# Philadelphia SIS Project – Student Information Reports

### Navigating to the Reports in Infinite Campus

- 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.

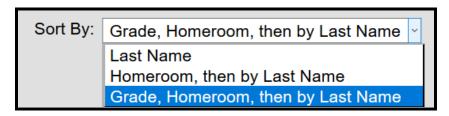
Suspensions Page 8

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.

- 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.

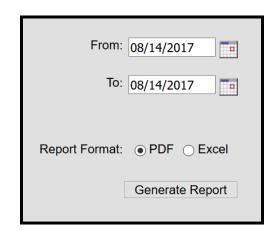
## **Emergency Contact Listing – Sample**

17-19 Marshall, Thurgood ES 5120 N 67H ST, PHS, ADEL/PHIA, PA 19120 Date Run: 5142017 11 24:24 AM							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	
1000040	7940.000,751	Return Crarten	Autority	10/09/08/11	00	100	THE R. L.	Return	Father	1		(202)407-2414	
-	Franciscopin	Attana Orantes	Author	12/29/2001	00	100	Florey	Orantes	Mother	2	ps/sep 6389		
1000040	Parkings	Altigray Chapters	Authory	12/29/2011	00	100	tiere	Charles	Aunt/Uncle	3		(240)3014(25)	
10001270	2402HI2149	Alexander	Hopes	8113090	00	100	No.	Advers- Adversaridar	Mother	1	215,467 1866	(207)767 8176	
10001276	(947)3952140	Alexander	Wayne	8113099	00	100	Magne	Abnorder	Father	2			
10000	PKC9802148	Nevarde	Wayne	(811/2001)	00	100	Many	Allerta	Grandparent	3	(87)673-0138		
1000	(40)007140	Neugrobe	Wagne	81130812	00	100	Departs	Alberto	Grandparent	4		(215)254.6558	
100107	10010010000	Andrew Moles	Associates	12409/2011	00	100	lange.	Areliano	Father	1	219,609,607)		
1007	пистрочен	Andlano Molina	Associates	12456/0011	00	100	Fellotte	Motors	Mother	2			
100107	100100000	Anellaro Molra	Jaquelina	12/88/2011	00	100	Manufe	Moltra	Aunt/Uncle	3		(367)(75.7)67	

## 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.

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

17-15 Ha 5640 SPI Cate Rus	milton, Andrew E RUCE ST., PHIL/ I B/14/2017 10:2	(S ADELPHIA, PA 19139 S 13 AM	Enrollment Balance Sheet Listing 08/09/2017					
Grade	Homeroom	Teacher	Boys	Girls	Total			
00			1	1	2			
00	128	Nan Richman	5	4	9			
00	130	Stephanie Patterson	6	2	8			
Subtotal For Grade: 00			12	7	19			
01	127	Lauren Horsey	19	11	30			
01	131	Lymitta Capers	15	13	28			
Subtotal For Grade: 01			34	24	58			
02			0	1	1			
02	131	Lymitta Capers	1	0	1			
02	207	Felima Smith	13	9	22			
02	223		12	10	22			
02	225	Linda Wilkerson	1	0	1			
02	226	Roxanne Ayoung	13	9	22			
02	307	Blair Robertson-Fisher	0	1	1			
Subtotal I	For Grade: 02		40	30	70			

### Running the FERPA Report

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

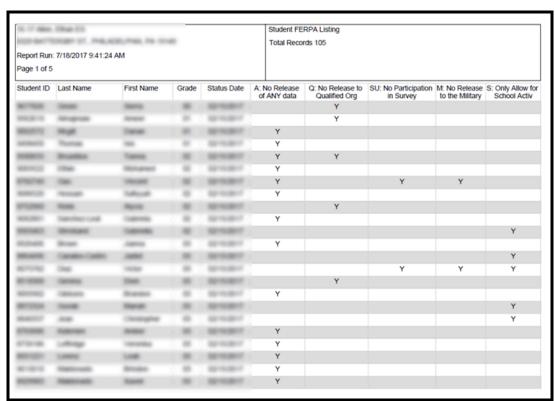
FER	RPA
	List of Students who have information entered on the FERPA Screen, indicating they have restrictions on releasing student data.
	Report Format:   PDF  Excel  Generate Report

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



### Running the Opt Out Testing Report

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

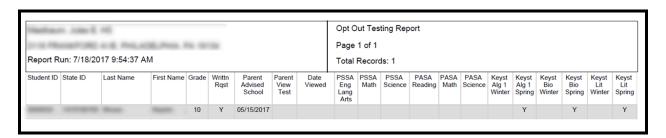
List of Students who have information entered on the Opt Out Screen, indicating they have opted out of identified PSSA/PASA or Keystone testing.	l
Report Format:	

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.

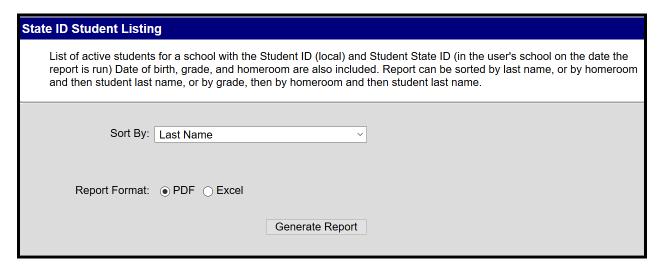
# Opt Out Testing Report – Sample



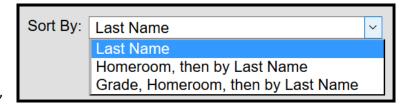
Notes: The letter 'Y' is used to denote if a written request was received and indicates which tests have been selected to opt out for each student.

#### Running the State ID Student Listing Report

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



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.

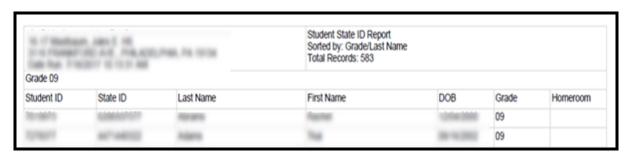


3. Run as a PDF or Excel file for the report.



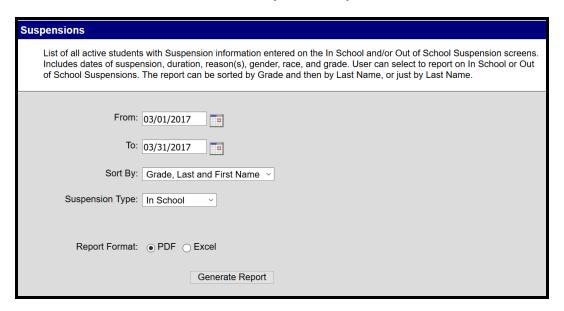
4. After selecting desired report options, click the **Generate Report** button. You will have the option to open the file or save the file to your computer.

## State ID Student Listing Report – Sample

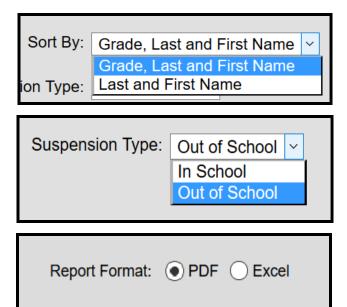


#### Running the Suspension Report

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

N. P. Yugan	in Sequence of					Stude	ent Suspens	ions				
lates non	-		Type:	Type: Out of School								
Report Run: 7/18/2017 10:31:03 AM							Date: From 05/01/2017 to: 06/09/2017					
Page 1 of 2							Option: Grade/LastName					
Student ID	Last Name	First Name	Start Date	End Date	Days Susp	Reason	Reason	Reason	Gender	Race	Grade	
PORM!	-	THE .	05/30/2017	06/01/2017	2	1A	1C	3B	-	Back of Square	- (8)	
-	-	Manue	05/23/2017	05/30/2017	4	25	12			Schercup Hollon of Spoker-Hollon	-	
-	Name of Street	No.	05/03/2017	05/05/2017	3	12			-	Box or report		
Tropies.	Topicon.	Rate III	05/03/2017	05/08/2017	3	2				Black or Highest	-	
THE REAL PROPERTY.	name .	No.	05/31/2017	06/05/2017	4	22	25		-	Back, set Hopers	- 00	
Property.	Topologica .	No. o	06/07/2017	06/08/2017	2	12	25		-	Black, not request	-	
	Street .	Man.	06/07/2017	06/08/2017	2	6	2		-	Box, or reper	- 00	
190000	Servero	forms.	05/10/2017	05/11/2017	2	12				Black, nor ringuess		
-	Total Control	-	05/08/2017	05/11/2017	5	23	12	1A		Non, or rigan		
STATE OF	Clark High	Topicos	06/07/2017	06/08/2017	2	6	2			State, nor respons		
-	Committee Commit	Name .	05/19/2017	05/25/2017	5	6				Black set require	- 90	
-	Pesser	Romaldon	05/09/2017	05/15/2017	5	25			-	State, not require	-	
_	Trans.	Render.	05/30/2017	06/01/2017	3	1A	1C	1D	- (8)	Bass, or report	- 60	
100-100	Married	Replik	05/23/2017	05/26/2017	3	3B	10A		- # -	Non. or report	-	
-	THE R. P. LEWIS CO., LANSING	man.	06/06/2017	06/08/2017	3	5B	25		- 10	But or report	- 60	
DOM:	Memoration	Dament	05/31/2017	06/05/2017	4	18				Block, not request		
-	Management .	Brame .	05/23/2017	05/25/2017	3	3B	10A		- 8	State or Square	- 100	
	teagener	Regin	05/30/2017	06/05/2017	5	12	1C	25		Non-servingen		
SECTION 1	-	Name .	05/05/2017	05/19/2017	10	25	18		-	Back or report	- 80	
-	Trush:	Allen	06/02/2017	06/05/2017	2	22				Non-services		
BERNOON I	Street Street	Ann	06/09/2017	06/20/2017	8	25	10C		(8)	Non. or report	- (0)	
	Transport.	Management	06/07/2017	06/09/2017	3	9			-	Name and Address.		