

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

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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

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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

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

Opt Out Testing

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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

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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

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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.

Sort By:

Grade, Homeroom, then by Last Name

Last Name

Homeroom, then by Last Name

Grade, Homeroom, then by Last Name

3. Select a Report Format (PDF or Excel).
4. Click the **Generate Report** button.

Emergency Contact Listing – Sample

17-18 Marshall, Thompson ES
6120 N 8TH ST, PHILADELPHIA, PA 19120
Date Run: 8/14/2017 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
00000000	PA00000000	Anderson, Charles	Charles	12/25/2000	00	100	Charles	Anderson	Father	1		(215) 555-1234
00000001	PA00000001	Anderson, Charles	Charles	12/25/2000	00	100	Charles	Anderson	Mother	2	(215) 555-1235	
00000002	PA00000002	Anderson, Charles	Charles	12/25/2000	00	100	Charles	Anderson	Aunt/Uncle	3		(215) 555-1236
00000003	PA00000003	Anderson, Charles	Charles	12/25/2000	00	100	Charles	Anderson	Mother	1	(215) 555-1237	(215) 555-1238
00000004	PA00000004	Anderson, Charles	Charles	12/25/2000	00	100	Charles	Anderson	Father	2		
00000005	PA00000005	Anderson, Charles	Charles	12/25/2000	00	100	Charles	Anderson	Grandparent	3	(215) 555-1239	
00000006	PA00000006	Anderson, Charles	Charles	12/25/2000	00	100	Charles	Anderson	Grandparent	4		(215) 555-1240
00000007	PA00000007	Anderson, Charles	Charles	12/25/2000	00	100	Charles	Anderson	Father	1	(215) 555-1241	
00000008	PA00000008	Anderson, Charles	Charles	12/25/2000	00	100	Charles	Anderson	Mother	2		
00000009	PA00000009	Anderson, Charles	Charles	12/25/2000	00	100	Charles	Anderson	Aunt/Uncle	3		(215) 555-1242

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.

From: 

To: 

Report Format: ☒ PDF ☐ Excel

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

Enrollment Balance Sheet – Sample

17-18 Hamilton, Andrew ES 5540 SPRUCE ST., PHILADELPHIA, PA 19138 Date Run: 8/14/2017 10:25:13 AM			Enrollment Balance Sheet Listing 08/09/2017		
Grade	Homeroom	Teacher	Boys	Girls	Total
00			1	1	2
00	128	Nan Richmond	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	Lynette Capers	15	13	28
Subtotal For Grade: 01			34	24	58
02			0	1	1
02	131	Lynette Capers	1	0	1
02	207	Felina Smith	13	9	22
02	223		12	10	22
02	225	Linda Wilkerson	1	0	1
02	226	Roxanne Aysling	13	9	22
02	307	Blair Robertson-Fisher	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

FERPA

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.

Report Format: ☒ PDF ☐ Excel

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

10-17-2016 10:48:00 1000 EAST TOWNSHIP ST. PHILADELPHIA, PA 19106 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
0011001	Adams	John	05	08/15/2017		Y			
0011010	Albright	John	01	08/15/2017		Y			
0011012	Wright	David	01	08/15/2017	Y				
0011013	Thomas	Joe	01	08/15/2017	Y				
0011014	Brubaker	Travis	02	08/15/2017	Y	Y			
0011015	Chen	Michael	02	08/15/2017	Y				
0011016	Lee	Michael	02	08/15/2017	Y		Y	Y	
0011017	Howard	Jeffrey	02	08/15/2017	Y				
0011018	Wade	Mike	02	08/15/2017		Y			
0011019	Sanchez-Lee	Gabriel	02	08/15/2017	Y				
0011020	Woodward	Gabriel	02	08/15/2017					Y
0011021	Brake	John	02	08/15/2017	Y				
0011022	Carroll-Carroll	John	02	08/15/2017					Y
0011023	Lee	Mike	02	08/15/2017			Y	Y	Y
0011024	Sanchez	David	02	08/15/2017		Y			
0011025	Johnson	Brandon	02	08/15/2017	Y				
0011026	Smith	Michael	02	08/15/2017					Y
0011027	Lee	Christopher	02	08/15/2017					Y
0011028	Johnson	Robert	02	08/15/2017	Y				
0011029	Luttrell	Thomas	02	08/15/2017	Y				
0011030	Lee	John	02	08/15/2017	Y				
0011031	McIntosh	Brandon	02	08/15/2017	Y				
0011032	McIntosh	David	02	08/15/2017	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

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.

Report Format: ☒ PDF ☐ Excel

Generate Report

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

Report Format: ☒ PDF ☐ Excel

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

State ID Student Listing

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.

Sort By:

Last Name

Report Format:

☒ PDF ☐ Excel

Generate Report

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.

Sort By: Last Name ▼

- Last Name
- Homeroom, then by Last Name
- Grade, Homeroom, then by Last Name

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

Report Format: ☒ PDF ☐ Excel

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

15-17 Westhampton, 10/15/17 17-19 Westhampton, 10/15/17 20-22 Westhampton, 10/15/17 23-25 Westhampton, 10/15/17				Student State ID Report Sorted by: Grade/Last Name Total Records: 583		
Grade 09						
Student ID	State ID	Last Name	First Name	DOB	Grade	Homeroom
1000000000	1000000000	Adams	Robert	10/15/2000	09	
1000000001	1000000001	Adams	Paul	10/15/2000	09	

Running the Suspension Report

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

The screenshot shows the 'Suspensions' report interface. At the top, a blue header bar contains the title 'Suspensions'. Below the header, a text box provides instructions: '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.' Below this text, there are four input fields: 'From:' with a date picker set to '03/01/2017', 'To:' with a date picker set to '03/31/2017', 'Sort By:' with a dropdown menu set to 'Grade, Last and First Name', and 'Suspension Type:' with a dropdown menu set to 'In School'. At the bottom, there is a 'Report Format:' section with two radio buttons: 'PDF' (selected) and 'Excel'. A 'Generate Report' button is located at the bottom right of the form.

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.

This close-up shows the 'Sort By:' dropdown menu. The current selection is 'Grade, Last and First Name'. The dropdown list is open, showing two options: 'Grade, Last and First Name' (highlighted in blue) and 'Last and First Name'.

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

This close-up shows the 'Suspension Type:' dropdown menu. The current selection is 'Out of School'. The dropdown list is open, showing three options: 'Out of School' (highlighted in blue), 'In School', and 'Out of School'.

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

This close-up shows the 'Report Format:' section. There are two radio buttons: 'PDF' (selected) and 'Excel'.

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

05/17/2018, Suspensions District: 100.00, School: 100 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
1000001	Adams	John	05/30/2017	06/01/2017	2	1A	1C	3B	M	Black, Not Hispanic	10
1000002	Ali	Ali	05/23/2017	05/30/2017	4	25	12		M	American Indian or Alaska Native	10
1000003	Alvarez	John	05/03/2017	05/05/2017	3	12			M	Black, Not Hispanic	10
1000004	Alvarez	John	05/03/2017	05/08/2017	3	2			M	Black, Not Hispanic	10
1000005	Alvarez	John	05/31/2017	06/05/2017	4	22	25		M	Black, Not Hispanic	10
1000006	Alvarez	John	06/07/2017	06/08/2017	2	12	25		M	Black, Not Hispanic	10
1000007	Alvarez	John	06/07/2017	06/08/2017	2	6	2		M	Black, Not Hispanic	10
1000008	Alvarez	John	05/10/2017	05/11/2017	2	12			F	Black, Not Hispanic	10
1000009	Alvarez	John	05/08/2017	05/11/2017	5	23	12	1A	M	Black, Not Hispanic	10
1000010	Alvarez	John	06/07/2017	06/08/2017	2	6	2		F	Black, Not Hispanic	10
1000011	Alvarez	John	05/19/2017	05/25/2017	5	6			F	Black, Not Hispanic	10
1000012	Alvarez	John	05/09/2017	05/15/2017	5	25			M	Black, Not Hispanic	10
1000013	Alvarez	John	05/30/2017	06/01/2017	3	1A	1C	1D	M	Black, Not Hispanic	10
1000014	Alvarez	John	05/23/2017	05/26/2017	3	3B	10A		F	Black, Not Hispanic	10
1000015	Alvarez	John	06/06/2017	06/08/2017	3	5B	25		F	Black, Not Hispanic	10
1000016	Alvarez	John	05/31/2017	06/05/2017	4	18			F	Black, Not Hispanic	10
1000017	Alvarez	John	05/23/2017	05/25/2017	3	3B	10A		F	Black, Not Hispanic	10
1000018	Alvarez	John	05/30/2017	06/05/2017	5	12	1C	25	M	Black, Not Hispanic	10
1000019	Alvarez	John	05/05/2017	05/19/2017	10	25	18		M	Black, Not Hispanic	10
1000020	Alvarez	John	06/02/2017	06/05/2017	2	22			M	Black, Not Hispanic	10
1000021	Alvarez	John	06/09/2017	06/20/2017	8	25	10C		F	Black, Not Hispanic	10
1000022	Alvarez	John	06/07/2017	06/09/2017	3	9			M	Black, Not Hispanic	10