Philadelphia SIS Project – Student Information Reports

Navigating to the Reports in Infinite Campus

1. Go to ***Index***. Within the **Student Information** module, click **Reports** to expand and show a list of all available Student Information reports. These reports should be visible: **Emergency Contact Listing**, **Enrollment Balance Sheet**, **FERPA**, **Opt Out Testing**, **State ID Student Listing**, and **Suspensions.**

2. Select the appropriate report to generate. A description of each report follows:

Emergency Contact Listing	Page 3
List of active student's emergency contact information (in the user's school on the date the report is run) Report can be sorted by last name, or by homeroom and then student last name, or by grade, then by homeroom and then student last name.	

Enrollment Balance Sheet	Page 4
This is a one day enrollment count report, which provides the number of enrolled students in each grade/homeroom combination for the selected school calendar by gender. If a date range is entered into the report parameters, the report will provide the enrollment counts for each day of the requested date range. Formerly known as the “Boy/Girl” Report.	

FERPA	Page 5
List of Students who have information entered on the FERPA Screen, indicating they have restrictions on releasing student data.	

Opt Out Testing	Page 6
List of Students who have information entered on the Opt Out Screen, indicating they have opted out of identified PSSA/PASA or Keystone testing.	

State ID Student Listing	Page 7
List of active students for a school with the Student ID (local) and Student State ID (in the user's school on the date the report is run) Date of birth, grade, and homeroom are also included. Report can be sorted by last name, or by homeroom and then student last name, or by grade, then by homeroom and then student last name.	

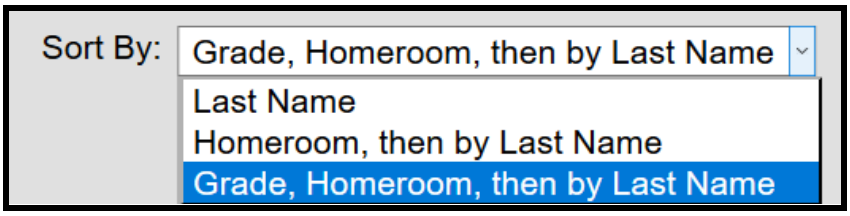
Suspensions	Page 8
List of all active students with Suspension information entered on the In School and/or Out of School Suspension screens. Includes dates of suspension, duration, reason(s), gender, race, and grade. User can select to report on In School or Out of School Suspensions. The report can be sorted by Grade and then by Last Name, or just by Last Name.	

Running the Emergency Contact Listing

Emergency Contact Listing produces a list of all emergency contacts for all students currently enrolled in your school. Sorting options allow the report to be printed for individual homerooms, for the entire school, or separated by grade.

1. Select **Emergency Contact Listing** from the list of Student Information Reports.
   Index > Student Information > Reports > Emergency Contact Listing

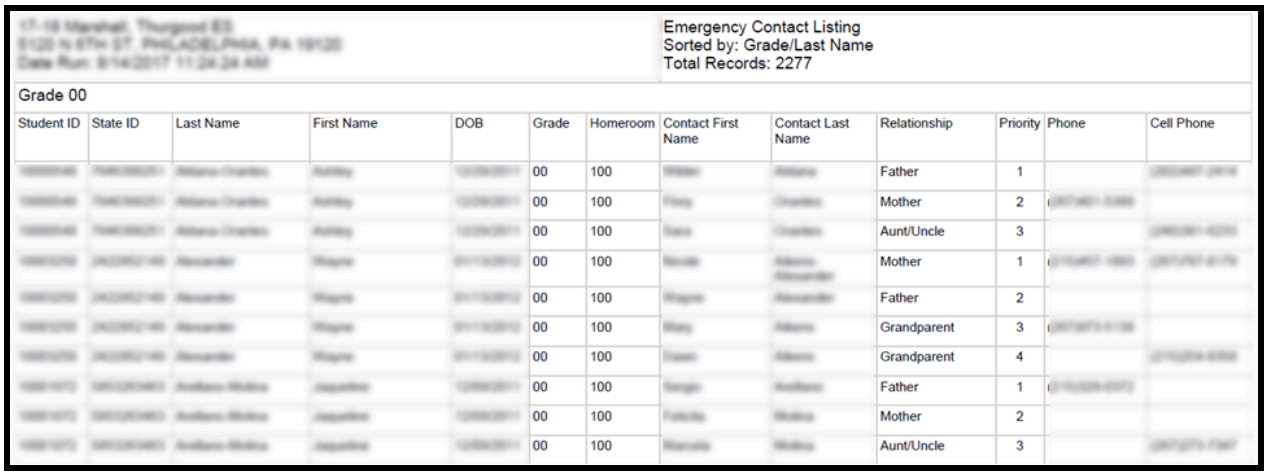
2. Choose an appropriate sorting option. *Last Name* will create a list of all students' emergency contacts. Students will appear in alphabetical order by last name. *Homeroom, then by Last Name* will produce emergency contact information for students separated by homeroom. *Grade, Homeroom, then by Last Name* will group students by grade level before sorting by homeroom and finally by last name.



3. Select a Report Format (PDF or Excel).

4. Click the **Generate Report** button.

Emergency Contact Listing – Sample



Emergency Contact Listing
Sorted by: Grade/Last Name
Total Records: 2277

Grade 00

Student ID	State ID	Last Name	First Name	DOB	Grade	Homeroom	Contact First Name	Contact Last Name	Relationship	Priority	Phone	Cell Phone
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	00	100	[illegible]	[illegible]	Father	1		[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	00	100	[illegible]	[illegible]	Mother	2	[illegible]	
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	00	100	[illegible]	[illegible]	Aunt/Uncle	3		[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	00	100	[illegible]	[illegible]	Mother	1	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	00	100	[illegible]	[illegible]	Father	2		
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	00	100	[illegible]	[illegible]	Grandparent	3	[illegible]	
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	00	100	[illegible]	[illegible]	Grandparent	4		[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	00	100	[illegible]	[illegible]	Father	1	[illegible]	
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	00	100	[illegible]	[illegible]	Mother	2		
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	00	100	[illegible]	[illegible]	Aunt/Uncle	3		[illegible]

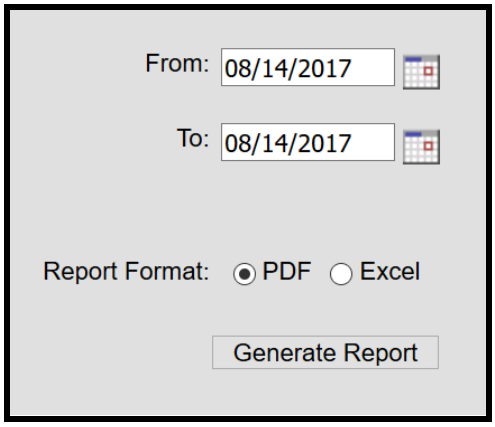
Running the Enrollment Balance Sheet

This report can be run to show the total number of students in each homeroom, in each grade, and a breakdown of the number of boys and girls.

1. Select **Enrollment Balance Sheet** from the list of Student Information Reports.
   Index > Student Information > Reports > Enrollment Balance Sheet

2. Choose an appropriate *Start Date* and *End Date*. Selecting a range of dates will print separate reports with the enrollment totals for each date. Use the current date to limit the report to the current enrollment information.

3. Click the **Generate Report** button.

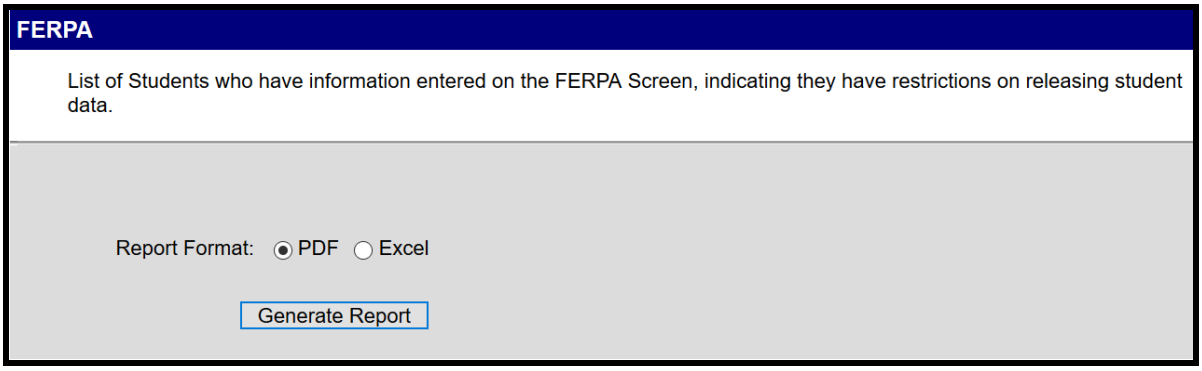


Enrollment Balance Sheet – Sample

[illegible]			Enrollment Balance Sheet Listing 08/09/2017		
Grade	Homeroom	Teacher	Boys	Girls	Total
00			1	1	2
00	128	[illegible]	5	4	9
00	130	[illegible]	6	2	8
Subtotal For Grade: 00			12	7	19
01	127	[illegible]	19	11	30
01	131	[illegible]	15	13	28
Subtotal For Grade: 01			34	24	58
02			0	1	1
02	131	[illegible]	1	0	1
02	207	[illegible]	13	9	22
02	223		12	10	22
02	225	[illegible]	1	0	1
02	226	[illegible]	13	9	22
02	307	[illegible]	0	1	1
Subtotal For Grade: 02			40	30	70

Running the FERPA Report

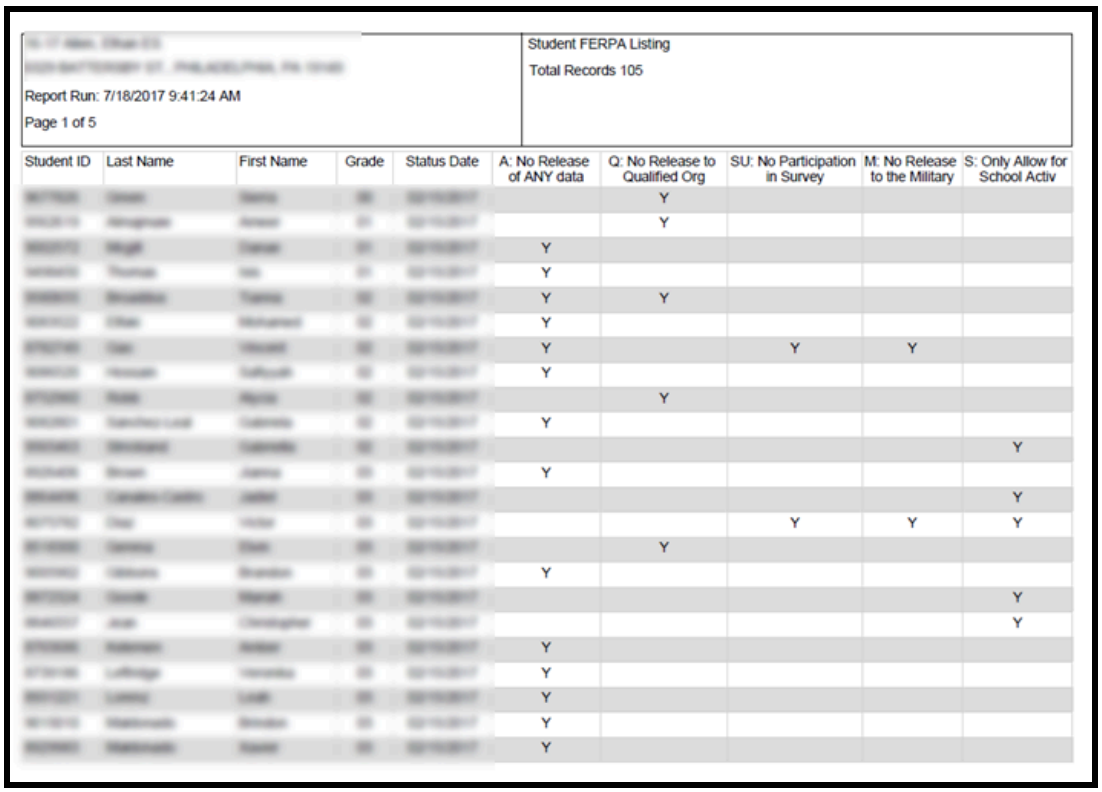
1. Select **FERPA** from the list of Student Information Reports.
   Index > Student Information > Reports > FERPA



2. The **FERPA** report can run as a PDF or Excel file for the report.

3. After selecting desired report options, click the **Generate Report** button. You will have the option to open the file or save the file to your computer.

FERPA Report – Sample



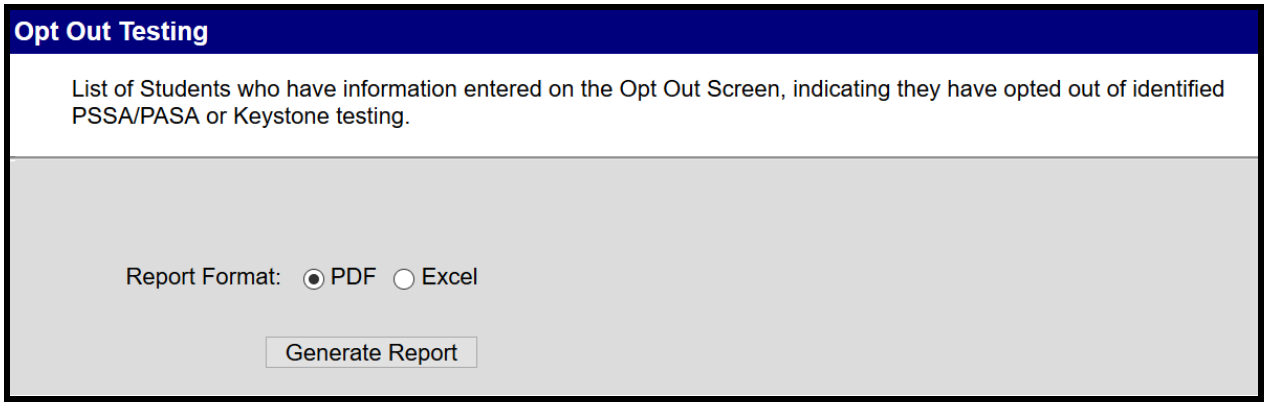
Report Run: 7/18/2017 9:41:24 AM
Page 1 of 5

Student FERPA Listing
Total Records 105

Student ID	Last Name	First Name	Grade	Status Date	A: No Release of ANY data	Q: No Release to Qualified Org	SU: No Participation in Survey	M: No Release to the Military	S: Only Allow for School Activ
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		Y			
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		Y			
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Y				
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Y				
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Y	Y			
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Y				
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Y		Y	Y	
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Y				
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		Y			
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Y				
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]					Y
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Y				
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]					Y
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]			Y	Y	Y
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		Y			
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Y				
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]					Y
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]					Y
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Y				
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Y				
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Y				
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Y				
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Y				

Running the Opt Out Testing Report

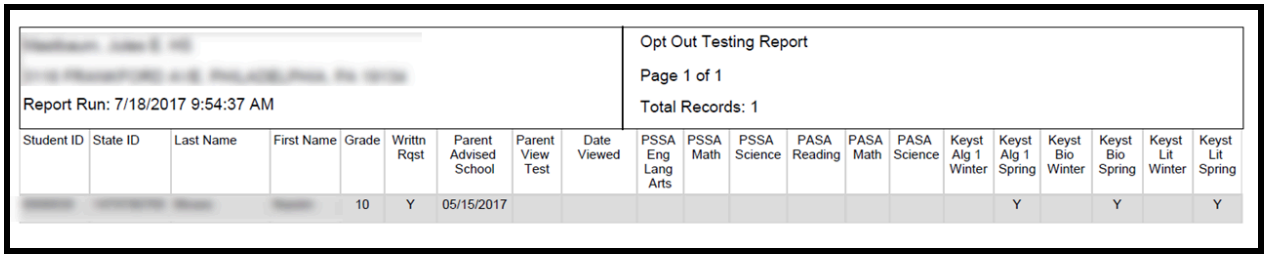
1. Select **Opt Out Testing** from the list of Student Information Reports.
   Index > Student Information > Reports > Opt Out Testing



2. The **Opt Out Testing** report can run as a PDF or Excel file for the report.

3. After selecting desired report options, click the **Generate Report** button. You will have the option to open the file or save the file to your computer.

Opt Out Testing Report – Sample



Report Run: 7/18/2017 9:54:37 AM

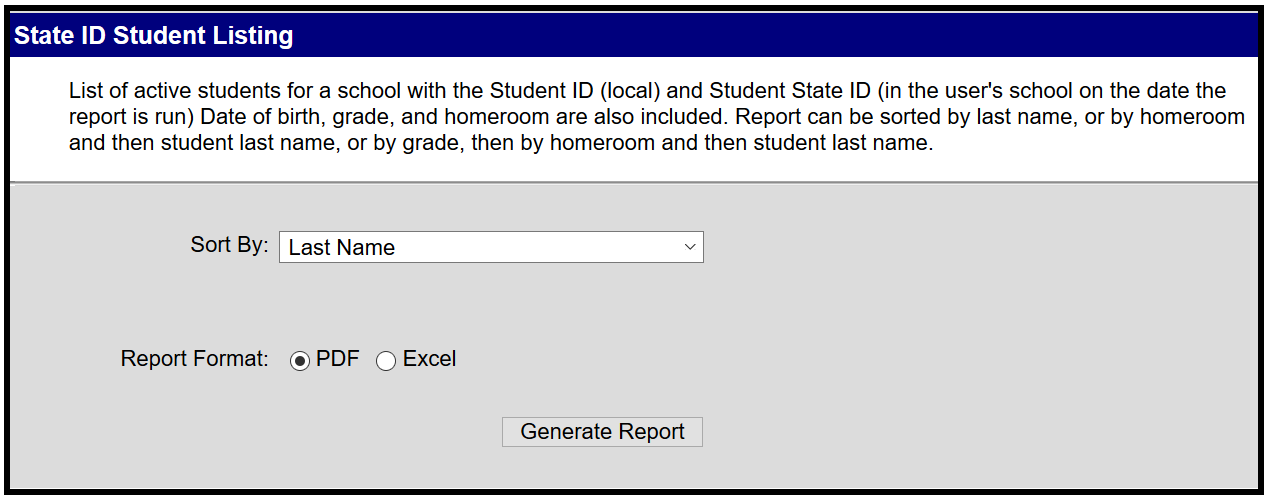
Opt Out Testing Report
Page 1 of 1
Total Records: 1

Student ID	State ID	Last Name	First Name	Grade	Writtn Rqst	Parent Advised School	Parent View Test	Date Viewed	PSSA Eng Lang Arts	PSSA Math	PSSA Science	PASA Reading	PASA Math	PASA Science	Keyst Alg 1 Winter	Keyst Alg 1 Spring	Keyst Bio Winter	Keyst Bio Spring	Keyst Lit Winter	Keyst Lit Spring
				10	Y	05/15/2017										Y		Y		Y

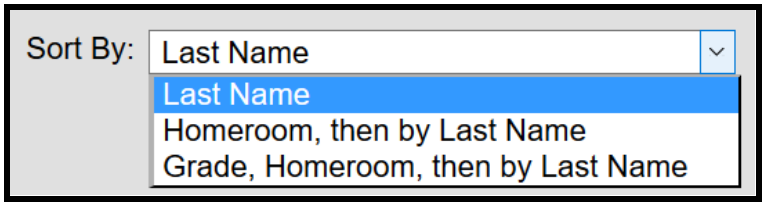
Notes: The letter 'Y' is used to denote if a written request was received and indicates which tests have been selected to opt out for each student.

Running the State ID Student Listing Report

1. Select **State ID Student Listing** from the list of Student Information Reports.
   Index > Student Information > Reports > State ID Student Listing



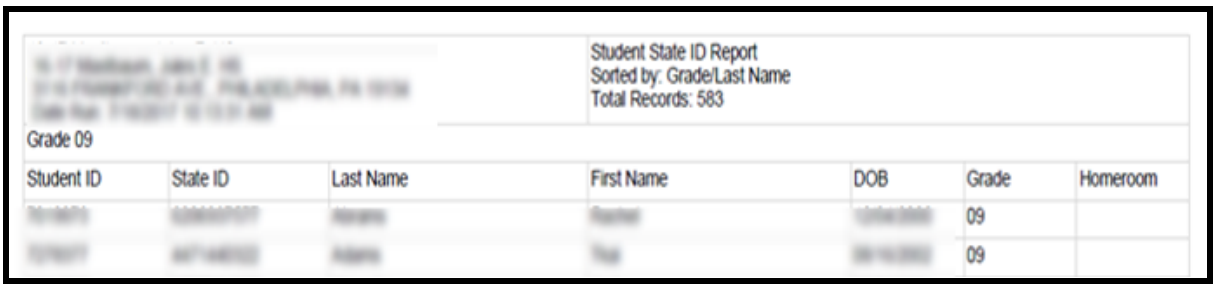
2. Choose an option for sorting. This report can be sorted three ways. By last name only. By homeroom first and then by last name. Or by grade first, followed by homeroom, and then by last name.



3. Run as a PDF or Excel file for the report.

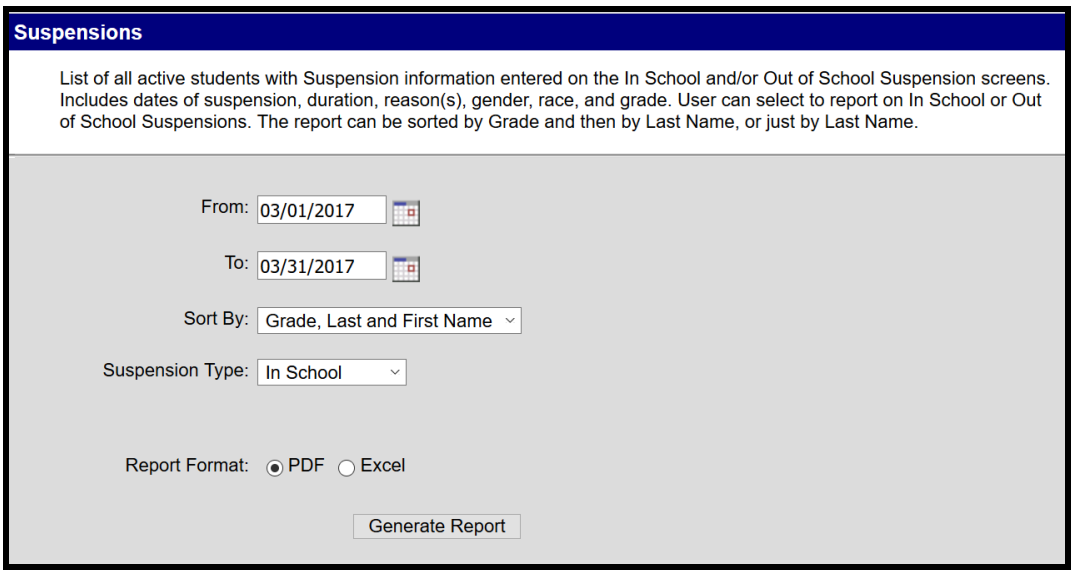
4. After selecting desired report options, click the **Generate Report** button. You will have the option to open the file or save the file to your computer.

State ID Student Listing Report – Sample



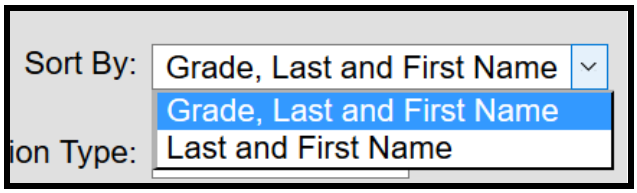
Running the Suspension Report

1. Select **Suspension** from the list of Student Information Reports.
   Index > Student Information > Reports > Suspension

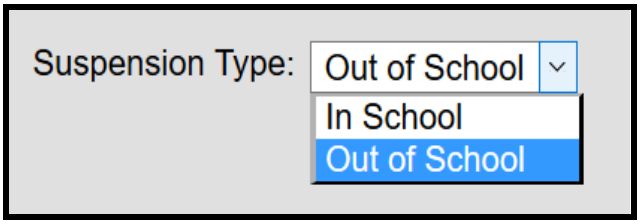


2. Choose an appropriate *Start Date* and *End Date*.

3. Choose an option for sorting. This report can be sorted two ways. By grade, last and first name. Or by last and first name only.



4. Choose a *Suspension Type*. Options are *In School* and *Out of School*.



5. Run as a PDF or Excel file for the report.

6. After selecting desired report options, click the **Generate Report** button. You will have the option to open the file or save the file to your computer.

Suspension Report – Sample

Report Run: 7/18/2017 10:31:03 AM

Page 1 of 2

Student Suspensions

Type: Out of School

Date: From 05/01/2017 to: 06/09/2017

Option: Grade/LastName

Student ID	Last Name	First Name	Start Date	End Date	Days Susp	Reason	Reason	Reason	Gender	Race	Grade
[illegible]	[illegible]	[illegible]	05/30/2017	06/01/2017	2	1A	1C	3B	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	05/23/2017	05/30/2017	4	25	12		[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	05/03/2017	05/05/2017	3	12			[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	05/03/2017	05/08/2017	3	2			[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	05/31/2017	06/05/2017	4	22	25		[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	06/07/2017	06/08/2017	2	12	25		[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	06/07/2017	06/08/2017	2	6	2		[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	05/10/2017	05/11/2017	2	12			[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	05/08/2017	05/11/2017	5	23	12	1A	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	06/07/2017	06/08/2017	2	6	2		[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	05/19/2017	05/25/2017	5	6			[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	05/09/2017	05/15/2017	5	25			[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	05/30/2017	06/01/2017	3	1A	1C	1D	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	05/23/2017	05/26/2017	3	3B	10A		[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	06/06/2017	06/08/2017	3	5B	25		[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	05/31/2017	06/05/2017	4	18			[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	05/23/2017	05/25/2017	3	3B	10A		[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	05/30/2017	06/05/2017	5	12	1C	25	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	05/05/2017	05/19/2017	10	25	18		[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	06/02/2017	06/05/2017	2	22			[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	06/09/2017	06/20/2017	8	25	10C		[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	06/07/2017	06/09/2017	3	9			[illegible]	[illegible]	[illegible]