

eSchoolPlus+
Cognos Report Descriptions



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Arkansas Public School Computer Network

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Attendance Reports

Attendance Download Files

Public Folders > Student Management System > Attendance > Attendance Download Files

- **APSCN ATT Works Absence File** – Description unavailable at this time.

Day View Attendance

Public Folders > Student Management System > Attendance

- **APSCN 4 Year Attendance Rate Report** – The 4 Year Attendance Rate Report allows users to select students in the desired building and grade and calculate the attendance rate for the last 4 years. Users are prompted to enter the current school year which is the starting point to calculate which years comprise the four. The attendance rate is based on the STATE Attendance View. The Day Totals Calculations must be run prior to running this report in order to get up to the date information. WARNING: Membership and absence totals are only valid for the years the district has been using eSchool Plus.
- **APSCN 5160 Attendance Letter Mailing Label** – This report generates the 5160 label addressed to guardian 1 for students set to receive attendance letters. The labels should be run prior to running Send Notifications in eSchool. WARNING: The page size in the PDF print window should be set to "Actual Size", or on older versions of Adobe, the Page Scaling should be set to "None".
- **APSCN ADA/ADM Report** – This procedure generates an Average Daily Attendance and Average Daily Membership report. There is a prompt for the date range and an optional prompt for building. WARNING: This report will NOT necessarily match SIS ADA/ADM counts. The SIS report considers residency and part time percentages which this report does not. However no resident '1' or 'X' student membership days are included in the calculations of this report. The prerequisite for running the report is running the Day Totals Calculation for the STATE View Type. The desired date range for this report must be included in the date range used when running the Day Totals Calculation.
- **APSCN Attendance View Setup** – The Attendance View Setup report provides a snapshot of the setup screens for Attendance Views. There are options to select year, building(s) and view type(s).
- **APSCN Consecutive Daily Absences Report** – This report provides a list of students who have the prompted number of consecutive daily absences based on the STATE Attendance View. There are prompts for school year, building, number of consecutive absences and which student status code to include. The report lists the student, grade, status and the total number of daily absences the student has to that point. Running the Day Totals Calculations for the STATE Attendance View in eSchool is a pre-requisite for running this report. It is recommended that the Day Totals screen be checked on each student to locate the date the student met the criteria for the report. The Day Totals screen is located under the Student Center > Attendance menu option in eSchool.
- **APSCN Day View Attendance Letter Template** – Description unavailable at this time.
- **APSCN Day View Detail by Grade** – This report provides a detailed list of absences for active students who have daily attendance records for the selected day view type, attendance code(s) and date range, sorted by grade. There is an optional prompt for grade. NOTE: The Day Totals Calculations must be run prior to generating the report for the attendance information to be up to date.
- **APSCN Day View Detail by Homeroom** – This report provides a detailed list of absences for active students who have daily attendance records for the selected day view type, attendance code(s) and date range, sorted by homeroom teacher. There is an optional prompt for homeroom teacher. NOTE: The Day Totals Calculations must be run prior to generating the report for the attendance information to be up to date.

- **APSCN Day View Student Summary** – The Day View Student Summary report produces a detailed attendance report of daily absences with a summary daily count for the selected students. There are prompts for the view type, attendance codes and date range. This report is for active students only. NOTE: The Day Totals Calculations must be run prior to generating the report for the attendance information to be up to date.
- **APSCN Day View Summary by Grade** – This report provides a summary list of absences for active students who have daily attendance records for the selected day view type, attendance code(s) and date range, sorted by grade. There is an optional prompt for grade. NOTE: The Day Totals Calculations must be run prior to generating the report for the attendance information to be up to date.
- **APSCN Day View Summary by Homeroom** – This report provides a summary list of absences for active students who have daily attendance records for the selected day view type, attendance code(s) and date range, sorted by homeroom teacher. There is an optional prompt for homeroom teacher. NOTE: The Day Totals Calculations must be run prior to generating the report for the attendance information to be up to date.
- **APSCN Membership/Absence Totals** – This report is designed to show the membership day count and the daily absence count from the STATE attendance view for all students in the selected building(s) and specified date range. There is an option to show totals by student or by grade. WARNING: The information on this report is not intended to match SIS Cycle Reporting ADA/ADM counts. Part time students and residency codes affect SIS reporting but are not considered on this report. Day Totals Calculations must be run prior to generating this report.
- **APSCN Minimum Absence Rate** – This report provides a list of active students who have the prompted absence rate or higher in the selected building. The absence rate is based on the State day view calculation. The absence total and membership total are included in the report along with the absence rate. To get the most current information, the Day Totals calculation must be run for the State Attendance View prior to running this report.
- **APSCN Minimum Day View Attendance Report** – The Minimum Day View Attendance report provides a list of active students who have daily attendance records for the selected day view type, attendance code(s) and date range. There is a prompt to enter the minimum number of occurrences desired.
- **APSCN Student Attendance Rate Report** – This report provides a list of students with their attendance rate for the selected school year in the selected building. The attendance rate is based on the State day view calculation. The absence total and membership total are included in the report along with the attendance rate. PRE-REQUISITE: The Day Totals calculation must be run for the State Attendance View prior to running this report.

Homeroom Attendance

Public Folders > Student Management System > Attendance

- **APSCN 5160 Attendance Letter Mailing Label** – This report generates the 5160 label addressed to guardian 1 for students set to receive attendance letters. The labels should be run prior to running Send Notifications in eSchool. WARNING: The page size in the PDF print window should be set to "Actual Size", or on older versions of Adobe, the Page Scaling should be set to "None".
- **APSCN Absence Detail Report by Grade** – This report will produce a detailed list of student absences sorted by grade for the prompted attendance codes and date range. There is an optional prompt for grade. This report includes active students only.
- **APSCN Absence Detail Report by Homeroom** – This report will produce a detailed list of student absences sorted by homeroom teacher for the prompted attendance codes and date range. There is an optional prompt for homeroom teacher. This report includes active students only.

- **APSCN Absence Summary Report by Grade** – This report will produce a summary list of student absences sorted by grade for the prompted attendance codes and date range. There is an optional prompt for grade. This report includes active students only.
- **APSCN Absence Summary Report by Homeroom** – This report will produce a summary list of student absences sorted by homeroom teacher for the prompted attendance codes and date range. There is an optional prompt for homeroom teacher. This report includes active students only.
- **APSCN Daily Absence Report** – This report produces a list of students with an attendance record on the prompted date along with the bottom line absence code for each period. In addition to the student attendance record for the prompted date there is a summary of absences and tardies (based on the prompted absence/tardy codes) for the selected date range.
- **APSCN Daily Absence/Tardy Totals Report** – Description unavailable at this time.
- **APSCN Daily Attendance Letter Detail Report** – Description unavailable at this time.
- **APSCN Daily Attendance Minimum Absence by HRM Teacher** – This report is designed to list student absentee/tardy totals by homeroom teacher for student with the prompted number of absences or tardies. The report prompts for absentee codes, tardy codes and date range in addition to the minimum number of absences/tardies.
- **APSCN Homeroom Attendance Letter Template** – Description unavailable at this time.
- **APSCN Homeroom Attendance Report by Date** – Prompts for building, attendance codes and dates. If same date is entered in both prompts, the report runs for one day. Report sections by date and page breaks by building. Lists building, attendance date(s), student name, student id, grade, student home phone, guardian work phone and official absences timeslots AM and PM.
- **APSCN Homeroom Attendance Summary** – The Homeroom Attendance Summary report is designed for buildings that take homeroom attendance. It can be used for homeroom teachers to verify attendance data for their students. Each AM and PM absence is counted as 1/2 day and each tardy is counted as 1 time. There are prompts for building, attendance dates, absence codes and tardy codes. Also, there are optional prompts for grade and homeroom teacher. The report has a page break on homeroom teacher. WARNING: Day Totals Calculations must be run in order for membership totals to be accurate.
- **APSCN Maximum Absence Report by Homeroom** – This report produces a list of active students who have the prompted number of absences (or tardies) or fewer in the AM period and in the PM period for the selected date range and absence codes. There is an optional prompt for homeroom and the report has a page break on homeroom.
- **APSCN Minimum Absence Detail Report** – The Minimum Absence Detail Report produces a list of active students who have missed a minimum number of times (based on the prompt value) for the selected date range and absence codes. The list displays the attendance detail for each student. There is also prompt used to determine if the minimum # of absences should be based on an individual period absence count or cumulative absence count for all periods.
- **APSCN Minimum Absence Report** – This report produces a list of students who have a minimum number of absences (or tardies) for the selected date range and absence codes. There is a prompt for actives students only and an optional prompt for grade level. Users can determine if the minimum number of absences is based on cumulative period absences or individual period absences.
- **APSCN Perfect Attendance Report** – The perfect attendance report produces a list of active students who have NO occurrences of the selected attendance codes for the selected attendance dates. There is a prompt for including homeroom teacher name and an optional prompt to select specific grades.
- **APSCN Student Summary Report** – This report will generate a list of period absences for the selected date range for the selected student(s). Users will be able to select the attendance codes to include on the report. There is also an option to include the attendance summary information at the bottom of the report.

Period Attendance

Public Folders > Student Management System > Attendance

- **APSCN 5160 Attendance Letter Mailing Label** – This report generates the 5160 label addressed to guardian 1 for students set to receive attendance letters. The labels should be run prior to running Send Notifications in eSchool. WARNING: The page size in the PDF print window should be set to "Actual Size", or on older versions of Adobe, the Page Scaling should be set to "None".
- **APSCN Absence Detail Report by Grade** – This report will produce a detailed list of student absences sorted by grade for the prompted attendance codes and date range. There is an optional prompt for grade. This report includes active students only.
- **APSCN Absence Detail Report by Homeroom** – This report will produce a detailed list of student absences sorted by homeroom teacher for the prompted attendance codes and date range. There is an optional prompt for homeroom teacher. This report includes active students only.
- **APSCN Absence Summary Report by Grade** – This report will produce a summary list of student absences sorted by grade for the prompted attendance codes and date range. There is an optional prompt for grade. This report includes active students only.
- **APSCN Absence Summary Report by Homeroom** – This report will produce a summary list of student absences sorted by homeroom teacher for the prompted attendance codes and date range. There is an optional prompt for homeroom teacher. This report includes active students only.
- **APSCN Daily Absence Detail by Course/Teacher** – This report shows the student absence detail by course/teacher for the selected dates and selected absence codes. The report shows the attendance grouped by attendance date, student then course period. There is an optional prompt to select specific grades. There is a page break on the attendance date.
- **APSCN Daily Absence Detail by Course/Teacher by Grade** – This report shows the student absence detail for each student in the selected grade for the prompted date range and selected absence codes. The report shows the attendance grouped by student, attendance date then course period. There is a page break on the student.
- **APSCN Daily Absence Report** – This report produces a list of students with an attendance record on the prompted date along with the bottom line absence code for each period. The daily attendance listing will display up to 10 periods. In addition to the student attendance record for the prompted date there is a summary of absences and tardies (based on the prompted absence/tardy codes) for the selected date range.
- **APSCN First Period Worksheet** – The First Period Worksheet is designed to show students marked absent for period 1 on the selected date with blanks for the remaining periods in the day. In addition to showing the first period absence, guardian 1 home, cell and work phone will display on the report. There are 20 blank rows at the bottom of the report to add students leaving throughout the day.
- **APSCN Maximum Absence Report** – This report produces a list of active students who have the prompted number of absences (or tardies) or fewer in all periods for the selected date range and absence codes. There is an optional prompt for grade level.
- **APSCN Minimum Absence Detail Report** – The Minimum Absence Detail Report produces a list of active students who have missed a minimum number of times (based on the prompt value) for the selected date range and absence codes. The list displays the attendance detail for each student. There is also prompt used to determine if the minimum # of absences should be based on an individual period absence count or cumulative absence count for all periods.
- **APSCN Minimum Absence Report** – This report produces a list of students who have a minimum number of absences (or tardies) for the selected date range and absence codes. There is a prompt for actives students only and an optional prompt for grade level. Users can determine if the minimum number of absences is based on cumulative period absences or individual period absences.

- **APSCN Perfect Attendance Report** – The perfect attendance report produces a list of active students who have NO occurrences of the selected attendance codes for the selected attendance dates. There is a prompt for including homeroom teacher name and an optional prompt to select specific grades.
- **APSCN Period Attendance Letter Template** – Description unavailable at this time.
- **APSCN Period Attendance Report by Date** – Prompts for building, attendance codes and dates. If same date is entered in both prompts, the report runs for one day. Report sections by date and page breaks by building. Lists building, attendance date(s), student name, student id, grade, student home phone, guardian work phone and official absences timeslots 1 - 10.
- **APSCN Student Absence Detail by Course/Teacher** – The Student Absence Detail report provides a list of absences for each day in the selected date range. The absences show the date, period, course, teacher and absence code for each absence sorted by date. An absence summary appears below the attendance detail for each student.
- **APSCN Student Summary Report** – This report will generate a list of period absences for the selected date range for the selected student(s). Users will be able to select the attendance codes to include on the report. There is also an option to include the attendance summary information at the bottom of the report.

Demographics Reports

Activities

Public Folders > Student Management System > Demographics > Activities

- **APSCN 5160 Activity Address Labels** – Description unavailable at this time.
- **APSCN Activity Address List** – Description unavailable at this time.
- **APSCN Activity List** – The Activity List provides a roster of active students enrolled in the selected activities. There are options to include the student home phone and/or mailing address as well.

Demographic Download Files

Public Folders > Student Management System > Demographics > Demographic Download Files

- **APSCN ACH Student File** – This file is used to send data to Arkansas Children's Hospital for their Dental assistance programs. The file contains general demographic information for active student in grades 2 - 5.
- **APSCN Bloomboard Learner Account File** – This file contains the first name, last name, email address, teacher number and school LEA for all active teachers and counselors. Additional columns required for the file are included with no value. Users are prompted for the desired building(s).
- **APSCN CNU Direct Certification File** – The CNU Direct Certification File pulls all active students with a meal status of 01, 02, or 03 as well as those not assigned a meal status. This file can be used to upload data into the CNU Direct Certification Portal.
- **APSCN File for Student Email Upload** – This report generates a student file that can be used to upload student email addresses into eSchool. There are options to create the email address when the file is generated or the email address can be added in the last column after the file is generated. NOTE: This file should be saved with the following name: stu_email.csv
- **APSCN Food Services Student Management File** – This report generates a file of student data to be used with a meal management program. The file contains student information such as name, grade, birthday, ID, enrollment building, address and phone number for active students. There is a prompt for building. The report is generated in a CSV format.
- **APSCN Guardian eMail File for Photographer** – This report produces a file of first name, last name and email address for guardian 1 of all active students in the selected building(s) and grade(s). Only those guardians with an email address entered in eSchool will pull into the file.
- **APSCN Student File for Photographer** – This report prompts for Building(s) and lists Student Last Name, First Name, Grade, Homeroom Teacher and Homeroom Number. Students are grouped in alphabetical order by grade then Homeroom Teacher Name.
- **APSCN Student File for Photographer with Guardian/Address** – This report is designed to open in a file format for active students only. Users are prompted for building and grade. Student ID, name, guardian 1 name, address and phone number are listed on the report. Students are sorted in alphabetical order.
- **APSCN Student General Information File** – This file contains the basic information of ID, name, grade, year of graduation, gender and building. All active students are pulled into this file.
- **APSCN Student Web Access Upload File** – This file is designed to update the student web access flag to 'Y' through an upload in eSchool for student records where the web access flag is set to 'N'. When the report is run it needs to be saved NOT opened. The file should be saved as a CSV file named web.csv. Once saved the file should be imported into eSchool before running the "WEBUP" file upload.

- **APSCN Virtual AR Student File** – This report is used to provide Virtual Arkansas a student demographic file that populates school district data for the Virtual Arkansas Enrollment Software. This does NOT enroll students in Virtual Arkansas but provides district personnel a list of students to select from for enrolling in Virtual Arkansas courses.

District and Building Information

Public Folders > Student Management System > Demographics > District and Building Information

- **APSCN Building Staff Report** – This report shows information located in the staff building record for the selected building(s). There is a prompt to select active teachers only, inactive teaches only, or both active and inactive teachers.
- **APSCN Calendar Day Type Report** – The Calendar Day Type Report produces a list of dates for each selected day type and building.
- **APSCN Calendar Verification** – This report contains calendar information to verify each day is set correctly for state reporting. Included are membership day subtotals for each quarter and semester, as well as a grand total for the year. Quarter dates are based on Attendance Interval codes Q1, Q2, Q3, and Q4. There are prompts for building and calendar year.
- **APSCN Checklist for Beginning of School Year** – This report is designed to be a companion of the eSchool Checklist for Beginning of School Year. The report provides the data needed to verify the items listed on the checklist. Most items can be verified/updated prior to the start of school while it is recommended that some NOT be updated until the first day of school.
- **APSCN Digital Learning Staff Report** – The DL Staff Report lists all staff members that have DL courses in the selected buildings for the selected year. Staff SSN, birth date and Case ID all appear on the report.
- **APSCN District eSchool User Report** – this report provides a list of users defined in eSchool User Profiles. The report also shows the building access of each user.
- **APSCN District Staff ID Report** – This report lists all staff members, active and inactive, sorted by Staff ID. Included in the report is name, state ID, TAC Login, email address, associated buildings with name of staff in the building, and status. There is a prompt for the inclusion of SSN as well. This report is helpful to determine the last ID used in the Staff Catalog.
- **APSCN District Staff SSN Verification** – This report is used to verify the social security numbers for all active staff in the district. This report is typically used to verify that the social security numbers for the staff match what is in the FMS database for state reporting.
- **APSCN eSchool Staff Download File** – The file generated from this report includes all staff in the district's staff catalog who are active in at least one building. The file contains the staff first name, staff last name, staff ID and email address.
- **APSCN eSchool User Security Access** – This report provides a listing of the eSchool security access for the selected district user(s). The report also shows the building access of each user and any defined building access for specific securities.
- **APSCN Extended/Shortened Day Report** – This report contains calendar information for any membership day with a value less than or exceeding 1.0. Included are membership day subtotals for each quarter and semester based on the Value of each day, as well as a grand total for the year. Quarter dates are based on Attendance Interval codes Q1, Q2, Q3, and Q4. There is a prompt calendar year.
- **APSCN List of Scheduled Tasks** – This report lists the Scheduled Tasks defined in the district by task owner. In addition to the task the scheduled time and interval is listed. There is an optional prompt to select the task owner(s).

- **APSCN Room Catalog Report** – This report is designed to provide information on rooms in the room catalog. In addition to a building prompt there is a prompt for active rooms only, inactive rooms only, and both active and inactive rooms.
- **APSCN SIS Building Verification** – This report is designed to verify SIS information in the building setup. The report also includes the Quarter Attendance Intervals for state reporting with membership day totals for each quarter and total membership days for the year.
- **APSCN SIS District Setup Verification** – The SIS District Setup Verification report is a one page report showing the items from the district setup that need to be reviewed for state reporting.
- **APSCN Staff SSN Verification by Building** – This report is used to verify the social security numbers for active staff in the selected building(s). This report is typically used to verify that the social security numbers for the staff match what is in the FMS database for state reporting.
- **APSCN Staff State ID Report** – This report provides the state ID for active staff in the selected building(s).
- **APSCN Unassigned Staff Report** – This report is designed to locate staff members in the district staff catalog that are not assigned to any building.

General Demographic Reports

Public Folders > Student Management System > Demographics > General Demographic Reports

- **APSCN 5386 Student Information Card** – This report is designed to print general student information on Avery 5386 card stock. There are prompts for building and grades with an optional prompt for student names. Information on, parent/guardian, addresses, phone numbers, emergency contacts, as well as student grade and homeroom teacher are included on the report.
- **APSCN Add Report** – This report is a listing of all students enrolled in the selected building within the prompted date range, based on the Entry/Withdrawal Entry Date. Report items include Student Name, Grade, Entry Date, Entry Code, Withdraw Date, and Withdraw Code.
- **APSCN Advisor Student List** – This report generates a list of active students for each advisor in the selected building. There are optional prompts to select specific advisors and/or student grade levels. Student name and grade appear on the report. Student address, student email and/or student HAC login and password can also be included if so desired.
- **APSCN Birthday List** – Prompts for a building number and month(s) in the year. Report lists all active students in the prompted building who have a birthday in the prompted month. Report is sorted by ascending birthday. The report lists the student's enrollment building, full name, grade, and birthday with an option to include homeroom teacher name.
- **APSCN Blank Enrollment Form** – The Blank Enrollment Form is a two page form designed to collect information on new students for entry into the Student Demographic record of eSchool. There is an option for printing the form in English or Spanish
- **APSCN Building Demographic Percentages** – This procedure generates a count and percentage for the following demographic groupings of ACTIVE students in the selected building: Gender, Primary Race, Meal Status, Curriculum, G/T, Special Ed, Residency, Homeless, 504, ELL/LEP, Migrant, and Home Language. Prompts exist for each group to exclude that group if so desired.
- **APSCN Building Demographic Percentages for Specified Date** – This procedure generates a count and percentage for the following demographic groupings of students active on the specified date in the selected building: Gender, Primary Race, Meal Status, Curriculum, G/T, Special Ed, Residency, Homeless, 504, ELL/LEP, Migrant, and Home Language. Counts/percentages on program field values are based on the selected date. Non-program field counts/percentages are based on the current values of those fields. Prompts exist for each group to exclude that group if so desired.

- **APSCN Contact Verification Report** – The Contact Verification Report is designed to confirm that each contact is assigned one contact ID. All selected contacts are listed alphabetically and grouped with contact ID. The contact address is included along with any active student attached to the contact. There is an option to include meal status for verification that all family members have the same meal status. There is a prompt for a PDF version or an Excel version of the report.
- **APSCN Continuous Enrollment Report** – This report is designed to identify students who have had a continual enrollment in the district. There are prompts for the current school year and how many prior years to check for continued enrollment. There is an optional prompt for grade. This report is based on Entry/Withdrawal information for each student.
- **APSCN Current ALE Student List** – The Current ALE Student List produces a list of active students who are currently in the ALE program based on the curriculum code on the Academic screen. The report prompts for building with an optional prompt for grade(s). There are also options to include additional student data in the report.
- **APSCN Current Residency Student List** – The Current Residency report shows active students with the prompted resident code from the Personal screen in the selected building. The students are sorted by building, residency code and grade. There is a student count for each building/grade/residency combination.
- **APSCN District Demographic Percentages** – This procedure generates a count and percentage for the following demographic groupings of ACTIVE students in the district: Gender, Primary Race, Meal Status, Curriculum, G/T, Special Ed, Residency, Homeless, 504, ELL/LEP, Migrant, and Home Language. Prompts exist for each group to exclude that group if so desired.
- **APSCN District Wide HAC Login/Password Notification for Guardian** – This reports generates notifications for any guardian 1 or 2 where the Web Access flag is checked and a login exists. The notification will generate for guardians of students in the district. The notice will list all active students linked to the guardian. There are optional prompts that can be used for the letter closing if so desired.
- **APSCN Duplicate Student Email Report** – This report is used to locate duplicate student email addresses in the district. There is an option to check active and/or inactive students.
- **APSCN Enrollment Form** – The enrollment form is a single page form containing general demographic information on the selected students. The form is designed for the parent/guardian to update the information on a student, sign the form, and return the form to the school. When running the report users are prompted for a building with optional prompts for grades and student name. The forms are sorted on student name.
- **APSCN Enrollment Form by Grade** – The enrollment form is a single page form containing general demographic information on the selected students. The form is designed for the parent/guardian to update the information on a student, sign the form, and return the form to the school. When running the report users are prompted for a building with optional prompts for grades and student name. If multiple grades are selected the forms will be sorted by grade then by student name.
- **APSCN Enrollment Form by Homeroom Teacher** – The enrollment form is a single page form containing general demographic information on the selected students. The form is designed for the parent/guardian to update the information on a student, sign the form, and return the form to the school. When running the report users are prompted for a building and grades with an optional prompt for homeroom teacher name. If multiple grades are selected the forms will be sorted by grade, homeroom teacher name, and then by student name.
- **APSCN Enrollment Report** – This procedure generates an enrollment report showing active student counts broken down by grade, gender and primary race for the enrollment date selected in the prompts. An optional prompt exists for building. If no building is selected the report shows a district count. There is also a prompt to include grade PK students if so desired. Pre-registered students are excluded.

- **APSCN Entry and Withdrawal List for Defined Number of Prior Days** – This report is designed to produce a list of students with an entry date or a withdrawal date for the number of prompted days prior to the current date for the selected building. There is also an option to include homeroom teacher on the report.
- **APSCN Family Address List Report** – This report is designed to show all active students tied to the same Guardian 1 contact. The report is designed to list guardian 1 contacts in the district but there is an optional prompt to select specific buildings if so desired. There is also an option to show or hide the student meal status. The report is sorted by Guardian name. NOTE: Guardians with more than one address listed is an indication that the guardian has multiple contact records and NOT ALL the contact's children are connected to the same guardian record. This will affect the guardian's HAC Access.
- **APSCN Graduates by Race/Gender** – Description unavailable at this time.
- **APSCN HAC Login/Password Notification for Guardian** – This reports generates notifications for any guardian 1 or 2 where the Web Access flag is checked and a login exists. The notification will generate for guardians of students of the selected building. An optional prompt for grade is also available. The notice will list all active students linked to the guardian.
- **APSCN HAC Login/Password Notification for Student** – This reports generates notifications for any student where the Web Access flag is checked and a login exists. The notification will generate for students in the selected building. An optional prompt for grade is also available.
- **APSCN Homeless List** – This report provides a list of active students who are marked as homeless on the Personnel screen for the prompted buildings. The report contains the name, grade, ID, and homeless status grouped by building/grade.
- **APSCN Homeroom Demographics** – This report provides an active student count by homeroom teacher/grade/gender/race.
- **APSCN Homeroom List** – This report provides a list of active students by homeroom teacher. The report prompts for building with optional prompts for grade and homeroom teacher. The report is grouped by grade with a page break after each teacher. There is also an option to sort the report alphabetically by gender or alphabetically for the group. The report is designed to be posted for students to locate homeroom assignments.
- **APSCN Homeroom Teacher Student Counts** – The Homeroom Teacher Student Counts report lists each teacher and the current count of active students assigned to the teacher.
- **APSCN Household Listing** – The Household Listing groups together all active students in the district that have the same physical address. The report shows the student's grade level and current building and is sorted by the address.
- **APSCN Locker List** – This report lists the locker and locker combination for active students in the selected grade(s).
- **APSCN Mailing Address Envelopes** – This report is designed to print the student mailing address on a size 10 envelope. Envelopes are addressed to the student with the option of preceding the address with "To the Parents/Guardians of". They are printed for the building selected in the prompts as well as the grades or the students selected in the prompts. Mailing envelopes will be printed for active students only. WARNING: When printing envelopes select "Choose paper source by PDF page size".
- **APSCN New Student to District** – Description unavailable at this time.
- **APSCN Parent/Teacher Conference Sign-In Sheet by Grade** – This report will provide a sign-in sheet for Parent/Teacher Conferences. It will list student names sorted alphabetically one grade per page along with a line for parent signatures. The procedure prompts for building and grade.

- **APSCN Parent/Teacher Conference Sign-In Sheet by Homeroom** – This report will provide a sign-in sheet for Parent/Teacher Conferences. It will list student names sorted alphabetically one homeroom per page along with a line for parent signatures. The procedure prompts for building, grade, and homeroom.
- **APSCN Physical Address/Mailing Address Comparison Report** – The Physical Address/Mailing Address Comparison report lists the physical and mailing address for all active students in the selected building. There is a prompt to display all addresses or just those where the physical and mailing addresses DO NOT match. There is also an optional prompt for grade.
- **APSCN Pre-School List** – This report lists all active PK students for the selected building in alphabetical order by grade. There are options to include the gender, homeroom teacher, student ID, state ID, birth date, meal status, and/or pre-school program code on the report.
- **APSCN Rollover Verification by Building and Grade** – List of students prompted by building, current grade, and current status. The report is sorted alphabetically by building, grade, next year grade, and promotion values. The report shows Full Student Name, Student ID, Grade, Next Year Grade, Building and Next Year Building, Year of Graduation, Promotion Expected, and Status.
- **APSCN School Based Health Center List** – This report generates a list of active students in the prompted building(s) who have a check in the School Based Health Center checkbox on SIS/Miscellaneous Screen. The report sorts by building and grade with subtotals on each.
- **APSCN SIS Student Data Verification** – This report lists all students who have an Entry/Withdrawal record for the prompted E/W school year and E/W building. There is also an optional prompt for E/W grade. The report lists Entry/Withdrawal information and SIS data for each student. Program information displayed on the report is as of the time the report is run. Inactive students are identified by the name being blue and in italics font. Students are grouped by grade/status/name.
- **APSCN Student Address/Phone List by Grade** – This report provides the mailing address and home phone for active students in the selected grades.
- **APSCN Student Address/Phone List by Homeroom** – This report provides the mailing address and home phone for active students in the selected building sorted by homeroom teacher. There are optional prompts for grade and homeroom teacher.
- **APSCN Student Contact Verification Report** – The Student Contact Verification Report lists all of the prompted contacts assigned to each student. Students are listed alphabetically along with each contact and contact information. There is a prompt for a PDF version or an Excel version of the report and optional prompt to run the report for specific buildings.
- **APSCN Student Data Accuracy by Grade Report** – Description unavailable at this time.
- **APSCN Student Data Verification Form by Grade** – This Student Data Verification Form provides parents/guardians a way to verify student enrollment data that has been entered in eSchool. This is a 2 page form matching the same data items found on the APSCN Blank Enrollment Form. Based on guardian 1 information, the form headings will appear in Spanish for those who have 'ES' in the "Language of Correspondence" field and have the "Use Language for Mailing" flag checked. The forms are sorted alphabetically by grade.
- **APSCN Student Data Verification Form by Homeroom** – This Student Data Verification Form provides parents/guardians a way to verify student enrollment data that has been entered in eSchool. This is a 2 page form matching the same data items found on the APSCN Blank Enrollment Form. Based on guardian 1 information, the form headings will appear in Spanish for those who have 'ES' in the "Language of Correspondence" field and have the "Use Language for Mailing" flag checked. The forms are sorted alphabetically by grade then homeroom.
- **APSCN Student Demographic Verification for Testing** – The Student Demographic Verification for Testing report is designed to verify the accuracy of student data used for data collection with testing. The report can be run for specific grades or all students in the building.
- **APSCN Student Emergency Contact List** – Description unavailable at this time.

- **APSCN Student Enrolled in Multiple Grade Levels Within the Year** – This report looks for active students who have been in multiple grade levels during the selected year. For those who have been in more than one grade the entry/withdrawal history for the year will be displayed in the report. There is an optional prompt to select the current student building.
- **APSCN Student Information Grade Roster** – This report provides the student ID, state ID, mailing address, home phone and birthdate for active students in the selected building sorted by grade. There is an optional prompt for grade.
- **APSCN Student Information Homeroom Roster** – This report provides the student ID, state ID, mailing address, home phone and birthdate for active students in the selected building sorted by homeroom teacher. There are optional prompts for grade and homeroom teacher.
- **APSCN Student Mailing Address/Phone List (FERPA Allowed)** – This report provides the mailing address and home phone for active students in the selected grades. Only student information allowed based on the Personal Screen FERPA flags is included on the report.
- **APSCN Student Master List** – This report lists all active students for the selected building in alphabetical order. Grade is listed in addition to the name with an option to include the homeroom teacher, student ID, state ID, and/or birth date on the report.
- **APSCN Student Master List by Grade** – This report lists all active students for the selected building in alphabetical order by grade. There are options to include the homeroom teacher, student ID, state ID, and/or birth date on the report.
- **APSCN Student Vehicle Information Report** – The Vehicle Information Report lists all active students with vehicle information in eSchool. There is a prompt to select the desired building(s) and the report is sorted by building, grade and name. The report includes the student driver's license number, vehicle information, permit and parking space number.
- **APSCN Student Withdrawal Counts** – Description unavailable at this time.
- **APSCN Student Withdrawal Report** – This report prompts for the building(s), first date to include on the report, and last date to include on report. This report lists, in alphabetical order, any inactive student who withdrew within the specified date range along with the withdrawal code, entry date, grade, race and sex of the student. If a student withdrew more than once during the specified date range they will be listed once for each withdrawal occurrence on this report.
- **APSCN Student Withdrawal Report by Last Number of Days** – This report prompts for the building(s) and the last number of calendar days to include on report. This report lists, in alphabetical order, any inactive student who withdrew within the specified date range along with the withdrawal code, entry date, grade, race and sex of the student. If a student withdrew more than once during the specified date range they will be listed once for each withdrawal occurrence on this report.
- **APSCN Year-End Rollover Preparation Checklist** – The Rollover Preparation Checklist provides district users with a list of items that should be addressed prior to the rollover. Some items can be resolved at any time before the rollover, some items should not be addressed until the school year is complete and some items can be completed only after cycle 7 has been verified and submitted.
- **APSCN Year-End Rollover Preparation Report** – The Rollover Preparation Report provides the pre-rollover counts for all students broken down by grade/status, a count of active and pre-registered students broken down by grade/promotion status, and a count of active students broken down by grade/promotion. The report also gives the option of printing lists of student groups that might need to be reset for the upcoming school year. These groups include ALE, homeless, part-time students and those with the Medicaid permission flag set to 'Y'.
- **APSCN Youth Challenge Student Withdrawal Report** – This report is designed to collect information for the Youth Challenge program. There are prompts for the building number, first date to include on the report, last date to include on report. This report lists, in alphabetical order, any student currently between the ages of 16 and 19 who withdrew within the specified date range along with the address, date of birth and withdrawal code of the student. If a student withdrew more than once during the specified date range they will be listed once for each withdrawal occurrence on this report.

Labels

Public Folders > Student Management System > Demographics > Labels

- **APSCN 5160 Activity Address Labels** – Description unavailable at this time.
- **APSCN 5160 Address Labels by Grade** – These labels are designed to print the student name and student mailing address on the Avery 5160 mailing label form. There is a prompt for building and an optional prompt for grade(s). There are prompts to include the message "To the Parent/Guardian of" and for sorting by Grade or Name. **WARNING:** When printing labels set PAGE SIZE to "Actual Size" in PDF print window.
- **APSCN 5160 Address Labels by Homeroom Teacher** – Description unavailable at this time.
- **APSCN 5160 Address Labels by Next Year Building/Grade** – These mailing labels are designed to print for active students in the selected Next Year Building. There is an optional prompt for Next Year Grade(s). **WARNING:** When printing labels set PAGE SIZE to "Actual Size" in PDF print window.
- **APSCN 5160 Address Labels for Student Groups** – These labels are designed to print the student name and student mailing address on the Avery 5160 mailing label form. There is a prompt for building(s) and a prompt for student groups. There is also a prompt to include the message "To the Parent/Guardian of". **WARNING:** When printing labels set PAGE SIZE to "Actual Size" in PDF print window.
- **APSCN 5160 Address Labels One Per Family** – This procedure is designed to print one label per Guardian 1 Name/Address combination. Labels are sorted by zip code then by guardian name. Multiple guardians with the same address will appear together in the report. There is an optional prompt to select specific buildings if so desired.
- **APSCN 5160 Individual Address Labels** – Description unavailable at this time.
- **APSCN 5160 Student Name Labels by Building** – The 5160 Name Labels provide a way of printing labels with the student name only. There are options to include date of birth, an ID number (ID, SSN or State ID), grade and/or homeroom teacher name. There is an optional prompt for grade level. Labels are sorted in alphabetical order. **WARNING:** When printing labels set PAGE SIZE to "Actual Size" in PDF print window.
- **APSCN 5160 Student Name Labels by Grade** – The 5160 Name Labels provide a way of printing labels with the student name only. There are options to include date of birth, an ID number (ID, SSN or State ID), grade and/or homeroom teacher name. There is an optional prompt for grade level. Labels are sorted in alphabetical order. **WARNING:** When printing labels set PAGE SIZE to "Actual Size" in PDF print window.

Programs

Public Folders > Student Management System > Demographics > Programs

- **APSCN ALE Report by Building** – Description unavailable at this time.
- **APSCN Direct Certified Student List** – This report lists active students from the prompted building(s) that have a direct certified meal status code. The list includes students from the state load and those updated at the district.
- **APSCN Direct Certified Students From State Load** – This report lists active students from the prompted building(s) that have a direct certified meal status code. The list only includes students whose last update to the meal status program was from the state load of direct certified students.
- **APSCN District Meal Status Counts** – The District Meal Status report provides a meal status count for the district broken down by grade and meal status. This report includes only active students. The meal status is pulled from the Student Center > Demographics > Personal Screen.

- **APSCN District Meal Status List for Selected Date** – This report lists all students in grades PK-12 who were enrolled on the selected date along with the meal status for that date based on the meal status program. Students are grouped by alphabetically by grade.
- **APSCN ELL List for Selected Date** This report shows list of students who were enrolled in the ELL Program and active on the prompted date. Enrollment in the ELL program is based on the ELL Program screen and the student status is based on the entry/withdrawal screen. The building and grade listed on the report are for the selected enrollment date.
- **APSCN Exited LEP/ELL Student Listing Report** – Description unavailable at this time.
- **APSCN Food Service Classroom List** – The Food Service Classroom report provides a list of active students for the selected building sorted by grade/homeroom teacher. Student homeroom, name, meal status and ID are listed on the report.
- **APSCN G/T List for Selected Date** – This report shows list of students who were enrolled in the G/T Program and active on the prompted date. Enrollment in the G/T program is based on the G/T Program screen and the student status is based on the entry/withdrawal screen. The building and grade listed on the report are for the selected enrollment date.
- **APSCN G/T Student List** – The G/T student list includes active students that are marked to be in the G/T program on the SIS/Misc Items Screen.
- **APSCN Inactive Students With Open Programs** – This report is designed to locate students with a status of 'I' who have open programs. All programs but GT and ELL are checked. The report shows the student, the last school year enrolled, the latest withdrawal date, the open programs and the latest entry date of those programs. This report pulls inactive students from the prompted building(s).
- **APSCN Invalid Program Dates** – The Invalid Program Dates report compares student program start and end dates to their entry/withdrawal dates. Invalid dates would include Curriculum and Meal Status program start and end dates not within the selected school year or any program dates in the future. This report will not locate inaccurate program dates that are valid.
- **APSCN Meal Checklist by Grade** – This checklist prints all active students for the selected grades along with grade level and meal status. Beside each student is a checklist to record the student's daily meal choice for up to 5 weeks. There are prompts for building, grade and date range. The date range appears at the top of the checklist on each page. The students are sorted by grade and then by name.
- **APSCN Meal Checklist by Homeroom** – This checklist prints all active students for the selected grades along with grade level and meal status. Beside each student is a checklist to record the student's daily meal choice for up to 5 weeks. There are prompts for building, grade and date range. The date range appears at the top of the checklist on each page. The students are sorted by homeroom and then by name.
- **APSCN Meal Status Count by Building** – This report lists a meal status count from the Student Center > Demographics > Personnel Screen for active students in the selected building(s).
- **APSCN Meal Status List by Grade** – This report shows an alphabetical list of students by grade enrolled in the meal status program as of the prompted date. The meal status on the report is the meal status the student is enrolled in on the prompted date, which is based on the meal status program entry and withdrawal dates. Students who are active on the prompted date and who do not have the meal status program added to the student record show up on a list at the beginning of the report.
- **APSCN Meal Status Missing Report** – This report is used to locate active students who do not have a meal status currently assigned. The report is designed to be run for the district.

- **APSCN Meal Status Report for Current Date** – This report shows a count of the meal status codes for all active students as of the date the report is run. The meal status on the report is the meal status the student is enrolled in on the current date, which is based on the meal status program entry and withdrawal dates. The report includes a count of each meal status by grade for the district and also for each building. The detail on the report is broken down by grade and gender to help locate discrepancies with calculations done locally. Active students who do not have the meal status program added to the student record show up on a list at the beginning of the report and are not included in the meal status counts/detail of the report.
- **APSCN Meal Status Report for Selected Date** – This report shows a count of the meal status codes for students enrolled as of the prompted date based on the students' entry/withdrawal information. The meal status on the report is the meal status the student is enrolled in on the prompted date, which is based on the meal status program entry and withdrawal dates. The report includes a count of each meal status by grade for the district and also for each building. The detail on the report is broken down by building, grade and gender to help locate discrepancies with calculations done locally (building and grade are from the entry/withdrawal screen as of the prompted date). Students who are active on the prompted date and who do not have the meal status program added to the student record show up on a list at the beginning of the report and are not included in the meal status counts/detail of the report.
- **APSCN Program Enrollment Report** – This report lists each program in which the student is enrolled or has been enrolled. Only active students for the prompted building(s) appear on the report. The students' program, start date, program value and end date for the latest entry in the program appear on the report. There is an optional prompt for grade.
- **APSCN School Choice (A, B) List for Selected Date** – This report shows a list of students who are enrolled as School Choice (residency codes A & B) and are active on the selected date. Enrollment in School Choice is based on the Resident Program screen and the student status is based on the Entry/Withdrawal screen. The building and grade listed on the report are for the selected enrollment date.
- **APSCN Student List by Resident Code for Selected Date** – This report shows a list of students who are active on the selected date sorted by the Resident Code the student was in on that date. The choice LEA is included for codes that require the LEA. Enrollment in School Choice is based on the Resident Program screen and the student status is based on the Entry/Withdrawal screen. The building and grade listed on the report are for the selected enrollment date.
- **APSCN Student Program Audit Report** – The Student Program Audit Report is designed to review changes made in program records for the selected students. There is an optional prompt to select specific programs if desired.
- **APSCN Students with Missing Required Programs** – This is a district report designed to locate active students who are not enrolled in any one of the required programs. The required programs are Curriculum, Meal Status, Residency, and Transported/Non-Transported.

State Reporting Information

Public Folders > Student Management System > Demographics > State Reporting Information

- **APSCN 504 Student List** – This report produces a list of active 504 students by building with a subtotal count per building. Student ID, Name, and Grade appear on the report with an option to include Homeroom Teacher Name.

- **APSCN ALE Student FTE** – This report calculates the FTE (full time equivalency) for ALE students for the selected school year. In addition to the FTE calculations, the report shows total minutes per days scheduled into ALE classes, funded days and unfunded days (the number of days a student was in ALE where the stay was less than 20 days). Pre-requisites for this report are: 1) students must be in AE in the Curriculum Program, 2) students must be scheduled into courses that are defined as ALE courses in the master schedule, and 3) the Day Totals calculation must be run for the State Attendance View to calculate student membership days. The number of days in membership for the building is calculated through the current date and will never include future dates. WARNING: This report should NOT be used to project ALE funding. The ALE FTE for funding will be calculated at the end of the school year based on data submitted through SIS Cycle reporting.
- **APSCN ALE Student List** – This report is designed to show Curriculum program information for students enrolled in the AE Curriculum. The student's entry and withdrawal dates are listed for the selected year along with the number of membership days the student has been enrolled in alternative education. WARNING: This report does not take into account residency codes or the part time ADM field that could reduce the number of membership days counted in state reporting.
- **APSCN Calendar Day Type Report** – The Calendar Day Type Report produces a list of dates for each selected day type and building.
- **APSCN Calendar Verification** – This report contains calendar information to verify each day is set correctly for state reporting. Included are membership day subtotals for each quarter and semester, as well as a grand total for the year. Quarter dates are based on Attendance Interval codes Q1, Q2, Q3, and Q4. There are prompts for building and calendar year.
- **APSCN Current ALE Student List** – The Current ALE Student List produces a list of active students who are currently in the ALE program based on the curriculum code on the Academic screen. The report prompts for building with an optional prompt for grade(s). There are also options to include additional student data in the report.
- **APSCN Current Meal Status List by Building/Meal Status/Grade** – This Meal Status List groups students by Building, Meal Status, Grade then by Student Name. The report pulls the CURRENT meal status from the personal screen for all active students. The report includes a subtotal for each grade in each meal status, a subtotal for each meal status and a total number of students for the building.
- **APSCN Digital Learning Staff Report** – The DL Staff Report lists all staff members that have DL courses in the selected buildings for the selected year. Staff SSN, birth date and Case ID all appear on the report.
- **APSCN District Meal Status Counts** – The District Meal Status report provides a meal status count for the district broken down by grade and meal status. This report includes only active students. The meal status is pulled from the Student Center > Demographics > Personal Screen.
- **APSCN District Staff SSN Verification** – This report is used to verify the social security numbers for all active staff in the district. This report is typically used to verify that the social security numbers for the staff match what is in the FMS database for state reporting.
- **APSCN Drop Out Report** – This report looks at the latest withdrawal date for students in grades 7 - 12 with withdrawals that fall between the selected dates for the prompted building(s). Only withdrawal codes 015, 040, 050, 060, 070, 080, 090, 100, 110, 120, 130, 150, and NOS are pulled into this report. The report is grouped by withdrawal reason and grade and displays the student's name, grade at withdrawal, and withdrawal date.
- **APSCN ELL Exit Report** – This report shows exited ELL students who were enrolled in the selected school year for the prompted student status. The report included the exit date, year of monitoring and a calculated value of monitoring year based on the exit date.
- **APSCN ELL List for Selected Date** This report shows list of students who were enrolled in the ELL Program and active on the prompted date. Enrollment in the ELL program is based on the ELL Program screen and the student status is based on the entry/withdrawal screen. The building and grade listed on the report are for the selected enrollment date.

- **APSCN ESL/Language Minority Student List** – This report provides a list of students enrolled on the selected date in one of four categories: 1) currently identified as ELL, 2) waived from the ELL program, 3) is being monitored after exiting the ELL program, or 4) has been dropped from the ELL program and is not being monitored. The report includes the student's local ID, Grade, State ID, Student Language, ELL Status, ELL Entry Date, ELL Exit Date, Waive Date and Year Monitored, when applicable. There is a prompt to select the desired building(s).
- **APSCN ESL/LMS Waived From Services** – Active students with an ELL "Waived Date" for the selected building(s) are listed on this report. The ELL Status is listed along with the date that ELL services were waived.
- **APSCN Exited LEP/ELL Student Listing Report** – Description unavailable at this time.
- **APSCN Extended/Shortened Day Report** – This report contains calendar information for any membership day with a value less than or exceeding 1.0. Included are membership day subtotals for each quarter and semester based on the Value of each day, as well as a grand total for the year. Quarter dates are based on Attendance Interval codes Q1, Q2, Q3, and Q4. There is a prompt calendar year.
- **APSCN Food Service Classroom List** – The Food Service Classroom report provides a list of active students for the selected building sorted by grade/homeroom teacher. Student homeroom, name, meal status and ID are listed on the report.
- **APSCN Foster Child Student List** – The Foster Child Student List provides a list of active students whose contact priority 1 contact is marked with a 'T' in the relationship field. The student name, id, state id, grade and guardian name are listed. There is a prompt to select the desired building(s).
- **APSCN G/T List** – The G/T student list includes active students that are marked to as G/T on the SIS/Misc Items Screen.
- **APSCN G/T List for Selected Date** – This report shows list of students who were enrolled in the G/T Program and active on the prompted date. Enrollment in the G/T program is based on the G/T Program screen and the student status is based on the entry/withdrawal screen. The building and grade listed on the report are for the selected enrollment date.
- **APSCN Graduate Report** – This report is designed to be run to verify data for the Cycle 9 Graduate Report and should be run AFTER rollover is completed for the selected graduation year. The report shows the age and Special Ed Status at the time of graduation as well as rank in class. Students with a rollover code of '140' or 'YER' for the selected year that have a graduation year matching the selected year are included on the report. Students who do not match the SIS Cycle 9 definition of a graduate are indicated in the report.
- **APSCN Homeless List** – This report provides a list of active students who are marked as homeless on the Personnel screen for the prompted buildings. The report contains the name, grade, ID, and homeless status grouped by building/grade.
- **APSCN Immigrant Student List** – This report will produce a list of active students for the selected building(s) who are marked as Immigrant on the Personal Screen. In addition to name the student's ID, State ID and grade are listed.
- **APSCN Invalid Program Dates** – The Invalid Program Dates report compares student program start and end dates to their entry/withdrawal dates. Invalid dates would include Curriculum and Meal Status program start and end dates not within the selected school year or any program dates in the future. This report will not locate inaccurate program dates that are valid.

- **APSCN Language Minority Student Error Report** – The LMS Error report look for eight specific issues on active students...1) Students with a primary language of 'EN' that have an ELL Program record; 2) Students with a primary language other than 'EN' with no ELL Program record; 3) Students with an ESL Flag on the Personal Screen set to 'N' with a primary language other than 'EN'; 4) Students with an ESL Flag on the Personal Screen set to 'Y' with a primary language of 'EN'; 5) Students with an open ELL Program and the program value is set to 'N'; 6) Students with a closed ELL Program and the program value is set to 'Y'; 7) Students with a Program Value set to 'Y' and the ELL Monitoring Year contains 'M1', 'M2', 'M3', or 'M4'; 8) Students with multiple entries on the ELL Program screen and 9) Students with an invalid Program Entry or Withdrawal Date or an invalid Waive Date (dates in the future or prior to a student's birthdate).
- **APSCN Meal Status by Guardian Contacts** – This district report groups active students together with their Guardian Contacts. Students attached to multiple guardians will be listed with each of his or her guardians. The report reflects the contact priority and relationship between the student and guardian and is sorted by Guardian Name. Meal status is displayed to verify that all students attached to any given guardian have the correct meal status. Any guardian entered multiple times will be listed as a separate guardian on the report.
- **APSCN Meal Status Count by Building** - This report lists a meal status count from the Student Center > Demographics > Personnel Screen for active students in the selected building(s).
- **APSCN Meal Status Missing Report** – This report is used to locate active students who do not have a meal status currently assigned. The report is designed to be run for the district.
- **APSCN Meal Status Report For Current Date** – This report shows a count of the meal status codes for all active students as of the date the report is run. The meal status on the report is the meal status the student is enrolled in on the current date, which is based on the meal status program entry and withdrawal dates. The report includes a count of each meal status by grade for the district and also for each building. The detail on the report is broken down by grade and gender to help locate discrepancies with calculations done locally. Active students who do not have the meal status program added to the student record show up on a list at the beginning of the report and are not included in the meal status counts/detail of the report.
- **APSCN Meal Status Report for Selected Date** – This report shows a count of the meal status codes for students enrolled as of the prompted date based on the students' entry/withdrawal information. The meal status on the report is the meal status the student is enrolled in on the prompted date, which is based on the meal status program entry and withdrawal dates. The report includes a count of each meal status by grade for the district and also for each building. The detail on the report is broken down by building, grade and gender to help locate discrepancies with calculations done locally (building and grade are from the entry/withdrawal screen as of the prompted date). Students who are active on the prompted date and who do not have the meal status program added to the student record show up on a list at the beginning of the report and are not included in the meal status counts/detail of the report.
- **APSCN Migrant Student List** – This report produces a list of active migrant students by building with a subtotal count per building. If multiple buildings are selected there is a page break on building. Student ID, Name, and Grade appear on the report with an option to include Homeroom Teacher Name.
- **APSCN Military Dependent Report** – The Military Dependent Report provides a list of active students who are listed as a dependent of a service member on the SIS screen. There is a prompt for building(s).
- **APSCN Missing Graduation Date on Current Seniors** – This report is designed to locate current year seniors with no graduation. This report should be checked several days prior to year end rollover to ensure this data appears in Triand.

- **APSCN Missing SIS Items** – This report is designed to locate student records with missing student data that affects SIS reporting. The fields checked are SSN, State ID, Guardian 1 Contact Relationship, Hispanic/Latino Ethnicity, Language Code, Primary Race, Physical Address, Mailing Address, and Travel Code. Users are prompted for buildings and school year. All students with an entry/withdrawal record for the year selected will be checked for missing data. THIS REPORT DOES NOT INCLUDE INFORMATION ON MISSING DATA FOR ANY PROGRAM.
- **APSCN Physical Address/Mailing Address Comparison Report** – The Physical Address/Mailing Address Comparison report lists the physical and mailing address for all active students in the selected building. There is a prompt to display all addresses or just those where the physical and mailing addresses DO NOT match. There is also an optional prompt for grade.
- **APSCN Pre-School List** – This report lists all active PK students for the selected building in alphabetical order by grade. There are options to include the gender, homeroom teacher, student ID, state ID, birth date, meal status, and/or pre-school program code on the report.
- **APSCN Recently Arrived English Learners** – The Recently Arrived English Learners report is designed to generate a report of students who have been in the ELL program 365 days or less from the selected date. The report includes the entry date and number of days of enrollment in the ell program up to the selected date. Students with an ELL date after the selected date will not appear on the report.
- **APSCN Residency Check** – The Residency Report is designed to show which resident codes have been used for the selected school year. In addition to a count of the codes used, students with codes not included in the ADM calculations are listed separately. Part-time students are also listed separately.
- **APSCN Retention Report** – This report is designed to pull retained students and shows the student ID, name, current status, current building and current grade. There are prompts for the building and school year in which the students were retained. The list is separated by the grade in which the students were retained. Only students with a prior year withdrawal code of 'YER' are included.
- **APSCN School Age Special Education List** – The School Age Special Education List produces a report of active students who have a status of 'A' on the special education screen. The list is sorted by building and grade for the selected building(s). In addition to student name, ID, and grade the reports shows the birthdate, age and 'Has IEP' field entry from the Personnel Screen. There is an optional prompt for grade.
- **APSCN School Based Health Center List** – This report generates a list of active students in the prompted building(s) who have a check in the School Based Health Center checkbox on SIS/Miscellaneous Screen. The report sorts by building and grade with subtotals on each.
- **APSCN School Choice List for Selected Date** – This report shows a list of students who are enrolled as School Choice and are active on the selected date. Enrollment in School Choice is based on the Resident Program screen and the student status is based on the Entry/Withdrawal screen. The building and grade listed on the report are for the selected enrollment date.
- **APSCN Seniors Active in Special Ed** – This report is designed to ensure that current year seniors are withdrawn from the special ed program prior to cycle 7 reporting and rollover.
- **APSCN SIS Building Verification** – This report is designed to verify SIS information in the building setup. The report also includes the Quarter Attendance Intervals for state reporting with membership day totals for each quarter and total membership days for the year.
- **APSCN SIS District Setup Verification** – The SIS District Setup Verification report is a one page report showing the items from the district setup that need to be reviewed for state reporting.
- **APSCN SIS Student Data Verification** – This report lists all students who have an Entry/Withdrawal record for the prompted E/W school year and E/W building. There is also an optional prompt for E/W grade. The report lists Entry/Withdrawal information and SIS data for each student. Program information displayed on the report is as of the time the report is run. Inactive students are identified by the name being blue and in italics font. Students are grouped by grade/status/name.

- **APSCN Smart Core Waiver List** – The Smart Core Waiver Lists shows active students in the selected buildings that have the Smart Core Waiver field on the SIS screen checked to indicate that the students have a smart core waiver form on file at the school.
- **APSCN Special Education School Age Student List** – This report lists all students who have a Special Education School Age Status of 'A' for the prompted building(s). The report lists the students' grade, birth date, age, current eSchool status, and the Has IEP field from the personal screen.
- **APSCN Staff SSN Verification by Building** – This report is used to verify the social security numbers for active staff in the selected building(s). This report is typically used to verify that the social security numbers for the staff match what is in the FMS database for state reporting.
- **APSCN State Report MS Check** – This report lists all master schedule entries for the selected buildings, separated by the teacher of the course. Information from the master schedule that should be verified for cycle 2 reporting and cycle 7 ALE reporting can be found on this report.
- **APSCN Student Data Accuracy by Grade Report** – The Data Accuracy report provides several data items such as ID numbers, race, meal status, homeless status, and resident county for the active students in the selected building(s) and grade(s).
- **APSCN Students With Home Language Other Than English** – This report is designed to compare to verify the ESL flag from the personal screen has been marked for students whose home language is something other than English. There is a prompt for the building(s) and a prompt with the option of printing only records where the ESL flag is set to 'N'. The report only includes students who are active with a home language code not equal to 'EN'.
- **APSCN Students With Missing Required Programs** – This is a district report designed to locate active students who are not enrolled in any one of the required programs. The required programs are Curriculum, Meal Status, Residency, and Transported/Non-Transported.
- **APSCN Students With Program Date Discrepancies Affecting ADM Calculations** – This report is designed to locate discrepancies between the entry and withdrawal dates used on the Entry/Withdrawal screen and the start and end dates used on the Residency and Transportation Programs. Any student record listed on the report should be reviewed as these discrepancies could have a negative impact on ADM calculations used in cycle reporting.
- **APSCN Title III School LMS Error Report** – This report is for Title III Schools ONLY. The report looks for LMS Students (Language other than English with ESL box checked) who are not marked as Title III Eligible for students enrolled on the selected Enrollment Date.

Discipline Reports

Public Folders > Student Management System > Discipline

- **APSCN Action Counts by Grade/Race/Sex** – This report provides a breakdown of discipline action counts for all discipline incidents in the prompted date range for the selected building. The count is broken down by federal race designation and sex for each grade level in the building.
- **APSCN Action Totals by Race/Sex** – This report provides a breakdown of discipline action counts for all discipline incidents in the prompted date range for the selected building. The count is broken down by federal race designation and sex for each action assigned.
- **APSCN ALE Student Discipline Listing** – The ALE Student Discipline Listing provides a report of discipline records that occurred in the prompted building and between the prompted dates for ALE students. ONLY discipline records for a date in which the student was enrolled in the Alternative Education program will appear on this report. There are optional prompts for Incident and Action.
- **APSCN Building Discipline List** – The Building Discipline List provides a report of all discipline records within the selected building for the prompted date range. The report contains curriculum and special ed participation for each student along with the incident and action information for each discipline record. There are optional prompts to select specific incidents and/or specific actions.
- **APSCN Discipline List by Activity** – The Discipline List by Activity provides a report of all discipline records within the selected building for the selected activities that fall within the prompted date range. The report contains the incident and action information for each discipline record along with the person reporting the incident.
- **APSCN Discipline List by Course** – The Discipline List by Course provides a report of all discipline records for the selected building that fall within the prompted date range for students enrolled in the selected course(s). The report contains the incident and action information for each discipline record along with the person reporting the incident.
- **APSCN Discipline Records With Police Action** – This report provides a list of Discipline Incidents where law enforcement was notified for the selected year. The report shows the information about the incident, the date the police were notified, the agency notified, the students involved and the police action taken for each offender.
- **APSCN Incident Count of Incidents Reported by Staff** – This provides a list of staff members that have reported discipline incidents. In addition it shows each incident type reported and a count of how many times the staff member has reported each incident.
- **APSCN Incident Counts by Grade/Race/Sex** – This report provides a count of all discipline incidents in the prompted date range for the selected building. The count is broken down by federal race designation and sex for each grade level in the building.
- **APSCN Incident Counts by Race/Sex** – This report provides a count of all discipline incidents in the prompted date range for the selected building. The count is broken down by federal race designation and sex.
- **APSCN Minimum Discipline Incident Count** – The Minimum Discipline Incident Count reports provides a count of discipline records for students who have at minimum the number of incidents entered in the discipline count prompt for the selected date range. The report is sorted in student name order and displays the ID, Name, Grade and discipline record count.
- **APSCN SPED Student Discipline Listing** – The SPED Student Discipline Listing provides a report of discipline records that occurred in the prompted building and between the prompted dates for School Age Special Education students. ONLY discipline records for a date in which the student was enrolled in the special education program will appear on this report. There are optional prompts for Incident and Action. NOTE: Users must have access to School Age Special Ed records to run this report.

- **APSCN Staff Reported Discipline Incidents** – This report provides a list of discipline incidents reported by staff members for the selected building and date range. Each incident listed includes student name and grade along with information on the incident and the action taken. There is an optional prompt to select specific staff members if so desired.
- **APSCN State Reporting Error Check on Discipline Records Report** – This report will show problems in discipline records that will cause errors in cycle 7 state reporting. The report is broken into 3 sections: 1) Incidents Without Offenders; 2) Offenders Without an Action; and 3) Offenders With the Action of Suspension or Expulsion that has no Scheduled Duration. Users will be prompted for building (multiple buildings can be selected) and for a date range of discipline records.
- **APSCN Student Discipline Listing** – This report lists all discipline incidents for the selected student and prompted discipline dates. The report contains the students curriculum and special education participation at the time of the discipline incident as well as detail on each discipline incident.
- **APSCN Student Discipline Listing by Activity** – This report can be used to generate a report showing discipline record detail for each student in the selected activity for the prompted school year.
- **APSCN Students WITHOUT Discipline Incidents** – This report will pull a list of students who have no discipline incidents for the prompted date range. The report pulls student name, student id, and current grade page breaking by current building. Users will be prompted for building (multiple buildings can be selected) and for a discipline incident date range.

Mark Reporting Reports

Interim Progress Reports

Public Folders > Student Management System > Mark Reporting > Interim Progress Reports

- **APSCN IPR Mark Distribution Report** – The IPR Mark Distribution Report displays a count of IPR grades (marks) earned in each course. The report contains mark groups of 90 - 110 (A), 80 - 89 (B), 70 - 79 (C), 60 - 69 (D), 0 - 59 (F), and all other grades combined (Other). The report is grouped and subtotaled on teacher with options to see a count of marks issued, a percent of marks issued, or both. There are prompts for building, school year and IPR Run Date along with a prompt to indicate a display of percent and/or count and an optional prompt to select specific teachers.
- **APSCN IPR Selective Mark List** – The IPR Selective Mark List provides a report of active students receiving the selected marks on the IPR for the prompted date. Numeric values are grouped by A, B, C, D, F on the report prompts. The report can be sorted by student or by teacher/course.

Mark Reporting Download Files

Public Folders > Student Management System > Mark Reporting > Mark Reporting Download Files

- **APSCN CPR Training Transcript Comment File** – This file is used to generate a list of active students that will be uploaded into eSchool to mass add the CPR Training notation on Transcript Comments. This file must be saved as a .csv file and should be named cpr.csv in order to use it with the CPR Training Comment Upload in eSchool.
- **APSCN Honor Roll File** – This file contains the building, honor description, last name, first name, and grade level for active students who qualified for an honor roll. Users are prompted for the desired building(s), school year, and RC Run. There is also a prompt to omit students whose Ferpa flag is checked. Students are grouped in honor roll order alphabetically. The report runs in an Excel format.

Report Cards

Public Folders > Student Management System > Mark Reporting > Report Cards

- **APSCN 3 Nine Week Honor Roll GPA** – This report generates a list of honor roll GPA's for marking periods 1 - 3 along with a cumulative GPA for the 3 marking periods. Users will be prompted for school year, building, and honor roll type. Optional prompts allow for the selection of specific grades and/or the entry of a minimum GPA restriction if needed.
- **APSCN 4 Quarter Honor Roll List** – This report provides a list of students that made either the '1M' or '2M' honor roll in each of the 4 quarters. Students are sorted by level and grade. The level is determined by which honor roll a student made each nine weeks. Any student making the '1M' honor roll each nine weeks is marked as making the "ALL A" honor roll. Any student making either the '1M' or '2M' honor roll each nine weeks but was on the '2M' honor roll at least once is marked as making the "A/B Honor Roll".
- **APSCN 5160 Address Labels For Student Contact Report Card** – These labels are designed to print for student contacts who are marked to receive an additional copy of the student report card. Labels are generated for contacts of active students that have the Report Card print flag box checked. WARNING: When printing labels set PAGE SIZE to "Actual Size" in PDF print window.

- **APSCN 5164 Permanent Record Label** – This report produces a PDF report to be used with a 5164 page label (3 1/3 x 4). 5264, 5524, 5664, 5734, 6462, and 8464 page labels can also be used. Users are prompted for the students' current building, current grade or student name, school year, attendance view and codes and the desired marks to appear on the label. Course work and grades are listed on the report as well as attendance from the Attendance View Calculations for the selected year. Day Total Calculations must be run for attendance totals to be current. Only active students are included on this report. WARNING: THE PRINT SETTING FOR PAGE SCALING MUST BE SET TO 'NONE' OR SET TO ACTUAL SIZE UNDER PAGE SIZE OPTIONS IN THE PDF PRINT WINDOW WHEN PRINTING LABELS.
- **APSCN 5164 Permanent Record Label for Inactive Students** – This report produces a PDF report for inactive students to be used with a 5164 page label (3 1/3 x 4). 5264, 5524, 5664, 5734, 6462, and 8464 page labels can also be used. Users are prompted for the students' current building, current grade or student name, school year, attendance view and codes and the desired marks to appear on the label. Course work and grades are listed on the report as well as attendance from the Attendance View Calculations for the selected year. Day Total Calculations must be run for attendance totals to be current. Only active students are included on this report. WARNING: THE PRINT SETTING FOR PAGE SCALING MUST BE SET TO 'NONE' OR SET TO ACTUAL SIZE UNDER PAGE SIZE OPTIONS IN THE PDF PRINT WINDOW WHEN PRINTING LABELS.
- **APSCN All Grades Report** – The All Grades report provides a way of printing student report card grades for the selected year and building for all students or a selected group of students (ALE, SPED, G/T, etc.). Inactive students are identified in the report. There are optional prompts to select courses and/or student grade levels for the report as well as prompts to display 9 Week, 18 Week, Exam and/or Semester grades on the report. The report is sorted by grade, student name and period with a page break on grade.
- **APSCN All Grades Report by Activity** – The All Grades report provides a way of printing student report card grades for the selected year and building for all active students in the selected activities. There are prompts to select courses and/or student grade levels for the report to display 9 Week, 18 Week, Exam and/or Semester grades on the report. The report is sorted by grade, student name and period with a page break on activity.
- **APSCN All Grades Report by Homeroom** – The All Grades by Homeroom report provides a way of printing student report card grades for the selected year and building sorted by homeroom teacher. Inactive students are identified in the report. There are optional prompts to select homeroom teacher and grade levels for the report as well as prompts to display 9 Week, 18 Week, Exam and/or Semester grades on the report. The report is sorted by grade, student name and period with a page break on homeroom teacher.
- **APSCN Current GPA Listing** – Description unavailable at this time.
- **APSCN Honor Roll GPA** – The Honor Roll GPA report produces a list of GPA's by grade for active students only. Students can be sorted alphabetically or by GPA. Prompts allow for the selection of the building, year, grade level, honor roll type, marking period and sort order. NOTE: In order to get a complete list of GPA's the highest level honor roll must be selected from each time frame. For example select an ALL A Honor Roll over an A/B Honor Roll for either the semester or marking period, whichever is desired.
- **APSCN Honor Roll GPA by Activity** – The Honor Roll GPA report produces a list of GPA's by grade for active students only in the selected activities. Students can be sorted alphabetically or by GPA. Prompts allow for the selection of the building, year, grade level, honor roll type, marking period and sort order. NOTE: In order to get a complete list of GPA's the highest level honor roll must be selected from each time frame. For example select an ALL A Honor Roll over an A/B Honor Roll for either the semester or marking period, whichever is desired.
- **APSCN Honor Roll List** – This is designed to create a report of students making the honor roll for the selected year and report card run. There is a prompt to omit students with the Ferpa Name field checked. There is also a prompt option for sorting students within each honor roll for the specified report card run. The report will include active students only.

- **APSCN Honor Roll List by Homeroom** – This is designed to create a report of students making the honor roll for the selected year and report card run. There is a prompt to omit students with the Ferpa Name field checked. There is a page break on homeroom teacher. The report will include active students only.
- **APSCN List of Selected Marks** – This report is designed to generate a list of students with the specified Report Card marks in any course for the selected building and year. An option for student status, an option for student groups and an option to group the report by course or student is available. There is also an OPTIONAL prompt to select course departments. A combination of specific mark types of 6 Week, 9 Week, 18 Week, Semester Exam, Semester Grade, SEM Q Grade and Final Grade can be selected. ALL RC Runs for the selected mark type(s) will be included on the report. Both active and inactive Students are included in the report.
- **APSCN Mark Distribution Report** – The Mark Distribution Report displays a count of grades (marks) earned in each course. The report contains mark groups of 90 - 110 (A), 80 - 89 (B), 70 - 79 (C), 60 - 69 (D), 0 - 59 (F), and all other grades combined (Other). The report is grouped and subtotaled on teacher with options to see a count of marks issued, a percent of marks issued, or both. There are prompts for building, school year, RC Run, and mark type along with a prompt to indicate a display of percent and/or count and an optional prompt to select specific teachers.
- **APSCN Report Card Labels Full Report** – Description unavailable at this time.

TAC Admin Reports

Public Folders > Student Management System > Mark Reporting > TAC Admin Reports

- **APSCN Grade Book Category Setup Using Marking Periods** – This report produces a list of courses by teacher that use the marking periods column in the category definition. The use of marking periods in the setup will create problems in the Grade Book unless defined properly. Courses on this report should be reviewed and corrected if not properly defined.
- **APSCN List of Selected Percentages for TAC Assignments** – This report is designed to generate a list of students whose percentage score on TAC Gradebook assignments fall within the prompted range of percentages for the prompted range of assignment due dates for the selected building. The report generates in an Excel format and includes a column showing the number of occurrences the student appears in the report, which can be used for filtering in Excel. Non-exempt Alpha Marks are included in the report along with the calculated percentage for these marks. The report lists the student, assignment information, course information and assignment score information for each record listed on the report.
- **APSCN Students With TAC Record in Cleared Courses** – Assignment score records on courses that have been cleared from a student's schedule cannot be viewed in TAC but still exist. This report provides a listing of student those TAC records on courses that have been cleared from the student schedule for the prompted year and building. There is an option to sort by teacher/course or by student.
- **APSCN TAC Assignment Count** – The TAC Assignment Count Report provides the number of assignments per teacher/course for the prompted year/building/marketing period.
- **APSCN TAC Assignment Count by Category** – The TAC Assignment Count Report provides the number of assignments per teacher/course for the prompted year/building/marketing period. The assignment count is grouped by period/course/category.
- **APSCN TAC Assignment Verification** – The TAC Assignment Verification report generates a list of assignments for the selected teacher/course(s). The assignment number, assignment description, due date, marking period, point value, category and publish information are listed for each assignment.

- **APSCN TAC Audit Report of Homeroom Attendance Taken by Teacher** – This TAC audit report is designed to provide a history of when homeroom attendance was saved by teachers in TAC. Teachers will appear on the report whether or not attendance was taken. The report, which is sorted by attendance date and teacher, lists teacher, homeroom, the period and date attendance was taken, along with the ID of the user that last saved attendance in TAC. On dates that a teacher failed to take attendance, the period, date attendance taken and user ID fields will be blank. The report has prompts for building, school year and attendance date range, with an optional prompt for homeroom teacher(s).
- **APSCN TAC Audit Report of Period Attendance Taken by Teacher** – This TAC audit report is designed to provide a history of when period attendance was saved by the classroom teacher in TAC. All courses requiring attendance be taken, that have students enrolled for the date range selected, will appear on the report for each teacher, whether or not attendance was taken. The report, which is sorted by attendance date, teacher, period, and course, lists the teacher, course information, the period and date attendance was taken, along with the ID of the user that last saved attendance in TAC. On dates that a teacher failed to take attendance, the date attendance taken and user ID fields will be blank. The report has prompts for building, school year and attendance date range, with an optional prompt for teacher(s).
- **APSCN TAC Courses Using Alternate Grading Scale** – This report is designed to locate courses that have been set up in TAC to use a grading scale defined in the Gradebook Scales table. The report is sorted by building and staff and lists the course information with the grading scale being used. NOTE: The grading scale shown on the report could be defined as the default grading scale for the building in the Gradebook Scales table.
- **APSCN TAC Current Date Lunch Counts** – This report lists the lunch count for each teacher and totals the count for each lunch type. There is a prompt for building but the report always runs for the current date.
- **APSCN TAC Grade Book Category Verification** – This report is designed to verify the TAC category setup for each course. The report runs for the selected year and building with an optional prompt for teacher. There is a page break on each teacher.
- **APSCN TAC Gradebook Assignment Verification For Prior Number of Days** – The TAC Gradebook Assignment Verification report provides a list of grade book assignments for each teacher/course that have a due date within the specified number of calendar days prior to the current date through the current date. The report will provide detail about each assignment listed on the report. There are optional prompts to select specific teachers and/or specific courses.
- **APSCN TAC Gradebook Maximum Assignment Count For Prior Number of Days** – The TAC Gradebook Maximum Assignment Count report looks for a count of assignments for each teacher/course that is less than or equal to the prompted number of assignments. The report only includes assignments that have a due date within the specified number of calendar days prior to the current date through the current date. There are optional prompts to select specific teachers and/or specific courses as well as an option to page break on teacher name.
- **APSCN TAC Last Update by Course** – The Last Update by Course report lists all students who are enrolled in the selected courses with information on the last assignment update made in the teacher gradebook for each student. This could be scores entered for new assignments or updates on previous assignments for the students. Users are prompted for year, building, marking period and course(s). The report is sorted by teacher then course.
- **APSCN TAC Last Update by Period** – The Last Update by Period report lists all students who are enrolled in the selected periods with information on the last assignment update made in the teacher gradebook for each student. This could be scores entered for new assignments or updates on previous assignments for the students. Users are prompted for year, building, marking period and period(s). The report is sorted by teacher then course.

- **APSCN Teachers With No Defined Assignments** – This report will generate a list of teachers/courses for which no assignments have been defined for the selected year, building and marking period.

Transcripts

Public Folders > Student Management System > Mark Reporting > Transcripts

- **APSCN 5164 Individual Transcript Label** – This report produces a PDF report to be used with a 5164 page label (3 1/3 x 4). 5264, 5524, 5664, 5734, 6462, and 8464 page labels can also be used. Users are prompted for the students' current building, name, school year, semester, and desired rank type. Course work will appear on the report as well as daily attendance from the selected year STATE attendance view. The GPA and credit information that appears will be for the year, semester and rank type selected in the prompts. Only active students are included on this report. **WARNING: THE PRINT SETTING FOR PAGE SCALING MUST BE SET TO 'NONE' WHEN PRINTING LABELS.**
- **APSCN 5164 Transcript Label** – This report produces a PDF report to be used with a 5164 page label (3 1/3 x 4). 5264, 5524, 5664, 5734, 6462, and 8464 page labels can also be used. Users are prompted for the students' current building, current grade, school year, semester, and desired rank type. Course work will appear on the report as well as daily attendance from the selected year STATE attendance view. The GPA and credit information that appears will be for the year, semester and rank type selected in the prompts. Only active students are included on this report. **WARNING: THE PRINT SETTING FOR PAGE SCALING MUST BE SET TO 'NONE' WHEN PRINTING LABELS.**
- **APSCN 5164 Transfer Student Individual Transcript Label** – This label is specifically designed for courses entered into the transfer building (typically building 9000). This report produces a PDF report to be used with a 5164 page label (3 1/3 x 4). 5264, 5524, 5664, 5734, 6462, and 8464 page labels can also be used. Users are prompted for the students' current building, name, school year, semester, and desired rank type. The GPA that appears will be for the year, semester and rank type selected in the prompts. The cumulative credit is totaled through the selected year. Rank and attendance information does not appear on this label. Only active students are included on this report. **WARNING: THE PRINT SETTING FOR PAGE SCALING MUST BE SET TO 'NONE' WHEN PRINTING LABELS.**
- **APSCN Course Credit Discrepancies** – The Course Credit Discrepancies report looks for 1) students receiving a passing grade but earning no credit; 2) students receiving a failing grade but earning credit; and 3) students that have courses where the overall course credit does not match the marking period credit. Only courses with an 'HS' building type that have credit are reviewed in this report. This report also only includes active students. There is an option to exclude courses that have had the credit overridden.
- **APSCN Credits by Department** – The Credits by Department report provides a list of student courses within the selected departments along with attempted and earned credit. There are prompts for building, grade, department with report options to include birth date and state reporting ID. This report displays active students only.
- **APSCN Cumulative Credit Check** – This report is designed to show the cumulative earned credit for active students in the selected building and grade(s). A minimum earned credit count allows users to identify students below the desired threshold.
- **APSCN Cumulative GPA/Credit Information (GPA Order and Alpha Order)** – Description unavailable at this time.
- **APSCN Cumulative GPA/Credit Information (GPA Order)** – Description unavailable at this time.
- **APSCN Cumulative GPA/Rank Report** – This GPA/Rank report displays the official cumulative GPA and rank for the prompted grade, GPA type(s), year and term. Both active and inactive students are pulled into the report. There is a prompt to determine the sort order needed for the report. **NOTE: Both GPA Calculations and Rank Calculations must be run for this report to be accurate.**

- **APSCN Current Credit Report** – This report is designed to show the current attempted and earned credit for the prompted year and marking period. Users will also be prompted for building, grade(s), and a minimum attempted credit count. The report will highlight students who have not taken the minimum attempted credits as well as the students who did not earn the full amount of credit attempted.
- **APSCN Current GPA Listing** – The Current GPA report lists the current Rank GPA from the Student GPA Summary screen for the selected year/building/semester/grade(s) and GPA type. The report lists only active students. There is an option to sort the students in each grade in alphabetical order or in descending GPA order. PRE-REQUISITE: GPA Calculations and Rank Calculations must be run for the desired building/year/term/grade and GPA type prior to generating this report.
- **APSCN Current GPA Report by Activity** – This procedure will create a list of current GPAs for students in the selected activities for the selected year and semester. There are prompt options for selecting the desired rank type and sort order. The list displays active students only
- **APSCN Digital Learning Credit Report** – The Digital Learning Credit Report provides a list of active students in the selected building and grade(s) who have earned credit in a course defined as a digital learning course. The Digital Delivery field on the Course SIS Data Screen of the master schedule is used to determine if a course is a digital learning course. The report lists the student and course information for any digital learning course in which the student received credit.
- **APSCN Graduation Credit Worksheet by Department** – The Graduation Credit Worksheet by Department produces a form that can be used to check a student's progress toward graduation. Courses with a building type of 'HS' are grouped by the department code assigned to the course in the master schedule. There is an option to use the base two character department code or the actual department code. Only active students from the selected year of graduation are included. WARNING: Courses that appear in a department group may not fulfill the requirements of that department content area. Course credit should be verified for each department content area to ensure the student meets the requirements for graduation.
- **APSCN Graduation Credit Worksheet by Subject Area** – The Graduation Credit Worksheet by Subject Area produces a form that can be used to check a student's progress toward graduation. Courses with a building type of 'HS' are grouped by the first subject area assigned to the course in the master schedule. Only active students from the selected year of graduation are included. The master setup Graduation Requirements defined for the selected year are used to determine the number of credits required and needed for each subject area. WARNING: COURSES ASSIGNED TO A SUBJECT AREA MAY NOT FULFILL THE REQUIREMENTS OF THAT SUBJECT AREA. The courses in each subject area should be verified to ensure each course in that area can be used to fulfill the requirements of that subject area towards graduation.
- **APSCN High School GPA Summary Screen Verification** – This report shows up to the last 5 years of GPA Summary Screens for active students with the selected year of graduation. Only grade 8 - 12 screens are verified. This is designed to look for term 1 and 2 GPA Summary Screens only.
- **APSCN Master Schedule History List** – Description unavailable at this time.
- **APSCN Minimum GPA Report** – This GPA report displays the selected GPA (current or official cumulative) for the prompted grade, GPA type, year and term. Only active students are pulled into the report. The report is sorted in descending GPA order. NOTE: Both GPA Calculations and Rank Calculations must be run for this report to be accurate.
- **APSCN Students With NO Digital Learning Credit** – This report is designed to produce a list of active students in the prompted building and grade(s) that have NOT earned credit for a Digital Learning Course, which is based on the Digital Type field of the Master Schedule Course SIS Data screen. In addition to the student name, ID and grade, any course in which the student is currently enrolled that is defined as a Digital Learning course and has a credit value greater than 0 will also appear on the report.

- **APSCN Student Rank GPA by Course** – The purpose of this report is to allow teachers of current year courses to review the rank GPA of the students within their classes. Students scheduled into the selected courses are displayed in a roster format along with the current and cumulative GPA for each student. The GPA is pulled for the prompted year, term and GPA type. There is also a prompt to determine which scheduled marking period should be used to pull the class roster. Optional prompts allow rosters to be pulled by period, teacher, and/or course.
- **APSCN Students Without CPR Transcript Comment** – This report lists all active students in the selected building and grade(s) who DO NOT have a transcript comment that contains the phrase "CPR". There is also a 'Completed' box to indicate that student has received CPR training.
- **APSCN Transcript Check for Missing Course** – This report is used to check student transcripts to locate active students in the selected grade(s) who have not taken a course or earned enough credit in a course. Only one course can be checked at a time but multiple course codes that meet the course requirement should be selected. The report indicates the students who are currently scheduled into one of the selected courses. Students in the Special Ed program are identified in the report. Also the resident code is displayed for students (resident codes 1, 2, S, T, W and X) that may NOT be taking courses toward graduation at the district.
- **APSCN Transcript Worksheet** – This report provides a troubleshooting tool designed to find problems with student transcripts. The report generates a transcript of student courses and lists various items related to calculating GPA and credit as well as items that affect the printed transcript. There are options to include 7th and/or 8th grade courses along with the high school courses. NOTE: This report is designed to be run for just a few students at a time. Running this report for a large number of students, such as a grade or multiple grades, will require a considerable amount of time and is recommended to be run in the background (such as sending the report via email).

Medical Reports

Alerts and Disabilities

Public Folders > Student Management System > Medical > Alerts and Disabilities

- **APSCN Count of Medical Alerts and Disabilities** – This report provides a count of student with at least one membership day in the selected year who have a medical alert or disability. Students are included in the count of their current building.
- **APSCN Medical Alert List** – The Medical Alert List prints a listing of active students who have the prompted medical alert(s). The report will print up to 5 alerts for each student. There are options for generating the report by grade or homeroom as well as an alphabetical list.
- **APSCN Medical Disabilities List** – Description unavailable at this time.

General Student Medical

Public Folders > Student Management System > Medical > General Student Medical

- **APSCN EPSDT Student Listing** – This report will display students' EPSDT (Kindergarten Physical) record. Active students in the prompted building and grade(s) are listed along with their homeroom teacher, EPSDT column and any existing date(s) of the screening.
- **APSCN Medical Table List** – The Medical Table List provides the current values of the eSchool tables used in the Medical module. Users can select the desired tables from the prompt on this report. NOTE: With the exception of the Location table, all tables are maintained by the state and should not be adjusted at the district level. The Location table can be maintained at the district level.
- **APSCN Student Medical Card** – This report lists general student demographic information, medical alerts and disabilities (the first 3 only), immunization information, and a complete history of the selected student's hearing, scoliosis, and vision screenings. There are prompts for status and building with optional prompts for grade or student and for entry of a school official name for the signature line.
- **APSCN Students With NO EPSDT** – This report is designed to locate students that have NOT received the EPSDT (Kindergarten Physical). Active students in the prompted building and grade(s) are listed along with their homeroom teacher.

Immunizations

Public Folders > Student Management System > Medical > Immunizations

- **APSCN 5160 Active Student without 2nd MMR Labels** – Description unavailable at this time.
- **APSCN 5263 Immunization Label** – This report will display the immunization record for the selected students. There are prompts allowing for the selection of one the building with an option to select multiple grades or individual students. This report is designed to print on 5263 shipping labels which have ten 2" x 4" labels per page. WARNING: THE PRINT SETTING FOR PAGE SCALING MUST BE SET TO 'NONE' WHEN PRINTING LABELS.
- **APSCN Immunization Error Report** – This report looks for students with an entry/withdrawal record for the prompted school year who have an invalid immunization date in any of the first six doses of each shot type. An invalid immunization date is one that is before the student's birthdate or after the current date. Only the invalid dates appear on the report. There is also a prompt to select the desired building(s).
- **APSCN Immunization List** – This report will display the immunization record for the selected students. There is a prompt allowing for the selection of building with an option to select multiple grades or individual students within the building. The report sorts by grade and student name with an option to set a page break on student name.

- **APSCN Insufficient Number of Series Doses** – This report is designed to locate active students who have an insufficient number of doses of the selected series. Series which can be selected are DTaP, Hep A, Hep B, Hib, HPV, IPV/OPV, MCV4, MMR, TDAP and Varicella. All or part of this list of series codes can be selected. For each code a specific dose amount can be selected. There is also a prompt for building(s) and prompts for grade(s) or age(s), with the ability to select an "age as of" date. NOTE: This report is checking verifying the total doses of the series. It may be necessary to run the Immunization Validation to ensure all series calculations are up to date.
- **APSCN Missing Immunizations** – This report is designed to locate active students who have missing immunizations on specific doses of several different immunization codes. Codes which can be selected are DTaP, Hep A, Hep B, HPV, IPV/OPV, MCV4, MMR, TDAP, and Varicella. All or part of this list of immunizations can be selected. For each code a specific dose can be selected. There is also a prompt for building(s) and prompts for grade(s) or age(s), with the ability to select an "age as of" date. NOTE: Only the listed codes are checked. No alternate dose codes are included or used, nor is the report written to validate specific required intervals that shots were given to meet the State's Immunization Guidelines.
- **APSCN Recent MMR or Varicella Immunizations** – The Recent Immunizations report provides a list of active students who have received the MMR or Varicella immunizations on or after the date selected in the prompts. The report contains the student name, grade, immunization date and immunization code/description.
- **APSCN Students with Exemptions or History of Disease** – This report is designed to locate active students who have an Exemption code or the Had Disease flag is checked on Immunization records. There is a prompt for building(s) and the report page breaks by building. NOTE: If the Exemption code entered is invalid, the report will show 'INVALID EXEMPTION CODE USED'.

Medical Download Files

Public Folders > Student Management System > Medical > Medical Download Files

- **APSCN Medicaid Check/All Active Students** – The purpose of this file is to pull student data in batch form for checking students' Medicaid eligibility. The file contains columns of student's last name, first name, and birthdate. The file pulls active students.
- **APSCN Medicaid Early Childhood Special Ed file** – The purpose of this file is to pull student data in batch form for checking students' Medicaid eligibility. The file contains columns of student's last name, first name, and birthdate. The file pulls active students also currently active in the Early Childhood program.
- **APSCN Medicaid Hearing/Vision Data by Date file** – The purpose of this file is to pull student data in batch form for checking students' Medicaid eligibility of Vision and/or Hearing reimbursement. The file contains a blank SSN column, the students' first name, last name, birthdate, and one instance of a vision and/or hearing screening date for the prompted dates. The file only pulls students whose Medicaid Permissions flag is checked on the eSchoolPlus SIS/Misc screen.
- **APSCN Medicaid School Age Special Ed file** – The purpose of this file is to pull student data in batch form for checking students' Medicaid eligibility. The file contains columns of student's last name, first name, and birthdate. The file pulls active students also currently active in the School Age Sped program.

Medications

Public Folders > Student Management System > Medical > Medications

- **APSCN Count of Medications Issued** – This report provides a count of times each selected medication was issued for the prompted date range by building number.
- **APSCN Daily Medication Log** – This report gives a log of all medications dispensed for the prompted building and date range. There is an option to sort the information by time the medication was issued or by student name. The report has a page break on date.

- **APSCN List of Approved Medications** – The List of Approved Medications shows students who are eligible to receive medications for the selected building and date range. The report also displays the dose time, dose number, comment, physician, start date and end date from the Medication Requirements screen. There are optional prompts to select specific medications or individual students if needed.
- **APSCN Log of Specific Medications Issued** – This report provides a list of students who were issued the prompted medication(s) for the selected date range. The report is grouped by the medication and sorted by student name and has a page break on the medication.
- **APSCN Medications to be Dispensed for Specified Date** – This report is based on information entered on the Medications Requirements screen and gives a list of active students that should receive medications for the prompted date and building. There is an option to show only PRN medications or only Scheduled medications or both. The report is designed to be used to log information of the actual administration of the medication.
- **APSCN Student Medication Summary** – The Student Medication Summary report is a list of medications administered for the selected students for the prompted date range. The report can be sorted by date issued or by medication name. There is an optional report to select specific medications. There is a page break on student.

Office Visits

Public Folders > Student Management System > Medical > Office Visits

- **APSCN Daily Office Visit Counts** – This report provides a count of student office visits for each date in the prompted date range. The report gives a daily total of ALL office visits. Students with multiple visits in a day are counted for each visit.
- **APSCN District Office Visit Outcome Counts** – This report provides a count of office visit outcomes broken down by building and month. These counts are grouped by the initials of the person entering the office visit. The outcomes used in eSchool translate as follows: BTC = Students returned to class; HOME or PAR = Students sent home; EMER = Students requiring 911; and MED = Students sent to HCP.
- **APSCN Office Visit Counts** – This report provides a count of student office visits for the prompted date range. There is an option to display a duplicated count of office visits which gives a total of ALL office visits, or to display an unduplicated count which counts each student only once within each office visit reason.
- **APSCN Student Office Visits** – This report provided a list of student office visits for the prompted active student(s). The report shows the date, reason for visit, treatment and outcome as well as blood pressure, pulse and temperature data for the student, when recorded. There is prompt to include the office visit comment if so desired. This report has a page break after each student.
- **APSCN Student Office Visits by Homeroom or Grade** – This report is designed to produce lists of student office visits grouped by grade level or by homeroom teacher. All office visits for the prompted building and date range. There are also optional prompts for grade, homeroom teacher, and "administered by" initials.
- **APSCN Student Office Visits Daily Log** – The Office Visits Daily Report provide a log of all office visits for the prompted date(s). There is an option to include the office visit comment on the report. The list is sorted in student name order.

Screenings

Public Folders > Student Management System > Medical > Screenings > Growth

- **APSCN BMI Entry Form by Grade** – Prompts for building with optional prompts for grade, and populated BMI screening date. The report prints the student names and is designed for entering BMI screening results. The report has header fields of Building and Grade with columns for Student Name, Screening Date, Weight, Height 1, Height 2, and Comments. The report sorts by building, grade, student name.
- **APSCN BMI Entry Form by Homeroom Teacher** – Prompts for building with optional prompts for grade, homeroom, and populated BMI screening date. The report prints the student names and is designed for entering BMI screening results. The report has header fields of Building and Grade with columns for Student Name, Screening Date, Weight, Height 1, Height 2, and Comments. The report sorts by building, grade, homeroom, student name.

Public Folders > Student Management System > Medical > Screenings > Hearing

- **APSCN Hearing Screening Detail** – Prompts for building, start date, and end date. Pulls both active and inactive students matching prompt entries. Report lists building, grade, student ID, student name, age, gender, hearing test date, right/left ear results, and any referrals and follow-ups are also listed. The report sorts by building, grade, and student name.
- **APSCN Hearing Screening Error Report** – This procedure produces a report displaying hearing records where there exists invalid data for state reporting. The report is broken down by areas of error type. Users are prompted for the building and exam date range.
- **APSCN Hearing Screening Form by Grade** – Prompts for building with optional prompts for grade and populated hearing exam date. The report prints the student names and is designed for entering hearing exam results. The report has header fields of Building and Grade with columns for Student Name, Exam Date, Right Ear, Left Hear, and Pass/Fail. The report sorts by building, grade, student name.
- **APSCN Hearing Screening Form by Homeroom Teacher** – Prompts for building with optional prompts for grade, homeroom teacher, and populated hearing exam date. The report prints with the student names and is designed for entering hearing exam results. The report has header fields of Building, Grade, and Homeroom Teacher with columns for Student Name, Exam Date, Right Ear, Left Hear, and Pass/Fail. The report sorts by building, grade, homeroom teacher, student name.
- **APSCN Hearing Screening Summary** – This procedure produces a summary count of the hearing screening results for the district broken down by building and grade. Included are a summary count of students screened, students rescreened as well as summary counts based on different referral and follow-up codes. The report that is generated mirrors the information that is collected in the SIS reporting. There are prompts for the hearing screening date range and grade level to use on report (grade at time of test or current grade). NOTE: SIS Counts for the current year are based on the student's current grade at the time of the SIS build.
- **APSCN Hearing Screenings In Process** – Hearing screening records for all students with the hearing screening follow-up code of 'I' on the latest referral and follow-up date are displayed on this report. There are prompts for buildings and screening date range with an optional prompt for grade. The report is for active and inactive students. There is a page break on building if multiple buildings are selected.
- **APSCN Students With NO Hearing Screening Data** – This report generates a list of active students with no hearing screening for the prompted building(s) and date range. There is an optional prompt for grade(s).

Public Folders > Student Management System > Medical > Screenings > Scoliosis

- **APSCN Scoliosis Screening Detail** – This report prompts for building and start date, and end dates. Both active and inactive students are included. The report lists students with a scoliosis screening date sorted by grade. Student ID's, name, current age, gender, status, and any referrals and follow-ups are also listed.
- **APSCN Scoliosis Screening Error Report** – This procedure produces a report displaying scoliosis records where there exists invalid data for state reporting. The report is broken down by areas of error type. Users are prompted for the building and exam date range.
- **APSCN Scoliosis Screening Form by Grade** – Prompts for building with optional prompts for grade, gender, and populated scoliosis exam date. The report prints the student names and is designed for entering scoliosis exam results. The report has header fields of Building and Grade with columns for Student Name, Screening Date, Referral, Follow-up, and Comments. The report sorts by building, grade, student name.
- **APSCN Scoliosis Screening Form by Homeroom Teacher** – Prompts for building with optional prompts for grade, homeroom, gender, and populated scoliosis exam date. The report prints the student names and is designed for entering scoliosis exam results. The report has header fields of Building, Grade and Homeroom Teacher with columns for Student Name, Screening Date, Referral, Follow-up, and Comments. The report sorts by building, grade, homeroom, student name.
- **APSCN Scoliosis Screening Summary** – This procedure produces a summary count of the scoliosis screening results for the district broken down by building and grade. Included are a summary count of students screened as well as summary counts based on different referral and follow-up codes. The report that is generated mirrors the information that is collected in the SIS reporting. There are prompts for the scoliosis screening date range and for what grade field (current grade or grade at time of test) should be used in the report. NOTE: SIS Counts for the current year are based on the student's current grade at the time of the SIS build.

Public Folders > Student Management System > Medical > Screenings > Vision

- **APSCN Students With NO Vision Screening Data** – This report generates a list of active students with no vision screening for the prompted building(s) and date range. There is an optional prompt for grade(s).
- **APSCN Students With Vision Screening Failure by Grade** – This report is designed to show all students who had a vision screening failure other than color-blindness. The report lists student's grade at the time of test, name, vision screening results along with any referrals and follow-ups. The report prompts for building and vision screening dates with an optional prompt for grade. Both active and inactive students are included. The report is sorted by building then by grade.
- **APSCN Students With Vision Screening Failure by Homeroom** – This report is designed to show all students who had a vision screening failure other than color-blindness. The report lists student's grade at the time of test, name, vision screening results along with any referrals and follow-ups. The report prompts for building and vision screening dates with an optional prompt for homeroom. Both active and inactive students are included. The report is sorted by homeroom.
- **APSCN Vision Screening Detail** – This report prompts for building and vision screening date. Both active and inactive students are included. The report lists student's grade at the time of test, name, all vision screening fields along with any referrals and follow-ups. The report sorts by building, grade, and student name.
- **APSCN Vision Screening Error Report** – This procedure produces a report displaying vision records where there exists invalid data for state reporting. The report is broken down by areas of error type. Users are prompted for the building and exam date range.

- **APSCN Vision Screening Form by Grade** – The report is versatile with several style options. Prompts for building with optional prompts of grade, populated exam date, and columns for hearing screening. The report prints the student names and is designed for entering vision exam results. If prompt is selected to print hearing columns those will print along with the vision columns. The report has header fields of Building and Grade with columns for Student Name, Exam Date, all screening fields, and Pass/Fail. The report sorts by building, grade, studentname.
- **APSCN Vision Screening Form by Homeroom Teacher** – Description unavailable at this time.
- **APSCN Vision Screening Summary** – This procedure produces a summary count of the vision screening results for the district broken down by building and grade. Included are a summary count of students screened, students rescreened as well as summary counts based on different referral and follow-up codes. The report that is generated mirrors the information that is collected in the SIS reporting. There are prompts for the vision screening date range and for the grade field to use (current grade or grade at the time of the test). NOTE: SIS Counts for the current year are based on the student's current grade at the time of the SIS build.
- **APSCN Vision Screenings In Process** – Vision screening records for all students with the vision screening follow-up code of 'I' on the latest referral and follow-up date are displayed on this report. There are prompts for buildings and vision screening date range with an optional prompt for grade. The report is for active and inactive students. There is a page break on building if multiple buildings are selected.

State Reporting Information

Public Folders > Student Management System > Medical > State Reporting Information

- **APSCN Dyslexia Evaluation List** – The Dyslexia Evaluation List produces a report of students who are marked as receiving Dyslexia Therapy on the Medical > Dyslexia screen for selected school year and building(s). The report includes both active and inactive students and is sorted by building and student name.
- **APSCN Hearing Screening Error Report** – This procedure produces a report displaying hearing records where there exists invalid data for state reporting. The report is broken down by areas of error type. Users are prompted for the building and exam date range.
- **APSCN Immunization Error Report** – This report looks for students with an entry/withdrawal record for the prompted school year who have an invalid immunization date in any of the first six doses of each shot type. An invalid immunization date is one that is before the student's birthdate or after the current date. Only the invalid dates appear on the report. There is also a prompt to select the desired building(s).
- **APSCN Scoliosis Screening Error Report** – This procedure produces a report displaying scoliosis records where there exists invalid data for state reporting. The report is broken down by areas of error type. Users are prompted for the building and exam date range.
- **APSCN Vision Screening Error Report** – This procedure produces a report displaying vision records where there exists invalid data for state reporting. The report is broken down by areas of error type. Users are prompted for the building and exam date range.

Scheduling Reports

Course Catalog

Public Folders > Student Management System > Scheduling > Course Catalog

- **APSCN Course Catalog Subject Area Listing** – The Subject Area Listing will display up to 8 subject areas as well the subject area tag rules for courses in the selected building. There is an option to display active and/or inactive courses.
- **APSCN Course Catalog Verification Report** – This report provides a listing of courses from the building course catalog for the building(s) selected in the prompts. Information on the grade list, the building type, department, subject area, credit, honor roll, rank types, etc., can be verified from this report. There is a prompt to determine if active courses, inactive courses, or both should appear on the report.
- **APSCN Course Catalog Verification Report for HAC Requests** – This report is designed to check the courses in the course catalog to confirm data is correct for HAC requests. It provides a listing of courses from the building course catalog for the building(s) selected in the prompts. Information on the grade list, department, subject area, credit, HAC Access flat, etc., can be verified from this report. There is a prompt to determine if active courses, inactive courses, or both should appear on the report.
- **APSCN Course Catalog Worksheet** – Description unavailable at this time.
- **APSCN Course Listing by Year** – Description unavailable at this time.

Master Schedule

Public Folders > Student Management System > Scheduling > Master Schedule

- **APSCN Class Counts for All Year** – This report provides a list of courses for the selected building and year and the class counts for four marking periods. The list is sorted by course number. There are optional prompts for start period, course #, and staff.
- **APSCN Daily Teacher Totals All Year** – The purpose of this master schedule report is to provide documentation of student counts for each teacher, in each marking period, broken down by day. The report is sorted by teacher and gives a total number of students enrolled in each teacher's classes for each day in the selected marking period. There are also prompts to select the desired teachers and to exclude courses marked with '000000' on the course SIS screen.
- **APSCN Digital Learning Course Report** – The Digital Learning Course Report lists all courses that with a Digital Delivery value of 'CV' or 'WB'. In addition to the digital learning information on the course, the report also includes general information about the teacher from the staff catalog, including the Case ID Number from the Miscellaneous District Defined screen. Only courses included in Cycle Reporting appear on this report.
- **APSCN Master Schedule Check for Transcripts** – This report lists the fields that affect transcript issues from all courses in the master schedule for the selected building(s) and year.
- **APSCN Master Schedule Matrix** – This report lists the seat count for each course in the master schedule for the prompted year, building and marking period. This report will display courses scheduled into the first 12 times slots defined for the building. Courses are grouped by teacher.
- **APSCN Master Schedule Subject Areas List** – Prompts for building and school year. Lists building, school year, course, section, and subject area fields.
- **APSCN Master Schedule Verification** – This report can be used to verify the master schedule is correct. It includes general master schedule course information such as course/section/session number, course name, period, teacher as well as the mark reporting settings on the course. This report does NOT include master schedule SIS data. The report is sorted in course/section order.

- **APSCN MS Block Verification Report** – The block verification report is used to determine if the courses attached to the block have conflicts that would prevent the blockette courses from scheduling together for a student. The report contains the block information for each section of the block, along with the blockette period, teacher, house team, marking periods and the days each blockette meets.
- **APSCN Number of Seats for Each Course by Marking Period** – Description unavailable at this time.
- **APSCN Overloaded Sections** – Description unavailable at this time.
- **APSCN Staff Assignments** – The Staff Assignments report provides a list of Master Schedule teaching assignments for the selected year. There are optional prompts for building and staff name, however all staff assignments in the district will be included for each staff member in the report.
- **APSCN State Report MS Check** – This report lists all master schedule entries for the selected buildings, separated by the teacher of the course. Information from the master schedule that should be verified for cycle 2 reporting and cycle 7 ALE reporting can be found on this report.
- **APSCN Teacher Course List for Verification** – This report produces a list of the courses that each teacher is assigned in the master schedule. In addition to the list of courses there is a place to initial by each course as well as a small area to enter a note for each course. There is a prompt for entering a message to teachers that will appear at the top of each page as well an option to include a signature line for the teacher. This form could be used for teachers to signoff that IPR or Report Card verification has been completed for each course.
- **APSCN Teacher Totals All Year** – This report shows a master schedule listing with seat counts for each quarter. The report is sorted by teacher and gives a total number of students enrolled in each teacher's classes for the quarter.

Scheduling Download Files

Public Folders > Student Management System > Scheduling > Scheduling Download Files

- **APSCN Course Request File** – This report is designed to provide a file of student course requests for the prompted year and building. This file can be used to upload course requests into eSchool in the event that requests are deleted in eSchool. This report can be run as requests are entered into eSchool or set on a schedule to run on a regular basis during the scheduling process. If the file must be used to load requests into eSchool it should be in a .CSV format and named crs_request.csv prior to running the file upload.

State Reporting Information

Public Folders > Student Management System > Scheduling > State Reporting Information

- **APSCN ALE Schedules With Minutes** – ALE Schedules with Minutes provides a student schedule for all courses marked as an ALE course on the Master Schedule Course SIS data screen for the selected school year. The number of minutes assigned to each course also appears on the schedule. All dropped and active ALE courses are listed for active and inactive students. Entry/withdrawal information for the current year will display from the Curriculum Program screen for AE Curriculum only. Several report options exist to allow for additional information to appear on the report.
- **APSCN ALE SIS Reporting Errors** - The ALE SIS Reporting Errors report provides a list of ALE records that will create errors during Cycle 7. This report looks for students in the AE curriculum who do not have an ALE schedule, students with an ALE schedule who are not in the AE curriculum, courses that are marked as ALE in the master schedule but have no students enrolled in them, and scheduled courses that have STAFF as the teacher or have the course minutes set at 0 or have no value. The report includes all buildings that contain ALE students and/or courses. There is a prompt for school year.

- **APSCN ALE Student FTE** – This report calculates the FTE (full time equivalency) for ALE students for the selected school year. In addition to the FTE calculations, the report shows total minutes per days scheduled into ALE classes, funded days and unfunded days (the number of days a student was in ALE where the stay was less than 20 days). Pre-requisites for this report are: 1) students must be in AE in the Curriculum Program, 2) students must be scheduled into courses that are defined as ALE courses in the master schedule, and 3) the Day Totals calculation must be run for the State Attendance View to calculate student membership days. The number of days in membership for the building is calculated through the current date and will never include future dates. **WARNING:** This report should NOT be used to project ALE funding. The ALE FTE for funding will be calculated at the end of the school year based on data submitted through SIS Cycle reporting.
- **APSCN Class Counts For All Year** – This report provides a list of courses for the selected building and year and the class counts for four marking periods. The list is sorted by course number. There are optional prompts for start period, course #, and staff.
- **APSCN Daily Teacher Totals All Year** – The purpose of this master schedule report is to provide documentation of student counts for each teacher, in each marking period, broken down by day. The report is sorted by teacher and gives a total number of students enrolled in each teacher's classes for each day in the selected marking period. There are also prompts to select the desired teachers and to exclude courses marked with '000000' on the course SIS screen.
- **APSCN Digital Learning Course Report** – The Digital Learning Course Report lists all courses that with a Digital Delivery value of 'CV' or 'WB'. In addition to the digital learning information on the course, the report also includes general information about the teacher from the staff catalog, including the Case ID Number from the Miscellaneous District Defined screen. Only courses included in Cycle Reporting appear on this report.
- **APSCN Digital Learning Staff Report** – The DL Staff Report lists all staff members that have DL courses in the selected buildings for the selected year. Staff SSN, birth date and Case ID all appear on the report.
- **APSCN Licensure Exception Report** – This report generates a list of teachers who have a licensure exception code of ALP, AWL, CWL, LTS, or SOI on one or more of their courses in the master schedule. There is a prompt for year and one for building(s).
- **APSCN Master Schedule Secondary Staff Report** – This report lists all courses in the master schedule for the selected year and building(s) that have a secondary staff member assigned to the course. The report shows the course information, the primary staff and all secondary staff attached to the course.
- **APSCN Staff Assignments** – The Staff Assignments report provides a list of Master Schedule teaching assignments for the selected year. There are optional prompts for building and staff name, however all staff assignments in the district will be included for each staff member in the report.
- **APSCN State Report MS Check** – This report lists all master schedule entries for the selected buildings, separated by the teacher of the course. Information from the master schedule that should be verified for cycle 2 reporting and cycle 7 ALE reporting can be found on this report.
- **APSCN Teacher Totals All Year** – This report shows a master schedule listing with seat counts for each quarter. The report is sorted by teacher and gives a total number of students enrolled in each teacher's classes for the quarter.

Student Requests

Public Folders > Student Management System > Scheduling > Student Requests

- **APSCN Course Request File** – This report is designed to provide a file of student course requests for the prompted year and building. This file can be used to upload course requests into eSchool in the event that requests are deleted in eSchool. This report can be run as requests are entered into eSchool or set on a schedule to run on a regular basis during the scheduling process. If the file must be used to load requests into eSchool it should be in a .CSV format and named crs_request.csv prior to running the file upload.
- **APSCN Course Request Rosters** – Course Request Rosters produce a list of students requesting the selected courses. Courses can be selected by course type, e.g. ALE, DL, College Course, or by individual course codes. There is an option to select current year or next year courses.
- **APSCN Course Request Spreadsheet** – This report is designed to list student requests in spreadsheet format. The user is prompted for the building, school year, type of request (regular, student alternate, course alternate --can select multiple), and grade(s) to include on report. Report displays student id, name, next year grade, request count for student, and then lists, horizontally, all of the students' requests with course number, description, and request type.
- **APSCN Course Request Tally** – This report provides a count of requests by course for all active students in the selected building for the prompted school year. The requests are broken down by the marking periods (if applicable) for which the course requests were made.
- **APSCN Course Request Verification Form** – This report generates a course request verification for the selected school year for active students only. There are prompts for next year's building and next year's grade. There is a prompt for student name which can be used rather than using the next year grade prompt. A message asking for the form to be returned by a certain date can be printed on the form. There is also a prompt for a message to be entered that would appear on each form.
- **APSCN Master Schedule Balance Using Current Grade** – It is recommended that this report be used after rollover in preparing the master schedule for the coming year. This report lists the sections which currently exist in the master schedule which have/had student requests and calculates the number of sections in the master schedule for students in current grade 9 - 12. The number of requests, by current-year grade, is determined for each course number. The number of requests is then divided by the number of sections to determine the number of students who would schedule into each section of the course if the scheduler balanced all sections. These numbers are then displayed, in spreadsheet format, with a seat total, by grade, for each period of the day. NOTES: Block courses are not included in the counts at this time.
- **APSCN Master Schedule Balance Using Current Grade by Cycle Day** – This report is recommended for use by buildings with day cycles other than M,T,W,R,F. It is recommended that this report be used after rollover in preparing the master schedule for the coming year. This report lists the sections which currently exist in the master schedule which have/had student requests and calculates the number of sections in the master schedule for students in current grade 9 - 12. The number of requests, by current grade, is determined for each course number. The number of requests is then divided by the number of sections to determine the number of students who would schedule into each section of the course if the scheduler balanced all sections. These numbers are then displayed, in spreadsheet format, with a seat total, by grade, for each period of the day. NOTES: Block courses are not included in the counts at this time.
- **APSCN Master Schedule Balance Using Current Grades 7-12** – It is recommended that this report be used after rollover in preparing the master schedule for the coming year. This report lists the sections which currently exist in the master schedule which have/had student requests and calculates the number of sections in the master schedule for students in current grade 7 - 12. The number of requests, by current-year grade, is determined for each course number. The number of requests is then divided by the number of sections to determine the number of students who would schedule into each section of the course if the scheduler balanced all sections. These numbers are then displayed, in spreadsheet format, with a seat total, by grade, for each period of the day. NOTES: Block courses are not included in the counts at this time.

- **APSCN Master Schedule Balance Using Next Grade** – It is recommended that this report be used prior to rollover in preparing the master schedule for the coming year. This report lists the sections which currently exist in the master schedule which have/had student requests and calculates the number of sections in the master schedule for students in NEXT grade 9 - 12. The number of requests, by next-year grade, is determined for each course number. The number of requests is then divided by the number of sections to determine the number of students who would schedule into each section of the course if the scheduler balanced all sections. These numbers are then displayed, in spreadsheet format, with a seat total, by grade, for each period of the day. NOTES: Block courses are not included in the counts at this time.
- **APSCN Master Schedule Balance Using Next Grade by Cycle Day** – This report is recommended for use by buildings with day cycles other than M,T,W,R,F. It is recommended that this report be prior to rollover in preparing the master schedule for the coming year. This report lists the sections which currently exist in the master schedule which have/had student requests and calculates the number of sections in the master schedule for students in NEXT grade 9 - 12. The number of requests, by next grade, is determined for each course number. The number of requests is then divided by the number of sections to determine the number of students who would schedule into each section of the course if the scheduler balanced all sections. These numbers are then displayed, in spreadsheet format, with a seat total, by grade, for each period of the day. NOTES: Block courses are not included in the counts at this time.
- **APSCN Master Schedule Balance Using Next Grades 7-12** – It is recommended that this report be used after rollover in preparing the master schedule for the coming year. This report lists the sections which currently exist in the master schedule which have/had student requests and calculates the number of sections in the master schedule for students in NEXT grade 7 - 12. The number of requests, by next-year grade, is determined for each course number. The number of requests is then divided by the number of sections to determine the number of students who would schedule into each section of the course if the scheduler balanced all sections. These numbers are then displayed, in spreadsheet format, with a seat total, by grade, for each period of the day. NOTES: Block courses are not included in the counts at this time.
- **APSCN Next Year Student Course Request Listing by Department** – This report creates an individual request sheet for students in the prompted NEXT building and NEXT grade(s). The courses listed for each student are active courses that are defined in the grade list of the course catalog to include the student's next grade that are marked to be a HAC Request. The courses are grouped by Department. This will generate a request sheet for active students only.
- **APSCN Next Year Student Course Request Listing by Subject Area** – This report creates an individual request sheet for students in the prompted NEXT building and NEXT grade(s). The courses listed for each student are active courses that are defined in the grade list of the course catalog to include the student's next grade that are marked to be a HAC Request. The courses are grouped by Subject Area 1. This will generate a request sheet for active students only.
- **APSCN Students with NO Requests** – This report is designed to locate active students in the selected building and grade(s) who have NO requests for the selected year. The year prompt gives the options of current year or next year. When next year is selected the next grade and next building are used in the selection of the students.

Student Schedules

Public Folders > Student Management System > Scheduling > Student Schedules

- **APSCN 4x6 Schedule** – These student schedules are designed to print on a 4 x 6 card. There is a prompt for building and grade with an optional prompt for student name.
- **APSCN 5160 Address Labels by Course/Section** – These labels are designed to print the student name and student mailing address on the Avery 5160 mailing label form for students in the selected course/sections. There is also prompt for building, an optional prompt for grade and a prompt to include the message "To the Parent/Guardian of" on the labels. WARNING: When printing labels set PAGE SIZE to "Actual Size" in PDF print window.

- **APSCN 5386 Schedule Cards** – This student schedule report is designed to print general student information and the student schedule on a 5386 rolodex card for active students only. There are prompts for building and school year with optional prompts for grade and/or student names. Cards are sorted in alphabetical order. WARNING: THE PRINT SETTING FOR PAGE SCALING MUST BE SET TO 'NONE' OR THE PAGE SIZE MUST BE SET TO 'ACTUAL SIZE' WHEN PRINTING THE CARDS.
- **APSCN A/B Horizontal Schedules** – The A/B Horizontal Schedules report will display a 4 period A/B schedule for active students in the selected building, school year and marking period. There are options to display course name, teacher name and/or room number. There is also an optional prompt for grade level. NOTE: Single session course sections that span multiple periods will only display in the start period of the course.
- **APSCN ALE Schedules with Minutes** – ALE Schedules with Minutes provides a student schedule for all courses marked as an ALE course on the Master Schedule Course SIS data screen for the selected school year. The number of minutes assigned to each course also appears on the schedule. All dropped and active ALE courses are listed for active and inactive students. Entry/withdrawal information for the current year will display from the Curriculum Program screen for AE Curriculum only. Several report options exist to allow for additional information to appear on the report.
- **APSCN Class List for Selected Group** – This report generates a list of active students in the selected group that are scheduled into courses for each staff member. The group options are 504, ALE, ELL, G/T or Special Education. There are optional prompts for period, staff, and course.
- **APSCN Class Rosters** - This report generates class rosters for the selected year and building. Student name, grade, ID, State ID and birth date appear on the roster. Address and/or phone number can be included on the report as well with options to select address type and phone type. There is a page break prompt that allows the report to break on period or course and also a sorting option prompt. There are optional prompts to allow for the selection of period, primary teacher, secondary staff, course or a combination of the three.
- **APSCN Class Rosters for Specified Date** – This report generates class rosters for the selected year, enrollment date and building. Student name, grade, ID, State ID, birth date, current status and course status appear on the roster. There are optional prompts to allow for the selection of period, teacher, course or a combination of the three.
- **APSCN Class Rosters with Blank Columns** – This report generates class rosters for the selected year and building. Student name, grade and 5 open columns appear on the roster. There are optional prompts to allow for the selection of period, teacher, course or a combination of the three.
- **APSCN Dropped Course Verification for Mark Reporting** – This report is designed to locate dropped schedule records that are defined to create a report card record in mark reporting. The report will pull all dropped records for the prompted year and building that have a report card status of 'O' or 'T'. The report contains the add and drop dates and the first and last MP to receive marks for each course listed.
- **APSCN Horizontal Schedules** – The Horizontal Schedules report will display a schedule with up to 10 periods for active students in the selected building, school year and marking period. There are options to display course name, teacher name and/or room number. There is also an optional prompt for grade level. NOTE: Single session course sections that span multiple periods will only display in the start period of the course.
- **APSCN Inactive Students With an Active Schedule** – This report a list of inactive students with active scheduled courses in the prompted building.

- **APSCN Invalid Last Marking Period for Dropped Courses** – This report is designed to display dropped courses for students where the marking period information may be invalid. Users are prompted for the building, school year, drop date (usually the last day of a marking period), and marking period. For example, if marking period 3 ended on March 11, select March 11 for the drop date and marking period 3 for the marking period. Students, and their courses, who were dropped on or prior to March 11 where the last marking period to receive a grade was marked as marking period 4 would display on the report.
- **APSCN Student Demographic Verification for Testing by Course** – The Student Demographic Verification for Testing report is designed to verify the accuracy of student data used for data collection with testing. The report is designed to be run on selected courses.
- **APSCN Student HAC Login/Password by Class** – This report is designed to provide the students' HAC login and password on a class roster. Options are available to select these rosters by period, teacher or course. NOTE: Passwords MUST be unencrypted on the District TAC Configuration Password Management Screen for them to display on the report.
- **APSCN Student Location by Period** – The Student Location by Period report allows users to generate a report indicating the course in which active students are enrolled for the prompted year, building, period, marking period, and cycle day. There is also an optional prompt for grade. The report reflect the class name, teacher name and room number of the scheduled course.
- **APSCN Student Schedule for Audit** – This report is used to review all courses in a student schedule to verify that courses have all fields set correctly. The report generates full page schedules for the selected students in the prompted building.
- **APSCN Student Schedules** – This report generates full page schedules for active students in the prompted building. Report options allow for printing locker and homeroom information on the schedule as well as printing schedules for special population groups. There is a sorting option prompt for printing schedules by homeroom or by grade and a prompt to allow for printing the days the course meets on the schedule. Selecting to print an office copy will put student demographic information (Contacts, Addresses, Phone Numbers, etc.). There are OPTIONAL prompts to print only specific grades or students and/or marking periods.
- **APSCN Student Schedules / Demographics** – This report generates one page per active student in the prompted building. The top half of the report contains demographic information for the parent or student to verify and the bottom half contains the student's schedule. Report options allow for printing locker and homeroom information on the schedule as well as printing schedules for special population groups. There is a sorting option prompt for printing schedules by homeroom or by grade and a prompt to allow for printing the days the course meets on the schedule. There are OPTIONAL prompts to print only specific grades or students and/or marking periods.
- **APSCN Student Schedules Horizontal With Missing Periods Identified** – This report lists student schedules in horizontal format and periods where the student has no scheduled course are filled in red. Report prompts for building, school year, marking period, and grade(s). Users can use this report to verify that all students have full schedules prior to printing schedule for distribution.
- **APSCN Student Not Enrolled in Course** – This report provides a list of students who are NOT scheduled into the prompted year, building, grade(s) and course(s). Multiple courses can be selected but only students who are not scheduled (status 'A' or 'L') in any of the selected courses will appear on the report.
- **APSCN Students With Modeled Schedules** – The Students with Modeled Schedules report looks for active and inactive students with a modeled schedule in the current school year or prior. NOTE: It is important for rollover that no schedule in the current year or before be left in a modeled state.
- **APSCN Students With Ungraded Courses** – This report is designed to locate scheduled courses that have been marked as ungraded in the student schedule detail for the selected year and building(s). These are courses that are generally set up to issue marks in report cards and transcripts. Students whose scheduled courses are marked as ungraded will not receive a report card or transcript grade.

- **APSCN Unscheduled Students** – This report will provide a list of active students in the selected building and grade(s) that are considered to be unscheduled. The report prompts for the maximum number of courses a student can have and still be considered unscheduled. There is an option of selecting current or next year scheduling.

Special Education – Early Childhood Reports

Public Folders > Student Management System > Special Education – Early Childhood

- **APSCN Early Childhood Blank Data Form** – The Blank Data Form is a five page form designed to collect information on new Early Childhood program students for entry into eSchool. The form can be used to record student demographic data, referral tracking data, early childhood general information, assessment information, developmental needs, related services and program exit information.
- **APSCN Early Childhood Exit Report** – The Early Childhood Exit Report generates a list of students who withdrew from the Early Childhood program within the prompted date range. The report lists the last exit date for the student and the program exit reason.
- **APSCN Early Childhood Primary Disability/Educational Environment Counts** – This report generates a count of active students in the Early Childhood program broken down by Primary Disability and Educational Environment.
- **APSCN Early Childhood SP Student List for Selected Date** – Description unavailable at this time.
- **APSCN Incomplete Referrals** – The Incomplete Referrals listing produces a report of referrals that have not been marked as complete. The report contains general information about the student and about the referral.
- **APSCN Referral Tracking Data Sheet** – The Referral Tracking Data Sheet lists all information on the Referral tracking screen for the selected active or pre-registered students with a Referral Tracking record.
- **APSCN Referral Tracking Report** – The Referral Tracking Report lists all students in the selected building(s) with a referral tracking record in the prompted date range. The student name, grade and referral tracking record appear on the report.
- **APSCN Students in Referral Tracking Building With Completed Referral** – Once a referral is complete on a student enrolled in building 80000, the student should be withdrawn from building 80000. This report is designed to locate students still active in building 80000 after the referral tracking record is marked completed.

Special Education – School Age Reports

Public Folders > Student Management System > Special Education – School Age

- **APSCN Alternate Assessment Student Data Check** – The Alternate Assessment Student Data Check report focuses on the Alternate Portfolio field and the student schedule. Scheduled active students with either a scheduled course of 972120, 972350 or 973910 OR students with a SPED Alternate Portfolio code of AL, ALM, ALMS, AM, AS, DL, DLM, DM, or SDLM are pulled into the report. There is an option to print errors only which will pull records where an alternate assessment code is used but the Alternate Portfolio code is not one of the valid codes, OR the Alternate Portfolio code is valid but no alternate assessment code has been used. The report prints by building.
- **APSCN Incomplete Referrals** – The Incomplete Referrals listing produces a report of referrals that have not been marked as complete. The report contains general information about the student and about the referral.
- **APSCN PSO Contacts** – This file contains active students enrolled in the School Age program, ages 14 - 21 along with Guardian 1 and 2 names and Guardian 1 and 2 home and cell phone numbers.
- **APSCN Referral Tracking Data Sheet** – The Referral Tracking Data Sheet lists all information on the Referral tracking screen for the selected active or pre-registered students with a Referral Tracking record.
- **APSCN Referral Tracking Report** – The Referral Tracking Report lists all students in the selected building(s) with a referral tracking record in the prompted date range. The student name, grade and referral tracking record appear on the report.
- **APSCN School Age Educational Placement Count** – This report provides a district count of active school age special students broken down by building and educational placement.
- **APSCN School Age Exit Report** – The School Age Exit Report provides a listing of students who withdrew from the School Age program within the prompted date range. General information on the student along with current eSchool status, withdrawal date from the program as well withdrawal reason from the program appear on the report.
- **APSCN School Age Primary Disability Count** – This report provides a district count of active school age special students broken down by building and primary disability.
- **APSCN School Age Primary Disability/Educational Placement Count** – This report provides a district count of active school age special students broken down by building/educational placement and primary disability.
- **APSCN School Age SP Student List for Selected Date** – This report shows list of students who were enrolled in the School Age Program and active on the prompted date. Enrollment in the School Age program is based on the Special Education School Age Program screen and the student status is based on the entry/withdrawal screen. The building and grade listed on the report are for the selected enrollment date.
- **APSCN Special Education School Age Student List** – This report lists all students who have a Special Education School Age Status of 'A' for the prompted building(s). The report lists the students' grade, birth date, age, current eSchool status, and the Has IEP field from the personal screen.
- **APSCN SPED Counts by Grade\Age for Specified Date** – This report provides a count of active SPED students on the selected date. There are five different ways the student counts can be displayed: 1) by grade and age only; 2) by grade/age and gender/race; 3) by grade/age and primary disability; 4) by grade/age and educational placement; and 5) by grade/age and primary disability/educational placement.
- **APSCN SPED School Age Data Sheet** – This report displays all the data listed on the School Age Special Ed Screen for active students who are active in the School Age program. There are optional prompts for the SPED teacher of record and for the student. There is also a choice of sorting by SPED teacher or student name.

- **APSCN Students in Referral Tracking Building With Completed Referral** – Once a referral is complete on a student enrolled in building 80000, the student should be withdrawn from building 80000. This report is designed to locate students still active in building 80000 after the referral tracking record is marked completed.

Teacher Access Center Reports

Homeroom Reports

Teacher Access Center > Homeroom Reports

- **APSCN TAC User Daily Attendance Totals by Homeroom** – This report is designed to show the membership day count, the days absent and the days present from the STATE attendance view for the selected date range for all students assigned to the TAC User's homeroom. NOTE: Day Totals Calculations for the STATE Attendance View MUST be run prior to generating this report.
- **APSCN TAC User Homeroom AM/PM Attendance Summary** – The Homeroom Attendance Summary report is designed for teachers to verify student attendance. Each AM and PM absence is counted as 1/2 day and each tardy is counted as 1 time. There are prompts for school year, attendance dates, absence codes and tardy codes. WARNING: Day Totals Calculations must be run in order for membership totals to be accurate.
- **APSCN TAC User Homeroom Birthday List** – The Homeroom Birthday List produces a report showing the birthday (month/day) of each student in the teacher's homeroom.
- **APSCN TAC User Homeroom List** – This report provides a list of active students for the homeroom teacher. There is an option to sort the report alphabetically by gender or alphabetically for the group. The report is designed to be posted for students to locate homeroom assignments.
- **APSCN TAC User Homeroom Roster With Student Information** – This report provides the homeroom teacher with the student ID, guardian 1 name, mailing address, home phone, cell phone and work phone for active students.
- **APSCN TAC User Honor Roll List** – This is designed to create a report of active students making the honor roll for the selected year and report card run. The report will include active students only. PRE-REQUISITE: Honor Roll Calculations must be run by office personnel.

Student Schedule Reports

Teacher Access Center > Student Schedule Reports

- **APSCN TAC User Absence Summary** – The Absence Summary report shows the total number of absences for each active student in the period that each class meets. Teachers will be prompted for school year, building, schedule marking period, absence codes and attendance date range. There is also an optional prompt for selecting specific courses. NOTE: The absence total for students who have had a schedule change in a given period will reflect the total absences for all courses meeting in that period for the selected date range.
- **APSCN TAC User Gradebook Archive Data** – This report generates an Excel spreadsheet of the assignment scores for students in the selected building for each of the TAC User's courses. There is an optional prompt for marking period. The category definition and assignment setup information is also included with each course.