

Chapter 10

STANDARD SIS REPORTS

Table 1 GENERAL/STUDENT REPORTS

REPORT	DESCRIPTION
R101	STUDENT ROSTER
R102	STUDENT ROSTER BY CONTROL GROUPS (Programs)
R105	ANECDOTAL REPORT OF PROGRESS
R201	HOMEROOM LIST
R207	TEACHER ADDRESS LABELS
R208	GRADUATION VERIFICATION REPORT
R209	ADD/DROP AUDIT REPORT
R305	PRINCIPAL'S REPORT ON ENROLLMENT
R306	YEAR-END ENROLLMENT SUMMARY
REPO	LOCK, Version 1 - LOCKER ALLOCATIONS
REPO	LOCK, Version 2 - LOCKERS AND COMBINATIONS
	For "REPO" Reports, See Chapter 11
	For DataTrieve Reports, See Chapter 12

Table 2 MARKS REPORTS

REPORT	DESCRIPTION
R208	GRADUATION VERIFICATION REPORT
R301	MARKS ANALYSIS (Also See R328)
R302	STUDENTS WITH SPECIFIED MARKS
R303	HONOR ROLL
R325	STUDENT GPA RANKING REPORT
R326	COURSE GPA RANKING REPORT
R328	MARKS ANALYSIS II (Marks may be grouped)
R329	COMMENT USAGE REPORT

R700	FORMAT 1 = STUDENT GRADE CARDS
R700	FORMAT 5 = STUDENT SCHEDULES WITH GRADES (STUDENT COMPOSITE)
R700	FORMAT 10 = STUDENT TRANSCRIPT LABELS
R702	STUDENT TRANSCRIPT (FORMAT 1)
R802	INELIGIBILITY SUMMARY
	For "REPO" Reports, See Chapter 11
	For DataTrieve Reports, See Chapter 12

Table 3 SCHEDULING REPORTS

REPORT	DESCRIPTION
R206	LABELS FOR COURSE REQUEST SHEETS
R401	STUDENT COURSE REQUEST VERIFICATION/EDIT REPORT
R402	TALLY OF STUDENT COURSE REQUESTS
R403	POTENTIAL COURSE CONFLICTS MATRIX
R404	STUDENTS WHO REQUESTED A SPECIFIC COURSE
R405	STUDENTS WHO REQUESTED A SPECIFIC COURSE PAIR
R406	POTENTIAL COURSE CONFLICTS TABLE
R407	CLASS MASTER SCHEDULE
R408	FREE ROOM REPORT
R409	ROOM SCHEDULE
R410	FREE TEACHER REPORT
R411	TEACHER SCHEDULE
R413	STUDENTS SCHEDULED WITH ALTERNATE COURSES
R414	STUDENTS SCHEDULED WITH UNBALANCED COURSE LOADS
R415	STUDENTS SCHEDULED WITH FREE TIME
R416	COURSE REQUEST VERIFICATION SLIP
R419	STUDY HALL CLASS LIST
R421	COURSE FREQUENCY REPORT
R422	TIMETABLE GRID REPORT
R423	STUDENTS WHO REQUESTED UP TO EIGHT COURSES
R424	STUDENTS SCHEDULED INTO ONE CRSE/SEC AND NOT ANOTHER
R425	STUDENTS SCHEDULED INTO TWO ASSIGNED CRSE/SECTIONS
R426	STUDENT SCHEDULING ANALYSIS REPORT
R701	STUDENT SCHEDULES (Format 1 = Forms; Format 2 = Paper)
R807	SECTION SUMMARY BY REPORT PERIOD

R813	SINGLETON LIST/CONFLICT REPORT
REPO	CRSE, VERSION 1 - COURSE LISTING--GENERAL
REPO	CRSE, VERSION 2 - COURSE LISTING--HISTORY DETAIL
REPO	TEAC, VERSION 1 - TEACHER LISTING
REPO	TEAC, VERSION 2 - TEACHER ADDRESS LISTING
	For "REPO" Reports, See Chapter 11
	For DataTrieve Reports, See Chapter 12

Table 4 FEES REPORTS

REPORT	DESCRIPTION
R108	STUDENT FEE COLLECTION LIST/FEE RECEIPT
R109	STUDENT FEE DETAIL REPORT
R110	STUDENT FEE SUMMARY REPORT
R111	STUDENT FEE PAYMENT LIST

Table 5 ATTENDANCE REPORTS

REPORT	DESCRIPTION
R307	DAILY OFFICE REPORT OF STUDENT ABSENCES
R308	STUDENT ENROLLMENT REPORT
R309	STUDENT ABSENCE SEARCH REPORT - ABSE
R310	HOMEROOM ATTENDANCE REGISTER
R311	STUDENT ABSENCE STATISTICS REPORT
R319	STUDENT ADA/ADM REPORT - USES ABHI
R320	STUDENT DAILY ABSENCE LETTER
R322	STUDENT ADA/ADM REPORT - USES ABSE
R330	ATTENDANCE BY CALENDAR REPORT
R331	HOMEROOM ATTENDANCE REPORT
R500	BUILDING OR DISTRICT-WIDE MEMBERSHIP REPORT
R703	ATTENDANCE GATHERING LISTS - FMT. 21 (For some schools)
	For "REPO" Reports, See Chapter 11
	For DataTrieve Reports, See Chapter 12

Table 6 FORMATTERS

REPORT	FORMAT	DESCRIPTION
R700	1	REPORT CARD

R700	5	STUDENT COMPOSITE (SCHEDULE WITH GRADES)
R700	10	STUDENT TRANSCRIPT LABELS
R701	1	SCHEDULES (FORMS)
R701	2	SCHEDULES (PAPER)
R702	1	STUDENT TRANSCRIPTS
R703	1	MARKS VERIFICATION (USE HIGH DENSITY)
R703	10	CLASS LISTS (USE LOW DENSITY)
R703	11	CLASS LISTS WITH PARENT ADDRESS (USE HIGH DENSITY)
R703	21	ATTENDANCE GATHERING LISTS (USE LOW DENSITY)

10.1 GENERATING/PRINTING SIS STANDARD REPORTS

10.1.1 Generating the Report

1. Select report to be generated:

Obtain the name of the report from the above tables or samples at the end of this chapter. Next, at the Command: prompt, type **C Rnnn** (all the standard SIS reports begin with "R" and are followed by a 3-digit number). This takes you to the report requesting screen, and you will be prompted to "Enter field number to change".

2. If Screen is Set the Desired Way:

If the screen display is already set up the desired way to generate the report in the proper sequencing that you wish with the desired selection, simply press the return at this prompt. Then it will ask, "Submit for processing?". Enter **Y** to submit it. The cursor will be returned to the top of the screen, so press the **PF4** (escape) key to get back to the bottom of the screen at the "Command:" prompt. Skip ahead to the, "Printing a Report" section of this document.

3. If Screen is NOT Set the Desired Way:

If the screen display is NOT set up to generate the report in the desired manner, enter a field # that is approximately near the field you wish to change. If the cursor is not at the field you wish to change, use the arrow keys to move forward or backward.

4. Day or Night Queue:

Check the top right corner of the screen for the queue that it is set for. Choices are "D/N" (Day or Night). If you wish to generate the report now, use "D". Setting the queue field to "N" will

cause the report to wait until evening to begin to generate.

5. Selection Control:

- Set up the "Selection Control" fields so that the desired records will be selected. Leave any field that you want no selection on blank (not zero). To blank a field, press the key which is located above the return key. On most keyboards, this key has an "X" inside a box and the words "Word" & "Char" on it.
- If you do not wish to use a certain field for selection, leave it blank. A typical example is "Grade Level". To include ALL grades, leave the "From" and "To" blank.
- Status/P115 Fields: Many reports include the "Status" & "P115 (E/S)" fields in the Selection Control area of the screen. If you enter "A" in the "Status" field, and "E" in the "P115" field, you will get only students who have "A" in the status field of the STUD record. Enter "A" in the status field and "S" in the P115 field to include all students who have "System" status of "A". These would include "A", "J", "N", "R", and "U" in the status field of the STUD record. Leave the "Status" field blank to include all statuses. **NOTE:** Display P115 to see external [E] & system [S] status definitions.
- Data Flags: In the Selection Control area of some report requesting screens, Data Flag fields may appear. In some reports, such as R101, this field is used to exclusively INCLUDE students with specific data in a designated data flag. Other screens, such as R700 & R701, use this field to EXCLUDE students who have specific data stored in a certain data flag. Check the wording of the field on the report screen to determine which it will do. Example: Enter "J" in the data flag "4" field in the R101 screen to include only those students who have "J" in the data flag 4 field of their STUD record. OR Example: Enter "J" in the data flag "4" field in R701 screen to exclude those students who have "J" in data flag "4" of their STUD record.

6. Sequence Control: (Sort)

In the "Sequence Control" area, place a "1" on the field you wish to be the first level of sort, "2" on the next field for sorting, etc. Leave all fields that you do not wish to sort on blank (not zero). Example: for an alphabetical report by grade, place a "1" beside "Grade", and a "2" beside "Name". Leave all other fields blank.

7. Print Control:

- In the "Print Control" area, "Density" choices are "H/L" (High or Low). Choosing "H" causes a slaved printer to automatically change to a horizontal pitch of 16 characters per inch when the report begins to print. "L" causes the printer to remain at the default horizontal pitch of 10 characters per inch. High density allows a report which would normally require wide (14-7/8" x 11") paper, to fit on narrow (9-1/2" x 11") paper.
- "Spacing" refers to vertical spacing. "1" produces a single-spaced report. "2" would produce a double-spaced report.
- If the "Copies" field is set to "1", the program will generate 1 copy of the report. Multiple copies may be generated for printing by setting this field to the number of copies desired.
- If the cursor stops at the "Printer" field, you may set this field to "P1" (slaved printer); "P3", "P4", etc. may be available as queue printers in some schools. If the cursor bypasses this field, and it is not set to the desired printer, it may be changed in the MGMT screen.
- The "Save" field should always be set to **Y** (Yes) so that the report may be re-printed without re-generating if another copy is needed.
- "P149 Version" is a field which is sometimes included in this area. This refers to a table which may be used to enter specific student ID#'s. If a report for only specific students is desired, go to P149 before generating this report and enter (ADD) their ID#'s into a version of this table. (See note.) Then return to the report requesting screen and indicate on this field what version number holds the ID#'s. Leave

this field blank (not zero) if you are not using a P149 table at all.

- **NOTE:** A recommended procedure is to first type "D P149" and enter "1" at the "version" prompt, then press the "word-char" (Delete) key at the first line no. of the "Student ID" fields. If the message, "NOT FOUND" appears, you may escape (PF4) to the command: prompt and enter into "ADD" mode. You may use any version number to store the ID#'s in this table. If, however, ID#'s do appear in version 1, use the return key and "2" for the version to display the next version of this table. Continue to search for an empty version, or delete the ID#'s in an existing one.
- If you enter "Y" at the "Clear P149 (Y/N)", the ID#'s will be cleared out of the table after the report is generated. Entering "N" here causes them to remain in that table.
- "Build/Use P149 (B/U/)" refers to whether you wish to build the table (version # indicated) using the selection criteria indicated, or use the ID#'s which you have entered there. If you have not specified any version # of P149, this field may be left blank.
- There may be other fields regarding the type of information that is to be printed on the report or the appearance of the report which may be set to the desired data.

8. Submitting the Report:

When you have the screen set up as desired, if the cursor is not at the bottom of the screen and you have no more fields to change, use the **PF4** (escape) key to move the cursor to the prompt, "Enter field number to change". Press RETURN if you have no fields to change. Next, you will be prompted to, "Submit for processing (Y/N)?". To generate the report, enter "Y" here. Next, it will prompt you, "Store the Request (Y/N)?" Enter "Y" to save this screen format. The cursor will return to the top of the screen at the "version #" field. You may either press return to be prompted again to enter a field number to change, or press "PF4" to escape down to the bottom of the screen at the "Command:" prompt.

10.1.2 Printing the Report

- At the "Command:" prompt, type **C MGMT** to enter CHANGE mode in the MGMT screen. The cursor will be at the top of the screen and an "A" (All) will appear. Press RETURN to accept this default response. Any reports/batches that have been generated and not canceled will appear on separate lines on this screen. The cursor will be at the bottom of the screen at the "Enter line number to change" prompt.
- If the report which you submitted has a status of "PEND" or "CURR" it means that it has not yet begun to execute or is currently executing. If so, wait a few minutes and press return at the prompts until you have refreshed (displayed) the list of reports and statuses again. When the status on your report is "COMP", you may enter it's line number which appears to the left of the request name.
- "Action" Column: In the "Action" column, place a "P" (Print). The "P" **MUST BE UPPERCASE**. (All available "action" codes are listed at the bottom of the screen; i.e. "D"=Display "P"=Print, "C"=Cancel.
- "PRT" Column: Place the appropriate printer designation in the "PRT" column if it is not already set correctly. "P1" always = slaved printer.
- In the "Form" column, the number that appears is the default form type for this report. Common types are:

000 = 14-7/8" x 11"
002 = 9-1/2" x 11"
001 = 9-1/2" x 11" HALF-SHEET
010 = Labels

For "slave" printers (P1), always accept whatever form number appears here.

For "queue" printers, always use form type "000" regardless of what type appears as the default.

- "Page Control-After/Only" Columns: The "After" column refers to the page # to start printing at. If this column is left unchanged, the report will begin printing at the beginning. The "Only" column refers to the number of pages to be printed. If left unchanged, the entire report will be printed.
- When all fields in the MGMT screen are set to the desired settings, at the "Enter line number to change" prompt press Return. At the "Apply actions? (Y/N) prompt, enter a "Y" (yes). If you are using a slaved printer, it will perform a form feed and the screen will prompt you for "Forms Alignment? (Y/N)". Your response should be "N". The report should begin to print. If you have designated a queue printer in the PRT column, you will not receive the "Forms Alignment (Y/N)" prompt.

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