

Window	Information
<p>Accessing the Census Reports</p>	
	<ol style="list-style-type: none"> 1. From the Index, expand the Census folder by clicking on the plus (+) sign. 2. Expand the Reports option. The reports available are <i>Address Change</i>, <i>Census by Address</i>, <i>Census by Birth Date</i>, <i>Census by School Boundary</i>, <i>Census Verification Report</i>, <i>Impact Aid Report</i> and <i>Mailing Labels</i>.

<p>Generating the Address Change Report</p>	
	<p>This report will find all people within Census that have had a change of address after the date specified. This report is designed to be run for all schools in the district (school option set to All Schools). If a particular school is specified, only students in that school will be returned.</p> <ol style="list-style-type: none"> 1. Enter the Start Date for the report by typing in mmddyy format or by clicking the calendar icon to select a date. This date will be defaulted to the current date. 2. If desired, enter an End Date for the report. If an end date is entered, people with change of address between those two dates will be displayed. 3. Click the Generate Report button. The report will generate in a PDF (Adobe) document, listing the students who have moved with their new current address.

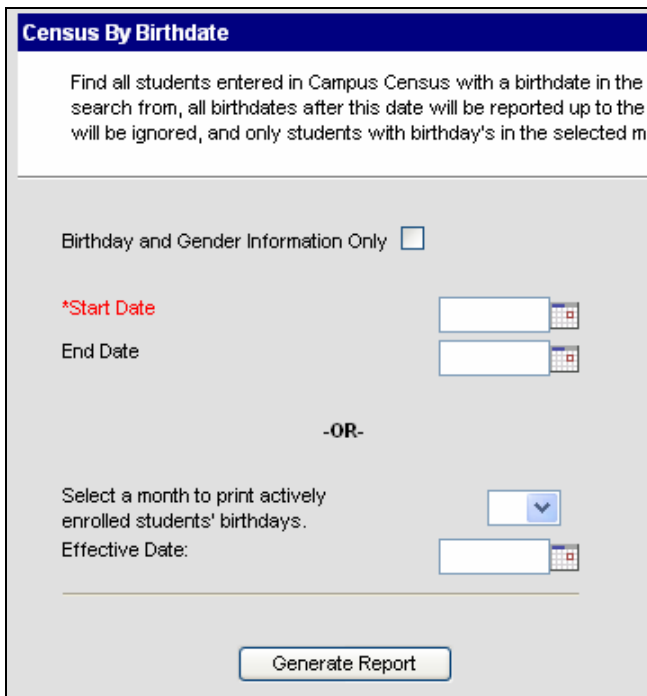
Generating the Census by Address Report



This report lists the latest student addresses active on or before the effective date. If effective date is not entered, the current date is assumed.

1. Enter the **Effective Date** of the report in mmddyy format or by clicking the calendar icon to select a date.
2. Determine the sort order of the report – by *Student Name* or by *Address*.
3. Click the **Generate Report** button. The report will display in a PDF (Adobe) document, listing all active students based on the current date or the effective date that was entered.

Generating the Census by Birth Date Report



This report will list all people entered in Campus with a birth date in the date range specified. The start date indicates the date from which to start the search; all birth dates after this date will be reported up to the end date.

1. Enter in the **Start Date Field** in a mmddyy (01/01/90) format to select a date range for students.
2. Enter an **End Date**, if desired. If the end date is not entered, the report will list birth dates through the current date.
3. Click the **Generate Report** button. The report will display in a PDF (Adobe) document, listing students with birth dates between the dates specified, as well as the student's address, guardian and home phone number.



Generating the Census Verification Report

Census Verification Report

This report will batch print student's census verification data. Page breaks are in
This is a very complex report, so try to limit the number of students run per batch

Which students would you like to include in the report?

Grade All Students
09
10
11
12

Ad Hoc Filter

Would you like to print active students only?

Active Students

Would you like to print secondary households?

Secondary households

Would you like to print non-household guardian contact information?

Non-household guardian contact information

Would you like to include any of the following?

Health conditions

Transportation Bus Information

Transportation Parking

Privacy Options:

Don't show Social Security Number

How would you like to sort students?

Student

Grade/Student

Homeroom Instructor/Student

Would you like to add a report comment?

This report will batch print student's census verification data. Page breaks are inserted automatically for each student.

Which students would you like to include in the report?

1. Select which students you would like to include in the report by **Grade** or by an **Ad Hoc** filter.

Would you like to print active student only

2. Check or uncheck the box, as appropriate, to **print active students**.

Would you like to print secondary households?

3. Check or uncheck the box, as appropriate, to **print secondary households for students**.

Would you like to include any of the following?

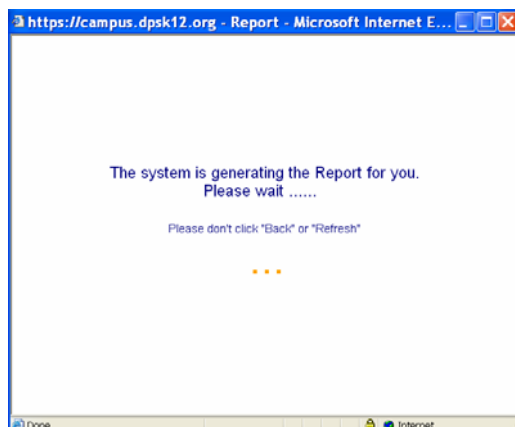
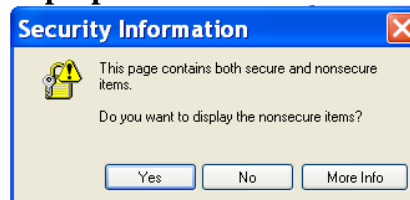
4. Check or uncheck the box, as appropriate, to print – **Health conditions, Transportation Bus Information or Transportation Parking**.

How would you like to sort students?

5. Check or uncheck the box to sort by **Student** or by **Grade/Student**.

6. Click the **Generate Report**. The report will display in an Adobe (PDF) document, listing all students that matched the filter or grade level chosen.

7. Select **Yes** to clear the **Security Information Pop-up Window**.



NOTE: You will need to close this window if running this report on the Mac using Firefox.

Generating Mailing Label

Mailing Label Generation

This report will generate a list of mailing labels for the selected students. The report will print only household and only the students' guardian's name will be printed if choose print labels for "Household" student will be printed if choose print label for "Student". Only addresses marked as "mailing" will be listed.

Choose to print mailing labels by Grade/Adhoc or by Section.

Grade/Adhoc Course/Section

Which students would you like to include in the report?

Grade

All Students
 EC
 M1
 M2
 M3

Ad Hoc Filter

Enrollment Effective Date

Choose print options

Include Guardian's name

Include Salutation

Print the labels for

Student Household

How would you like the report sorted?

Name City and Name Zip

To Parent/Guardian of: Andrew Gerdan 6240 Alden Way NE Fridley, MN 55432-4821	To Parent/Guardian of: Lauren M Carlson 460 67th Ave NE Fridley, MN 55432-4407	To Parent/Guardian of: Dew B Verholdt 6261 Trinity Dr NE Fridley, MN 55432-4941
To Parent/Guardian of: Michael Roger Ista 180 T1st Way NE Fridley, MN 55432-3021	To Parent/Guardian of: Kristen A Howe 891 68th Ave NE Fridley, MN 55432-4502	To Parent/Guardian of: Kalia M Steane 6760 4th Street NE Fridley, MN 55432-4424
To Parent/Guardian of: Cassandra L BreitenMitt 226 Rice Creek Boulevard NE Fridley, MN 55432-4137	To Parent/Guardian of: Robert J Hogan 360 Mississippi St NE Fridley, MN 55432-4415	To Parent/Guardian of: Liamin E Hamberg 7641 Alden Way NE Fridley, MN 55432-3007

This report will generate a list of mailing labels for the students specified. Only addresses marked with the mailing flag will be listed.

Choose to print mailing by Grade/Adhoc or by Section

1. Select the criteria from which to list the students. Your choices are by **Grade/Ad Hoc** or by **Course/Section**.

Which students would you like to include in the report?

2. Select which students you would like to include in the report by **Grade** or by an **Ad Hoc** filter.

Choose print options

3. Check or uncheck the box, as appropriate, to **Include the Salutation**.
4. If using the salutation, modify what the salutation is in the **Salutation** field.

How would you like the report sorted?

5. Choose the sort option you would like to print the mailing labels by.
6. Click the **Generate Report**. The report will display in an Adobe (PDF) document, listing all students that matched the filter or grade level chosen.