEARCHES

| Area | Item | Operation | | |
|---|----------------------------------|-------------------------|-------------------------------------|-----|
| Locate any Exams that have Follow-up Codes | | | | |
| Demographics | Enrollment Building | Is In (Comma Delimited) | (enter building #) | And |
| Demographics | Grade | Is In (Comma Delimited) | (enter grades) | And |
| Medical Vision Exam | Vision Test Date | Between | <u>MM/DD/YYYY</u> And MM/DD/YYYY | And |
| Medical Vision Exam | 1 st Vision Follow-up | Is Not Missing | (leave blank) | End |

| Area | Item | Operation | | |
|---|---------------------------------|-------------------------|-------------------------------------|-----|
| Locate any Exams That Have a Referral Code | | | | |
| Demographics | Enrollment Building | Is In (Comma Delimited) | (enter building #) | And |
| Demographics | Grade | Is In (Comma Delimited) | (enter 2 digit grade) | And |
| Medical Vision Exam | Vision Test Date | Between | <u>MM/DD/YYYY</u> And MM/DD/YYYY | And |
| Medical Vision Exam | 1 st Vision Referral | Is Not Missing | (leave blank) | End |

Medical – Applications > Medical > Entry > Student Medical Records

SCOLIOSIS

| Area | Item | Operation | | |
|--|-------------------------------------|-------------------------|-------------------------------------|-----|
| Missing Follow-Up Code in Scoliosis | | | | |
| Medical Scoliosis Exam | Scoliosis Test Date | Between | <u>MM/DD/YYYY</u> And MM/DD/YYYY | And |
| Medical Scoliosis Exam | 1 st Scoliosis Referral | Is in (Comma Delimited) | P,O,S | And |
| Medical Scoliosis Exam | 1 st Scoliosis Follow-up | Is Missing | (leave blank) | And |
| Demographics | Enrollment Building | Is In (Comma Delimited) | (enter Building #) | End |

| Area | Item | Operation | | |
|--------------------------------------|------------------------------------|-----------------------------|-------------------------------------|-----|
| Invalid Referral in Scoliosis | | | | |
| Medical Scoliosis Exam | Scoliosis Test Date | Between | <u>MM/DD/YYYY</u> And MM/DD/YYYY | And |
| Medical Scoliosis Exam | 1 st Scoliosis Referral | Is not in (Comma Delimited) | O,P,S,G | And |
| Demographics | Enrollment Building | Is In (Comma Delimited) | (enter Building #) | End |

ADVANCED SEARCHES

Medical – Applications > Medical > Entry > Student Medical Records

HEARING

| Area | Item | Operation | | |
|--|-----------------------------------|-------------------------|------------------------------|-----|
| Missing Follow-Up Code in Hearing | | | | |
| Medical Hearing Exam | Hearing Test Date | Between | MM/DD/YYYY And MM/DD/YYYY | And |
| Medical Hearing Exam | 1 st Hearing Referral | Is Not Missing | (leave blank) | And |
| Medical Hearing Exam | 1 st Hearing Follow-up | Is Missing | (leave blank) | And |
| Demographics | Enrollment Building | Is In (Comma Delimited) | (enter Building #) | End |

| Area | Item | Operation | | |
|--|-----------------------------------|-------------------------|------------------------------|-----|
| Incorrect Referral and Follow-up Combination in Hearing | | | | |
| Medical Hearing Exam | Hearing Test Date | Between | MM/DD/YYYY And MM/DD/YYYY | And |
| Medical Hearing Exam | 1 st Hearing Referral | Is In (Comma Delimited) | A,C,D,E,G,H,O,R,S,T,W | And |
| Medical Hearing Exam | 1 st Hearing Follow-up | Is In (Comma Delimited) | N,J | And |
| Demographics | Enrollment Building | Is In (Comma Delimited) | (enter Building #) | End |

DISCIPLINE - Applications > Discipline > Incident Entry

INCIDENT ENTRY

| Area | Item | Operation | | |
|--|-----------------|------------|--|-----|
| Discipline Incident with Offender Missing | | | | |
| Discipline Offender | Offender Number | Is Missing | | End |

| Area | Item | Operation | | |
|---|------------------------------------|-------------------------|--|-----|
| Discipline Duration Field is Missing – (for Expulsion Action Codes) | | | | |
| Discipline Action (Offender) | Offender Action Building | Equals | (enter bldg #) | And |
| Discipline Action (Offender) | Offender Action Scheduled Duration | Is Missing | | And |
| Discipline Action (Offender) | Offender Action Code | Is In (comma Delimited) | 01,02,03,04,11, 12,13,14,15,16,17,18,19 | End |

ADVANCED SEARCHES

DISCIPLINE - Applications > Discipline > Student Entry

STUDENT ENTRY

| Area | Item | Operation | | |
|--|---------------------|------------|-------------------|-----|
| Discipline Incident Building Does not match Enrollment Building of Offender (use this search statement from the Student Entry Screen) | | | | |
| Discipline Incidents | Incident building | Equals | (enter bldg #) | And |
| Discipline Incidents | School Year | Equals | 20XX (enter year) | And |
| Demographics | Enrollment Building | Not Equals | (enter bldg #) | End |

| Area | Item | Operation | | |
|---|---------------------|-------------------------|-----------------------|-----|
| Certain Incident Codes for Active Students (use this search statement from the Student Entry Screen) | | | | |
| Demographics | Student Status Code | Equals | A | And |
| Demographics | Enrollment Building | Is in (comma delimited) | (enter bldg #) | And |
| Discipline Incident | Incident Code | Is in (Comma delimited) | (enter incident code) | End |

| Area | Item | Operation | | |
|---|-------------------------|-------------------------|------------------------------|-----|
| Specific Action Codes between Incident Dates for Active Students (use this search statement from the Student Entry Screen) | | | | |
| Demographics | Student Status Code | Equals | A | And |
| Discipline Incident | Incident Building | Equals | (enter bldg #) | And |
| Discipline Incident | Incident Date | Between And | MM/DD/YYYY And MM/DD/YYYY | And |
| Discipline Action (Offender | Offender Action Code | Is in (comma delimited) | (enter action code) | End |