

NOTES

This report is run later in the school year, before exporting data. This report identifies students who have not re-register for the current school year, yet their Registered box is checked off.

This process only applies to SBHC's who register students EACH school year [7/1—6/30].

Report Manager
Person folder
Alphabetical by Name....

Grouping
Uncheck:
Age and Registration ID

Date Range
1/1/1900—6/30/2007

Custom Criteria
Registered
is equal to True

Preview the report.

If a list of names appears in the report, print it.

Open each student's registration form and uncheck the registered checkbox.

Remember: The registration date is the date the parental consent form was signed approving access to services.

Checking for non-register students

Report Manager

Report Title: Person Alphabetical Name, Age, Id; By Sch
Folder to place in: Person

Show: Details Count Labels Chart Labels

Grouping | Widths | Date Range | Custom Criteria | Purpose

Name	Group By	Show	Asc	Desc	None
School (Current)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Name (Last First)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Age Years and Months	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Registration Id	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Registered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Registration Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Last	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
First	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Grouping | Widths | Date Range | Custom Criteria | Purpose

Limit report using the date each Person was registered:

Dates to Include in report

Date Range: Custom Dates

From: 01/01/1900 To: 06/30/2007

Grouping | Widths | Date Range | Custom Criteria | Purpose

Field: Registered

Operators: \$ equal to

Value(s): True

Person Alphabetical Name, Age, Id; By School

01/01/1900 to 06/30/2007

University of Southern Maine

Name (Last First)
Badun, Jasper
Cupbord, Belle
Darline, Wendy

Id	Name	Sex	Birthdate	Age	Registered	School	Grade
0004	** Ali, Jasmine	Female	05/30/1993	14 years 3 months	Yes	University of Southern Maine	12
24996	** Badun, Jasper	Male	10/12/1992	14 years 11 months	Yes	University of Southern Maine	9
0007	** Cupbord, Belle	Female	08/12/1992	15 years 1 month	Yes	University of Southern Maine	11
0001	Darling, Wendy	Female	01/20/1994	13 years 7 months	Yes	University of Southern Maine	9

Registered
Date: 09/08/2006

Registered
Date:

NOTES

This report should be run to identify students who do not have a registration date within the current school year but have contacts in the current school year.

This only applies to SBHC's who register students EACH school year [7/1—6/30].

Report Manager
Contact folder
By age, Race, Sex

Grouping

Uncheck:

Race, sex, grade, age...
& registration ID

Keep checked

-School and Name

-Change Name to Group by
instead of Show

Date Range

07/01/2007—today

Custom Criteria

Registration Date
is equal to between
1/1/1900-06/30/2007

Preview the report.

If a list of names appears in the report, print it.

Review each students registration form.

- 1) If they are no longer in the school, uncheck the Registration checkbox.
- 2) If they are a current student in the school, make efforts to have them register with the SBHC i.e. parental consent.

Checking for non-registered students with a contact

Report Manager

Report Title: Contact By Age, Race, Sex, Grade | Folder to place in: Contact

Show: Details Count Labels Chart Labels

Grouping | Widths | Date Range | Custom Criteria | Purpose

Name	Group By	Show	Asc	Desc	None
School (Current)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grade (Current)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Name (Last First)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Age Years and Months	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Registration Id	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Type of Contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Template Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Contact Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Grouping | Widths | Date Range | Custom Criteria | Purpose

Limit report using the date each Person was registered:

Dates to Include in report

Date Range: Custom Dates

From: 07/01/2007 To: 12/31/2007

Grouping | Widths | Date Range | Custom Criteria | Purpose

Field: Registration Date

Operators: is between

Value(s): 1/1/1900 and 06/30/2007

University of Southern Maine
Darling, Wendy
Kronk, Yzma
Mermaid, Ariel

Total Darling, Wendy : 3
Total Kronk, Yzma : 2
Total Mermaid, Ariel : 1
Total University of Southern Maine: 6

Id	Name	Sex	Birthdate	Age	Registered	School	Grade
0004	** Ali, Jasmine	Female	05/30/1993	14 years 3 months	Yes	University of Southern Maine	12
24996	** Badun, Jasper	Male	10/12/1992	14 years 11 months	Yes	University of Southern Maine	9
0007	** Cupbord, Belle	Female	08/12/1992	15 years 1 month	Yes	University of Southern Maine	11
0001	Darling, Wendy	Female	01/20/1994	13 years 7 months	Yes	University of Southern Maine	9

Registered
Date: 09/08/2006