

## **Student Directory**

### **Function:**

A set of five directory reports includes students and optional family members.

### **Parameters:**

Current Year Option: Yes/No.

Calendar: Allows for the selection of one or more calendars.

Grade: Allows for the selection of one or more grades.

Household Members to include: Can report just the student, all household members, or just the student and their guardians.

Report Title: Enter desired title.

This report comes in 4 varieties. Two sorted by student name, the other two by grade and then name. Each sort can be printed in either landscape or portrait. The student directory with siblings is similar, but only includes the students and their siblings that are actively enrolled in the district or other non enrolled students under the age of six. This report is used for districts with multiple buildings where the district is trying to keep family members in the same schools.

These reports select primary residence only. If a student appears on the report without household information check to make sure he has a household without a secondary flag, make sure mailing is checked on an address, make sure their membership records are active, and that someone in the household is flagged as a guardian.

The report does not pick up any relations outside the students household.