

Description

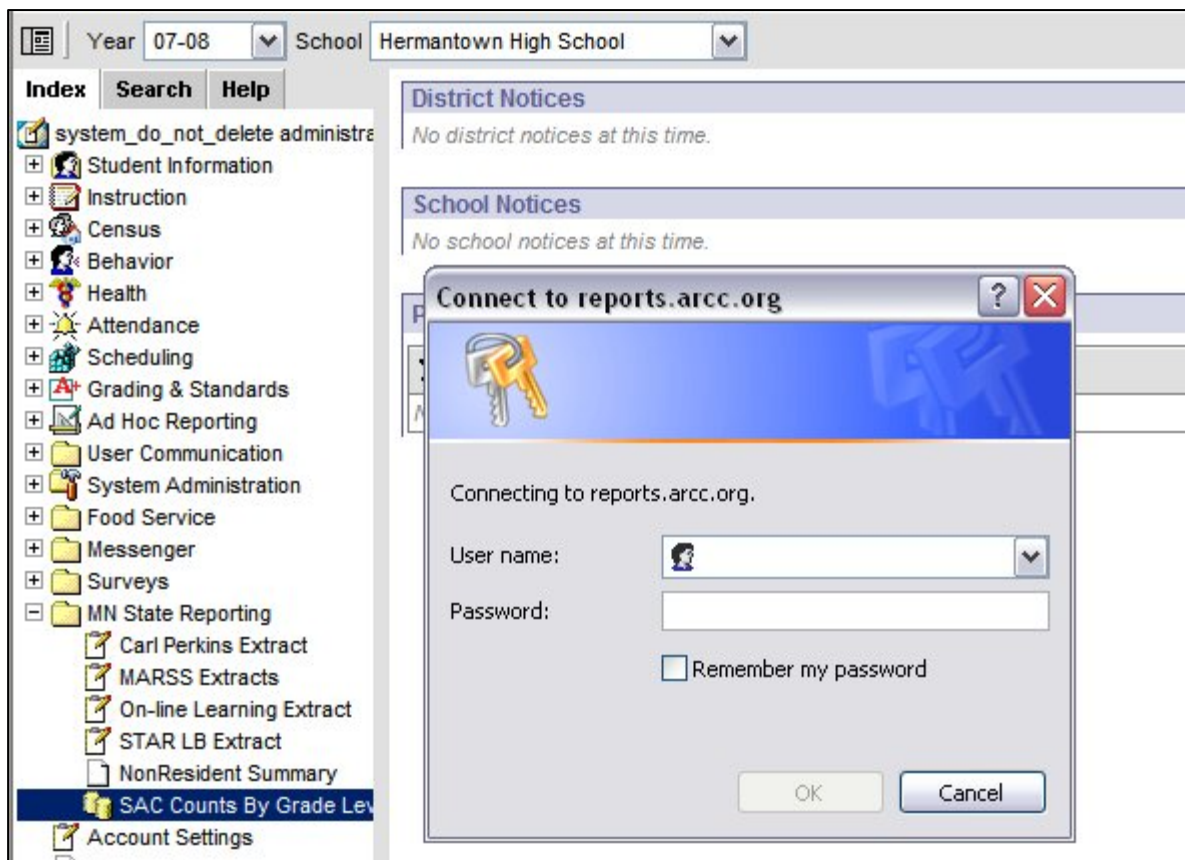
The Infinite Campus system automatically fills in a SAC code of '00' (regular enrolled) when a MARSS 'B-File' is created to avoid MARSS edit errors. However, the actual state aid field in your SQL database will STILL contain a NULL value! All reported students should have a valid State Aid Code assigned by the enrollment secretary for your district. This report lists those students who have not been assigned a MARSS SAC code. The report is organized by building, by grade level, by student name. There is a tally for each grade level and a grand total at the end of the report.

Please Note:

- This report runs selected calendars and according to Campus tool rights.
- Only counts currently served (active) students.

Instructions

Navigate To The Report: This report can be found in the Campus Index at: MN State Reporting > Students With Unassigned SAC Codes. (Note: If you can't navigate to that location you'll need to see your district Campus contact to get Tool Rights granted.)



Enter Your Logon Information:

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

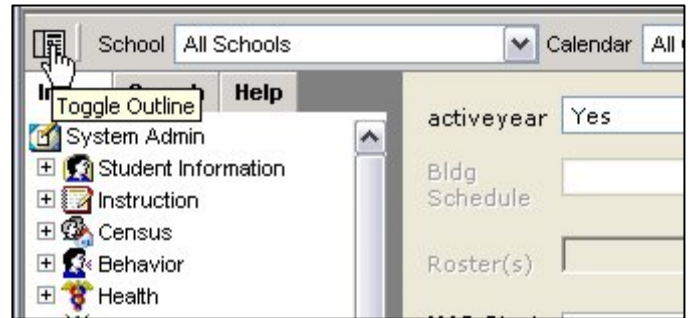
Password: use your ODBC reports password.

Infinite Campus / SQL Reporting Services: **Students With Unassigned SAC Codes**

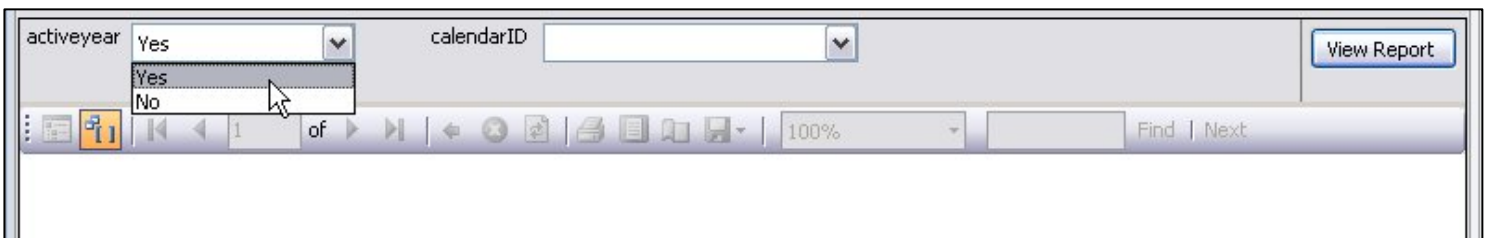
If you don't know the password, contact your district rep for Infinite Campus.

Report Selection Criteria

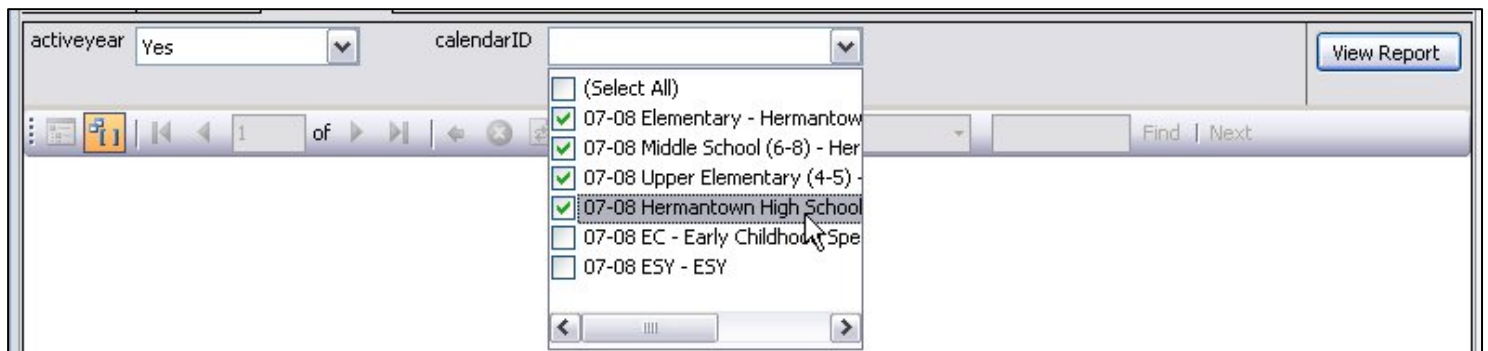
Click the 'Toggle Outline' Button: This 'turns off' the index and gives you more screen room to see all the buttons you need to filter and run your report.



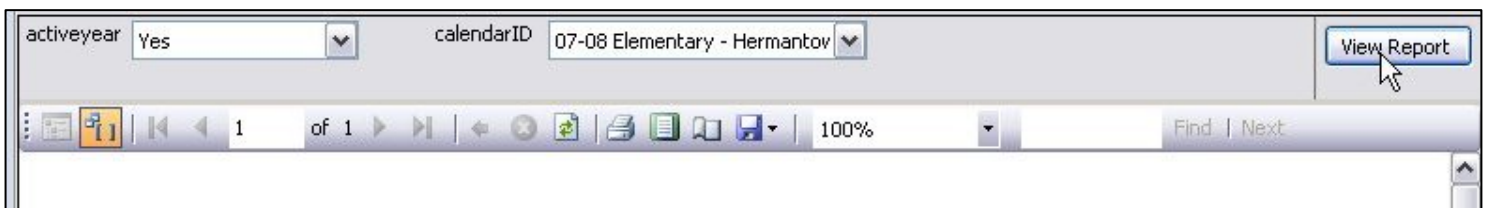
activeyear: Default is 'Yes'. Selecting 'No' will allow access to ALL authorized calendars.



calendarID: Select desired calendars for the report. DON'T select calendars that aren't reported on MARSS, for example, 'other' census calendars.



View Report: Click this button to generate the report. You should see a message indicating that the report is being generated.



...and you report display should be similar to that shown below.

School Bldg	Grade	Student Name	Start Date	Grade Level Totals
07-08 Middle School (6-8)				
	08	Gu... Nathan	09/05/2007	
				1
07-08 Hermantown High School				
	09	Re...	09/05/2007	
		Luk...	09/05/2007	
				2
	10	Vo...	09/05/2007	
		Sid... van	09/05/2007	
		Re... manie	09/05/2007	
		Sta...	09/05/2007	
				4
	11	Mal... ue	09/05/2007	
		Dar... sey	09/05/2007	
		Chr... Corey	09/05/2007	
				4
	12	Sar...	09/05/2007	
		Gar... raga, Julio	09/05/2007	
		Ma... as	09/05/2007	
				3
Total for Selected Buildings				14

ATTENTION! Report totals can/will vary depending on calendars used for query filters! Page 1 of 1

Exporting Data From The Report:

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'

Infinite Campus / SQL Reporting Services: **Students With Unassigned SAC Codes**

If everything is working right, a new browser window will offer you an option to Open, Save or Cancel operations on the new Excel worksheet.

Select **'Save'** from the popup window. The file should save as a Microsoft Excel worksheet to your specified destination.

After opening the file in Excel, click on **'File'**, Select **'Save As'**: Be sure to give each building file a UNIQUE name!

Please direct any comments or questions to: Campus_Support@arcc.org