

**V1.0 Release Notes:**

Release Date: 10/11/2007

1. Background filters used locate the student's primary mailing address based upon their active status in enrollments, household membership, and mailing status.
2. Household phone numbers are listed by default.
3. A SAC INCLUDE drop list has been included to the report parameters area to help filter certain student records.
4. An 'Opt out – Military' custom attribute is strongly recommended for those students who do not wish to be included in this extract. Creation of this custom attribute will be covered at the end of this user guide.

- - - End v1.0 Notes - - -

**Description:**

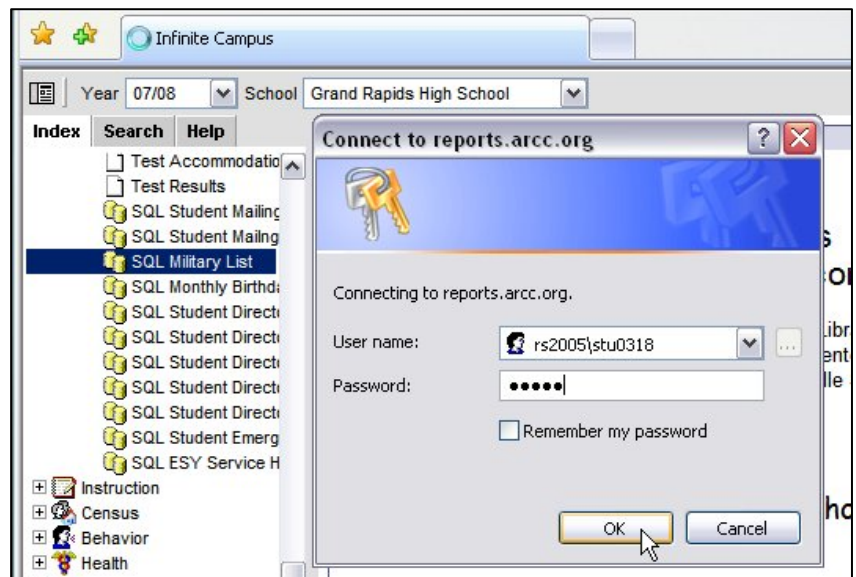
SQL Report that extracts data needed to supply requests from the military to contact juniors and/or seniors for recruitment purposes. The listing contains: Grade, Student Name, First address line, Second address line, Home Phone and Gender. Can be sent to screen, paper or an Excel file.

**Instructions:**

**Navigate To The Report:** Suggested Campus Outline placement for this report is under 'Student Information>Reports' (Note: If you can't navigate to that location you'll need to see your district Campus contact to get Tool Rights granted.)

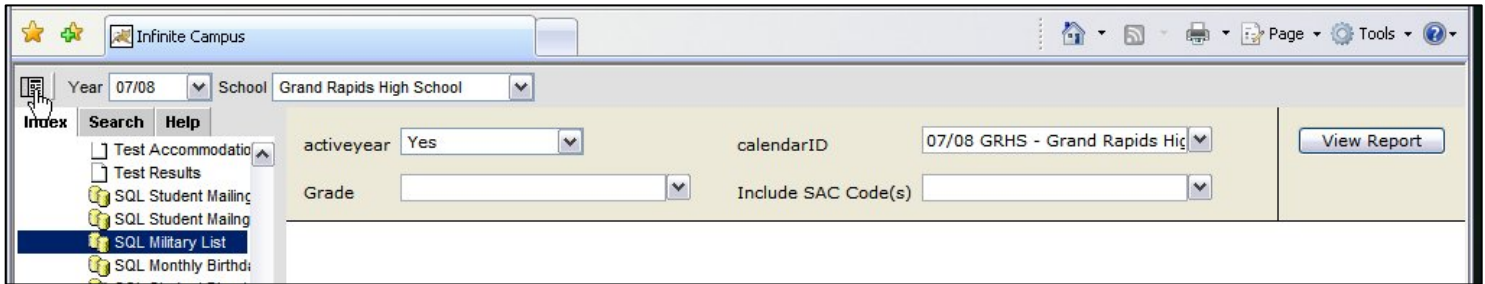
**User Login:** rs2005\stu#### (where #### is your 4-digit district number)

**Password:** use your ODBC reports password. If you don't know the password, contact your district rep for Infinite Campus.

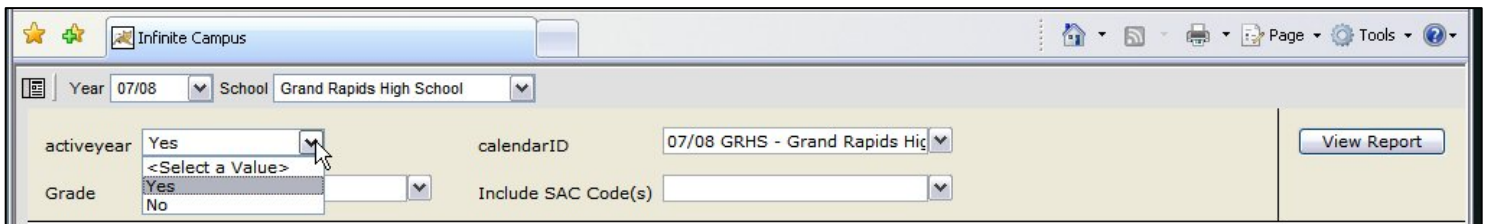


**Report Selection Criteria**

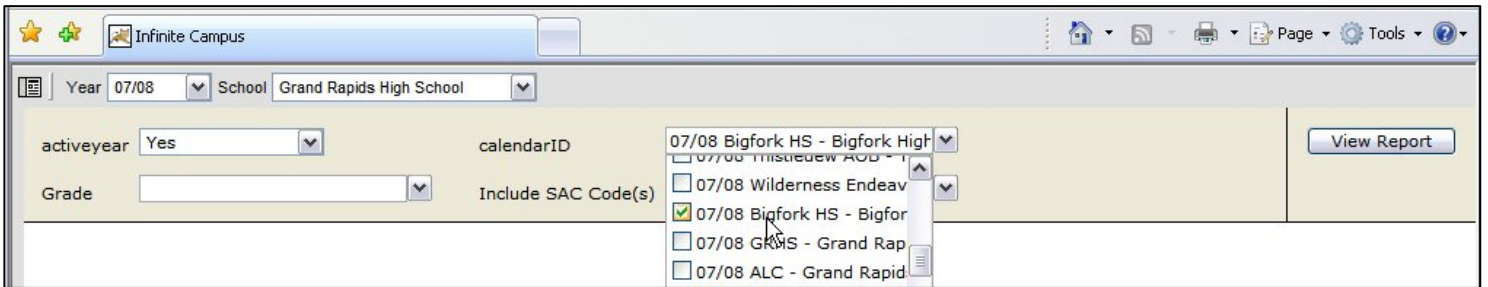
Click the 'Toggle Outline' Button: This 'turns off' the index and gives you more screen room to see all the buttons you need to filter and run your report.



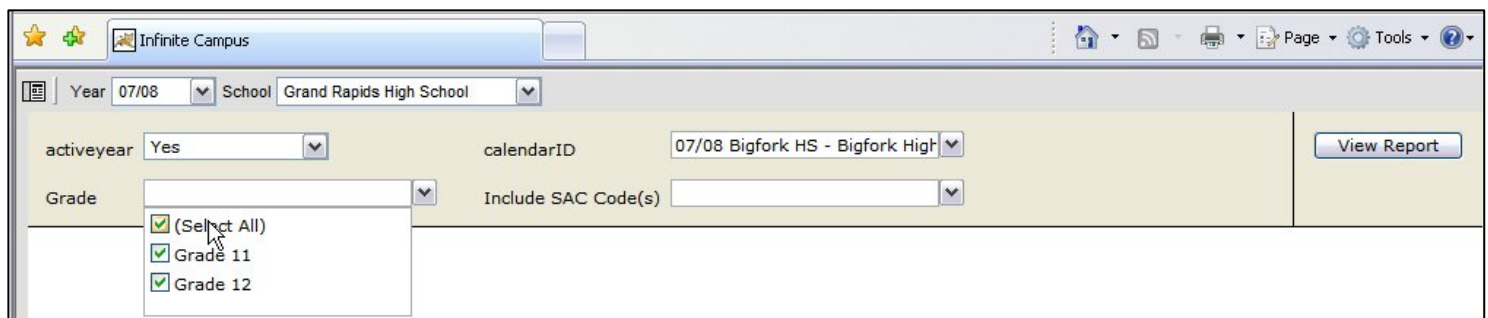
**Active Year:** This parameter defaults to 'Yes' and will show only current school year calendars.



**CalendarID:** Select the desired Calendars/Schools. Note: Although all buildings will show, you'll only be selecting high school buildings. This is a multiple selection list, so more than one building can be selected.



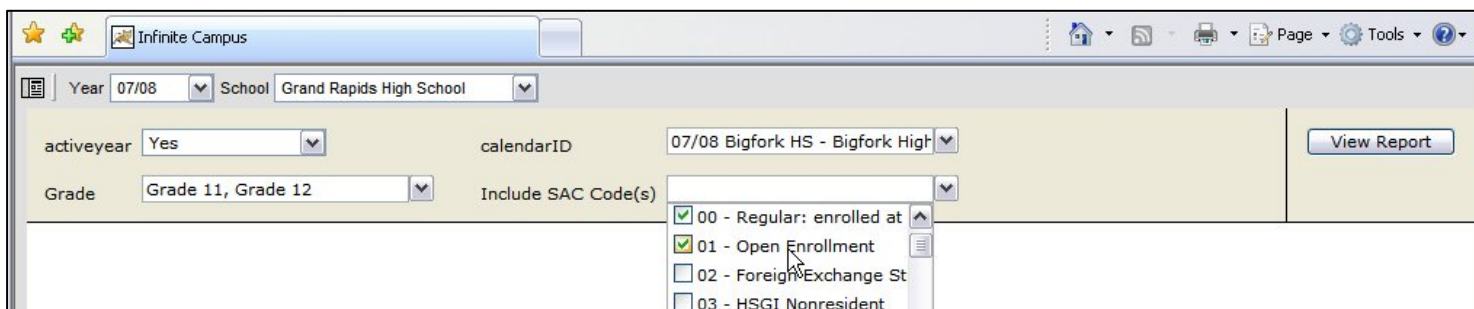
**Grade:** This list is constrained to the selection of grades 11 and/or 12.



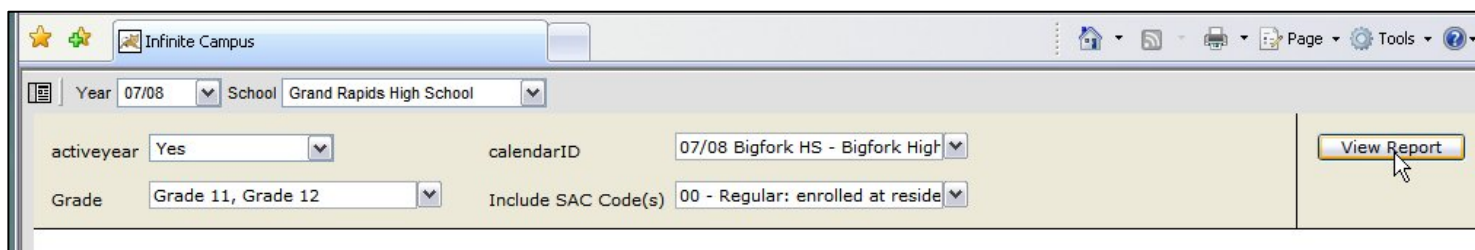
**Include SAC Code(s):** This is a multiple selection list so you can select as many SAC codes to exclude as necessary. **IMPORTANT!** – This is a filter - DO NOT 'Select All'!

The most commonly used SAC codes are:

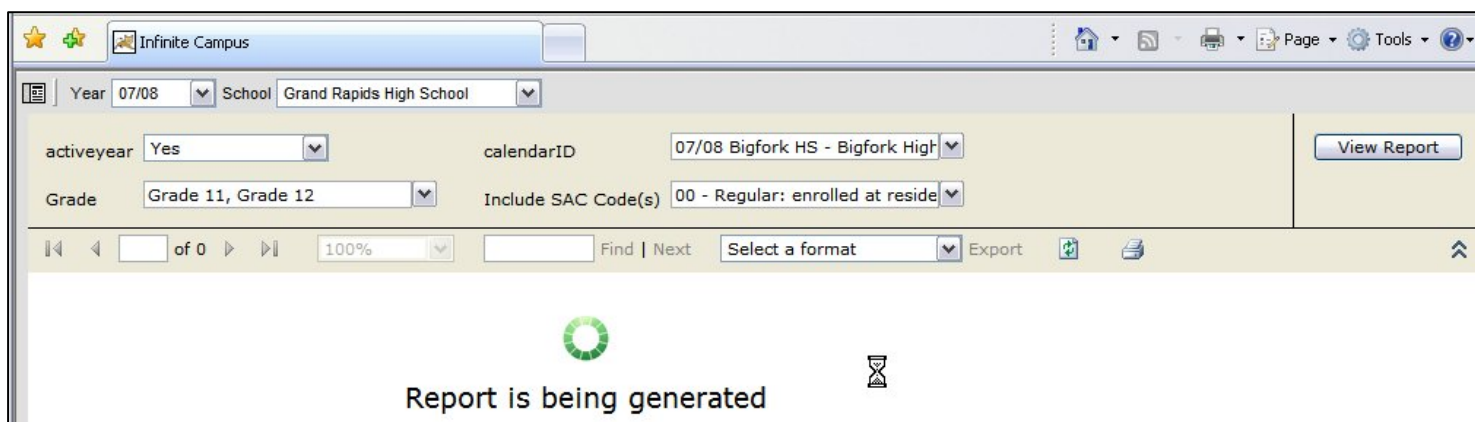
- '00' – Regular Enrolled
- '01' – Open Enrollment
- '11' – Missed Open Enrl Deadline
- '19' – Tuition Agreement w/Resident District



**View Report:** Click this button to generate the report.

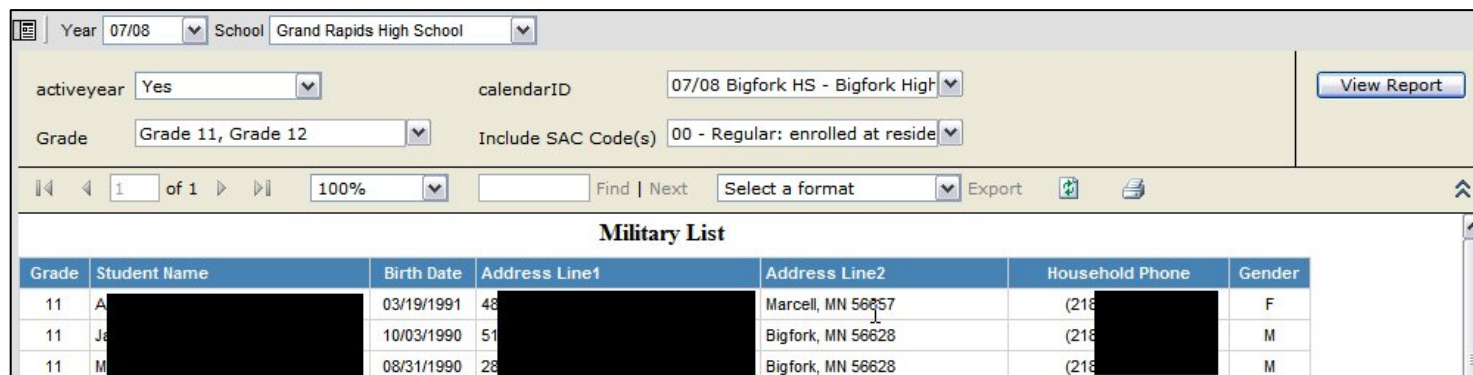


You should see a message indicating that the report is being generated...  
Your report will look similar to the illustration, below.

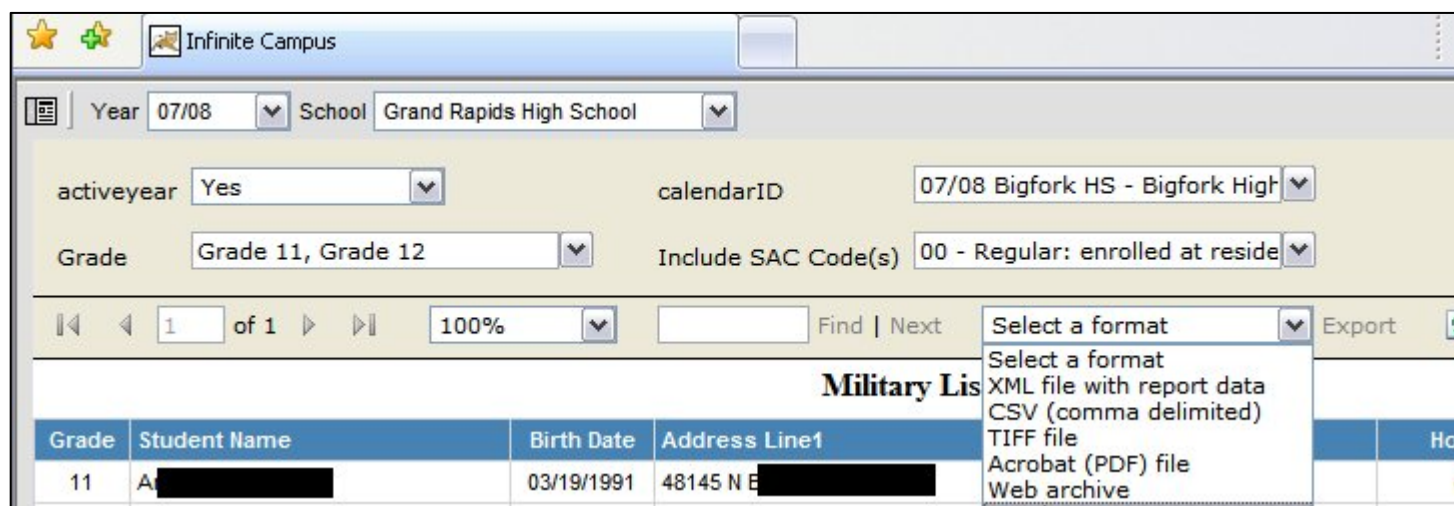


**Exporting Report to an External File**

Momentarily, your report should display to your screen. Now you can either print or export the report to an external file (Microsoft Excel)



**Select a format:** This is where you determine the type of external file that will be extracted from your report. ARCC supports use of Microsoft Excel, so **select 'Excel' from the drop list**. If you decide to select a different file type, you'll be 'on your own' when it comes to file questions.



**Export:** Click on 'Export', shown to the right of the selection list.

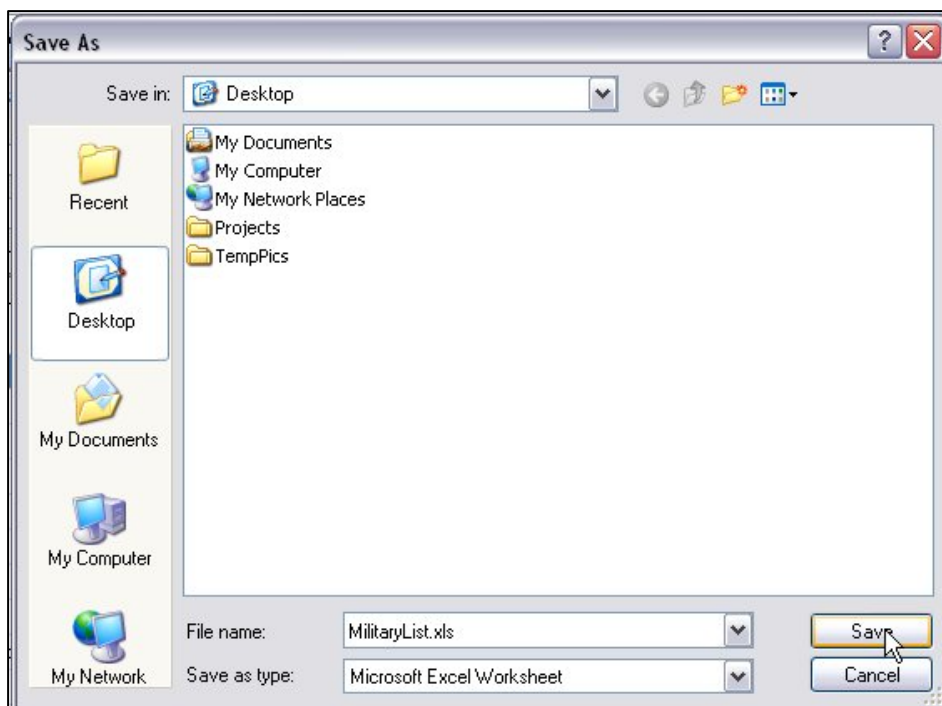
**Select 'Save'** from the popup window. Save the file to your desktop, or other convenient storage area that you can easily find.



**Click on 'File', Select 'Save As':**

Your computer should automatically suggest a filename of 'MilitaryList.xls', but you can rename the output file if you desire.

If you're running the report for separate buildings, repeat the report process described above for each building.



### Creating Custom Tab for 'Forms on File'

It's quite likely that your district will have some students who do not wish to have their information released to the military. The following discussion will describe how to create an 'Opt out – Military' custom student tab. The Opt out filter runs in the background of the report. If a student 'owns' an Opt out flag, the report will automatically omit that student's information from the listing.

\*\*Only system users with tool rights to System Administration can create custom attributes.

Navigate the Campus Outline to:

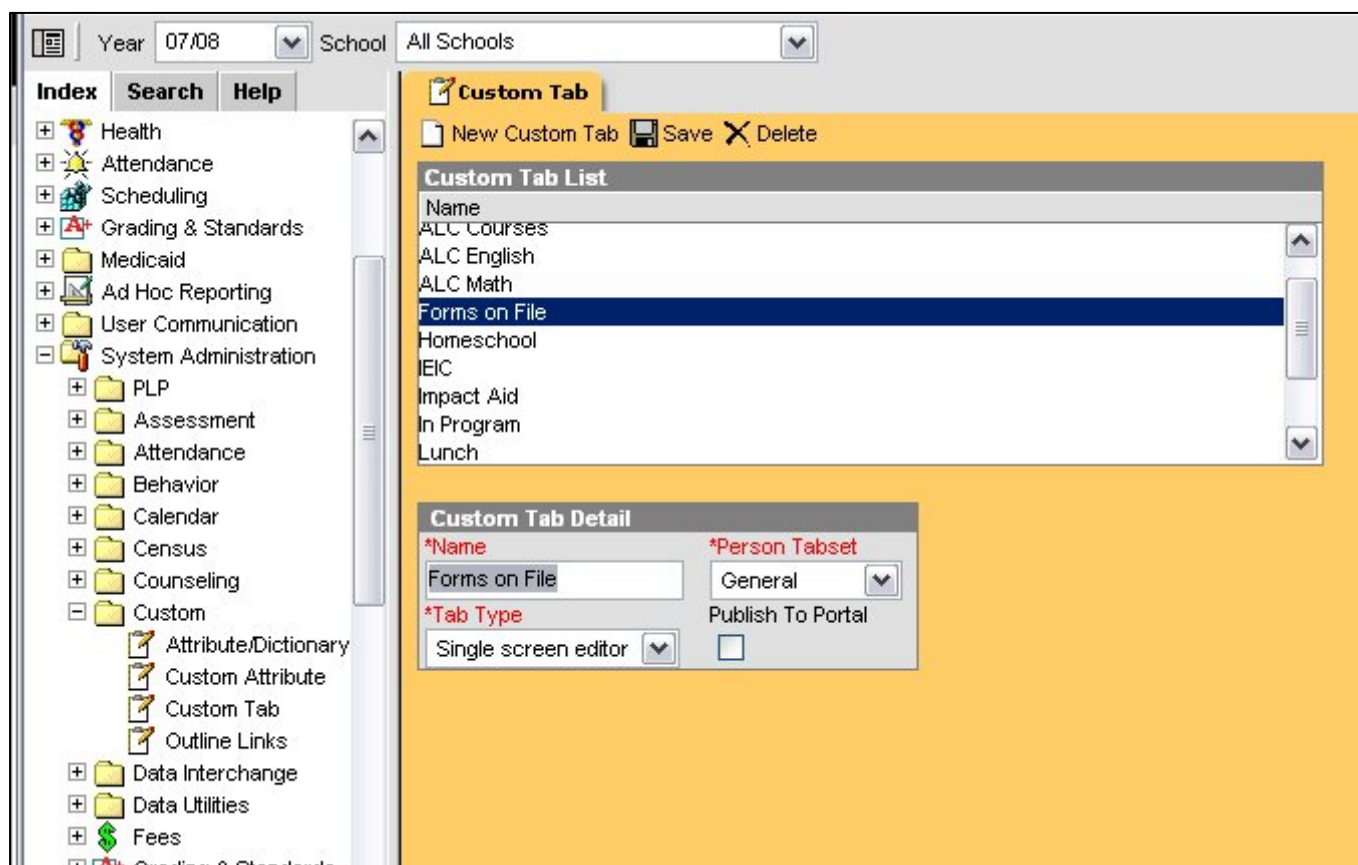
System Administration>Custom>Custom Tab

Click on 'New Custom Tab'

The example that follows assumes the following scenario – School administration circulates 'Opt Out – Military' forms to students. The students fill out these forms and return them to school admin and they're kept on file. So, we'll create a new custom tab called 'Forms on File'.

Fill out the Custom Tab Detail as shown in the illustration below. When finished, click 'Save'.

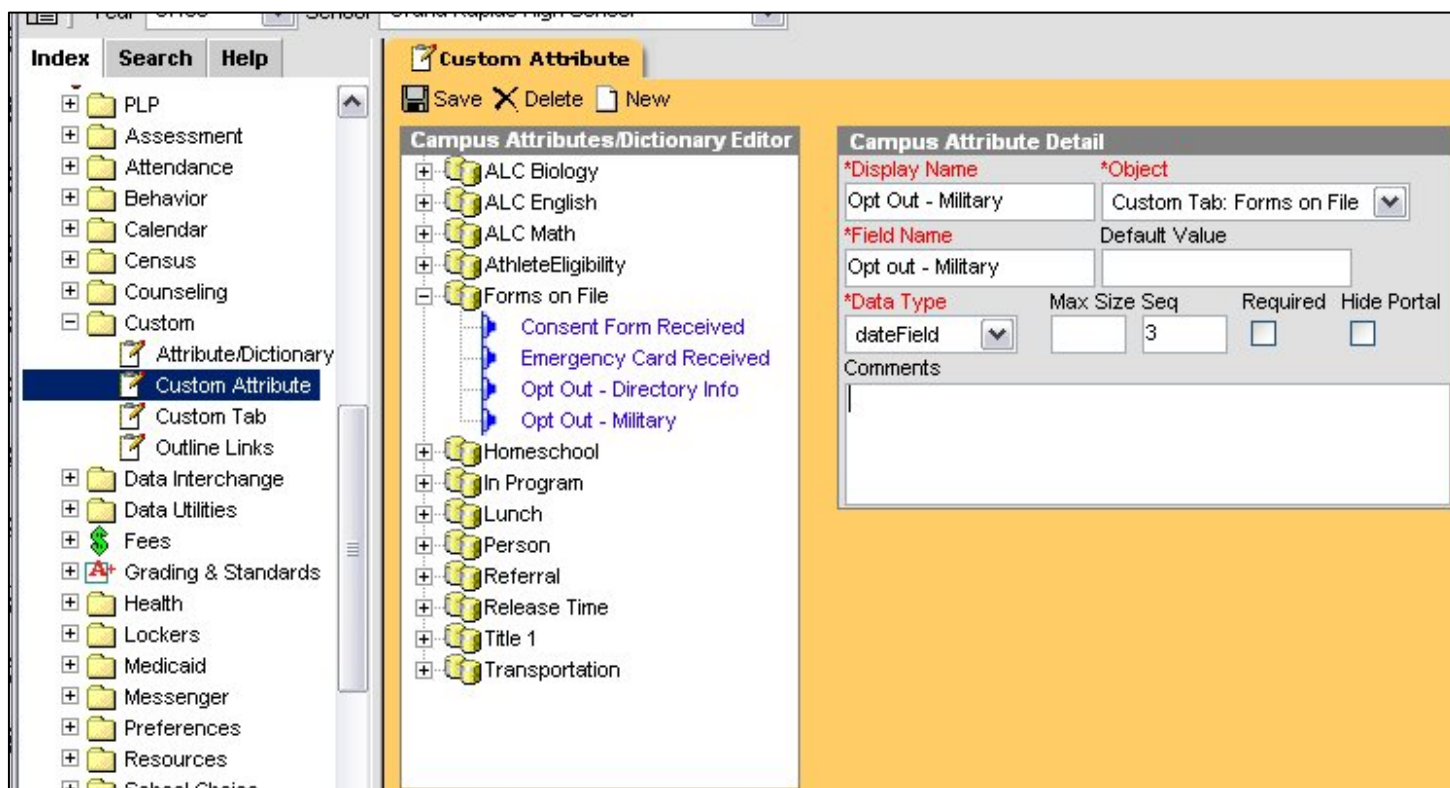
This is how you should configure your 'Forms on File' Custom Tab :



**Creating Custom Attribute for 'Opt out – Military'**

When students return their complete Opt out – Military forms, those that wish to opt out need to be recorded in the system, so now we'll create a custom attribute: 'Opt Out – Military'

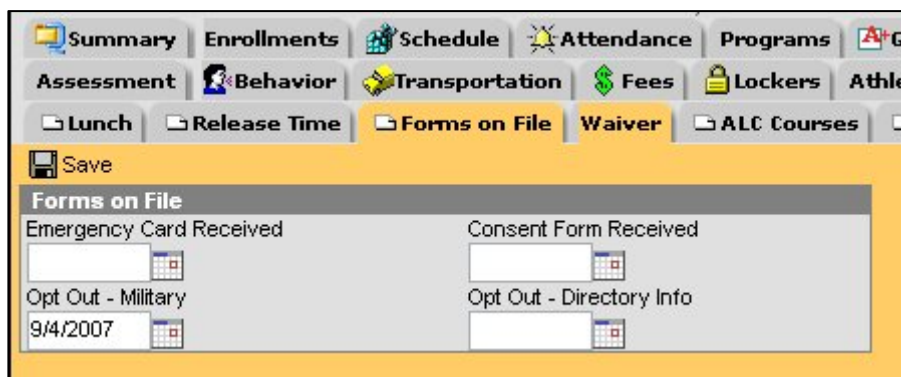
From the Campus Outline, click on Custom Attribute and select 'New', then fill out the Campus Attribute Detail as shown in the illustration below. Click 'Save' when finished.



**Recording an 'Opt Out - Military'**

Open the student's Custom Tab; 'Forms on File' and enter the date that the form was submitted indicating that the student desires to opt out. **ONLY ENTER DATES FOR STUDENTS WHO ARE OPTING OUT!!!!**

Tip – Notice that the Forms on File tab can house SEVERAL form types.



These records will be suppressed from report output when generating the Military List SQL extract.