

Synergy SIS[©] Student Information User Guide



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Chapter One: INTRODUCTION TO SYNERGY SIS

In this chapter, the following topics are covered:

- Synergy SIS Overview
- Connecting to Synergy SIS
- ► Parts of the Synergy SIS screen
- Navigation Options
- Keyboard shortcuts
- Managing Your Synergy SIS account

THIS GUIDE

Most of the modules within Synergy SIS are covered by two different guides. The administrator guide explains how to setup and configure the module, and the user guide explains how to look up and enter the data.

This user guide covers the following folders or modules within Synergy SIS:

- The Student folder, where student demographic and enrollment information is recorded.
- The Parent folder, where the student's parent and guardian demographic information is entered.

The setup and configuration of these modules is explained in the companion guide, Synergy SIS – Student Information Administrator Guide.

In addition, this particular user guide covers the User Preferences folder and navigation options.

A few of the screens included in the Student folder are covered in other guides. The Student Conference screen is outlined in the *Synergy SIS – Discipline & Conference User Guide*, and the StudentVUE and PVUE Updates screens are explained in the *Synergy SIS – ParentVUE & StudentVUE Administrator Guide*. The Student Groups, Student Ad Hoc Group, Groups, and Mass Assign Student Groups screens are covered in the *Synergy SIS – Student Groups User Guide*. The Student Workflow is explained in the *Synergy SIS – Student Workflow Guide*

The Synergy SIS – State Data Reporting Administrator Guide covers much of the setup needed for the Student module, as the enrollment setup must be compliant with state regulations. There is a separate State Data Reporting Administrator Guide for each U.S. state because of the different data requirements.

Bold Text indicates a button or menu to click, or text to type on the screen.

NOTE: Before accessing Synergy SIS, the following changes should be made to the web browser (Internet Explorer, Firefox, etc.) so that Synergy SIS works correctly. Please check the following:

- The Google toolbar, Yahoo toolbar, or any other extra toolbar prevents Synergy SIS from working correctly. If any of these extra toolbars are installed, please uninstall them.
- The pop-up blocker will block certain Synergy SIS screens. Please either turn off the popup blocker, or set it to allow pop-ups for Synergy SIS.

OVERVIEW

What is Synergy SIS?

Synergy SIS belongs to a category of software called student information systems, or SIS. Student information systems are used by schools to record essential student information such as a student's name and address, grades, and classes.

Why is Synergy SIS special?

Synergy SIS uses a web-based interface as opposed to other systems that have a Windowsbased interface. A web-based interface means the software is accessed using a web browser like Internet Explorer. A Windows-based interface is a separate program installed on a Windowsbased computer.

Is the information as secure?

Just because a web browser is used to access the software does not mean the software or information contained within it is available on the Internet! Any program can use a web interface. Each district can choose whether to make Synergy SIS available on the Internet or only from the internal district network.

CONNECTING TO SYNERGY SIS

- 1. Open a new browser window.
- 2. Type **the web address of the Synergy SIS web server**, provided by the district system administrator, to access the Synergy SIS system.



- 3. Press ENTER or click Go. The Synergy SIS logon screen will appear.
- 4. Enter Login Name, and Password.
- 5. Click **Login** or press **ENTER** on the keyboard.

Synergy™ Student Information System	Eclupoint School District
Synergy™	Please enter your login name and password below to access the application. Login Name
Special Education	Password
Edupoint	Login
	Contact Us Check For Popup Add This Page to My Favorites Copyright © 2002-2012 Edupoint Educational Systems. All rights reserved.

Figure 1-2 Synergy Logon Screen

The Synergy SIS Home Page displays district or school announcements. The district system administrator can customize this page to display task lists and dashboard widgets.

Hope High School Year:2011:2012 User:Admin User Show active and inactive								
	👷 📺 Quick Launch	-1			Lock	Sign Out Supp	ort Help	
Default	Good morning, Admin Use	r					«	
Synergy SIS	Show Dismissed Messages							
Health	Announcements							
Synergy SE	Line Urgency Organizat		ot			Dis	miss or Recall	
Elementary	cine orgenoy organizat				. A. ali sulla as a	Mes	sage	
Alteridance	1 P Edupoint	School Please lim	t your	use of power-nungry equipment	nt auring p	beak periods.		
TDYABS	Tasks						Q	
.	Line Task Da	te/Time		Name		Description	Action	
Daily	1 05/30/2012	1:18 PM	<u>e</u>	Abbott, Billy C		Teacher		
Attendance	2 06/19/2012	1:35 PM	8	Saager, Philip T		PVUE Updates		
TOYABO	3 06/27/2012	12:00 AM	1	Abbott Billy C		Conference		
8	NTD AL	0.1	6			0011010100		
Class Period	TID Absences I	by Grade						
Attendance	Hope High School 2011	2012						
Translation	IX - III III							
GPA	58							
Scheduling	34							
FEE	14	A REAL PROPERTY AND A REAL						
My Toolbar	Last Updated: 03/06/2012 08:16:0							
		Figure 1-3	Syne	ergy SIS Home Page				

PARTS OF THE SYNERGY SIS SCREEN

The six main areas of the Synergy SIS screen are:

Title Ba	ar			nt		H Y L S	lope High School (ear 2011-2012 Jser Admin User show active and inac	(ctive
	🟠 Quick Launch	N			Lo	ock Sign Out	Support He	elp
Default	Synergy SE	Menu V 🔍 🔍 🔅	Save Undo	Add Delete	iction Bar	• • •		20
Synergy SIS						Status	Heady Ser Bulle	
Health	Accommodations	Student	Title Area					<<
Toolbars	Attendance	Student Name: Al	bbott, Billy C. School: Hope I	ligh School Homeroom:	118 Teacher: Mellyn, W.	VerboseAge: 18 y	rs 1 mths	
Attendance	Course	Demographics	Parent/Guardian Other Info E	mergency Enrollment	Enrollment History Cla	sses Documents	s Student Contact	Log
Student	Course History	Last Name	First Name	Middle Name S	uffix Perm ID	Grade	Gender	
Translation	Discipline	Abbott	Billy	C	905483	12	🖌 Male 🕑	
GPA	Navigation Tree	Track						
A+	ESR Ess	~						
32	Grade Book	Student Informati	AD					_
GPA Definition	Grading	Student mormati	Here Lessues Lessues 7	- Henry Miels	News Leet New	Casa Ru		
GPAL	Health		Forme Language Language	o Home Nick	Name Last Nam	e Goes by		
<u>کتر تا</u>	Locker		English 🔄 English	Co	ntent Area			
District CPA Types	Mass Scheduling		SAIS ID Birth Date	Birth Place	Birth Verificat	tion		
Distila GFA types	Parent	77.	0001341311 05/11/1994	Mesa			×	
GPAL AN THE REAL	Query		Birth Certificate Num					
32	P Schedule							
School GPA Types	V Stati		Birth State Birth	Country	Email 🙆			
	Reports		California V Unite	d States of America	email@edupoint.co	m		
5	Setup		(m)		e subbance			
Popod Cord	Crowne .	Race and Ethnicity	1					0
Report Card	Groups	Hispanic/Latino	Resolved Race/E	hnicity				



- **Title Bar** The Title Bar shows the current focus, contains the Navigation icons, Quick Launch, and lists links for locking the screen, signing out, contacting support, and searching online help.
- Action Bar This contains links and buttons for performing activities such as Save or Add relating to the current screen.
- **Title Area** The Tile Area displays the title information about the current screen and the icon for the Quick Nav Bar.
- **Content Area** This contains the current screen where records can be displayed and edited.
- **Toolbars** This shows one or more groups of icons setup by the Synergy SIS system administrator representing shortcuts to frequently used areas in Synergy SIS. Each user can create custom toolbar groups, also.
- **Navigation Tree** Also known as the PAD tree, contains a tree structure that shows all of the screens and reports that can be accessed.

TITLE BAR

The Title Bar contains the Navigation Controls, the About button, the Support Links, and the Focus Area.



The Navigation Controls

The Navigation Controls are located at the top left-hand corner of the page. The controls are:

- **Toolbars Icon** By default, the Toolbars are turned on. To turn them off, click on the Toolbars icon. To turn them back on, click on the icon again.
- Ravigation Tree Icon By default, the Navigation Tree is turned off. To turn it on, click on the Navigation Tree icon. To turn it off, click on the icon again.
- **Home Icon** To return to the Home page at any time from any screen, click the Home icon.
- Quick Launch Quick Launch Bar The Quick Launch bar is turned on and off for each user in the User screen by the system administrator. It provides a quick way to "launch" a screen by simply typing the name of the screen in the box.

The About Button

Clicking on the Synergy logo will bring up a small screen that provides the product version information.

The Support Links

The Support Links are located in the top right-hand corner of the page. The links are:

- Lock Clicking the link labeled Lock locks the Synergy SIS screen. The password must be re-entered to access the screen, similar to the screen lock in Windows. This is helpful when the user needs to leave their desk momentarily and does not want to lose their work, but the information needs to be secured.
- **Sign Out** Clicking on this link logs the user out of Synergy SIS and returns to the Login page.
- **Support** This links to a page with information about how to receive support for the Synergy SIS system. This page can be customized for each district.
- **Help** This links to the online help system. The online help can be customized for each district, and it is a separate installation.

The Focus

Each Synergy SIS user is setup to look at records for a specific school and year by default. The combination of school and year is called the Focus. The focus sets whether inactive students or active students are displayed, also. The user's current focus is listed at the top right-hand corner of the Screen. Sometimes the user may want to change their focus, either to switch to a different year or to a different school. There are two ways to change the focus.

Method 1

6. Click on the focus area. The Select Focus screen opens.



- 7. To change to a different school year, select the year from the Focus Year drop-down list.
- 8. To change to a different school, click on the **school** in the Select Focus Organization section. The focus may be set to the district or other organizational grouping; however, student information may only be edited when focused at a school. Information may be screened at the district or other organization group level, but it cannot be changed.

Save Undo	
Select Focus	
Select Focus Year and Inc	lude Inactives 🛛 🕥
Focus Year	Show Inactive Students
2012-2013	Active And Inactive
User Configuration	
Select Focus Organization	: 🕥
Edupoint School District	
1. Elementary Schools	
2. Middle Schools	
3. High Schools	
Bev High School	
Hope High School	
Kennedy High School	1
King High School	
MSB High	
Sunrise High	
Template HS	
4. Special Schools	
Figure 1-7 Se	lect Focus Screen

- 9. To change the group of students displayed, select the group from the **Show Inactive Students** drop-down list.
- 10. Click Save or click Undo to revert to the original focus.

Method 2

		_		
Synergy Education Platform		Hope High School Year:2011-2012 User:Admin User Show active and inactive		
🔄 🐨 💽 🧑 🏠 🛛 Quick Launch	S. 1	Lock Sign Out Support Help		
Adams Elementary 🔻	2011-2012	Show Active and Inactive 🔻		
Change Focus				

Figure 1-8 Quick Focus

1. Click **Quick Focus** . The Quick Focus selection slides open. The same selections are available on the Quick Focus as on the Select Focus screen.

Figure 1-9 Quick Focus Screen

- 2. Use the drop-downs to make selection changes.
- 3. Click Change Focus when finished. Quick Focus slides closed.
- 4. If no changes were made, click ▶. Quick Focus slides closed.

ACTION BAR

The Action Bar contains icons, buttons, and indicators for various functions specific to a screen currently displayed.



- 1. **Menu** The menu contains a drop-down list of actions for the screen, reports, and the audit report for the current screen.
- Previous This scrolls to the previous record in the screen. Records are sorted in alphabetical order by the first field in the screen, so Previous scrolls through the records in descending order by this field.
- 3. **Switch to Find Mode** This switches the screen to find records instead of screening or editing the records. The fields in the screen will become yellow in Find Mode.
- 4. **Next** Next scrolls to the next record in the screen. Records are sorted in alphabetical order by the first field in the screen, so Next scrolls through the records in ascending order by this field.
- 5. Print This prints the current screen as shown on the screen.
- Save/Find/Edit These buttons change as the screen is set in different modes. In Inquiry mode, an Edit button switches the screen so that the record can be changed. In Find mode, it is a Find button that searches for records that match the information entered in the screen. In Edit mode, it is a Save button to save any changes made to the record in the screen.
- 7. Undo Undo reverses any changes made to the data in the record in the screen.
- 8. Add This opens a screen for adding records to the current screen.
- 9. Delete This deletes the current record from the screen. Deletions cannot be reversed.
- 10. **Notification** An icon displays here to alert users when a student record has a special notification attached to it, such as a medical condition.
- 11. Form Status This lists the current status of the screen. Ready (Update Mode) means the record can be edited, Ready (Inquiry Mode) means the record can be screened but not changed, and Find means the screen is in Find mode where the screen can be used to search for records.
- 12. Refresh This refreshes the data in current screen.
- 13. Detach This opens the screen in a separate browser window. In a detached screen, all of the normal functions in the screen still work such as entering information in fields. An unlimited number of detached screens may be opened.
- 14. About This shows information about the screen.
- 15. Context Sensitive Help This opens a window with help for the current screen

TITLE AREA

The Title Area contains the name of the current screen, the Filter, the button to expand and close the Quick Nav Bar, and the Quick Nav Bar itself.

Student		(° & 🗭 🍪 🛸 🗳
	Figure 1-11 Title Area	

- Filter The Filter icon is a funnel to the left of the title of the screen. The filter uses a
 custom query to filter the records displayed in the screen. For more information about
 creating and using filters, please refer to the Synergy SIS Query & Reports Guide.
- Screen Name The name of the screen is always displayed in the title area of each screen. The Screen Name can be used in the Quick Launch bar to navigate, quickly, to a particular screen.
- Quick Nav The Quick Nav bar stores icons for screens selected by the user as shortcuts. The icons in the Quick Nav can be displayed or hidden by clicking the sort or management. To expand the QuickNav Bar, click shortcut icons display and the button changes to management. To collapse the QuickNav Bar, click shortcut icons are hidden and the button changes back to short short short see: QuickNavBar.

The Content Area displays the records available for the screen. At the top of most content areas, a line of general information about the record selected is displayed. Content areas may display one or more tabs of information. The information in each tab must be saved before proceeding to another tab.

Student	t										
Student Name: A	bbott, Billy C.	School Hope H	igh School Hone	room: 403	Teacher: Sullivar	ц.					
Demographics	Parent/Guardia	n Other Info	Emergency	Enrolim	ent Enrollmen	History	Classes	Docume	ents	Student Contact	t Log
Last Name	First Na	arne	Middle Name	Suffix	Perm ID	Grade		Gender			
Abbott	Billy		C		905483	12	~	Male	×		
Student Informa	rtion										6
	Home Languag	ge Spoken to	Student at Hor	ne Nick I	Name Last	Name Go	es By				
10 march 1	Spanish	 Spanish 		× 🗌							
	SAIS ID	Birth Date	Birth Pla	ce	Birth Verific	ation		Birth C	certifi	cate Num	
	0001341311	05/12/1993	📝 Mesa		Birth Certific	ate or Affi	davit	× -			
	Birth State	Birth	Country		Email 😥						
S MAR	California	Vnite	ed States of Ame	nica 🔽	Billy.Abbott@	esd.com					

Figure 1-12 Content Area

When the Content Area is in **Find mode**, the fields are yellow. Information entered when a field is yellow will be used as criteria when searching for records.

Studen	<u>:</u>							
Student Name:	School: Homeroom:	Teacher:						
Demographics	Parent/Guardian	Other Info	Emergency	Enrollment	Enrollment His	tory Classes	Documents	Student Contact Log
Last Name	First Nar	ne	Middle Name	Suffix P	erm ID G	Grade	Gender	
						~	×	
Student Informa	tion							٥
	Home Language	e Spoken to	Student at Hor	ne Nick Nam	e Last Nan	ne Goes By		
No Photo	~			~				
Edupoint	SAIS ID	Birth Date	Birth Pla	ice	Birth Verificatio	n	Birth Certi	ficate Num
Carbonne							¥	
On file	Birth State	Birth	Country	Er	nail 😥			
On life		~		¥ [

Figure 1-13 Content Area Find Mode

When the Content Area is in Edit mode, fields that can be edited have a white background. Fields that cannot be edited have a gray background.

Demographics	Parent/Guardian 0	ther Info 🕴 Emerg	gency Enrollme	ent Classes			
Last Name	First Name	Middle	e Name – Suffix	Perm ID	Perm ID Grade		
						~	

Figure 1-14 Content Area Edit Mode

When adding a record, fields that have a green background are required to be completed before the record can be saved.

Student												
Student Name: Abbott, Billy C. School: Hope High School Homeroom: 403 Teacher: Sullivan, J.												
Demographics	Parent/Guardian	Other Info	Emergency	Enrollmer	nt Enrollmen	t History	Classes	Documents	Student Contact Log			
Last Name	First Name		Middle Name	Suffix	Perm ID	Grade		Gender				
Abbott	Billy		C		905483	12	~	Male 💌				
Student Informa	tion								<u></u>			
	Home Language	Spoken to	Student at Hor	ne Nick Na	ame Last	Name Go	ies By					
	Spanish 💌	Spanish		~								
	SAIS ID Birth Date				Birth Verification			Birth Certificate Num				
	0001341311 0)5/12/1993	🗊 Mesa		Birth Certificate or Affidavit		davit 👘	×				
	Birth State	Birth	Country		Email 😥							
	California	🔽 Unite	d States of Ame	erica 🔽	Billy.Abbott@	esd.com						

Figure 1-15 Content Area Add Record

THE NAVIGATION OPTIONS

There are four options for navigating within Synergy SIS.

Toolbars

Ideal for the screens and reports accessed daily. Some toolbar groups are created by the system administrator, or users can create their own.

Navigation Tree

Lists all the reports and screens to which a user has access.

Quick Nav Bar

Similar to the Toolbars, it is a great place for the screens used daily. The Quick Nav bar is more helpful as users become familiar with the icons for the different screens, and it can store more screens at a glance than a Toolbar.

Quick Launch

The Quick Launch is helpful for experienced Synergy SIS users. A screen or report can be opened by typing either the ID of the report or the name of the screen.



Each icon in any of these options represents one of two types of content – screens and reports. Screens allow users to work with the data in the system. They are indicated by an icon illustrating the function of the screen. For example, an icon of a student links to the Student screen.

Reports are indicated by the same icon. There is not one single area in Synergy SIS for reports. Instead, reports are grouped into the appropriate folder. For example, reports regarding attendance can be found in the Attendance folder.





Figure 1-18 Toolbar

Figure 1-17 Report Icon



The toolbars are a great place for storing frequently used screens and reports. Multiple toolbars can be created to organize the screens and reports into related groups. The system administrator can create toolbar groups, or users can create

their own groups. The users cannot change groups created by the system

TOOLBARS

- 1. To access a screen or report from a toolbar, just click on the icon.
- 2. To open the screen or report in a new "detached" window, right-click on the icon and choose **Open Window**.

If multiple toolbars exist, inactive toolbars are listed by their group name at either the bottom or top of the active toolbar group.

1. Click on the group name to switch between toolbar groups.

If more icons exist in a group than can be displayed on the screen, a scroll bar is displayed to scroll up and down to see all the screens and reports.

To create a custom toolbar group:

- 1. Right-click on a group name and a drop-down menu opens.
- 2. Choose Add New Group.
- 3. Type a **name** for the new group in the box
- 4. Click Save.
- 5. Right-click on the **group name** and choose **Rename GROUP**, if desired.
- 6. Right-click on the **group name** and choose **Delete GROUP**, if desired.

To add icons to a group:

Make sure both the Toolbars and the Navigation Tree are open.

- Click on the screen name, and drag it to the group. Alternately, rightclick on a screen or report in the Navigation Tree and choose Add to Group ... from the drop-down menu.
- Repeat as needed with other reports or screens to be added into the group. T the group may be rearranged by dragging them to the desired position.
- 3. Right-click on the **icon** you want to delete to remove icons from a group.
- 4. Click Remove Icon.

NAVIGATION TREE

The Navigation Tree lists all screens or reports to which the user has access. ______ To use the Tree:

 Click on the blue triangle to expand the folder next to the triangle. When a triangle has been clicked, it turns green and points downward. 	
Continue clicking on the triangles until the desired screen or report is displayed.	
Click on the screen name or icon to show it in the Content Area.	
To open the screen to a new "detached" window:	Figur
 Right-click on the screen name or icon. A drop-down menu displays. 	
 Select Open New Window. The Open Window option in the drop-down menu opens the screen in the Content Area. 	
	 Click on the blue triangle to expand the folder next to the triangle. When a triangle has been clicked, it turns green and points downward. Continue clicking on the triangles until the desired screen or report is displayed. Click on the screen name or icon to show it in the Content Area. To open the screen to a new "detached" window: Right-click on the screen name or icon. A drop-down menu displays. Select Open New Window. The Open Window option in the drop-down menu opens the screen in the Content Area.



Figure 1-20 Multiple Toolbars



Figure 1-21 Add New Group



Figure 1-22 Add Screen to Group



Figure 1-23 Remove Screen from Toolbar

Student Phone Numbers
Open New Window
Open Window
Add to group My Toolbar
Add To Quick Nav

Figure 1-24 PAD

Note: The reports are grouped by the information contained in the report. For example, reports about attendance are found in the folder Synergy SIS > Attendance > Reports.

QUICK NAV BAR

The Quick Navigation or Quick Nav bar is located in the right part of the Title Area of the screen.

∀Student	> 🍰 💽 🍪 😂 🤹
	<u> </u>

Figure 1-26 Quick Nav Bar

One of the advantages of using Quick Nav is that the screens that are activated are "detached", or opened in a new window. This means that several screens can be open at the same time. The detached screens can even be the same screen but with different records open at the same time.

- 1. Right-click on the **screen name** or **icon** either in a Toolbar or in the Navigation Tree to add an icon to the Quick Nav bar.
- 2. Choose Add to Quick Nav.
- 3. To remove an icon, right-click on it, then select Remove Icon.

QUICK LAUNCH



Figure 1-27 Add Icon to Quick Nav Bar

The Quick Launch bar is turned on and off for each user in the User screen by the system administrator. It provides a quick way to "launch" a screen or report by simply typing the name of the screen or ID of the report in the box.



Figure 1-28 Quick Launch Bar

- 1. To open the screen or report in the Content Area, type the name of the screen or ID of the report in the box and press **ENTER**.
- 2. To open the screen in a new window, click **Detach** to the right of the box instead of pressing **ENTER**.

The information entered is either the Report ID (ATD603 in the example below) or the name of the screen (Daily Attendance in the example below). This information can be found in the Navigation Tree.



KEYBOARD SHORTCUTS

These keyboard shortcuts are helpful to quickly move through the screens in Synergy SIS, particularly when entering a large amount of records.

COMBINATION KEYS	
Control + A	Add
Control + S	Save
Control + D	Delete
Control + F	Find
Control + Z	Undo
Control + Right Arrow	Scroll Fwd 1 Record
Control + Down Arrow	Scroll Fwd 1 Record
Control + Left Arrow	Scroll Back 1 Record
Control + Up Arrow	Scroll Back 1 Record
Up Arrow	Scroll Up (screens/lists)
Right Arrow	Scroll Up (lists)
Down Arrow	Scroll Down (screens/lists)
Left Arrow	Scroll Down (lists)

Figure 1-31 Keyboard Shortcut Chart

MANAGE YOUR SYNERGY SIS ACCOUNT

If the security settings in Synergy SIS allow for it, there are several areas you can customize for your account. You can change the home page, setup a custom dictionary for spell checking, and edit your address and phone information. To modify your settings:



- 1. Open the Synergy SIS Navigation Tree by clicking on the Tree.
- 2. Expand the Synergy SIS folder by clicking on the name **Synergy SIS** or the **▶** blue triangle pointing next to the word. Once clicked, the triangle will turn **▼** green and point downward.
- 3. Under the Synergy SIS folder, click on the name **User Preferences** or click on the blue triangle pointing right next to it.
- 4. Click on the User Profile screen.



On the first tab of the User Profile screen, the Demographics tab, you can see the home address and phone information.

∀User Profile		(•
User Name: User, Admin Login Name: Admin		
Demographics Navigation Menu Security Access	S	Spell Check Options POV
Login	٢	Password G
Email 🔽 Is Administrator		Password Confirm Password
admin@edupoint.com		
Address	٢	Preferences G
Address		Default Mode
		Edit
City State Zip Code		Paging Size Paging Row Size
		Show Quick Launch
		POV Home Page Change POV Home Page
Phone Numbers	_	C bbA
🗙 Line Primary 😂 Type 😂 Phone	¢	Extension 🗘 Contact 🗘 Listed 🖨

Figure 1-34 User Profile Screen

1. To make changes to this information, change to Update mode by clicking **Edit** at the top of the screen. If the button is not available, Update mode is already turned on.



The current mode is indicated by Form Status, in the top right-hand corner of the screen.



- Once in Update mode, you can change your address simply by clicking in the boxes and modifying the text in the Address, City, State, and Zip Code. You can modify your Email address.
- 3. To add a new phone number, click on **Add** in the Phone Numbers section. A new line is then added where the new phone number information can be entered.

Phone Numbers									Add	0	
X		Primary		Type	÷	Phone		Extension \ominus	Contact		
Г	1		[2							
	Figure 1.27 Dhana Numbers Section										

Figure 1-37 Phone Numbers Section

- 4. Check the **Primary** phone number that should be used to contact you.
- 5. Select the **Type** of phone, and enter the **Phone** number. Enter the **Extension**, if appropriate.
- 6. If this phone number can be used to contact you, check **Contact**. If the number is listed in the phone directory, check **Listed**.
- 7. To remove a phone number, check 💆 on line of record to delete.
- 8. To change your Synergy SIS password if you are not using your network account to access Synergy SIS, enter the new password in **Password** and **Confirm Password**.
- 9. Select the **Default Mode** to be used when looking at a screen in Synergy SIS from the drop-down list.

10. When you are in Inquiry mode, all screens are set to read-only. You can still edit records by clicking on **Edit** at the top of the screen, but the records are switched back to read-only mode when you change to a new screen. Inquiry mode can help prevent accidental edits to the records, but can add an extra step for data entry personnel who constantly edit records. Edit mode, which opens screens for updating, may be a better choice for these staff.

Increase the Paging Size and Paging Row Size settings to change pages less frequently. This may slow the searches slightly since more records are returned.

- 1. Enter a **Paging Size** number to change number of pages displayed at the bottom of a search. Default is 15.
- 2. Enter a **Paging Row Size** number to change number of records displayed on one page. Default is 20 rows.
- 3. To display Quick Launch in the Title Bar, check the **Show Quick Launch**.

The POV Home Page is the initial screen that is displayed in the Content Area when you first logon to Synergy SIS. By default, this is the Synergy SIS home page, which displays announcements, a task list, and the dashboard widgets.

4. To change this page to another screen, click Change POV Home Page.

VUserPADTreeFind
Navigation Tree
Synergy SE
Synergy SIS
Accommodations
Attendance
▶ Reports
Reports Daily
Reports Period
Scanning
Setup
Attendance Letter
Attendance Verification
Class Daily Attendance
Class Period Attendance
Course Attendance
Daily Attendance
Mass Change Attendance
Period Attendance

Figure 1-38 UserPADTreeFind Screen

- 5. The UserPADTreeFind screen opens. Click on the **blue triangles** next to each folder name to navigate to the screen to be used for the home page.
- 6. Once the screen is located, click on the **name of the screen** to use as the home page and click **Select** at the top of the screen.
- 7. When you have finished your changes, click **Save** or **Undo**.

ADD A NEW TOOLBAR

Custom toolbars can be modified on the Navigation Menu tab of the User Profile screen. Make sure nothing is selected (highlighted) under the Navigation Menu. If it is, click on the words **Navigation Menu** to de-select.

VUser Prof	file	æ
User Name: User,	, Admin Login Name: Admin	
Demographics Na	avigation Menu Security Access Spell Check Options POV	
Navigation Menu A Default A Synergy SIS Translation GPA Scheduling FEE	Action Action Add Group	

Figure 1-39 User Profile Screen Navigation Menu Tab

- 1. Click the Action... drop-down and select Add Group. The GroupAddDetail screen opens.
- 2. Enter a **Name** for the toolbar and click **Save**. The new group displays in the Navigation Tree.

GroupAddGroupDetail	~
Add Group Name	0
Name	
My Toolbar	

Figure 1-40 GroupAddItemDetail Screen

- 3. The new group order can be adjusted. Click the **line number** of the group to highlight.
- 4. Click Move Up or MoveDown
- 5. Repeat until the groups are in the desired order.

To remove a group,

- 6. Check on line of record to delete.
- 7. Click Save.

Add Screens, Reports, and Links to a Group

- 1. Click the Group name desired under the Navigation Menu. The name will highlight.
- 2. Click the **Action...** drop-down and make selection. The GroupAddItemDetail screen opens.
- 3. Click the View Lookup drop-down.

Save Close	
GroupAddItemDetail	«
Add View Item	9
View Lookup	
	~

Figure 1-41 GroupAddItemDetail Screen

4. Click the arrows to scroll through the screens.



Figure 1-42 Screen Lookup List

5. Click on the name to select.



Note: TeacherVUE screens should be added for TeacherVUE users, only. TeacherVUE screens show (K12.TXPInfo) following the name of the screen.

6. Click **Save** to add the screen. The GroupAddItemDetail screen closes and the new item (screen, report, or link) displays under the Group.

VUser Profile									
User Name: User, Admin Login Name: Admin									
Demographics Navigation Menu	Security Access	Spell Check Options	POV						
Navigation Menu		Actio	n	- 📀					
Default									
Synergy SIS	Set Item Order			۵					
▼ Health	X Line	View Type	Name						
Health	— 1		Health						
 Synergy SE Elementary Attendance 	Move Up Mov	e Down							

Figure 1-43 User Profile Screen

Set Item Order

If there are multiple items in a Group, the order of the items can be adjusted.

- 1. Click the **line number** of the item to highlight.
- 2. Click Move Up or Move Down
- 3. Repeat until items are ordered as desired.

To delete an item,

- 1. Check 💆 on line of record to delete.
- 2. Click Save.

VIEW SECURITY SETTINGS

The Security Access tab displays some of the security assigned to your account. You probably cannot change this information.

VUser Profile			
User Name: User, Test Login Name:	test		
Demographics Navigation Menu	Security Access Spell Chec	k Options POV	
Focus			Q
Focus Year Selection	Focus Organization		Show Inactive Students
2010-2011	Hope High School		Active And Inactive
Year Extensions			0
Possible Year Extensions			
□ Night □ Regular □ Summer			
Security Settings			0
Discipline Security Discipline Organ	nization Security	Conference Visitation	
× .	۲	×	
Allow Override of Max Students in (Class TeacherVUE Administra	ator	
	×	×	
Organization Year Access			Q
Previous Year(s) Permission	Current Year Permission	Next Year(s) Permission	
· · ·	×	×	
Organizations			٥
Line	Organization Name	0	Organization Update 🔶
User Groups			٩
Line	User Group Name	÷.	Use Menu Group 🔶
1 Update - District			R
2 Test Group			

Figure 1-44 User Profile Screen Security Access Tab

SPELL CHECK OPTIONS

1. Click on the Spell Check Options tab.

∀User Profile				«
User Name: User, Admin Login Nam	ne: Admin			
Demographics Navigation Menu	Security Access	Spell Check Options	POV	
Options				٥
🔽 Ignore All-Capital Words	🔽 Ignore Mixed-Digit Words		🔽 Ignore Filenames	
🔽 Ignore First-Capital Words	🔽 Ignore Hyp	henated Words	🔽 Ignore Html Tags	
🔽 Ignore Mixed-Capital Words	🔽 Ignore Rep	eat Words	🔽 Ignore Internet Addresses	
Custom Word List			Add	
X Line		Word		\Rightarrow

Figure 1-45 User Profile Screen Spell Check Options Tab

- 2. Check or uncheck the **Options** available for the spell check.
- Custom words can be added to the standard dictionary. For example, adding the name of the district and/or schools would probably be helpful. To add a custom word, click Add in the Custom Word List section.
- 4. A new line opens. Type the new Word.

Cus	tom Word List		Add 🔕
\mathbf{X}	Line	Word	¢
	1 Edupoint		
		Figure 1 46 Hear Brafile Saroan Spell Check Ontions Tab	

Figure 1-46 User Profile Screen Spell Check Options Tab

- 1. To delete a custom word, check on line of record to delete.
- 2. Click Save.

DASHBOARD WIDGET

A Dashboard Widget is a graphical reporting tool designed to track student data trends. These widgets appear on the Synergy SIS home page to give the users an overview of different trends occurring in either the school or the district. Widgets can track enrollments by day, attendance patterns, or grades. They can link to external sources of web-based information such as images or RSS feeds. Widgets need to be setup by your system administrator.



Figure 1-47 Home Page

Add Widgets

1. Click on the **POV tab**, and enter the number of dashboard widgets (also called dashboard controls) to display on each row of widgets in the **Dashboard Controls Per Row**.







Note: Regardless of the number of Dashboard Controls per Row setting, a RSS Feed widget always takes the entire row.

 Dashboard widgets can be added to the home page one at a time using Add, or multiple widgets can be added using Chooser. To add a single widget, click Add. The Find Dashboard Widget screen opens.

Das	hboard	Controls							Add	Chooser	
\mathbf{X}	Line	Orderby	\Rightarrow	Name	Ş	GraphType	\Rightarrow	La	st Update Dat	e Time	⇒
Figure 1-49 User Profile Screen POV Tab											

 Enter all or part of the Name of the widget and/or select the Graph Type to search for a specific widget and click Find at the top of the screen. he list of widgets that meet the criteria entered are listed in the Find Result grid.

Pine	Prid Dose Select Clear Selector								
Fin	Find: DashboardWidget								
Find	Criteria			9					
Name)	GraphType							
E		*							
Sea	rch Results								
Find	Result			٩					
Une	Name			GraphType					
	Edupoint New Release								
	Enrollment by Day			Bar					
3	Enrolment by Week			Bar					
	Enrolment Daily Delta			Bar					
5	Enrolment Daily Delta - Distri	ct		Bar					

Figure 1-50 Find Dashboard Widget Screen

- 4. Double-click anywhere on the line containing the **widget** to add. The screen closes and the widget is listed in the Dashboard Controls grid.
- 5. To add multiple widgets, click **Chooser**. The Chooser screen opens.

Dashboard Controls								Add	Chooser		
X	Line	Orderby	♦	Name	\ominus	GraphType	\Rightarrow		Last Update D	ate Time	\mathbb{A}
	1	1		Enrollment by Week		Bar					

Figure 1-51 User Profile Screen POV Tab

 Enter all or part of the widget Name and/or select the Graph Type to search for a specific widget and click Find. The widgets that meet the criteria entered are listed in the Find Result grid.

Find Select			
Chooser			
Find Criteria			
Name GraphTy	ype		
	~		
	Add Selected Row(s) > Add All Row(s) >>	
Search Results			
Find Result	٩	Selected Items	٩
Line Name	GraphType	X Line Name Graph1	lype
1 Edupoint New Release			
2 Enrollment by Day	Bar		
Enrolment by Week	Bar		
4 Enrollment Daily Delta	Bar		
Enrollment Daily Delta - District	Bar		

Figure 1-52 Chooser Screen

7. Click on a **widget** to add, the line highlights. To select multiple widgets, hold down the **CTRL** button and click on all the **widgets** needed.

8. Once all widgets are selected click Add Selected Row(s) >

OR

Click Add All Row(s) >> . This will move all widgets found in Find Result column to Selected Items column.

- 9. To remove a widget from the list of Selected Items, check
- 10. Once all of the widgets are listed, click **Select** to add them to the Dashboard Controls grid.
- 11. Modify the Order By, which they display in the row on the home page, if desired.

Menu 🕶 😂 🔄	Save Undo		Status: Ready	2 Ra 50
VUser Pro	file			(
User Name: User,	Admin Login Name: Admin			
Demographics N	lavigation Menu Security Access	Spell Check Options	POV	
Point of View (PO	V) Home Page Settings			Q
Dashboard Contro	als Per Row			
Dashboard Contro	le		Add	Chooser G
X Line Ordert	ny 🗧 Name	⊖ GraphType ⊖	Last Update	Date Time: 🗧 🗧
匚 1	Enrollment by Week	Bar		
2	Enrollment by Day	Bar		
	Enrollment Daily Delta	Bar		
Task Setup				ç
C Show	Task List			
Selected Task Gr Discipline TH PVUE TM	oups to Show in Task List ealth Conference edication			

Figure 1-53 User Profile Screen POV Tab

- 12. To remove a widget from the home page, check
- 13. Click Save.

Tasks

Tasks provide a "to-do" list on the home page of Synergy SIS. For example, a task may be listed to remind a school nurse when to administer medication to a student or a counselor may have conference reminders. Tasks that are displayed may vary upon the user's group and individual user preferences. The tasks are generated once a day.

Good	Good morning, Admin User 🦉									
Sho	Show Dismissed Messages									
Ann	ouncements									
Line	Urgency	Organization Name	Announce	ment	D) Ri M	smiss or call Issage				
1	Hope High REQUIRED ATTENDANCE!! CPR training will take place right after school today in the East Gym for all staff members.									
Task	5					۵				
Line	Т	ask Date/Time		Name	Description	Action				
1	02/12/2012	8:18 PM	5	Zipperer, Russell L	Transportation					
2	05/30/2012	1:18 PM	1	Abbott, Billy C	Teacher					
3	06/15/2012	3:34 PM	S	Lafferty, Nicholas W	PVUE Updates					
4	06/19/2012	1:35 PM	S	Saager, Philip T	PVUE Updates					
5	06/27/2012	12:00 AN	1 🦪	Abbott, Billy C	Conference	×				
			Figu	re 1-54 Synergy SIS Home Page	2					

rigulo i or oynorgy c

Display a Task List

- 1. Click the **POV tab** of the User Profile screen.
- 2. Check Show Task List.

∀User Profile				ĸ		
User Name: User, Admin Login Name: Admin						
Demographics Navigation Menu Security Access Spell Cl	heck Options POV					
Point of View (POV) Home Page Settings				0		
Dashboard Controls Per Row						
3						
Dashboard Controls		Add	Chooser			
🗙 Line Orderby 🔤 🛛 Name 🔤	GraphType 😂	Last Updat	e Date Time	٩D		
Attendance by Grade Level	1 1 Attendance by Grade Level Bar 0					
2 Weather - AZ						
Task Setup				0		
Show Task List						
Selected Task Groups to Show in Task List						
Tran - Tran Rout - Tran	Discipline					
Referral ESR District Registered	l 🗖 Health					
Conference PVUE Updates	ESR Student	Response				
Intervention Tch - Tran	Medication					
ESR Incoming Request						

Figure 1-55 User Profile Screen POV Tab

- 3. Check the desired tasks to display in the Selected Task Groups to Show in Task List.
- 4. Click **Save** or click **Undo** to reverse them.

CHANGE PASSWORD

1. Click on the User Password and Preferences screen, found under the User folder.

VUser	Password and Preferences
User Name:	User, Admin
Password	Preferences Report Preferences
Change You	ir Logon Password
Type your o	current password:
Type a new Type the ne	r password: ew password again to confirm:
Remembe every time	er: If your password contains capital letters, be sure to type them the same way you login.
	Figure 1-56 User Password and Preferences Screen Password Tab

- 2. Follow the on-screen directions.
- 3. Click Save at the top of the screen to save the new password.

MODIFY PREFERENCES

Use the Preferences tab to customize the number of pages displayed in a search, the number of records displayed on a page, to change the POV Home Page and to change your preferred logon application (if available.)

1. Click on the **Preferences** tab.

Use Paging Preferences to increase the number of records in view and change the pages less frequently. This may slow the searches slightly since more records are returned.

- 2. Enter a **Paging Size** number to change number of pages displayed at the bottom of a search. Default is 15.
- 3. Enter a **Paging Row Size** number to change number of records displayed on one page. Default is 20 rows.

∀User	Passw	ord a	nd Preferer	nces		«
User Name:	User, Adm	in				
Password	Preferen	ces Re	eport Preferences		 	
Paging Pre	eferences					٨
Paging Size	Paging Ro	w Size				
10	30					
Point Of Vi	iew Home	Page				6
POV Home	Page	Chan	ge POV Home Page			
Log in Pre	ferences					0
Preferred A	pplication T	To Log Inte	o Last Log In Page			
Synergy SI	S	~	Synergy SIS	~		

Figure 1-57 User Password and Preferences Screen Preferences Tab

The Point of View Home Page is the initial screen displayed in the Content Area when you first logon to Synergy SIS. By default, this is usually the Synergy SIS home page, which displays announcements, a task list, and the dashboard widgets.

- 1. Click Change POV Home Page to change to another screen instead of the default Synergy SIS home page. UserPADTreeFind screen opens.
- 2. Click next to the names to expand the folder contents.
- 3. Navigate to the desired screen.
- 4. Click on the **name of the screen** to use as the home page
- 5. Click <u>Sect</u>. The screen name will display in POV Home Page field.
- 6. If you have access to both TeacherVUE and Synergy SIS, you can select which application opens first in the Log In Preferences.
- 7. Click the Preferred Application To Log Into drop-down and select.
- 8. Click Save at the top of the screen.

REPORT PREFERENCES

- 1. Click the **Report Preferences** tab to modify your report preferences.
- 2. Check the desired preferences for the various report profiles.
- 3. Click the **Mask Phone Numbers** drop-down and select to mask or show unlisted phone numbers on reports.

The IDS801 Preferences refer to the printable Disciplinary Action Form located on the Student Incident Detail tab in the detailed view of Discipline Incident > Student Incident > Discipline tab. The form contains an acknowledgement statement in the Signatures box that may be customized, if desired

- 4. Check **Use Custom Acknowledgement Text** and enter desired message. Use 🖤 to spell check. Use 📀 for more space.
- 5. Click **Save** at the top of the screen.

Chapter Two: FIND & SORT RECORDS

In this chapter, the following topics are covered:

- Scroll to Find Records
- ► Search by Primary Field
- ► Search Using Multiple Fields
- ► Search Using the Find Results Grid
- Sort

SCROLL TO FIND RECORDS



Note: The examples in this chapter show how to search within the Student screen, but these same techniques will work in any screen in Synergy SIS.

To scroll through the records to find the desired record on the Student screen:

1. Click the right **Scroll** at the top of the screen to advance to the first student's records. Records are sorted alphabetically by the first field on the screen, which in this case is Last Name, so the first student to appear most likely has a last name that starts with A.



2. To scroll in reverse alphabetical order by the first field on the screen, click the left Scroll.

3. Continue scrolling until the desired record displays.



Note: The records that are available when scrolling or finding are controlled by the focus set in the upper right-hand corner of the screen. For example, if the focus is set to only show active students, an inactive student's records cannot be found by scrolling or finding. The focus would need to be changed to display inactive students for an inactive student's record to appear when scrolling or finding records.

SEARCH BY PRIMARY FIELD

While scrolling can be a good way to find a specific record in a small group of records, it can be cumbersome to scroll through many records. Using Find mode can make it easier to find the exact record when searching through large groups of records. To switch to the Find mode to look for the student records:

1. Click Find Mode.



Note: Screens are automatically in Find mode when you log in to Synergy SIS. Once a student record has been selected, that student's records will appear in all of the student-related screens. For example, if you are looking at a student's records in the Student screen and then click on the Health screen, that student's records will be displayed in the Health screen without searching for them.

When Find Mode is clicked, all data is cleared from the screen so be sure to save any changes before switching the Find Mode. The fields are then displayed in yellow to indicate that the screen is in Find Mode. The Form Status at the top of the screen will indicate Find.

Menur 🕲 🕲 🛞 த Find Undo Add Delete					Salar Fred 😂 🖓 💰		
∀Student							
Student Name: se	hook Homeroom: T	leacher:					
Demographics	Parent/Guardian	Other Info Emergen	cy Enrollment	Enrolment History	Classes Documents	Student Contact Log	
Last Name	First Name	e Middle Nar	me Suffix P	Verm ID Grade	Gender		
					× ×		
Figure 2.2 Concertin Find Mode							

Figure 2-3 Screen in Find Mode

- 2. Enter all or part of the Last Name.
- 3. Click **Find** or press **ENTER**.

If no last name contains the letters entered, the next record closest to the searched name will appear.

If the letters entered for the last name match all or part of a student's last name, the first student with the last name matching what has been entered into the Find screen displays. For example, if the last name "Doe" was entered and more than one student has the last name Doe is available, the screen would show Jane Doe's information, since Jane Doe is alphabetically listed before Janet Doe.

4. Scroll to find the other students with the same last name.

If the letters entered match the first part of a student's last name, that record is displayed if no record matches the exact letters entered. For example, if Doe was entered but no students had the last name of Doe, it would show a student named Doerner instead. If the letters entered do not match the first part of a last name but they are contained in another last name, that name is displayed. For example, if Der is entered and no last names begin with Der, the first record with a last name containing those letters is displayed such as Moldero.

SEARCH USING MULTIPLE FIELDS

In some instances, it may be helpful to use more than one piece of information to search for a student. For example, there may be several students with a last name of Smith. To search for students using multiple fields:

Menu▼ @ 🔇 🖉 🛒	Find	Undo	Add	Delete		
Student						
Figure 2-4 Find Mode						

- 1. Click Find Mode.
- 2. Enter all or part of the student's **Last Name** and all or part of the student's **First Name** in the screen.

M) S 🗖	Undo	Add Dele	te					Status: Find 👌 🖓	a 🕹
)	VStudent										
St	udent Name: :	Schoot Homeroom: To	eacher:								
n	emographics	Parent/Guardian	Other Info	Emergency	Enrollment	Enrollment	History	Classes	Documents	Student Contact Log	3
1.0	st Name	First Name	1	Middle Name	Suffix P	erm ID	Grade		Gender		
S	nith	h						~	×		
Student Information											
No Photo V V V V V V V V V V V V V V V V V V											
	Edupoint	SAIS ID BI	rth Date	Birth Pla	ce	Birth Verifica	ition		Birth Certifi	cate Num	
	On file	Birth State	Birth	Country	En	hail 🈥					

Figure 2-5 Finding by Last and First Name

3. Click **Find** or press **ENTER**.

The first student who matches the last name and first name entered displays. For example, if the last name Smith was entered and only J for the first name, it would pull up John Smith's record before Juan Smith's record.

If the last name exists but no student has a matching first name, the first student whose first name contains the letters entered for the first name. For example, if Smith, R was entered but no student had a first name that began with R it would pull up Harry Smith's records.

If no last name contains the letters entered, the next record closest to the searched name will appear.



Note: While any or all fields may be completed to search for a student, it's generally best to start with just the last name to see if matching records exist at all. Other searches can then be conducted with additional information to narrow down the number of records.
SEARCH USING THE FIND RESULTS GRID

As long as some information is entered in the primary field, Find mode will always try to match the criteria entered to a specific record in the Synergy SIS database and bring up the record in the main screen. However, two other methods of searching can bring up a list of records in a grid where the record can be selected manually. This grid is called the Find Results grid.

Query		S Filter	۵
Open In Query Print	Output Type PDF 🗸	Save As Filter	
		Filter Name	
		Make Active	
Students			۵
Line Last Name	First Name	Middle Name	Perm ID
1 Smith	Juan	David	101200
2 Smith	Randy	Joshua	112450
3 Smith	Rhonda	Brianna	151645
4 Smith	Samantha	A	962062

Figure 2-6 Find Results Grid

The Find Results grid displays when nothing is entered in the Primary field for the screen, or if an asterisk is placed in any field. To search using secondary fields instead of the primary field:

1. Click Find Mode.



2. Enter all or part of the search criteria on any field or fields, on any tab, <u>except</u> the primary field. For example, enter the student's **First Name** to list all students with that first name.

Menu 🕶 🎯 🌚) 🗐 🕅	indo Add Delete				Status Find 😄 🖓 💰
Student						
Student Name: s	Schoot Homercom: Teacher					
Demographics	Parent/Guardian Othe	Info Emergency E	Enrollment Enrollment	History Classes	Documents	Student Contact Log
Last Name	First Name	Middle Name S	Suffix Perm ID	Grade	Gender	
	Juan			×	×	
Student Information	tion					٩
No Photo	Home Language Spok	n to Student at Home	Nick Name Last	Name Goes By		
Edupoint	SAIS ID Birth D	ite Birth Place	e Birth Verific	ation	Birth Certific	cate Num
On file	Birth State	Birth Country	Email 😥			

Figure 2-8 Finding by First Name

3. Click **Find** or press **ENTER**. The Find Results screen opens listing all students that match the entered criteria.

Query		🔇 Fi	ilter		۵
Open In Query Print OU	tput Type PDF 🛛 👻		Save As Filter		
		Fi	Iter Name		
			Make Active		
Students					۵
Line Last Name	First Name	Middle	e Name	Perm ID	
1 Smith	Juan	David		101200	
2 Tafoya	Juan	Andre	W	106885	

Figure 2-9 Find Results Screen

4. If more than one page of records matches the criteria, the additional page numbers are displayed at the bottom of the Find Results screen.

To display a specific page, click on the **page number**. To advance to the next page, click
 To see additional page numbers, click on the <u>...</u> link.



6. To display a student's record in the current screen, click on the student's name. The record will be highlighted in green and the information will show in the screen below the Find Result grid.

Query	(S Filter		(
Open In Query Print Out	out TypePDF	Save As Filter		
		Filter Name		
		Make Active		
Students				۵
Line Last Name	First Name	Middle Name	Perm ID	
1 Abbott	Billy	С	905483	
2 Amos	Billy	Benjamin	965573	
3 Barratt	Billy	Mark	902346	
4 Fernandez	Billy	Davis	904047	
5 Flint	Billy	Ryan	904897	

Figure 2-11 Selection of Result

- 7. To show a different student's record, click the new student's name.
- 8. Click the same student's name again and the Find Result screen closes.

To work with the Find Results grid by using an asterisk (*):

1. Click Find Mode.

Menu 🕶 🔇 🛞	\$	Find	Undo	Add	Delete				
[♥] Student									
Figure 2-12 Find Mode Button									

2. Enter all or part of any field or fields on any tab, and then enter an **asterisk** (*) either in a field by itself or with the text in a field. For example, enter the student's **Last Name** followed by an **asterisk** (*) to list all students whose last names start with the text entered in the Last Name field.

Menu • 🛞 🔇	9 🛱 🗖	Undo Add Dele	te				Status Find 🎯 🖓 💰
Student Name: s	Schoot Homeroom Tee	cher:					
Demographics	Parent/Guardian 0	ther Info Emergency	Enroliment	Enrollment Histo	ry Classes	Documents	Student Contact Log
Last Name Smith*	First Name	Middle Name	Suffix Per	rm ID Gra	ade 🗸	Gender	
Student Informa	tion						٢
No Photo	Home Language Sp	oken to Student at Ho	me Nick Name	Last Name	Goes By		
Edupoint	SAIS ID Birth	n Date Birth Pla	B	irth Verification		Birth Certifi	cate Num
On file	Birth State	Birth Country	Em:	sil 😥			

Figure 2-13 Find by Asterisk

- 3. The placement of the asterisk (*) in the field controls how the existing information entered in the field is matched to the records.
 - If the asterisk (*) is placed *before* the text, the text must be matched exactly in the field.
 - If the asterisk (*) is placed *after* the text, it matches any records that start with that text in the field.

- If the asterisk (*) is placed *before* and *after* the text, the text may be anywhere in the field.
- If the asterisk (*) is placed in the *middle* of the text, the field must start with the text before the asterisk and end with the text following the asterisk.
- If text is entered in the primary field, and no text is entered in any other field except asterisks, the Find Results grid will not pop-up. At least *one asterisk* must be placed in a field with text. Asterisks may be placed in other fields to have those fields included in the Find Results grid, also.
- 4. Click **Find** or press **ENTER** to view the results. The Find Results screen opens in a separate window, listing all students that match the entered criteria.

Query		٥	Filter	(۵
Open In Query Print C	utput TypePDF 🗸 🗸		Save As Filter	
		Filter Name		
			Make Active	
Students				(
Line Last Name	First Name	Mid	Idle Name	Perm ID
1 Smith	Juan	Da	vid	101200
2 Tafoya	Juan	An	drew	106885

Figure 2-14 Find Results Screen

5. If more than one page of records matches the criteria, the additional page numbers are displayed at the bottom of the Find Results screen. To display a specific page, click on the **page number**. To advance to the next page, click . To see additional page numbers, click on the <u>...</u> link.

```
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 ... (>>)
Figure 2-15 Additional Pages in Find Results Grid
```

6. Click on the line of the student record desired. The record will be highlighted in green. Details display on the Student screen.

Query		Silter	Q
Open In Query Print Out	put Type PDF 🗸 🗸	Save As Filter	
		Filter Name	
		Make Active	
Students			() ()
Line Last Name	First Name	Middle Name	Perm ID
1 Abbott	Billy	С	905483
2 Amos	Billy	Benjamin	965573
3 Barratt	Billy	Mark	902346
4 Fernandez	Billy	Davis	904047
5 Flint	Billy	Ryan	904897

Figure 2-16 Selection of Search Results

- 7. To show a different student's record, click the new student's name.
- 8. Click the same student's name again and the Find Result screen closes. The information is displayed on the Student screen.



Note: At the top of the Find Result grid, there is the option to save the results of the find criteria as a query or filter. See *Synergy SIS – Query & Reports Guide* for more information about using the Find Results grid to produce reports or filter the students displayed.

Sort

Throughout Synergy SIS, there are sections of pages known as grids. These grids show multiple records in rows and columns, similar to a spreadsheet.

Em	mergency Contacts												Add	Show Detai		
V Line Order & Deletionskin		Namo		Home		Work			Other							
	Relationship 5	Relationship 🗢	Name	$\overline{}$	Phone 😂	Extn 🈂	Phone		Extn 🔶	Phone	⇒	Extn 🈂	Туре	\Rightarrow		
		1 1	Friend	*	Darryl King		480-555-1962									~
		2 2	Relative	*	Lauretta Jones		480-555-1545									~
		3 3	Relative	۷	Natalie Jones		480-555-1545									*

Figure 2-17 Emergency Contacts Grid

Each of these grids is sorted by the first column of information by default, usually in ascending order. However, the grids can be sorted by any of the columns in either ascending or descending order.

- 1. Click on the top arrow in any column to sort a grid by in ascending order (smallest to largest, earliest to latest, A to Z).
- 2. Click on the bottom arrow in any column to sort a grid by in descending order (largest to smallest, latest to earliest, Z to A).

The current sort order is indicated by the selected triangle turning bright green.





Note: The customized sort order is not saved, and the grid does revert back to the default sort if another screen is brought into focus. The sort order does save when switching between tabs of the same screen.

Chapter Three: MANAGE STUDENT RECORDS

In this chapter, the following topics are covered:

- Screen Student Records
- ► Enroll & Withdraw Students
- Edit Student Records
- Delete Student Records
- Attach a Photo
- Student Screen Menu Options

While student information is gathered throughout Synergy SIS, the core student address and enrollment information is stored in the Student screen. To access the Student screen:



1. Open the Synergy SIS Navigation Tree by clicking on the Tree.

Synergy SE		▼ Synergy SIS
Synergy SIS		Accommodations
		Attendance

Figure 3-2 Expand Synergy SIS Folder

- 2. Expand the **Synergy SIS** folder by clicking on the name Synergy SIS or the blue triangle pointing next to the word. Once clicked, the triangle will turn green and point downward.
- 3. Under the Synergy SIS folder, click on the name **Student** or click on the blue triangle pointing right next to it.



4. Click on the Student screen.

Note: In the rest of the manual, the location of a screen or report in the Navigation Tree (also referred to as the PAD tree) may be indicated using " > ". The example above is indicated as Synergy SIS > Student. This means go to the Navigation Tree, click on the Synergy SIS folder, and then click on the Student folder.

SCREEN STUDENT RECORDS

Once the desired record has been found, (see <u>Chapter Two: Finding & Sorting Records</u> for help finding a student record.) note that the Student screen has several tabs of information about a student. The tabs are:

- **Demographics** Contains the student contact information.
- **Parent/Guardian** Contains information about the student's parent/guardian and lists any siblings.
- Other Info Miscellaneous information is listed here.
- **Emergency** Lists the student's emergency contact information.
- Enrollment Lists the details of the most recent enrollment for the student.
- **Enrollment History** Contains the record of every time a student has been enrolled in a school in the district.
- **Classes** Lists all classes taken during the year by the student, both active and inactive.
- **Documents** Lists any documents attached to the student record.
- Student Contact Log Lists the records of any contact made with the student and/or parent.

Across the top of the screen, there are two lines of information that appear on every tab.

Menu 🛡 🌒 🕲 🛛 🔅	Save Undo	Add Delet	te				Δ	tatus Ready 🔕 🖓 🌡	60
Student									(**
Student Name: Abbott, I	Billy C. Schoot Hope H	ligh School Hone	room: 483	Teacher: Sullivan, J.	CustodyRest	ict:			
Demographics Parent/	Guardian Other Info	Emergency	Enrollmen	t Enrollment H	istory Classes	Deci	uments	Student Contact Log	
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gend	er		
Abbott	Billy	C		905483	12	Male	Y		

Figure 3-4 Student Screen Top Panel

The student's full name, school name, homeroom, and homeroom teacher are displayed above the tabs. If there is a custody situation, or an enrollment restriction alerts display on this line. This information displays on any student-related screen.

Notifications about certain student conditions such as medical issues display above in the Action Bar.

The second line that displays below the tabs is specific to the Student screen and can be edited in this screen. It shows the student's Last Name, First Name, Middle Name, Suffix, Perm ID, Grade, and Gender. The Perm ID is the unique number assigned to the student in Synergy SIS, and is not the same as the state student ID.

DEMOGRAPHICS

Information included on the demographics tab includes:

∀Student	t								(<
Student Name: A	bbott, Billy C.	School: Hope Hi	gh School Hom	eroom: 403	Teacher: Su	llivan, J.			
Demographics	Parent/Guardiar	Other Info	Emergency	Enrollm	ent Enroll	ment History	Classes	Documents	Student Contact Log
LUSEINGING	First Na	me	Middle Name	Suffix	Perm ID	Grade		Gender	
Abbott	Billy		С		905483	12	~	Male 🔽	
Student Informa	ntion								6
Statistics.	Home Languag	e Spoken to	Student at Ho	me Nick N	lame I	ast Name Go	ies By		
	Spanish	 Spanish 		~					
	SAIS ID	Birth Date	Birth Pla	ace	Birth Ve	erification		Birth Certifi	cate Num
	0001341311	05/12/1993	📴 Mesa		Birth Ce	ertificate or Affi	davit 💽	·	
	Birth State	Birth	Country		Email 😥		_		
De J. M. C. M. P.	California	🖌 Unite	d States of Am	erica 🔽	Billy.Abbo	tt@esd.com			
Race and Ethnic	city								6
Hispanic/Latino	Rest	lived Race/Et	hnicity						
Hispanic	💌 Hisp	anic	~						
Race□t↔									
White 🗖 Bla	ck	🗖 Nativi	e American						
🗖 Asian 🗖 Pac	ific Islander/Haw	aiian 🗖 Declii	ned to State						
Home Address				۵	Mail Addre	iss			G
Address		Effective D	ate		Address				
1960 S Val Vista	Dr		7		1960 S Val	Vista Dr			
City	State ZIP	Code _	. Mail same as	s Home	City	Sta	te Zip Ci	ode +4	
Mesa	AZ 🗸 852	34	Address		Mesa	AZ	85234		
+4 Grid 0	Code			_				, i	
741B	_	N	Nap it! School	s	Map R!				
School of Reside	ence	Rea	son for Attend	lance		Reason f	'nr Attenda	nce Date	
Hope High School		~				~	17		
Phone Numbers	•						-		bbA
X Line Drin	any 🚖	Tumo 4	Dhon			Extension		Contact	Not Listed
	Home		800.555.121	A		Extension			
	- nome		000-000-121	-					12

Figure 3-5 Student Screen Demographics Tab

- A **photo** of the student can be attached to the record. These photos can be manually attached as explained later in this chapter, or imported in bulk as outlined in the *Synergy* SIS *Student Information Administrator Guide*.
- The student's **Home Language** is listed, as well as the **Language to Home**, which is the language the family prefers to receive communication.
- A student **Nick Name** can be added, and a different last name may be entered in the **Last Name Goes By** field.
- The state student number is stored in the SAIS ID field.
- The student's **Birth Date**, **Birth Place** (generally the city of birth), the form **of Birth Verification** such as a birth certificate, **Birth Certificate Num**, **Birth State**, and **Birth Country** are all listed.
- The student's **Email** address is shown. This can be used to send various notifications from the Synergy SIS system. To send an email to the student using the e-mail system installed on the computer, click on the **icon** next to E-Mail.
- The student's **Race** is shown, and whether they are **Hispanic/Latino**.
- The student's Home Address is listed with an **Effective Date** so staff knows the last date the address was updated.
- If configured by the system administrator, the **Map It!** button brings up a Google Maps screen with the student's home address shown.

- If the district uses grid codes to assign students to schools based on their home address, a **Schools** button opens a separate screen showing the schools assigned to the student's home address. **Validate and Find** is available to check the address.
- The **School of Residence** shows the school assigned to the student based on their home address and grade level. If a student is attending a school that is not their designated school based on their address, the **Reason for Attendance** at the other school and the **Reason for Attendance Date** is indicated.
- Either the Mail Address can be the same as the Home Address, or a different mailing address can be listed. A separate Map It! button is available for the mailing address.

All of the Phone Numbers for the student are listed. If **Primary** is checked, that phone number is used as the student's primary contact number. If no number is selected as the primary, the first phone number listed is used as the primary. Phone numbers that can be used to contact the student should be checked in the **Contact** column, and if the phone number is unlisted at the phone company, **Not Listed** should be checked so that staff is aware of the confidentiality of the number.

PARENT/GUARDIAN

The information on the Parent/Guardian tab includes:

Student												» (
Student Name: A	llen, Sandra	E. School: Hop	e High School	Homero	om: Teacher:							
Demographics	Parent/Guard	lian Other Inf	o Emergency	/ Enrol	Ilment Enrollm	ent History (Classes D	ocuments	Student Contact L	.og		
Last Name	r ii si	пание	Middle Nam	e Suff	ix Perm ID	Grade	0	Gender				
Allen	Sand	dra	E		901631	11	F	Female 💌				
Parents and Gua	ardians										Add S	how Detail 🛛 🚳
X Line Order	⊖ Lives ⊖ With	Relation		Туре 🈂	Phone 🖨	Contact Allowed	Ed. Rights	Has Custody	Enrolling Parent	Mailings Allowed	Release To	Deceased 🔶
1		Mother	✓ Laufer, Gloria ←	Home	480-555-1924							
2	V	Step-Father	Laufer. Jack ←	Home	480-555-1924	V	V			V		
3		Father	✓ <u>Allen.</u> Johnny ←	Home	602-555-9993							
Siblings												()
Line Student Nan	ne		Ge	nder	Street Addres	s			City	Grade	School	

Figure 3-6 Student Screen Parent/Guardian Tab

- The order in which the parents should be contacted can be indicated in the **Order** column.
- The parent(s) with whom the student lives are indicated by checking Lives With.
- The **Relation** to the student for each parent/guardian is shown
- Clicking on the **Parent/Guardian name** brings up the Parent screen with more information about the person.
- The **Type** of primary phone to be used to contact the parent is shown with the number listed in the **Phone** column.

If the parent is allowed contact with the student, **Contact Allowed** is checked. If the parent can make decisions about the student's education, **Ed. Rights** is checked. **Has Custody** is checked for the parent(s) with custody of the student, and **Mailings Allowed** is checked if school information can be mailed to the parent.

- There is a place to indicate if this was the parent who enrolled the student in **Enrolling Parent**.
- If the student may be released to this parent, it can be indicated in Release To .
- The parent that is responsible for the paying of various school fees can be indicated in **Financial Resp**.
- **Deceased** is modified on the Demographics tab of the Parent screen.

If the student has siblings enrolled in the district and they are linked to the same parent/guardian record, they are displayed at the bottom of the tab. If a sibling is enrolled in the same school, the sibling's name displays as a blue underlined link in the Student Name column of the Siblings grid. Click the link to display the Student screen containing information for the sibling in a separate pop-up window. If the sibling is enrolled in a different school, their information is displayed in the grid but their information cannot be accessed directly.

To see additional detail about a parent

- 1. Click the **line number** of parent record to view. The line highlights.
- 2. Click **Show Detail** or click the line number again. The detail view opens on the right side of the screen.
- 3. Click the line number of another parent to view those details, if desired.
- 4. When finished, click Hide Detail or click line number again. The detail view closes.

Parents and Guardians	Add Hide Detail
Line Parent Name	
1 Jones, Jonathon 🔶	Demographics
2 Aaron, Kathleen 🔶	Last Name First Name Middle Name Suffix Title
3 Aaron, Phillip 🔶	Aaron Kathleen
	Phone Numbers
	Line Phone \ominus Extension 🖨 Type 🔤 Primary 🖨 Contact
	1602-555-1234 Home 🗸
	2480-555-1233 Cell
	Additional Info
	Comments 🐺 🕥 Additional Info
	ا بد
	Parent Info
	Gender Primary Language Resolved Race/Ethnicity Social Security Number
	Email Employer Job Title US Citizen Deceased pgulliford@edupoint.com
	Home Address
	Address City State Zip Code 752 S Longmore Mesa AZ 85234
	Mailing Address
	Address City State Zip Code

Figure 3-7 Student Screen Parent/Guardian Tab Detailed Screen

OTHER INFO

The information included on the Other Info tab includes the following:

√Studer	nt					
Student Name:	Abbott, Billy C. School: Hope	High School Homeroo	m: 403 Teacher: Su	llivan, J.		
Demographics	Parent/Guardian Other Inf	Emergency Er	nrollment Enroll	ment History Clas	sses Documents	Student Contact Log
Last Name	First Name	Middle Name S	uffix Perm ID	Grade	Gender	
Abbott	Billy	C	905483	12	Male 🔽	
School Inform	ation					0
Bus Route To	School Bus Route From Scho	ool 🛛 🧮 Extend Lean	ning Program			
I		Vocational				
Locker Number	r IVEP	🔽 Has Change	d Flag			
I	×	AllowTylenol				
Allow Medicatio	n					
	*					
Other Informat	tion					٥
Custody						
<u> </u>	4					
Expected Grad	Juation Year Original Enter D	ate Original Enter C	ode Original En	ter Grade Final W	thdrawal Date Imm	higration Date
2011	08/10/2010	7	~	×	7	P
Psych Records	Special Ed Screening Date	Family Code	Dwelling	Type Social Se	curity Number	
~	09/26/2000	Two adult family	 House 	123-45-67	89	
🗖 Us Citizen		Chronic Illnes	iS	Excessive Del	bt Indicator	
🗖 Directory Li	st Exclude	🗖 Migrant		🗖 General Equiv	/alency Diploma	
🗖 Refugee		Foster Home				
Counselor Nan	ne 🔶 ELL Code 👘 ELL Da	ate Country	Of Citizenship	Non Citizen T	уре	
Diaz, Joe	×	7		~	~	
School	Homeroom	Teache	r		_	
Hope High Sch	ool 403	Sullivan	, J.			

Figure 3-8 Student Screen Other Info Tab

- The number or code for the Bus Route To and From School can be shown here.
- If the school does not use the Locker screen, the **Locker Number** can be entered here. If using the Locker screen, the locker information is in a separate grid at the bottom of the tab.
- The Individualized Vocational Education Program (IVEP), lists the reason either for the student's IVEP participation based on the 6 types, or the program offered to the student. Specific program participation is recorded for the state in the Student Needs screen in the Student Programs folder.
- Whether or not the student's parents allow medication to be given to their student is recorded. Allow Tylenol is checked If the student has parental permission to receive Tylenol from the nurse.
- If the student participates in an **Extend(ed) Learning Program**, or **Vocational** program, these may be checked.
- If the record has recently been modified, the **Has Changed Flag** can be checked. This is not automated.
- **Custody** can indicate if there is a sensitive custody issue regarding the student. This sets the Custody! notification at the top of the screen.
- The Expected Graduation Year, Original Enter Date, Original Enter Code, Original Enter Grade, and Final Withdrawal Date display.
- The date of the student's immigration to the US is recorded in Immigration Date.
- If the student has psychological records on file, this is indicated in **Psych Records**.
- The **Special Ed Screening Date** can be recorded here. Other special education information is recorded in the Special Ed Student Services screen in the Student Programs folder.

- A code indicating the family structure is recorded in **Family Code**, and the type of living situation for students is set in **Dwelling Type**.
- The student's Social Security Number can be recorded.
- There are boxes indicating if the student is a **US Citizen**, or should be excluded from the school directory (**Directory List Exclude**). Additional checkboxes are available to indicate if the student is a **Refugee**, has a **Chronic Illness**, is a **Migrant**, lives in a **Foster Home**, or if their family has the **Excessive Debt Indicator**.
- If the student has earned or is seeking a GED, the **General Equivalency Diploma** can be checked.
- The assigned guidance counselor or advisor can be selected in **Counselor Name**.
- The **ELL Code** and **ELL Date** can be recorded here, or in the English Language Learners screen in the Student Programs folder.
- Additional student citizenship information is recorded in **Country of Citizenship** and **Non-Citizen Type** s.
- The current **School**, **Homeroom**, and **Teacher** display again to provide search help in finding students and creating lists.

The picture at the start of this section displays the top part of this tab. This tab is quite long, and generally does not display in one screen. The bottom half of the tab can be accessed by scrolling down the window. Each box on the tab can be minimized to hide the information to make the tab smaller.

To minimize a box on any screen, click O on the right-hand side of the box. To display the box again, click O.

School Information							
Bus Route To School Bus Route From School	Extend Learning Program						
	Vocational						
Locker Number IVEP	🔽 Has Changed Flag						
¥	AllowTylenol						
Allow Medication							
×							

Figure 3-9 Maximizing & Minimizing

The middle section of the tab includes the following:

Menu 🖲 🕲 🛞 🚎	Save Undo Add					Status: Ready 🗟 🖓 🕹
Student						(»)
Student Name: Allen, San	dra E. School: Hope High School Hom	sroom: Teacher:				
Demographics Parent/ Last Name Allen	Guardian Other Info Emergency First Name Middle Name Sandra E	Enrollment Enrollment Suffix Perm ID 901631	History Classes D Grade Gend 11 Fema	ocuments Student Contact Log er It •		
School Information						٩
Other Information						٥
Enrollment Restrictions	and Exceptions					Q
Enrollment Restriction	Enrollment Restriction Date					
School Type Include/E	xclude:	hool Type Exceptions Elementary School 🌅 N	Middle School 🗖 Hig	h School 🗖 Special School		
Organization Exception	15					Add 🔇
X Line	Organiza	tion Name		0	Include/Exclude	\$
Next Year						۵
Year End Status	Next Grade Level	Next School	~			
Registration						۵
Registration Last Updat	ted Registration Received	Significant Student Data	3 Change			
Summer School						۵
Summer Grade Level	Summer School	~				

Figure 3-10 Student Screen Other Info Tab Middle Section

- If the student is restricted in their enrollment options, the type of **Enrollment Restriction** is shown and the date through which the restriction is in effect is recorded in **Enrollment Restriction Date.** When a student is enrollment restricted, a transfer to a school that is excluded is blocked with the message "Student has an enrollment restriction and cannot be enrolled in this school."
- If the restriction is specific to a type of school, the type of school that is excluded or included is shown under **School Type Exceptions**. The type of schools are either excluded or included as indicated under **School Type Include/Exclude**.
- Specific organizations can either be included or excluded as well from the enrollment restriction, as outlined in the **Organization Exceptions** section. For example, if the student has a restriction but a school is included in the Organization Exceptions, that is the only school in which the student may enroll. A notification will display to alert the restriction.

∀Student										
Rudent Name: Abbott, Billy C. School Hope High School Homeroom: 118 Teacher: Mellyn, W. RESILIC, Jerbose Age: 16 yrs 1 miths										
Demographics Parent/Guard	dian Other Info Emer	gency Enrollment	Enrollment History Cla	sses Documents	Student Conts	ict Log				
Last Name	First Name	Middle Name St	uffix Perm ID	Grade	Gender	Track				
Abbott	Billy	C	905483	12	Male N	< ×				
Enrollment Restrictions and	d Exceptions									0
Enrollment Restriction Expelled	Enrollment Restrictio	n Date								
School Type Include/Exclu	Jde	School Type I	Exceptions ry School 🗖 Middle	School 🔲 High	School 🔲 Spe	ecial School]			
Organization Exceptions									Add	
X Line		Organization N	ame		₹			Include/Exclude		
Continuation Hig	<u>gh School</u> ←					Exclude	~			

Figure 3-11 Enrollment Restrictions Example

- The student's **Year End Status**, **Next Grade Level**, and **Next School** are used during the new year rollover process. More information about how to set these values and how they are used in the enrollment process can be found in the *Synergy* SIS *New Year Rollover Process Guide*.
- The details of the student's **Registration** information is displayed, including the last date the registration was updated, if all of the registration paperwork has been received, and the date of the last significant change in the student's information.
- The student's latest **Summer School** enrollment information is shown here.

Further down on the tab it shows:

Authorization		٨
Deny Photo/Interview	Absence Reporting Policy	
	▼	
Internet Authorization	Statement Of Awareness	
User Codes		0
User Code1 User Code2 User Code3	User Code4 User Code5	
x	P	
User Code6 User Code7 User Code8	User Code9	
X		
User Num1 User Num2 User Num3	3 User Num4	
User Num5 User Num6 User Num7	7 User Num8	
Notes 🕎 🥥		
FAXED TRANS TO MOTHER FOR SUN DOWN 1	/27/03; 🔼	
	V	
Prev Year		0
Prev School Entity ID	Student ID Generated by Prev School Prev State Code	
	×	

Figure 3-12 Student Screen Other Info Tab Middle Bottom Section

- If the student is not allowed to be photographed or interviewed, select **Deny Photo/Interview**.
- Check if the student and/or their parents have received the Absence Reporting Policy and Statement of Awareness.
- The status of the parent's authorization for the student to use the Internet at school can be set in the **Internet Authorization**.
- Synergy SIS features several fields that can be customized for district use. The User Code and User Num can be set to either drop-down lists or text/numeric boxes. The labels for each box can be customized.
- Notes can store miscellaneous text about other student information.
- The **Prev Year** section records the student's previous school information if the student's previous school was outside the district. The student's previous school's state code can be listed in **Prev School Entity ID**, and the student's previous **ID**. It can show the previous state where the student attended school in **Prev State Code**.

The bottom part of the tab shows:

Transportation	Q
Transport Code Transportation Request D	ate Transportation Start Date
Pick Up Information	Drop Off Information
Transportation Type Bus Route	Transportation Type Bus Route
Pick Up Time Pick Up Location Type	Drop Off Time Drop Off Location Type
Address	Address
City State Zin Code www.	City State Zin Code warm
Transportation Reason Date	Transportation Reason Code Transportation Reason Date
Responsible Person Phone	Responsible Person Phone
Special Transportation Requirements	
Transportation Requirements	Add
X Line Special Transportation Req	airements 😔 Note 🤤
Cleave Unattended (at Pick Up and Drop Uπ) Wheelchair	
Special Requirements Comment	Transportation Logistics Information
	Cohool Ctort Time Cohool Diamice Time
	School Start Time School Dismiss Time
	School Start Time School Dismiss Time Next School of Attendance Form Completed By
Additional Addresses	School Start Time School Dismiss Time Next School of Attendance Form Completed By Add Show Detail
Additional Addresses X Line Type Location Type School Address City State Zip Code	School Start Time School Dismiss Time Next School of Attendance Form Completed By Add Show Detail Transport Time Transport Time Transport Time Tue Wed Thu Fri Sat
Additional Addresses X Line Type Location Type Graduation Information	School Start Time School Dismiss Time Next School of Attendance Form Completed By Add Show Detail Transport Time Transport T
Additional Addresses X Line Type Location Type School Address City State Zip Code Graduation Information Graduation Date Graduation Date Graduation Status Post Secondary Expect Post Secondary Expect	School Start Time School Dismiss Time Next School of Attendance Form Completed By Add Show Detail Transport Time Sun Mon Transportation Days Transport Time Gaduation Year
Additional Addresses X Line Type Location Type School Address Graduation Information Graduation Date Graduation Status Post Secondary Expect Post Secondary Expect Address History	School Start Time School Dismiss Time Next School of Attendance Form Completed By Add Show Detail Transport Time Sun Mon Transportation Days Transport Time Sun Mon Tue Wed Thu Fri Sat
Additional Addresses Additional Addresses X Line Type Location Type School Address Graduation Information Graduation Date Post Secondary Expect Image: Control Contervice Contervice Contervice Control Control	School Start Time School Dismiss Time Next School of Attendance Form Completed By Add Show Detail Transport Time Transport Time Sim Mon Tue Wed Thu Fri Sat Chooser Chooser
Additional Addresses X Line Type Expect Graduation Information Graduation Date Graduation Status Post Secondary Expect Image: State Vision Address History Lockers X Line Locker Number	School Start Time School Dismiss Time Next School of Attendance Form Completed By Add Show Detail Transport Time Sun Mon Stue Wed Thu Fri Stat S ed Graduation Year Chooser Chooser Completed States

Figure 3-13 Student Screen Other Info Tab Bottom Section

- The **Transport Code** indicates the student's eligibility for district-provided transportation.
- It can show the date transportation was requested in **Transportation Request Date**, and the date transportation started in **Transportation Start Date**.
- The **Pick Up Information** shows the **Transportation Type** (bus, train, etc.), the **Bus Route & Bus Stop** if appropriate, the **Pick Up Time**, and **Pick Up Location Type** for when and where the student should be picked up in the morning. It shows the **Address** of the pickup location, and can include any **Comments** regarding special instructions for the pick-up. If the student is not eligible for transportation at the pick-up site, the reason the exception was made can be documented in **Transportation Reason Code** and **Transportation Reason Date**. The person responsible for getting the student to the pick-up point is listed as **Responsible Person** with their **Phone** number.
- The Drop Off Information section includes all of the same information available for the Pick Up Information, but for the location and time for the student's drop-off in the afternoon.
- If required, any **Special Transportation Requirements** can be indicated, as well as special requirements, such as a ramp or seat belts, and any additional **Notes**. It can be specified if the student is to be left **Unattended**, or if they use a **wheelchair**. Additional comments are shown in the **Special Requirements Comment**.

- Other Transportation Logistics Information that can be recorded is the name of the Special Program Teacher with their Phone, the School Start Time and Dismiss Time, the Next School of Attendance (if the student attends a separate school after the district school), and the name of the person who completed the transportation form in Form Completed By.
- If the student is picked up or dropped off at any additional locations, these **Additional Addresses** can be shown. This can be helpful for students who may go to a day care or a vocational setting.

The transportation information is shown in the **Student Transportation screen**, also.

- The student's **Graduation Information** is saved here, and can record the student's post-secondary plans. This includes the student's actual **Graduation Date** and **Graduation Status**, and their **Expected Graduation Year** (or Cohort Year). **Post Secondary** can indicated plans such as college, work, or other.
- The Address History lists the student's previous complete addresses including the Change Date, and Type of transportation.
- The **Lockers** section records the student's locker assignment if the district is using the Locker screen. Lockers can be mass assigned.

EMERGENCY

The Emergency tab displays the following information:

75	Student																		~
Stude	ent Name: Abb	ott, Bill	yC.s	chool: Hope Hig	gh Scho	ol Ho	omeroom	: 118 Tea	cher: N	lellyn, W.	Verb	oseAge: 1	l8 yrs 1	mths					
Dem	ographics Pare	ent/Guardi	an Oth	ner Info Eme	rgency	En	rollment	Enrollme	nt Histe	ory Cla	sses	Docum	ents	Studer	nt Con	itact Log	g		
Last	Name	F	First Na	me	Midd	lle Na	ime	Suffix	Perm	ID	G	Grade		Gen	der	Tra	ck		
Abbo	ott	1	Billy		С				9054	83	1	2	~	Mal	е	~	~		
Eme	rgency Contact	s														Add	Show	v Detail]0
×	Line Order 🖨	Relation	ship 🖨	Name			Но	me		V	Vork					Other			
	Y				Ť	P	hone	⊖ Extn	\$	Phone	- 🕀	Extn 🌐	Ph	one	- 🖶	Extn 🗧	€ T	ype	Ş
	1	Relative	~	Lauretta Jor	nes	480-	555-154	45											~
	2	Friend	*	Darryl King		480-	555-196	52											~
Phys	sician Informatio	on																	0
Phy	sician Name		Phone		Exter	nsion	Hospita	al											
Mes	sa Peds		949-5	55-0831	222		Desert	Sam Ho	spital	Or N									
Com	nment 🕎 🔇																		
Bill	y's doctor like	s to see	him at	his Mesa d	office.														
II			-				-		-		-111								
Has	Insurance	Insuran	ce Com	npany	Insur	ance	Phone	Insuran	ice E>	tension		-							
	Y																		
Dent	tist Information																		_ 🔕
Dent	tist Name		Dentist	t Phone	Exter	nsion	Dental	Office											
Dr.	Smith		555-98	833			Mesa	Office											
Dent	tal Comment 🖷	9 🕥																	

Figure 3-14 Student Screen Emergency Tab

- The student's **Emergency Contacts**, their relationship to the student, and their contact numbers.
- The student's primary **Physician** and contact information, the preferred hospital for the student, and any notes about the student's physician. The student's **Insurance** information can be saved.
- The student's **Dentist** and contact information.

To view the additional information regarding each emergency contact

- 1. Click the **line number** of record to view. The line highlights.
- 2. Click **Show Detail** or click the **line number** again. The detail view opens on the right side of the screen. All of the information about the emergency contact is displayed. While the phone number information is displayed in the main screen, this detailed screen shows the contact's **Address** and **Language**.
- 3. When finished, click Hide Detail or click line number again. The detail view closes.

On the right side of the screen, all of the information about the emergency contact is displayed. While the phone number information is displayed in the main screen, this detailed screen shows the contact's **Address** and **Language**.

Eme	rgency Contacts						Add	Hide Detail 🔇
1	Darryl King	Name: Darryl King						
2	Lauretta Jones	Contact Informatio	n					
		Name	Relationship	Languag	je			
		Darryl King	Friend	~	*			
		Address						٩
		Address						
		City	State	Zip Cod	e			
				~				
		Home Phone		٨	Work Phone			۵
		Home Phone E	xtn		Work Phone	Work Pho	ne Extn	
		480-555-1962						
		Other Phone						٩
		Other Phone O	ther Phone Ex	tn Other Ph	one Type			
					~			

Figure 3-15 Student Screen Emergency Tab Detailed Screen

ENROLLMENT

The student's current enrollment information is displayed on the Enrollment tab. Previous enrollments are listed on the Enrollment History tab.

∀Studer	nt								(<
Student Name:	Abbott, Billy C. So	choot Hope High Scl	hool Homeroom: 4	403 Teacher: Su	llivan, J.				
Demographics	Parent/Guardian	Other Info Eme	ergency Enrol	Iment Enroll	ment History	Classes	Documents	Student Contact Log	
Last Name	First Nam	e Midd	e Name Sun	ix inform ID	Grade		Gender		
Abbott	Billy	lc.		905483	12	*	Male 🞽		
Enrollment Inf	ormation								6
SAIS ID	Enter Date	Enter Code Lea	ave Date	Leave Code A	ADAVADM	_			
0001341311	08/31/2010	E1 💌	7	▲		*			
Enrollment Act	tivity								Ğ
Last Activity Da	ate EffectiveDate	_							
08/10/2010		2							
Grade	Previous Grade E	xit Code FTE	Tuition Paye	er Code	District O	f Residend	e Instructiona	al Setting	
12 💌	•	✓ 1.00	 Eligible for st 	tate funding	12345600	0		~	
Program Code	Special Enrollment	Code Special Pr	ogram Code A	ccess 504	Homebound	1			
01 💌		~	✓ 1	~					
Came From	Moved T	0							
EnrUser1	Enr	User 2	Enr U	Jser 3					
Enr User DD 4	Enr User DD 5 E	nr User DD 6							
~	· [•]	~							
Summer Witho	drawal								Ğ
Summer Withd	rawal Code Summer	r Withdrawal Dat	e						
	~	7							

Figure 3-16 Student Screen - Enrollment Tab

The following fields on this tab may be required for your state:

- The State ID from the Demographics tab.
- The student's Enter Code and Enter Date for this enrollment.
- Leave Code and Leave Date The student's reason for withdrawing and the date they withdrew.
- **ADA/ADM** This is the student's <u>Average Daily Membership level</u>.
- Last Activity Date The date the enrollment was changed or entered. This is a system-generated date and cannot be changed.
- Effective Date The date the change is effective, generally the same as the Enter Date.

- Grade The student's grade level when they enrolled.
- **Previous Grade Exit Code** The reason the student transitioned from one grade level to another.
- FTE The student's full-time equivalent level.
- Tuition Payer Code The code for the student's eligibility for state funding.
- **Program Code** The student's register code, usually defaulting to 01.
- **Special Enrollment Code** The code indicating the student's reason for attending a school outside their geographic area.
- **Homebound** Check if the student is homebound.
- **Summer Withdrawal Code and Date** The date and student's reason for withdrawing from the summer school program.
- More information about state-required information can be found in the Synergy SIS State Data Reporting Administrator Guide.

The rest of the fields are used internally in the district and the values can be customized. This information is:

- Instructional Setting The possible special programs outside a traditional classroom structure.
- Special Program Code A list of any other special programs available to students.
- Access 504 The student's special education or 504 classification.
- **Came From & Moved To** A short code indicating where the student came from before enrolling, or where they are moving to if withdrawing.

There are six district-customizable fields, the **EnrUser** fields, for the enrollment record, similar to the User Code fields on the Other Info tab. Three fields are text boxes and the other three are drop-down lists.

ENROLLMENT HISTORY

The Enrollment History tab shows all of the enrollments for a student at the district, including enrollments in schools other than the one in focus. The tab contains the following sections:



Figure 3-17 Student Screen Enrollment History Tab

- Enrollment History The Enrollment History section shows the School Year, Enter Date, Enter Code, Leave Date, Leave Code, Grade Level, School, ADA/ADM, Track, Summer Withdrawal Code, and Summer Withdrawal Date, for each enrollment. Students that are enrolled through the end of the year do not show a Leave Date or Leave Code.
- **SASIxp Enrollment** This section shows any enrollment records that were converted from a SASIxp student information system to Synergy SIS.

The **blue underlined data** is a link to the Enrollment History screen. This is the same information displayed on the Enrollment History tab, and it displays the **Withdrawal Reason Code**.

The Enrollment History screen Enrollment tab, shows enrollments for a school and year. If the student withdrew and re-enrolled in the same school, during the same year, multiple rows are displayed. The Enrollment tab of the Student screen shows the same fields.

To view the additional information regarding each enrollment record:

- 1. Click the **line number** of the record to view. The line highlights.
- Click Show Detail or click line number again. The detail view displays all of the information about the enrollment on the right side of the screen. When finished, click Hide Detail or click the line number again. The detail view closes.

✓Enrollment History
Student Name: Abbott, Billy C. school: Eisenhower Middle School School Year: 2006-2007
Enrollment Other Information
School Enrollment
Line Enter Date Enter Code ADA/ADM Track
1 08/07/2006 📅 08/07/2006 📅 E6-First Arizona e 🗸 🔹 🔹
Leave Date Leave Code
School Completion Code
v v
X Line Effective Date \ominus Grade \ominus FTE \ominus Inst \ominus Access 504 \ominus DOR \ominus HB \ominus Prog \ominus SEC \ominus SPC \ominus TPC \ominus Came From \ominus
Exit Code Setting
□ 1 08/07/2006 📅 170 💌 💌 1.00 💌 💌 💌 💟 💟 💌 💌 🔽 1 💌
Figure 3-18 Enrollment History Screen

The Other Information tab of the Enrollment History screen shows the fields from the Other Info tab of the Student screen that are specific to each enrollment.

∑Enrollment History	(
Student Name: Abbott, Billy C. School: Hope High School School Year: 2008-2009	
Enrolment Other Information	
School Information	Ģ
Home Room Bus Route To School Bus Route From School Locker Number IVEP Extend Learning Program Vocational Has Changed Flag Allow Medica	ion Y
ResponsibleDistrict ResponsibleSchool	
ServingDistrict ServingSchool	
School Choice Status FullTimeVirtualProgram	
User Codes	Ģ
User Code2 User Code3 User Code4 User Code5	
User Code6 User Code8 User Code9	
User Num1 User Num2 User Num3 User Num4	
User Num5 User Num6 User Num7 User Num8	
Enr User 1 Enr User DD 4	
Enr User 2 Enr User DD 5	
Enr User 3 Enr User DD 6	
Next Year	G
Year End Status Next Grade Level	
Other Enrollment Information	
Completion Status	

Figure 3-19 Enrollment History Screen Other Information Tab

CLASSES

The Classes tab shows all of the sections in which the student has enrolled for the school and year in focus. The following information is listed:

√ Student													
Student Name: Abbo	t, Billy C. School: Hop	pe High School Homeroom:	118 Teacher: Mell	yn, W. VerboseA	ge: 18 yrs 1 mths								
Demographics Parent	Guardian Other Info	Emergency Enrollment	Enrollment History	Classes	uments Studen	t Contact Log							
Last Name	First Name	Middle Name	Suffix Perm IL	Grade	e Gen	der Track							
Abbott Billy C 905483 12 Male V													
Drop Class and Filter Options													
Class Schedule										Add	C	hooser 🚱	
Line Periods Ter Begin End Co	n le Section ID ID	Course Title Meeting Da	y Staff Name	Room Grades	Enter Date	Leave Date	Teacher Aide	Audit Class	Term Override	Se: Tot Ma:	ats < Open	House Tean	
🔲 1 0 0 S1	0077 <u>TA999</u>	Teacher Aide AB	Aderson. Gordon	216	08/30/2011 🕎	11/18/2011 📝	V		~	0 32	32	в	
20 0 S1	■ 20 0 S1 0011 EN57 American Lit AB Baniszewski. 229 03/08/2012 🗊 🗊 🔽 1 30 29												
🔲 ³ 1 1 S1	0106 AR54	Beg Jewelry AB	Sullivan, Joe	403	08/30/2011 🕎	11/18/2011 🕎			~	0 26	26		

Figure 3-20 Student Screen Classes Tab

- For each section, the **Periods**, **Term Code**, **Section ID**, **Course ID**, **Course Title**, **Room Name**, and **Grade** levels are displayed.
- If the school uses rotating periods, the **Meeting Day** of each section is shown.
- The name of the teacher for the section is shown in the Staff Name column.
- The date the student started the class is listed in the Enter Date column.
- Classes without a **Leave Date** are active. Classes with a **Leave Date** are inactive and the student has withdrawn from the class.
- If the student is a teacher aide for the class, **Teacher Aide** is checked.
- If the student is auditing the class, Audit Class is checked.
- If the student was enrolled in the class using the **Term Override**, the term in which the student is enrolled in the class is shown.
- The **Total** number of **Seats** shows the number of students currently enrolled in the class. The **Max** number is the total possible enrollments, and the **Open** column shows the number of enrollments still available.
- If the section & student qualifies for alternative funding (JTED), **Qualifies for Alt Funding** is checked.
- If the section is assigned to a **House** and/or **Team**, these are displayed.



Note: Each of the **Section IDs**, **Course IDs**, **Course Titles**, and **Staff Names** are hyperlinked. Clicking any of these links will reveal more detailed information about them. For example, clicking on the section ID brings up the Section screen in a pop-up window. Course ID and Course Title both bring up the District Course screen. Staff Name brings up the Staff screen.

1. To filter the list of classes displayed, click I on the right-hand side of **Drop Class and Filter Options**.

VStudent						
Student Name: Abbott, Bi	Ily C. School: Hope High	School Homeroom: 118	Teacher: Mellyn, W. Ver	boseAge: 18 yrs 1 mths		
Demographics Parent/Guar	dian Other Info Emerge	ncy Enrollment Enro	ollment History Classes	Documents Student Cont	act Log	
Last Name	First Name M	Aiddle Name Suffic	x Perm ID (Grade Gender	Track	
Abbott	Billy	c 🗾	905483	12 💌 Male	Y Y	
Drop Class and Filter Options						(
Class Schedule						Add Chooser 🔇

Figure 3-21 Student Screen - Classes Tab Drop Class and Filter Options Closed

2. To remove dropped or inactive classes from the displayed list, check **Hide Dropped Classes**.

- 3. To show only classes for a specific term or meeting day, select the **Term** or **Meeting Day** from the drop-down lists.
- 4. To activate the selections, click Filter.
- 5. To hide this, click Q.

DOCUMENTS

The Documents tab shows the following information for each document attached to the student record:

Menu	•	99	Save U	ndo Add Delete						📀 🜉 Status: Ready	/ 😔 🖓 🎸 🥝						
7	Stud	dent															
Stud	ent N	ame: Abbott, Billy	C. School:	Hope High School Homer	oom: 118 Teac	her: Mellyn, W. Ve	erboseAge: 18 yrs	1 mths									
Den	nograp	hics Parent/Guardia	n Other Inf	D Emergency Enrollme	nt Enrollment	History Classes	Documents	Student Conta	ct Log								
Last	Nam	e Fi	rst Name	Middle Name	Suffix	Perm ID	Grade	Gender	Track								
Abb	ott	B	illy	C		905483	12	Male 💌		~							
Doc	umen	ts									Add 🔇						
×	Line	Doc Date	¢	Doc Category	, e			Doc Commen	t		⊜ Doc Type ≑						
		11/06/2006		Birth Certificate 🛛 👻		Billy's Birth Certi	ificate.PNG										
	2	09/20/2009]	Consent Form 🛛 👻		FieldTripConser	nt.doc				W						
	3	03/21/2010]	School Project 🛛 👻		Senior project.d	oc				W						
▲ 04/09/2012 ➡ HLT201 document attach test ■ 5 04/09/2012 ➡ HLT211 document attach test																	
	5	4 04/09/2012 Image: Constraint of the set															
	6	04/09/2012]	~	HLT211 document attach tesst GRD208 attach document test												
	7	04/09/2012		~		GRD208 attach document test ATP201 document attach test											
	8	04/09/2012]	*		HLT203 docume	ent attach test										
	9	04/09/2012		¥		GRD203 attach	report card test										
	10	04/09/2012		~		hlt212 documen	it attach test										
	11	04/09/2012		¥		cpl201 documer	nt attach test										
	12	04/09/2012		¥		HLT206 docume	ent attach test										
		04/09/2012		~		HLT202 docume	ent attach test										
		04/09/2012		~		ATD202 docume	ent attach test										
	15	04/09/2012		~		HLT210 docume	ent attach test										
	16	04/09/2012		¥		testing atd201											
	17	05/17/2012		Personal Document 🚩		Fees											
	18	05/29/2012		~		Report Card											
	19	05/31/2012		~		1-4 Qtr											

Figure 3-22 Student Screen Documents Tab

- The **Doc Date** represents the date the document was added to the record.
- The **Doc Category** shows a district-specific category for the document.
- The **Doc Comment** is generally the file name of the document, but may include other notes.
- The **Doc Type** column shows an icon indicating the type of file uploaded. For example, a Microsoft Word icon indicates a Word document. To see the attached file, click on the icon in this column.

STUDENT CONTACT LOG

The Student Contact Log tab shows the following information for each time a staff member contacted the student or the student's parent:

M	enu	•	99	5	Save U	ndo	Add D	elete									📀 💐 Status: Rea	dy 🔁 G	ka 💰 🙆
5	78	ituc	lent																(4
St	ude	ent N	ame: Abbott, Bi	illy	C. School:	Hope Hig	h School	Homero	om: 118 Te	acher: Mellyn	, w. 🗸	erboseAge: 18	yrs 1 i	mths					
ī	em(ograp	hics Parent/Guar	rdiar	n Other Info	Eme	gency E	Enrollmen	Enrollm	ent History	Classes	Documents	s (St	tudent Cor	ntact	Log			
La	ist I	Nam	e	Fi	rst Name		Middle	Name	Suffix	Perm ID		Grade		Gender	Tr	rack			
F					iiiy					1505405		12		Iviale		<u> </u>			
	.uu	ente	ontact Log		Time	A	Conta	act 🔺	D	Contracted (<u>_</u>	Contract Du		Outro					30
			Date		Time	- Viev	′ Тур	e 🔽	Person	contacted a	~	Contact by	\$ \$	Outcor	me				
						-										¥ 4			
			11/21/2011	7	3:50 PM	+	Phone	~	Mother		Cind	y Vespa		Left Mes	sagi	*			
																V			
1			12/13/2011	P	5:00 PM		Letter	~								*			
																1			
			02/07/2012		11-10 AM	5	Office	~			Secr	etarv		Made Co	ontar	Parent came in principal.	to office to me	et with	the
			02/01/2012		11.107.4	89	onice				000	ciury		made of	ontax				
						_										國國			
			03/08/2012	P	4:02 PM		Letter	*								*			
																()			-
			04/04/2012	P	3:30 PM	æ	Office	~			Teac	her		Made Co	ontac	vice principal	to office to me	et with	tne

Figure 3-23 Student Screen Student Contact Log Tab

- The Date and Time the contact was made is displayed first.
- The icon in the **View** column is a link to the screen where the contact log originated. Contacts may be logged either in the Student screen, or on the Contact Log tab of the detailed screen of the Nurse's Log in the Health screen.
- The **Contact Type** shows how the contact was made by phone, email, etc.
- The name of the person who made the contact is listed in **Contact By**.
- The **Outcome** of the contact is listed. An outcome type may be a meeting scheduled, or a follow-up date selected.
- A detailed **Comment** about the contact may be shown.

ENROLL & WITHDRAW STUDENTS

When enrolling a student in a school, the method depends on the previous enrollment of the student. There are three different methods to create a new enrollment:

- 1. If the student is new to the district, use **Add a New Student**. This process uses the Student Add screen.
- 2. If the student was previously enrolled at another school in the district, or previously enrolled in the same school for a previous year, use **Transfer a Student**.
- 3. If the student was previously enrolled at the same school for the current year, use **Activate a Student.**

When withdrawing a student, there are two different ways to withdraw:

- 1. If the student has attended classes during the active enrollment, use **Withdraw a Student.**
- 2. If the student enrolled but never attended, use **No Show**.

Always check the System Filter Icon to be sure there are no filters before doing enrollment transactions.



Note: Changes to student enrollments can be restricted to certain times of the day, to certain days of the week, or disabled altogether.

Certain features described below may or may not be available on your screen, or there may be features not described based upon school district selected options and customizations.

ADD A STUDENT

To enroll a student who is new to the district:

1. Check to make sure the current **focus** is set to the school and year in which the student is enrolling. The focus is indicated in the top right-hand corner of the screen.



Figure 3-24 Checking Current Focus

- 2. Change to Update mode by clicking **Edit** at the top of the screen. If the button is not available, Update mode is already turned on.
- 3. Click **Add** at the top of the screen. The Student Find screen opens.

Before adding a new student, there is a prompt to check the list of students already entered in Synergy SIS, to prevent duplicate records from being entered for a student.

Stu	ident F	Find						
Searc	ch Criteria							0
Last N	lame	First Name	Middle Nan	ne Birth Date	Perm ID			
					P			
Stud	ent Search							
Stude	ents							
Lino	Status	Student Name	Condor	Rinth Data	Dorm ID	Cui	rrent/Previous Enrollme	nt
Line	Status	Student Name	Gender	Birtir Date	PeniriD	School	School Year	Grade



4. Enter partial or complete data on any **Search Criteria** field. It is important to try to enter data that is unique to that student, such as their **Birth Date**, or **Perm ID**, if possible. For

instance, the last person who entered the student name may have entered it as Mac Donald, Ronald and the current user may enter it as MacDonald Ronnie. The correct record may be overlooked.

5. Click Find. Search Results displays a list of records matching criteria entered.

<< F	Previous	Next >> Find	Close Tran	sfer Add N	lew				s	tatus: Ready 🕜				
Stu	dent	Find												
Searc	h Crite	ria								6				
Last I	Name	First Name	Mide	lle Name Birt	h Date	Perm ID								
Abbo	lbbott Billy													
Stude	Students													
Stude	Students													
Students Current/Previous Enrollment														
Line	otatus	Student Name	Gender	Diffit Date	Fermio	School	School Year	Grade	Leave Code	Leave Date				
1		Abbott, Susan C.	Female	07/01/1996	158247	King High School	2011-2012	10						
2		Abdulbari, Kathy A.	Female	11/05/2004	135578	Adams Elementary	2011-2012	02						
3	3 Abdurahman, Eugene Male 05/28/1996 943994 King High School 2011-2012 10													
4	W	Abel, Albert R.	Male	05/02/1995	132683	King High School	2011-2012	11						
	Figure 3-26 Student Find Screen Existing Students Listed													

- 6. Names highlighted in yellow indicate a student who, at some point, was enrolled in your district. Do not create a new student record for this student. Instead, use the transfer student procedure.
- 7. After checking to ensure the student is not already in Synergy SIS, click **Add New** at the top of the Student Find screen to add a new record. The Student Add screen opens in a new window. Notice that the Student Add screen does not contain all of the tabs and fields available in the Student screen.
- 8. Starting with the Demographics tab and continuing through all tabs, enter all available student information. <u>Green fields are mandatory</u> and must be completed before the new record can be saved.
- 9. After the record has been saved, follow the instructions in the <u>Edit Student Records</u> section to add any additional information.

DEMOGRAPHICS

Student A	dd								
Demographics	Parent/Guard	Jian Other Info	Emergency	Enrollment	Classes				
Last Name	First Nar	ne Midd	le Name Suff	x Perm ID	Grade				
Student Inform	Conder Ho	me Language N	ick Namo I	act Name Co	ve By				
No Photo		v	CK NAME L	ast Name Got	is by				
Edupoint									
	SAIS ID	Birth Date	Birth Place	Birth Ve	rification		Birth Cerl	tificate Num	
On file							*		
	Rirth State	Birth Co	untry	Email					
	Diriti Otale	v V	ond y	<					
Race and Ethn	icity								
Hispanic/Latino	Res	olved Race/Ethn	icity						
	~		~						
Ethnic Code	→ ⊘ ì								
🔲 🔲 Bla	ck or African	American	Asian	- 🗖 A	sian - 🛛	Pacific Isla	inder -	Pacific Islar	nder -
White Americ	an	Indian	Chinese	Othe	- Ha	awaiian		Other	
Home Address	;			🔇 Mail A	ldress				٩
Address		Effective Date	-	Addres	5		_		
City	State	Mail sam	e as Home Add	tress City		State Ma	il ZIP Code (5 ZIP Code 4	
	~		V						
ZIP Code 5 ZIP (Code 4								
		School	s						
Grid Code									
Grid Code	ana hu Addroca								
Grid Code	ence by Address								
Grid Code District of Reside	ence by Address								
Grid Code District of Reside County By Addre	ence by Address ess								
Grid Code District of Reside County By Addre School of Reside	ence by Address	Reaso	n for Attendand	ce	Rea	son for Atter	ndance Date	·	
Grid Code District of Reside County By Addre	ence by Address ess rnce	Reaso	n for Attendand	ce	Reas	son for Atter	ndance Date		
Grid Code District of Reside County By Addre School of Reside	ence by Address	Reaso	n for Attendand	ce	Rea:	son for Atter	ndance Date	A	dd 💽

Figure 3-27 Student Add Screen Demographics Tab

Mandatory Fields

- 1. Last Name
- 2. First Name
- 3. Grade
- 4. Gender
- 5. Home Language
- 6. Birth Date
- 7. Birth Country
- 8. Hispanic Latino
- 9. Address although only the first field is green, City, State, and ZIP Code need to be entered.

PARENT/GUARDIAN

• At least one parent needs to be associated with the student.

Associate Existing Parent Record to Student

Student A	dd										(«
Demographics	Parent/Guardia	n Other Info	Emergency	Enrollment	Classes						
Last Name	First Name	Middle	Name Suffix	Perm ID	Grade						
						~					
Parents and G	uardians								Ad	d	6
× Line Order	With Relation	First Middle L Name Name N	ast Addres	s City Zipco	de Contact Allowed	Ed. Rights Cu	Has Mailing stody Allowe	s Enrolling d Parent	Release To	Financ Resp	ala b.
5									Find	d Paren	t

Figure 3-28 Student Add Screen Parent/Guardian Tab

- 1. Click Find Parent. The Parent Find screen opens.
- 2. Enter search criteria in any white field.
- 3. Click Search.

Menu	- 🍰 🗛	Parents					Status: F	teady 😂 🛃 🕑
$\nabla \mathbf{P}$	arent Fin	d						(«
Searc	ch Criteria							٨
Last N	lame	First Name	Middle Name	Address	City	Zip co	de Lives With	
abb								Search
Parer	nts							Show Detail
Line	Add Parent	Name	Address		City	Zip code	Phone	Lives With
1		Abbott, Diana	2060 N Cent	ter St #440	Mesa	85612	480-555-1234	\checkmark
2		Abbott, Jerry						
3		Abbott, Katherine	10726 E Oa	sis Dr	Tempe	85660		\checkmark

Figure 3-29 Parent Find Screen

- 4. Locate the parent in the grid and check **Add Parent** in the row containing that person's name. More than one parent may be selected.
- 5. To see the details of a parent record before adding, double-click the line number of the desired record. The line highlights and the details of the related children (to the parent named in the record) display on the right side of the screen. The Student Name is a link to that student's record.

Pare	ints										н	de Detail 🔕
Line	Name											
	Abbott, Diana	Rela	ated Children	1								Q
2	Abbott, Jerry	Line	Relation	Student	School	Contact	Ed.	Has Custody	Lives 0	Mailings	Enrolling	Release
_	Abbott, Katherine		ijpe	rtenne	King	Anomed	rogino	custoaj	TTUT	Anomed	Tarent	10
4	Abbott, Louise		Father Ab	Abbott, High	- m - 1		- m -		- m	—	- m	
5	Abbott, Renee			Susan C.	School	4						

Figure 3-30 Parent Find Screen Detailed View

6. Click **Add Parents** at the top of the screen. The parent record displays on the Student Add screen.

Add New Parent Record

Note: Before adding a new parent record, there might be a prompt (as above for the student) to check the list of parents already entered in Synergy SIS and prevent duplicate records from being entered.

Par	ents ar	nd Gu	ardiar	าร													A	dd	0
×	Line O	rder	Lives With	Relation	First Name	Middle Name	Last Name	Address	City	Zipcode	Contact Allowed	Ed. Rights	Has Custody	Mailings Allowed	Enrolling Parent	Rele To	ase o	Financ Resp	ial).
	1			~															

Figure 3-31 Add Student Screen Parent/Guardian Tab

- 1. Click Add on the Parents and Guardians bar. A blank row is added
- 2. Enter the appropriate information in the fields
- 3. To add another parent, click Add again.

OTHER INFO

Once the parent information has been added, click on the **Other Info** tab. Complete with all available data but this tab may be completed at a later time.

Save Close]								
Student A	٨dd								»
Demographics	Parent/G	uardian	Other Info	Emergency	Enrollment	Classes			
Last Name		First Nar	me	Middle Name	Suffix	Perm ID	Grade		
Ackerman		Brian		М		120952	~		
School Informa	ition								0
Bus Route To S	chool Bus	Route F	From Schoo	Extend L	earning Pro	gram			
				Vocation	al				
(Locker #)	IVEP								
			~	Has Cha	nged Flag				
Allow Medication	n			AllowTyle	enol				
Allow Medication									
Other Informati	ion								0
Enrollment Rest	triction	Enrollr	ment Restric	tion Date Cus	tody				
	~	·	7		~				
Expected Gradu	uation Yea	r Origina	al Enter Dat	e Final Withdr	awal Date Ir	nmigration Date			
2014		08/10/	/2010 🔛		17	7			
Davah Dasarda	Createl	Ed Carac	ning Data	Family Cada		Dwelling Tune	Internet Authorization		
PSych Records	5pecial 1			Family Code	hr se	Apartmont w	Internet Authonzation		
-	10/20/2	007 E		Two addit fami	iy 💌	Apartinent		•	
Us Citizen						Chronic Illr	ness	Excessive Debt Indicator	
Directory Lis	t Exclude					Migrant		General Equivalency Diplo	ma
Has Internet	At Home								
Counselor Name		Code	ELL Dat	te					
			~	7					
Next Year									()
Next Grade Lev	el Next Sc	hool			Schools				
~				~					

Figure 3-32 Student Add Screen Other Info Tab

To assign a counselor:

- 1. Click next to the Counselor Name to either select an existing parent record or add a new one. The Find: Staff screen displays.
- 2. Enter all or part of Last Name, First Name.
- 3. Click Find. Search Results displays a list of matching criteria.
- 4. Double click anywhere on appropriate staff record.
- 5. The screen closes and the counselor's name displays. This is a link that will open details of the staff member on the Staff screen.

EMERGENCY

Complete the Emergency tab with all available data but this tab may be completed at a later time.

ENROLLMENT

Save Close				
Student Add				
Demographics Parent/Guardian Other Info Emergency	Enrollment	Classes		
Last Name First Name Middle Name	Suffix	Perm ID	Grade	
Aguado James		985905		✓
Previous In District School Information				
Leave Date Leave Code School Name				
Roosevelt Middle Schoo	I			
Enrollment Information				
SAIS ID Enter Date Enter Code Leave Date	Leave	e Code ADA/AD	Μ	
0001168170 08/11/2011 🕅 🗸		×		¥
Enrollment Activity				
Grade ETE Tuition Paver Code Di	strict Of Resi	idence Instructio	nal Setting	
✓ 1.00 Eligible for state funding 1.	23456000			
IProgram Code Special Enrollment Code Special Program Co	do Accoss 5	0.4 Homeb	ound	
	1		Junu	
	· ·			
EnrUser1 Enr User 2	Enr User 3		_	
Enr User DD 4 Enr User DD 5 Enr User DD 6				
✓ ✓ ✓				

Figure 3-33 Student Add Screen Enrollment Tab

Mandatory Fields

- 1. Enter Date
- 2. Enter Code
- 3. **Grade –** This is the same information as the Grade field in the top line of the screen but the Grade entered in the Enrollment tab will override the grade selected at the top of the screen.
- 4. Gender
- 5. **FTE**

CLASSES

Student A	dd							(«
Demographics	Parent/Guardian Other Info Emerge	ency Enrollment	Classes					
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Track		
Abbott	Billy				12	*		
Class Schedule	e							Add
X Line Begi	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	Course ID ⊖ Course Title	e 🔶 Staff Name	Room Aame Low	Grades Ente ⊖ High ⊖ Date	r ⇔ Leave ⇔ Date ⇔	Term Override	Seats Tot Max 🔶 Open

Figure 3-34 Student Add Screen Classes Tab

- 1. Click Add on the Class Schedule bar. The Find: Section screen opens.
- 2. Enter partial or complete data in any white field.

3. Click Find. Search Results displays a list of sections matching criteria entered.

Find Close Select	Clear Selection				
Find: Section					
Find Criteria					G
Section ID	Begin Period Term Code 2 S1	Room Number	Max Studen	ts Grade Range High Grad	le Range Low
Course ID	Course Title		Last Name	First Name	Middle Name
Room Name	School Year	End Period			

Figure 3-35 Find: Section Screen

- 4. If the desired section is not shown in the first page, click on a **page number** at the bottom of the page to display the next page of sections or modify the search criteria to narrow the results and click **Find** again.
- 5. Double click on the desired **section**. The class displays on the classes tab.

Sear	ch Result	its																	6
	Section (D	Begin Period	Term Code	Room Number	Total Female	Total	Total Studenta	Max Students	Open Seats	Grade Range High	Grade Range Low	Course ID	Course Title	Last Name	First Name	Missle Same	Room	School Year	End Period
23	0057	0	\$1	410	0	0	0	135	135			MU81	Marching Band	Burgener S.	Scott	1	410	2012	0
24	1579	5	\$2	232A	1	1	2	10	8			PP012	Mathematics.	Arthur A	Andrea		232A	2012	5
25	1179	1	\$2	232A	0	3	3	10	7			PP01X	Mathematics	Arthur A.	Andrea		232A	2012	1
20	0179	1	\$1	232A	0	0	0	10	10			PP01X	Mathematics.	Arthur A	Andrea	1	232A	2012	1
21	0895	1	\$1	133	0	0	0	6	6			PP71A	Mathematics	Myers	Tom		133	2012	1
20	0730	5	\$1	133	0	0	0	10	10			PP71A	Mathematics	Myers	Tom		133	2012	5
29	0729	4	\$1	133	0	0	0	8	6			PP71A	Mathematics	Myers	Tom		133	2012	4
30	0785	2	S1	133	0	0	0	10	10			PP71A	Mathematics	Myers	Tom	10.30	133	2012	2

Figure 3-36 Find: Section Screen

6. Once the class is added, fill in the Enter Date (MMDDYY) or click I and select date.

Se	/4	Close													
St	ude	ent Add													64
Der	DOGRA	phics Parenti	Guardian (ther info F	memory	Intelliment	Charger								
Last	Name	0	First Name	e N	liddle Name	Suffix	Perm ID	Grade							
Abb	ott		Irene		Vice			09	¥						
Clar	s Sch	redule												Add	0
×		Peric Begin 🔅	ds End 🕀	Term 0 Code	Section 0	Course 0	Course 0	Staff Name	Room 0	Grades	Enter Date 🕀		Term Override	C Se Max	ots © Open
		1 1		S1	0109	<u>BE47</u>	Accounting I	Becker C., Chris	125		P	1		25 30	5

Figure 3-37 Student Add Screen Classes Tab

7. Repeat the steps above for each class. To remove a class, check **E**.

To finish adding the student,

8. Click Save or click Close to close the screen without adding the student.

If the school is setup to use grid codes and the home address of the student does not match any grid code addresses, a warning message opens. The student record will still be saved, but the grid code will be assigned as 99999 and the address should be corrected.



Figure 3-38 Message from webpage

TRANSFER A STUDENT

To transfer a student to the current school and year from another school or another year:

1. Check to make sure the current **focus** is set to the school and year in which the student is enrolling. The focus is indicated in the top right-hand corner of the screen.



- 2. Change to Update mode by clicking **Edit** at the top of the screen. If the button is not available, Update mode is already turned on.
- 3. Click Add at the top of the screen. The Student Find screen opens in a separate window.

Stu	udent F	Find						
Sear	ch Criteria							(
Last	Name	First Name	Middle Na	me Birth Date	Perm ID)		
					P			
Stud	ent Search							
Stud	ents							
Lino	Statuo	Student Name	Condor	Dirth Data	Dorm ID	(Current/Previous Enrollm	ient
Line	Status	Student Name	Genuer	Birtin Date	Permit	School	School Year	Grade
					E'			

Figure 3-40 Student Find Screen

4. Enter partial or complete data on any Search Criteria field. It is important to try to enter data that is unique to that student, such as their **Birth Date**, or **Perm ID**, if possible. For instance, the last person who entered the student name may have entered it as Mac Donald, Ronald and the current user may enter it as MacDonald Ronnie. The correct record may be overlooked.

Stud	ent Sear	ch								
Stud	ents									
							Current/Previou			
	Status	Student Name		Birth Date		School	School Year	Grade	Leave Code	Leave Date
1		Abbott, Andrew E.	Male	02/03/1999	124013	Eisenhower Middle School	2012-2013	08		
		Abbott, Billy C.	Male	07/31/2002	905483	Hope High School	2012-2013	12		
3		Abbott, Bobby C.	Male	01/26/1997	169523	No Enrollment Data				
		Abbott, Susan C.	Female	06/30/1997	158247	King High School	2012-2013	10		
5	Ŵ	Abel Jones Holbrook, Albert Joseph R.	Male	04/30/1996	132683	Hope High School	2012-2013	12	99	04/24/2013
6		Abernathy, Bruce V.	Male	08/03/1995	879138	Kennedy High School	2012-2013	12		
7	ENR	Abernathy, Justin M.	Male	02/06/2000	932364	Roosevelt Middle School	2012-2013	07		
		Abernathy, Teresa M.	Female	03/28/2001	961370	Lincoln Elementary	2012-2013	06		
		Abernethy, Anne E.	Female	11/06/1997	902870	King High School	2012-2013	11		
10	1	Abers, Douglas L.	Male	05/24/1997	900757	Hope High School	2012-2013	12	99	05/29/2013
- 11		Abouto Corolyn B	Fomolo	05/10/1006	051045	King High School	2012 2012	44		

5. Click **Find**. Search Results displays a list of records matching criteria entered.

Figure 3-41 Student Find Screen Existing Students Listed

The grid rows in the Student Search grid are color-coded as follows:

- White background The student is actively enrolled in the focus year. Unless concurrent enrollment is allowed at the school, these students cannot be transferred until they are withdrawn from their current school.
- Yellow background The student is not actively enrolled in the focus year.
- Light Blue background The student's most recent enrollment is not in the focus year.
- **Grey background** The student has a restriction on record that may restrict their enrollment in certain schools.

The Status codes in the Student Search grid are as follows:

• I - Students that withdrew from school before the end of the school year are listed with an I in the **Status** column.

- **W** Students that did not re-enroll in the next school year are listed with a W in the Status column.
- ENR Students with ENR in the Status column have an enrollment restriction.
- 6. Click **Previous** or **Next** at the top of the screen, if the student's name does not appear on the first page. To narrow the results, enter criteria that are more specific and click **Find** again.
- 7. Once the student is located, click on the student's name, and then click Transfer.

<< Previous Ne	<< Previous Next >> Find Close Transfer Add New Status: Ready @												
Student Fin	Student Find												
Search Criteria									G				
Last Name	First Name	Mid	dle Name Bir	th Date	Perm ID								
Abbott	Billy				P								
Student Search													
Students													
Line Status Studen		Condor.	Dist. Date	Darm 10		Current/Previous	Enrolime	int					
	n manne		Dirtin Calle		School	School Year	Grade	Leave Code	Leave Date				
1 Abbot	t, Billy C.	Male	05/11/1994	905483	Hope High School	2011-2012	12						
			Figure 3-42	2 Stude	nt Find Screen								

- 8. The **Student Add Screen** opens in a new window. The current information for the student displays in the fields. Update the information as needed on the Demographics, Parent/Guardian, Other Info, and Emergency tabs.
- 9. Click on the **Enrollment tab** and enter the details of the new enrollment. If the student is transferring across school years, the **Grade** level is blank and must be selected.

Student Add	tudent Add													
Demographics Parent/	Guardian Other Info	Emergency	Enrollm	classes										
LastName	First Name	Middle Name	SUIIX	Form ID	Grade									
Abbott	Billy				×									

Figure 3-43 Student Add Screen Enrollment Tab

10. Click on the Classes tab to add the student's classes.

Student Add										0
Demographics Pareo	IGuardian Other I	ofo Emeroeocy	Enrolmer	Classes						
Last Name	First Name	Middle Name	Suffix I	Perm ID (Grade					
Abbott	Billy)	*					
Class Schedule									Add	
Line Periods	term ⊖ S nd ⊜ Code ⊖ S	ection (Cours	ie e Col	urse e Staff itle Name	Room ⊖ Grades Name ⊖ Low ⊕ High ⊕	Enter 🕀 Date	Leave Oate	Term Override	Seats	Ope

Figure 3-44 Student Add Screen Classes Tab

11. Click **Save** at the top of the screen to complete the transfer.

If allowed, students can be concurrently enrolled following the transfer students process. The difference is that the Student Add screen shows a note across the top of the screen warning that the student will be concurrently enrolled, and the ADA/ADM is set to concurrent and cannot be changed.

Save Close								
Student A	\dd							(«
Demographics	Parent/Guardian	Other Info	Emerge	ncy Enrollment	Classes			
Last Name	Fir	st Name		Middle Name	Suffix	Perm ID	Grade	
Abbott	Bi	lly					~	
							Track	
							*	
This student is cu	urrently enrolled at	'Hope High S	chool". If y	you continue, this st	udent will b	e concurrently enrol	led.	
Previous In Dis	strict School Info	mation						0
		Figu	re 3-45 (Concurrent Enrollm	ent Warnin	ig		

ACTIVATE A STUDENT



Caution: If your school district allows for concurrent enrollments, Edupoint recommends using the <u>Add a Student</u> procedure, when re-enrolling students who prevously withdrew from your school this year.

To activate (re-enroll) a student who previously withdrew from your school this year:

 Check to make sure the current **focus** is set to the school and year in which the student was enrolled and is now re-enrolling, as indicated in the top right-hand corner of the screen.



2. Find the student's record.

3. Only inactive students can be activated. Inactive students are indicated by parentheses around their name in the top line of the screen.

Menu 🔻 🔇 🍳) 🔊 🔊	ave Undo	Add	Delete		۹ 📀	Status: R	eady 🖓 🕞	2 8 9
Student									(«
Student Nam	(Abbott, Billy C.) ichool: Ho	ope High Scho	ol Homeroor	n: 118 T	eacher: Melly	m,W.Ver	boseAge: 18 yr	s 1 mths
Demographics	Parent/Guardian	Other Info	Emergency	Enrollment	Enrollm	nent History	Classes	Documents	Student
Last Name	First	Name	Middl	e Name 🛛 S	Suffix	Perm ID	G	rade	
Abbott	Billy		С			905483	12	2	~

Figure 3-47 Student Screen Inactive Student

4. Click on the **Menu** at the top of the screen and select **Activate Student**. The Activate Student screen opens in a separate window.



5. Enter Date, Enter Code, and Track (if used), Grade, FTE, Tuition Payer Code and District of Residence. The rest of the fields are optional. Enter the Date (MMDDYY) or click and select date.

Activate Cancel	
Activate Student	
You are about to activate '(Abbott, Irene)'. Fill in the enter date, enter the enter code and press the Activate button to complete the activation or Cancel to abort.	
Date Enter Code Track	
Enrollment Activity (0
Grade FTE Tution Payer Code District Of Residence Instructional Setting	
Program Code Special Enrollment Code Special Program Code Access 504 Homebound	
Next Year Enrollment (3
Next School Next Grade Level	

Figure 3-49 Activate Student Screen

6. Click **Activate** at the top of the screen to activate the student or click **Cancel** to cancel the operation and close the screen.

The student is active in the school and their name is no longer shown with parentheses.



WITHDRAW A STUDENT

To withdraw a student who has attended the school:

1. Check to make sure the current **focus** is set to the school and year in which the student is enrolled. The focus is indicated in the top right-hand corner of the screen.



- Figure 3-51 Checking Current Focus
- 2. Find the student's record. Only active students can be withdrawn. An active student's name displays without parentheses surrounding their name.



3. Click **Menu** at the top of the screen and select **Inactivate Student**. The Inactivate Student screen opens in a separate window.



The Leave Date and Leave Code are mandatory on this screen.

Inactivate Cancel
Inactivate Student
You are about to inactivate 'Abbott, Irene'. Fill in the leave date, enter the leave code and press the Inactivate button to complete the Inactivation or Cancel to abort.
Leave Date Leave Code
Withdrawal Reason Code
Advanced Options
Drop Classes On Inactivation
Next Year Enrollment Action Summer Withdrawal Code Summer Withdrawal Date
The student has enrollment information in the new year. Please specify how you would like to address the enrollment in the new year.
Figure 3-54 Inactivate Student Screen

- 4. Enter the Leave Date in MMDDYY format or click P and select date.
- 5. Select the Leave Code. If used, select the Withdrawal Reason Code .
- 6. If **Drop Classes On Inactivation** is checked, a **Leave Date** is entered for all active sections on the Classes tab. The Leave Date entered is the same as the Leave Date entered for the withdrawal. Otherwise, classes are left active.

- 7. If the student is enrolled in the new school year also, select the **Next Year Enrollment Action**. If withdrawing them from the new school year, enter the **Summer Withdrawal Code** and **Summer Withdrawal Date**.
- 8. Click **Inactivate** at the top of the screen to inactivate the student or click **Cancel** to cancel the operation and close the screen.

The student is withdrawn and marked as Inactive as noted by parentheses around the student's name.

Menu 🔻 🔇 🍳	Save Und	Add Delete	📀 💐 Status:	Ready 😂 🖓 🕹 🙆
V Student				(«
Student Nam	(Abbott, Billy C.) ichool: H	ope High School Homeroom	: 118 Teacher: Mellyn, W. Ve	erboseAge: 18 yrs 1 mths
Demographics	Parent/Guardian Other Info	Emergency Enrollment	Enrollment History Classes	Documents Student
Last Name	First Name	Middle Name S	uffix Perm ID G	Grade
Abbott	Billy	C	905483 1	12 💌

Figure 3-55 Inactive Student

NO SHOW A STUDENT

To withdraw a student who has NOT attended the school (a "no show"):

1. Check to make sure the current **focus** is set to the school and year in which the student is enrolling. The focus is indicated in the top right-hand corner of the screen.



Figure 3-56 Checking Current Focus

2. Find the student's record.

Only active students can be no showed. An active student's name displays without parentheses surrounding their name.



3. To no show the student, click **Menu** at the top of the screen and select "**No Show**" **Student**.

Menu	
Eult Student Data	
Reports	•
Report Preferences	
Attach Photo	
Activate Student	
"No Show" Student	
view Audit Detail For Stu	dent

Figure 3-58 Student Screen - Menu Options - No Show Student
The No Show Student screen opens in a separate window. The **Summer Withdrawal Date** and **Summer Withdrawal Code** are mandatory on this screen.

No Show Cancel
No Show Student
You are about to set 'Abbott, Irene' as a "No Show". Fill in Summer Withdrawal Code and Date and press the No Show button to complete the process or Cancel to abort.
Summer Withdrawal Code Summer Withdrawal Date
Summer Withdrawal Reason Code
The Withdrawal Reason Text can further explain what each reason signifies.
Figure 3-59 No Show Student Screen

- 4. Select the Summer Withdrawal Code from the drop-down list.
- 5. Enter the **Summer Withdrawal Date** in MMDDYY format or click IP and select date.
- 6. If used, select the Summer Withdrawal Reason Code from the drop-down list.
- 7. Click **No Show** at the top of the screen to record the student as a No-Show or click **Cancel** to cancel the operation without recording the student as a no-show.
- 8. A message opens confirming the student has been set to No Show. Click **OK** to return to the Student screen.



Figure 3-60 Message from webpage

The student is withdrawn and marked as No Show as noted by parentheses around the student's name.

Menu 🔻 🔇 🄇 💓 🧊	Save Undo	ی 📀	Status: Ready	देव 💰 🕑							
∀Student					(«						
Student Nam (Abbott, Billy C.) ichcol: Hope High School Homercom: 118 Teacher: Mellyn, W. VerboseAge: 18 yrs 1 mths											
Demographics Parent/Gu	ardian Other Info	Emergency Enrollment	Enrollment History C	Classes Documents	Student						
Last Name	First Name	Middle Name S	Suffix Perm ID	Grade							
Abbott	Billy	С	905483	12	~						



When a student is no showed, all enrollment records for the school and year are deleted and the record on the Enrollment History tab does not show an Enter Date or Enter Code. Any classes assigned to the student are deleted.

EDIT STUDENT RECORDS

When editing the information about a student, each tab must be edited separately and all changes saved before switching to a new tab. To edit the data for a student:

1. Check to make sure the current **focus** is set to a school and not the district. The focus is indicated in the top right-hand corner of the screen.



Figure 3-62 Checking Current Focus

- 2. By default, the top row of data in the Student screen is locked for editing. To edit the top row of data, click **Menu** and select **Edit Student Data**. The top row of fields turns white and can be edited.
- 3. Make the changes as needed, and then click **Save**.

Menu 🕶
Edit Student Data
Reports
Report Preferences
Attach Photo
Inactivate Student
"No Show" Student
Delete Student Enrollment
Workflows
View Audit Detail For Student

Figure 3-63 Student Screen Menu Options

DEMOGRAPHICS

- 1. Click on the data to modify in the fields with the white background and change the information as desired. Those with gray backgrounds cannot be changed.
- 2. On the Demographics tab, be sure to update the **Effective Date** when the student's Home Address is changed so other staff knows the last date the address was updated.

oradoni									(<
Student Name: A	bbott, Billy C.	Schoot Hope Hi	gh School Home	eroom: 403	Teacher: Sulliva	n, J.			
Demographics	Parent/Guardian	Other Info	Emergency	Enrollme	ent Enrollmer	nt History	Classes	Documents	Student Contact Log
Custmanic	First Na	me	Middle Name	Suffix	Perm ID	Grade		Gender	
Abbott	Billy		С		905483	12	~	Male 🔽	
Student Informa	tion								6
Statistics 2	Home Languag	e Spoken to	Student at Hor	ne Nick N	lame Las	t Name Goe	es By		
	Spanish 🛛	Spanish		~					
1900	SAIS ID	Birth Date	Birth Pla	ice	Birth Verifi	cation		Birth Certifi	cate Num
	0001341311	05/12/1993	🔛 Mesa		Birth Certifi	cate or Affida	avit 🔽		
	Birth State	Birth	Country		Email 😥				
IN THE REAL	California	 Unite 	d States of Ame	erica 🔽	Billy.Abbott@	esd.com			
Race and Ethnic	ity								
Hispanic/Latino	Reso	Ived Race/Et	hnicity						
Hispanic	💌 Hispa	anic	*						
White E Blac	*	Nativ	e American						
C Asian C Paci	ific Islander/Haw	aiian 🗖 Decli	ned to State						
Home Address				0	Mail Address				G
Address		Effective D	ate		Address				
1960 S Val Vista	Dr		7		1960 S Val Vis	ta Dr			
·		ode	Mail como oc	Home	City		710.00	do + 4	
City	State ZIP (Mail Same as			State	2 IN LO	1 T 14	
City Mesa	AZ V 8523	14 F	Address	nume	Mesa	State	 Zip Co 85234 	14	-
City Mesa	AZ V 8523	34 F	Address	nome	Mesa	AZ	 Zip Co 85234 	4	
City Mesa + 4 Grid C	State ZIP (AZ V 8523 ode	34 F	Address	; Home	Mesa Mapit!	AZ	 Zip Cd 85234 	ue +4	
City Mesa + 4 Grid C 741B	State ZIP (AZ V 8523	34 F	Address		Mesa Mapi≹I	AZ	 Zip Co 85234 		
City Mesa + 4 Grid C 741B School of Reside	State ZIP (AZ V 852: ode	Rea	Map R! Schools	ance	Mesa Mapiti	Reason fo	 Zip Co 85234 r Attendar 	nce Date	
City Mesa + 4 Grid C 741B School of Reside Hope High School	State ZIP (AZ V 852: ode	Rea	Mail same as Address Map it! Schools son for Attend	ance	Mesa Mapiki	Reason fo	r Attendar	nce Date	
City Mesa + 4 Grid C 741B School of Reside Hope High School Phone Number	State ZIP (AZ V 852: ode	Rea	Mail same as Address Map it Schools son for Attend	ance	Mesa Mapiki	Reason fo	: 2/p Co ▼ 85234 r Attendar	nce Date	Add
City Mesa + 4 Grid C 741B School of Reside Hope High School Phone Numbers X Line Prim	State ZIP (AZ V 852: ode	Iype (Mail Same as Address Map kt Schools son for Attend	ance	Mesa Map RI	Reason fo	: 2/p Co ▼ 85234 r Attendar	nce Date	Add 🔾

- Figure 3-64 Student Screen Demographics Tab
- 3. Fields that were not available when adding the student, that may need to be updated, are **Spoken to Student at Home**, **School of Residence**, **Reason for Attendance**, and **Reason for Attendance Date**.
- 4. When the Home Address is updated and the student has parents and siblings at the district, the Manage Family Addresses screen opens when the record is saved.
- 5. To update all related records with the new address, click **Update**. To update only some of the addresses, uncheck the family members that should not have their addresses changed in the **Change** column. Click **Update**.

Upda	te Cance	4											
Ма	Manage Family Addresses												
This (chan) Numb	This dialog allows you to coordinate any home address, mail address and/or home phone number changes for all family members, if needed, (NOTE: You will only see entries in the Address and Phone Number grids if the values that are changing differ from their current values)												
lf you addre	If you do not wish to update a family member please uncheck the box next in the appropriate row. The new address(es) will be the following:												
Home 1963 Mesi	Home Address: 1963 \$ Val Vista Dr Mesa, AZ 85234												
Peop	le to Char	ige Addresses fo	er en	۵									
Line	Change	Relationship	Name	Current Home Address									
1	R	Brother	Aaron, Ian	1953 S Val Vista Dr, Mesa, AZ 85234									
2	R	Sister	Aaron, Susan	1953 S Val Vista Dr, Mesa, AZ 85234									
3	R	Sister	Aaron, Theresa	1953 S Val Vista Dr, Mesa, AZ 85234									
4	R	Mother	Aaron, Kathleen	1953 S Val Vista Dr, Mesa, AZ 85234									

Figure 3-65 Manage Family Addresses Screen

- 6. To add student phone numbers, click **Add** on the **Phone Numbers** grid. A new line is added to the Phone Numbers grid.
- 7. Click Add as many times as necessary to add enough lines for all the phone numbers to

be listed. To remove a number, check and on line of record to delete. The phone number will be deleted when the record is saved.

Phone Numbers												٥
×	Line	Primary	Typ	a (Phone		Extension	÷	Contact 🔅	Not Listed	٢
	1			~								

Figure 3-66 Phone Numbers Grid

8. Click **Save** at the top of the screen before switching to another tab.

PARENT/GUARDIAN

On the Parent/Guardian tab, all of the same information is available as on the Student Add screen.

1. To add a new parent or guardian, click **Add** on the Parents and Guardians bar. A blank row is added to the grid.

∀Student									(«			
Student Name: Abbott, Billy C. School: Ho	pe High School	Homeroom: 118 Teacher: Melly	n, VV. VerboseAge: 18 y	rs 1 mths								
Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History Classes Documents Student Contact Log												
ast Name First Name Middle Name Suffix Perm ID Grade Gender Track												
Abbott Billy	С	905483	12	Male 🎽	Y							
Parents and Guardians Add Show Detail (3												
X Line Order 🕀 Lives 🕀 Relation	🗘 Parent Name	Type 🕀 Phone 😂	Contact Allowed Ed. Rights	Has Custody	Mailings 😄 E	inrolling 🚊	Release 🚽	Financial Resp.	Deceased			
1 1 Mother	✓ Aaron, Kathleen ←	Home 480-555-1234	 Image: A start of the start of	V	√							
2 2 Father	Aaron, Phillip +	Cell 480-555-1234	 Image: A start of the start of	v	1							
5	*											
Siblings									۵			
Line Student Name	Gender \$	treet Address	0	uty .	Grade	School						
1 Aaron, Ian	Male 1	95888 S Val Vista Dr	N	lesa	04	Adams Ele	ementary					
2 Aaron, Theresa	Female 1	95888 S Val Vista Dr	N	lesa	01	Adams Ele	ementary					
3 Abers, Douglas L.	Male 8	728 E Keats Av	т	empe	10	Kennedy H	ligh Scho	ol				
⁴ China, Lois	Female 1	95888 S Val Vista Dr	N	lesa	к	Adams Ele	ementary					

Figure 3-67 Student Screen Parent/Guardian Tab

2. Enter the information in the spaces provided.



Figure 3-68 Student Screen Parent/Guardian Tab

- 3. Click **•** next to the Parent Name to either select an existing parent record or add a new one. The Find: Parent screen displays.
- 4. Enter all or part of Last Name, First Name.
- 5. Click Find. Search Results displays a list of parents matching the criteria entered.

Find Close	Find Close Select Add New Parent Clear Selection														
Find: Parent															
Find Criteria															۵
Last Name	First Name	Middle Nar	ne Ph	one	D	ceased	Address		(City		S	tate	Zip Code	Code
														*	
Search Results	Search Results														
Find Result															
Line Last Name	First Name	Middle Name	Phone	Туре	Dece	ased	Address	City	State	. 1	Zip Code		Has Active	Parent Account	

Figure 3-69 Find: Parent Screen

- 6. Click on the line with the desired parent name to select. The row highlights.
- 7. Click **Select** to add the parent.

ind Result													
1.04	Last Harne	FirstNam	Mille Rame	(Phone	Test	Deceased	A00+++	City .	Maile	Tip Code	Bas Active Parent Account		
1	Abbott	Diana		480-555-1234	н	1	2060 N Center St #440	Mesa	AZ	85612	1		
1	Abbott	Jeny											
2	Abbott	Katherine		480-555-1234	w		10726 E Oasis Dr	Tempe	AZ	85660			
	Abbott	Louise		480-555-1234	н	100	2060 N Center St #440	Mesa	AZ	85612			

Figure 3-70 Find: Parent Screen

8. Click **Show Detail** to view parent demographic details that display on the right side of the screen. **Comments** and **Phone Numbers** can be updated. Click 🕎 to check spelling.

Parents and Guardians		Add Hide Detail
Line Parent Name		
1 Jones, Jonathon	Demographics	0
2 Aaron, Kathleen 🖌	Last Name First Name Middle Name Suffix Title	
3 Aaron, Phillip 🖨	Aaron Kathleen	
	Phone Numbers	Ģ
	Line Phone 🔤 Extension 🔤 Type 🔤 Primary	⊖ Contact
	1602-555-1234 Home 📝	\neg
	2480-555-1233 Cell	
	Additional Info	Q
	Comments 🐺 🥥 Additional Infe	0
	Parent Info	Q
	Gender Primary Language Resolved Race/Ethnicity Social Securit	ty Number
	Female 123-45-6789	
	Email Employer Job Title US Citizen Deceased	
	pgulliford@edupoint.com	
	Home Address	
	Address City State Zip Code	
	752 S Longmore Mesa AZ 85234	
	Mailing Address	
	Address City State Zip Code	

Figure 3-71 Student Screen Parent/Guardian Tab

9. Click Save before switching to another tab.

To delete a parent from the record,

- 1. Check on line of record to delete.
- 2. Click Save.

OTHER INFO

On the Other Info Tab, all white fields are editable. The entire **Lockers grid** at the bottom of the tab is available when editing a record, only.

To add a locker to the student record,

1. Click Chooser on the Lockers bar. Chooser screen opens.



2. Enter all or part of the Locker Number, Type, and/or Location.

Find Select	
Chooser	
Find Criteria	
Locker Number Type Location	
Add Selected Row(s) :	Add All Row(s) >>
Search Results	
Find Result	Selected Items 🔇
Line Locker Number Type Location	Line Locker Number Type Location

- Figure 3-73 Chooser Screen 3. Click **Find**. Search Results displays a list of records matching criteria entered.
- 4. Click anywhere on appropriate record to highlight.
- 5. Press CTRL down while clicking records to select multiple records at a time.
- 6. Click Add Selected Row(s) >

OR

Click Add All Row(s) >> . This will move all records found in Find Result column to Selected Items column.

- 7. When all the lockers needed are in the Selected Items grid, click **Select**. The Chooser screen closes and the lockers display.
- 8. To remove a locker, check and line of locker record to delete and click **Save.**.

Lockers											
ΓX	Line	Locker Number	\$	Туре	Ş	Location	♦	Vertical Location	₽		
	1 <u>100</u>		Boo	k	v	/est hall	Тор				

Figure 3-74 Lockers Grid

9. Do not forget to click **Save** before switching to another tab.

EMERGENCY

On the Emergency tab, all white fields are editable.

Student										(
Student Name: Abb	oott, Billy C.	School: Hope I	ligh Sch	Homeroor	n: 118 Teache	: Mellyn, W.	VerboseAge: 18	yrs 1 mths		
Demographics Pan	ent/Guardian	ther info	ergenc	Enrolment	Enrolment H	istory Class	es Documer	ts Student	Contact Log	
Last Name	First N	lame	Mid	die Name	Suffix Pe	rm ID	Grade	Gende	er Trac	k
Abbott	Billy		C		90	5483	12	Male Male	~	×
Emergency Contact	s								Add	Show Detail
V June Orders	Pelationship			н	ome	Wo	rik.	×.	Other	-1/-
Citie Order -	ненцоальны	Ser Chine State	11 5	Phone	Extin C	Phone	ee Extn	Phone	🐟 Extn 🐟	Туре
1	Relative	Lauretta J	ones	480-555-15	45					1
2	Friend	Darryl King	,	480-555-19	62					8
Physician Informati	on								-	(
Physician Name	Phor	le	Exte	nsion Hospit	al					
Mesa Peds	949	555-0831	222	Dese	t Sam Hospi	al Or N				
Comment 🗐 🔾										
Billy's doctor like	s to see him a	at his Mesa	office	0						
		1								
							.41			
Has Insurance	Insurance Co	mpany	Insur	ance Phone	Insurance	Extension				
Dentist Information										6
Dentist Name	Dent	ist Phone	Exte	nsion Dental	Office					
Dr. Smith	555-	9833	1	Mesa	Office					
Dental Comment	no.									
					4					

Figure 3-75 Student Screen Emergency Tab

1. To add an emergency contact, click **Add**. A new blank line is added to the Emergency Contacts grid.

Eme	rgen	cy Contact	S									Add	Show Detail	0
×	Line	Order 🛆	Delationship		Name 🛆	Home		Work				Other		
\cap			Kelationanip			Phone 🔶 Extn 🔶	Phone		Extn 🌲	Phone	\Rightarrow	Extn 😂	Туре	
	1		Relative	¥	Lauretta Jones	480-555-1545								*
	2		Friend	¥	Darryl King	480-555-1962								¥
	3			¥										~

Figure 3-76 Student Screen Emergency Tab

- 2. Enter the information for the emergency contact. To add another emergency contact, click **Add** again.
- 3. To remove an emergency contact, check $\boxed{100}$ and click **Save.**

To add or edit details of the contact information:

- 4. Double-click the **line number** of contact. The detail view displays on the right with all the information about the emergency contact. All white fields are editable.
- 5. When finished, click Hide Detail or click line number again. The detail view closes.

									_
Eme	ergency Contacts					[Add	Hide Detail	٥
1	Christopher Johnson	Name: Christina Ac	costa						
2	Christina Acosta	Contact Informat	lion						
		Name	Relationshin						
		Christina Acosta	Neighbor	Language	~				
		China Acosta	reighbor						
		Address							0
		Address							
		City	State	Zip Code					
				/					
		Home Phone			<u>ن</u>	Work Phone			0
		Home Phone E	Extn		١	Work Phone	Work Phor	ne Extn	
		480-555-1212							
		Other Phone							0
		Other Phone (Other Phone Ext	Other Phone T	ype				
				~	·				

Figure 3-77 Student Screen Emergency Tab Detailed Screen

6. Click **Save** before switching to another tab.

ENROLLMENT

On the Enrollment tab, all white fields are editable.

∀Studen	ıt									~
Student Name: A	Abbott, Billy C.	School: Hope Hig	h School Hor	neroom: 403 Te	eacher: Sullivan	, J.				
Demographics	Parent/Guardian	Other Info	Emergency	Enrollment	Enrollment	History (Classes	Documents	Student Contact Lo	g
Last Name	First Na	me M	viddle Name	Julix I	erm ID	Grade		Gender		
Abbott	Billy		C		905483	12	~	Male 🔽		
Enrollment Info	ormation									٩
SAIS ID	Enter Date	Enter Code	Leave Date	Leave	e Code ADAV	ADM				
0001341311	08/31/2010 🕃	E1 💌		7	~	~				
Enrollment Act	ivity									
Last Activity Da	te EffectiveDate									
08/10/2010 [7	7								
Grade	Previous Grade	Exit Code FT	E Tuitio	n Payer Coo	ie [District Of F	Residenc	e Instructiona	I Setting	
12 🗸		✓ 1.0	0 🔽 Eligib	le for state fu	nding 🔽	123456000	_		~	
Program Code	Special Enrollmer	nt Code Speci	ial Program C	ode Access	504 Hor	nebound				
01 🗸		~		✓ 1	~					
Came From	Moved	То								
			_							
EnrUser1	En	r User 2		Enr User 3						
						_				
For User DD 4	Enr User DD 5	Enr User DD	6							
~	· · · · · · · · · · · · · · · · · · ·		~							
Summer Withd	Irawal									٩
Summer Withdr	awal Code Summ	er Withdrawa	I Date							
	~	7								

Figure 3-78 Student Screen Enrollment Tab



Caution: When editing on this tab, make sure the EffectiveDate is entered exactly the same as the current Enter Date, otherwise changes here will create a new Enrollment Activity record which can cause problems when withdrawing a student or making other changes to a student's enrollment.

ENROLLMENT HISTORY

The Enrollment History <u>tab</u> lists the latest enrollment dates for each school year, but not multiple enrollments for the same school and year. Multiple enrollments for the same school and year are viewable on the Enrollment History <u>screen</u>.

∀S	tudent											(«
Stude	nt Name: Abbot	t, Billy C. s	School: Hope	High School	Homeroom	118 Tead	sher: Mellyn, W. Verbo	iseAge: 18	yrs 1 mths			
Demo	graphics Parent/	Guardian Ot	ther Info Er	nergency	Enrollment	Enrollme	nt History Classes	Docume	nts Student C	ontact Log		
Last N	Vame	First N	ame	Midd	le Name	Suffix	Perm ID	Grade	Gen	der Tra	ick	
Abbo	tt	Billy		С			905483	12	Male	• •	~	
Enrol	Iment History											
Line		Enter Date	Enter 🔶 Code 😌	Leave ⊖ Date	Leave	Grade 🚔	School		ADA/ADM 🚔		Summer Withdrawal 🖨 Code	Summer Withdrawal 🚔 Date
1	2006-2007	08/07/2006	<u>E6</u>			07	Eisenhower Middle	School	Í			
2	2007-2008	08/13/2007	<u>E1</u>			08	Eisenhower Middle	School				
3	2008-2009	08/11/2008	<u>E2</u>			09	Hope High School					
4	2009-2010	08/10/2009	<u>E1</u>			10	Hope High School					
5	2010-2011	08/16/2010	<u>E1</u>			11	Hope High School					
6	2011-2012 Night	09/15/2011	<u>E1</u>			12	Hope High School					
7	2011-2012	07/10/2012	<u>E5</u>			12	Hope High School					

Figure 3-79 Student Screen Enrollment History Tab

1. To view the Enrollment History screen and edit details of any enrollment, click on the **Enter Date** or **Enter Code** of the record to edit. These are links to the Enrollment History screen.

The Enrollment tab of the Enrollment History screen displays each enrollment for a school and year on a separate line. The Enter Date, Enter Code, Leave Date, Leave Code, ADA/ADM, Track, or Withdrawal Reason Code may all be modified.

	У				a
Student Name: Abbott, Billy (C. School: Hope Hig	gh School School Yea	r: 2008-2009		
Enrollment Other Information					
School Enrollment				Add	Show Detail
🗙 Line Enter Date 🌲	Enter Code 🈂	Leave Date 🌲	Leave Code 🌲	ADA/ADM	🔷 Track 🈂
1 08/11/2008	E2 💌	P			*

Figure 3-80 Enrollment History Screen Enrollment Tab



Caution: When editing details on this tab, validation is skipped.

- Double-click the **line number** of record you wish to edit. The detail view displays the Effective Date, Grade, Previous Grade Exit Code, FTE, and the rest of the fields shown on the Enrollment tab.
- 3. All white fields are editable.
- 4. To delete an enrollment activity, check 🖻 on line of record to delete.
- 5. Click Save.
- 6. When finished, click **Hide Detail** or click **line number** again. The detail view closes.

Enrollment History
dent Name: Abbott, Billy C. School: Hope High School Year: 2008-2009
coliment Other Information
nool Enrollment
■ Enter Date Enter Code ADA/ADM Track 108/11/2008 108/
Leave Date Leave Code
School Completion Code
Enrollment Activity
K Line Effective Date Grade Previous Grade FTE< Inst Setting Access 504 DOR HB Prog SEC SPC TPC Came From Moved To

Figure 3-81 Enrollment History Screen Enrollment Tab Detailed Screen

The Enrollment Activity record extends far to the right on this screen. There are six districtcustomizable fields (not shown in the example above). These are the **EnrUser** fields used for the enrollment record and are similar to the User Code fields on the Other Info tab. Three fields are text boxes and the other three are drop-down lists.

To delete an entire enrollment,

- 1. Delete all related Enrollment Activity records first. Then check 🖻 on line of record to delete.
- 2. Click Save.

Sc	:ho	ol En	rollment							Add	Show	Detail	6
		Line	Enter Date	¢	Enter Code	¢	Leave Date 👙	Leave Code	Ì	ADA/ADN		Track	\$
E	1	1	08/11/2008	7	E2	×	P				*		۷

Figure 3-82 Enrollment History Screen

The **Other Information tab** of the Enrollment History screen shows the fields from the Other Info tab of the Student screen that are specific to each enrollment. White fields are editable.

VEnrollment History	(**
Student Name: Abbott, Billy C. School: Hope High School School Year: 2008-2009	
Enrolment Other Information	
School Information	٩
Home Room Bus Route To School Bus Route From School Locker Number IVEP Extend Learning Program Vocational Has Changed Flag	
Allow Medication	
ResponsibleDistrict ResponsibleSchool ServingDistrict ServingSchool School Choice Status FullTimeVirtualProgram	
User Codes	0
User Code1 User Code2 User Code3 User Code4 User Code5	-
User Code6 User Code8 User Code9	
User Num1 User Num2 User Num3 User Num4	
User Num5 User Num6 User Num7 User Num8	
Enr User 1 Enr User DD 4	
Enr User 2 Enr User DD 5	
Enr User 3 Enr User DD 6	
Next Year	0
Year End Status Next Grade Level	
Other Enrollment Information	0
Completion Status	

Figure 3-83 Enrollment History Screen Other Information Tab

Additional enrollment maintenance options are available through the Enrollment Maintenance screen, found under Synergy SIS > System > Data Maintenance. Information about this screen can be found in the Synergy SIS – Student Information Administrator Guide.

CLASSES

On the **Classes Tab**, all of the same options are available as found through the Student Add screen with one additional option, **Chooser**.

Y	Stu	Student																						(40)
Stu	ient N	lame:	Abb	ott, B	illy C.	School B	ope High Schoo	4 Homen	oom: 483 Te	eacher: 5	iullive	n, J.												
De	mogra	phics	Pa	rent/G	uardian	Other	Info Emerge	incy E	Enrollment	Enro	Imen	t His	tory Classes	1	Documents Studen	Contact	Log							
Last	Nam	e		_	First Na	me	Middle N	lame	Suffix I	Perm IC)	_	Grade	- 5	Gender									
APP	ott				Billy		ļ¢	_		905483			12		Male 💌									-
Deo	Kep Class and Filer Options																							
Cla	ss Sc	hedule	,	_		_				_	_						_		_		Add	C	hooser	9
×	X Line Persons Term Section Course Course Course Title Meeting Staff Floom Course Course Title Meeting Staff Floom Course Course Title Meeting Staff Floom Course Course Course Title Meeting Staff Floom Course Cou																							
	1 10 0 S1 0077 SS51 Am.Gov.t USer. 716 08/31/2010 1 □ 28 32 4 □																							
		0	0	S2	1077	<u>101TA</u>	Teacher Aid		User. Teacher	216			01/10/2011	ľ	7 17			~	26	32	6			
Γ		1	1	S1	0106	<u>AR54</u>	Beg Jewelry		Sullivan, Joe	403			08/31/2010	Ũ	7 7			~	24	26	2			
		1	1	S2	<u>1116</u>	EN46	Prin Eng.II		Gordon. Kim	231			01/10/2011	ű	7 17			~	30	32	2			
		2	2	YR	0258	PA86	Intermediate Acting		Gardner David	409			08/31/2010	Ũ	7 17			~	17	30	13			
		3	3	S1	0963	PE76	Weight Tm Boys		Joseph. Thomas	ANNX			08/31/2010	G	7 17			~	26	36	10			
Γ		3	3	S2	<u>1933</u>	PE762	Weight Trn Bays		Swartz, Mark	ANNX			01/10/2011	ũ	7 17			~	35	36	1			
		4	4	S1	0426	<u>EN60</u>	Eng.(brit) Lit		Snyder, Joan	222			08/31/2010	G	7 17			*	18	30	12			
		4	4	S2	<u>1435</u>	<u>FS77</u>	Prin8prac Econ		Patenge Sara	131			01/10/2011	Ũ	7 17			~	16	32	16			
	10	5	5	S2	<u>1875</u>	NC952	Rt 5th Per		Rel Time, Rel Time	No Room			01/10/2011	G	7 17			~	324	999	675			
									Figure	3-8	4 S	tud	ent Scree	n	Classes Tab									

To add a single class,

1. Click Add and select the class using the Find Section screen. Then proceed to step 9.

To add multiple classes,

- 1. Click **Chooser** on the Class Schedule bar. Chooser screen opens.
- 2. Enter all or part of any information in the white fields.

Find Select						
Chooser						
Find Criteria						
Section ID	Begin Period E	Ind Period Cour	rse ID			
		Cour	rse Title			
Last Name	First Name	Middle Name	Suffix	Room Name		
Term Code House	Team	Meeting Day				
	Add S	elected Row(s) >	Add All Rov	w(s) >>		
Search Results						
Find Result						Q
Line Section Begin ID Period	End Open Course C Period Seats ID T	iourse Last First itle Name Name	Middle Name Su	ffix Room Te Name Co	rm House Tean	Meeting Meeting Day Days

Figure 3-85 Chooser Screen

- 3. Click Find. Search Results displays a list of classes matching criteria entered
- 4. Click anywhere on appropriate record to highlight.
- 5. Press CTRL down while clicking records to select multiple records at a time.
- 6. Click Add Selected Row(s) >

OR

- 7. Click Add All Row(s) >> . This will move all records found in Find Result column to Selected Items column.
- 8. When all the classes needed are in the Selected Items grid, click **Select**. The Chooser screen closes and the classes display.

- Once a class has been added, the student may be made a **Teacher Aide** in the class by checking the box. To override the term for which the student will attend the class, select the term from **Term Override**. If the class qualifies for alternative funding, check t **Qualifies for Alt Funding**.
- 10. To drop a class from the student's schedule, enter the Leave Date for the class.
- 11. Click Save.
- 12. To delete a class from the student's schedule, enter the **Leave Date** for the class and click **Save**. Then check \overrightarrow{E} on line of record to delete.
- 13. Save again.

DOCUMENTS

1. Next, click on the Documents tab. The **Documents Tab** does not display in the Student Add screen.

∇	Stud	lent														«
Stud	ent N	ame: Abbott, Bi	illy C. 🛛	School: Hope High	School	Homero	om: 118 Te	acher: Melly	m, W. Ve	rboseAge: 18 yrs	2	mths				
Dem	ograp	hics Parent/Guar	dian 0	ther Info Emerg	ency	Enrollme	t Enrollme	nt History	Classes	Documents	-	Student Co	ntad	t Log		
Last	Nam	e	First Na	ame	Middle	Name	Suffix	Perm ID		Grade		Gender		Trac	ck	
Abb	ott		Billy		С			905483		12	~	Male	~			~
Doc	umen	ts												Add	_	٩
×	Line	Doc Date		Doc Cat	egory	¢			Doc Co	mment				¢	Doc Туре	
	1	11/06/2006	17	Birth Certificate		~	Billy's Birth	Certificate	PNG							
	2	09/20/2009	Consent Form	~	FieldTripCo	nsent.doo	:						W			
	3	03/21/2010	P	School Project		~	Senior proj	ect.doc						1	W	
		04/09/2012	P		6	~	HLT201 do	cument att	lach test							

Figure 3-86 Student Screen Documents Tab

- 2. To add a document, click **Add** in the Documents grid. The Attach Document screen opens.
- 3. Click Browse to locate the document to be attached.

Attach document	
Steps To Upload Image: 1) Click Browse and select 2) Click Upload	the file you wish to upload
Br	owse
Upload	

Figure 3-87 Attach Document Screen

4. Once the file is listed in Browse, click Upload to add the document.

Upload successful!	
ОК]

Figure 3-88 Upload Success Message

5. A message opens when the document has been uploaded. Click **OK** on the message to close the message. The document will display in the Documents list.

∀Stu	✓Student											
Student Name: Abbott, Billy C. School: Hope High School Homeroom: 118 Teacher: Mellyn, W. VerboseAge: 18 yrs 2 mths												
Demograp	hics Parent/Guard	tian 0	ther Info Emerg	ency Enrollme	nt Enrollmer	nt History	Classes	Documents	L s	tudent Co	ntact Log	
Last Nam	e	First N	ame	Middle Name	Suffix	Perm ID		Grade		Gender	Track	
Abbott		Billy		С		905483		12	*	Male	~	~
Documer	its										Add	
X Line	Doc Date		Doc Cate	igory 🍦			Doc Co	mment			÷ T	loc ∕pe ≑
1	11/06/2006 [7	Birth Certificate	×	Billy's Birth	Certificate.	PNG)
2	09/20/2009 [7	Consent Form	~	FieldTripCo	nsent.doc					W	Ò
3	03/21/2010	7	School Project	~	Senior proje	ect.doc					W)
4	07/11/2012	2	Consent Form	~	Field Trip Pe	rmission	Slip.docx	1			34)

Figure 3-89 Student Screen Documents Tab

- 6. By default, today's date is entered in the **Doc Date** column. Edit this as needed, and then select a **Doc Category**.
- 7. By default, the document's file name is entered in the **Doc Comment** column, but this can be edited.
- 8. Click Save.

To delete a document,

- 1. Check $\overrightarrow{\mathbb{D}}$ on line of record to delete.
- 2. Click Save.

STUDENT CONTACT LOG

1. Click on the **Student Contact Log tab**. This tab does not display in the Student Add screen.

√Student @								
Student Name: Abbott, B	Student Name: Abbott, Billy C. School Hope High School Homerson: 231 Teacher: Gondon, K.							
Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History Classes Documents Student Contact Log								
Last Name	First Name	Middle Name Suffi	Perm ID Grad	e Gender				
Abbott	Billy	c	905483 12	Male				
Student Contact Log					Add 🔾			
X Line Date (Time 🗘 Vie	w 😂 Contact Type 😂	Person Contacted	Contact By 😂	Outcome 😂 Comment			
☐ 1 05/15/2010	🖗 B:30 AM	Phone	Mother	School Secretary	▼ ♥ ♥ Needed permission form for field trip			
2 10/01/2010	🖥 8:45 AM	Phone -	parent	nurse	Scheduled Fr v 🖉 🖓 sent child back to class			
a 11/30/2010	🖥 1:15 PM 🕹	Letter	Emergency	Nurse	Billy was ill and meeded to go to the doctor.			

Figure 3-90 Student Screen Student Contact Log Tab

- 2. To add a contact record, click **Add** on the Student Contact Log bar. A new blank line displays in the grid.
- 3. Enter the **Date** of contact (MMDDYY) or click IP and select date.

Y	/Student @										
Stu	Itudent Name: Abbott, Billy C. School Hope High School Homerson 231 Teacher Gordon, K.										
De	mogr	aphics Parent	Guardian C	ther Info Em	ergency Enrollm	ent Enrollment History	Classes Documents	Student Contact Log			
Las	Nar	ne	First Name	Midd	le Name Suffix	Perm ID Grad	e Gender				
Abb	ott		Billy	C		906483 12	Male Male				
Stu	Student Contact Log Add										
×								Outcome \ominus Comment			
г		09/15/2010	10 8:30 AM	£	Phone 💌	Mother	School Secretary	v Preeded permission form for field trip			
				~				*			
Г		10/01/2010	🖗 8:45 AM	(i)	Phone Y	parent	nurse	Scheduled Fr v 🗑 🖓 sent child back to class			
				-				-			
г		11/30/2010	1:16 PM	8	Letter 🛩	Emergency	Nurse	OBILLY was ill and needed to go to the doctor.			
				-				· · · · · · · · · · · · · · · · · · ·			
г			77	a.	~						
				-				· · · · · · · · · · · · · · · · · · ·			

Figure 3-91 Student Screen Student Contact Log tab

- 4. Enter the **Time.** It is only necessary to enter the numerals. Synergy SIS formats the field once entered, i.e., 900 formats as 9:00 AM.
- 5. Select the **Contact Type**.
- 6. Enter the name of the person who made contact in **Contact By**.
- 7. Select the type of **Outcome**.
- 8. Enter any **Comment**. The Comment can be checked for spelling by clicking **W**.
- 9. Click Save.

DELETE STUDENT RECORDS

Student records should only be deleted in rare cases. Most of the time, students should be withdrawn or no showed instead. The main reason when a student record would be deleted is when a student has mistakenly been entered in the system twice. However, deleting one of these duplicate records may remove needed data that would then need to be re-entered. Use the Student Data Merge screen instead. This screen is found under Synergy SIS > System > Data Maintenance, and the process is explained in the *Synergy SIS* – *Student Information Administrator Guide*. The Enrollment Maintenance screen, found under Synergy SIS > System > Data Maintenance, can correct errors in the enrollment records that cannot be fixed using the standard process of withdrawing and activating students. This is explained in the *Synergy SIS* – *Student Information Administrator Guide*.

The record in the Student screen is the main record for the student, and ties to all of the other records regarding the student in Synergy SIS. Grades, course history records, immunization records, etc. all link back to the Student record. Therefore, all of these records must be deleted separately before the Student record can be deleted. Once these records have been removed, the student record can be deleted by clicking **Delete** at the top of the screen.

Аттасн А Рното

Photos can be attached to the student's record in bulk or individually. Instructions on how to import photos in bulk are outlined in the Synergy SIS – Student Information Administrator Guide. To attach a photo to an individual student record:

1. Click Menu and select Attach Photo.



2. Attach Photo opens in a separate window. Click **Browse** to locate the student's picture. Photos should be 100 pixels wide by 125 pixels high, and either png or jpg format.

Attach Photo for Abbott, Billy C.					
Steps To Upload Image: 1) Click Browse and select the file you wish to upload 2) Click Upload					
Browse					
Upload Clear Photo					

Figure 3-93 Attach Photo Screen

- 3. Click Upload to upload the photo once it is attached.
- 4. A message opens when the photo has been uploaded. Click **OK** to close the message. *Figure 3-94 Message Screen*

Upload successful!
ОК

5. Uploaded photos replace the current photo. To remove the photo without replacing it with a new photo, click **Clear Photo** instead of **Upload.**

STUDENT SCREEN MENU OPTIONS

At the top of the Student screen, a **Menu** provides access to additional information regarding the student's records.

Menu
Edit Student Data
Reports •
Report Preferences
Attach Photo
Inactivate Student
"No Show" Student
Delete Student Enrollment
Workflows
View Audit Detail For Student

Figure 3-95 Student Screen Menu Options

The options available under the Menu are:

- Edit Student Data This option allow the top row of data in the Student screen to be edited. For more information, see: Edit Student Records
- **Reports** The reports menu allows the Student Profile report and the Student Schedule to be generated for the student currently displayed in the screen.



Tip: To select additional options for this report or to print the report for a group of students instead of an individual student, the report should be run from the Reports folder in the Synergy SIS Navigation Tree. For more information about running reports, see <u>Chapter Six: Reports</u>.

- Report Preferences This opens the User Password and Preferences Report Preferences tab. Use this tab to set the options used when printing various student profile reports.
- Attach Photo This option inserts a photo into the student record. For more information, see: <u>Attach a Photo</u>.
- Inactivate/Activate Student & No Show Student These options modify the student's enrollment as outlined in the section in this chapter on Enrolling & Withdrawing Students.
- **Delete Student Enrollment –** This is a simple delete of enrollment. It should be used in rare cases, only. Before using this option, see: <u>Delete Student Records</u>.
- **Workflows** A workflow process is a district-defined procedure that is broken down into steps and documented electronically. There are two types of workflows, student related workflows, and school related workflows.
- Screen Audit Detail For Student The Audit Trail History screen lists all of the changes made to the student's records, what was changed, who changed it, and the date and time the change was made.

The **Print button** at the top of the screen may be used to print the information on the Student screen. It prints exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

	Figure 3-96 Print Button														
Men	Menu V @ @ > A Menu V @ @ > Menu Mode)														
Y	Stu	Iden	t												
Stud	ent N	ame: A	bbott,	Billy School: I	Нор	e High School	Home	room: 215	5 1	Feache	er: Wisch	nhusen,	T. Cu	stody!	
Der	nogra	phics	Paren	t/Guardian)the	r Info Eme	ergency	Enro	llm	ent	Enrollr	nent Hi	story	Classes	Do
Last	Nam	е		First Name		Middle	e Name	e Suff	İХ	Pe	erm ID		Grade	•	Ge
Abb	ott			Billy						90)5483		12	~	Ма
Pare	ents a	nd Gua	rdians									Add	Sh	iow Detail	٥
×	Line	Order	Lives With	Relation		Parent Name	Туре	Phone	Co Allo	ntact owed	Ed. Rights	Has Custod	Mailii Iy Allov	ngs ved Decea	ised
	1	1	v	Mother	*	<u>Aaron.</u> Kathleen 🗰	Home	480- 555- 1214	ſ	•	7	•	V		
	2	2	v	Father	*	<u>Aaron.</u> Phillip	Cell	480- 555- 6767	ſ	•	•	v	v]
Siblings															
Lin	e Stud	lent Nam	ie	Gender	St	reet Address		City	,	Grad	le	Sch	ool		
	Aaro	on, lan		Male	19	54 S Val V	ista Dr	Mes	sa	02		Ada	ams El	ementary	'
	Aaro	on, Sus	an	Female	19	54 S Val V	ista Dr	Mes	sa	01		Ada	ams Ele	ementary	'
	Aaro	on, The	resa	Female	19	54 S Val V	ista Dr	Mes	sa						
4	4 <u>Abb</u>	ott, Ire	ne	Female	12	3 S Main		Me	sa	09		Нор	be Higł	n School	

Figure 3-97 Printed Student Scree



Chapter Four: OTHER STUDENT MANAGEMENT SCREENS

In this chapter, the following topics are covered:

- Mass Assign Counselor
- Mass Email
- Native American
- Person Search
- ► Phone Search
- Student Notifications
- Student Phone Numbers
- Student Transportation

MASS ASSIGN COUNSELOR

Instead of manually assigning counselors to students on the Other Info tab of the Student screen, counselors can be added or replaced in bulk using the Mass Assign Counselor screen. To mass assign counselors:

1. Go to the Mass Assign Counselor screen, found under Synergy SIS > Student.

Menu 🔻 🔍 🔍 💓 😹	Find Undo Add	Delete	
			Status: Ready 😂 🖓 &
WMass Assign C	ounselor		
Definition Name: School Nam	ne: FullYear:		
Assignment Options Stud	enta		
Definition Name			
		Assign Counselor	3
Description 🕎 🏈			
		.::	
Counselors			\$
Counselor From 🖕	Counselor To 🔶	Update Options:	
			*
Conditions			\$
Please Note: All condition:	s are considered to be "ANI	O" conditions for the	purpose of this process. For
example, if you add a cono no results will be returned.	lition for last name starts w	ith 'A' and a conditio	n for last name starts with 'B',
Conditions			Add 🔇
X Line Property	🔶 Condition Type	🔶 Not 🤤	Condition Value 🛛 👙

Figure 4-1 Mass Assign Counselor Screen

- 2. Click **Add** at the top of the screen to create a new mass assignment process. An unlimited number of mass assignment definitions can be setup. The new Mass Assign Counselor screen opens.
- 3. Enter a name for the process in **Definition Name**.

Save Close	
Mass Assign Counselor	~
Assignment Options	
Definition Name	
Description 🕎 🛇	
	.11
Counselors	0
Counselor From 🖕 Counselor To 🖕 Update Options:	



4. Type a **Description** of the process. The description may be checked for spelling by clicking w.

REPLACE COUNSELOR NAME

To replace a counselor name already assigned to students, select a counselor in both **Counselor From** and **Counselor To**.

To add a new counselor without replacing the current assignments, only select a counselor in **Counselor To**.

To select a counselor,

- 1. Click 🖛 next to the Counselor Name. The Find: Staff screen displays.
- 2. Enter all or part of Last Name, First Name.
- 3. Click Find. Search Results displays a list matching the criteria entered.
- 4. Double click anywhere on the line of the appropriate counselor record..
- 5. The screen closes and the counselor's name displays. This is a link that will open details of the staff member on the Staff screen.

Find Close Select Clear Selection									
Find: Staff									
Find Criteria	Find Criteria								
Last Name	First Name	Middle Name							
Mc									
Search Results									
Find Result			۵						
Line Last Name	First Name		Middle Name						
1 McBride	Russ								
2 McGrew	Tom								

Figure 4-3 Find Staff Screen Search Results

- If adding a counselor, select how to assign the counselor from the Update Options dropdown list. Select Update All to replace all counselor assignments or select Update Unassigned Only to assign the new counselor to only those students not assigned a counselor.
- 7. Save the new definition.

CONDITIONS

- 1. The students changed by this definition may be filtered by one or more conditions. All conditions must be met for the counselor change to occur. To add a new condition, click on **Add** in the Conditions section.
- 2. A new blank line is added to the Conditions section.

Con	Conditions O									
Please Note: All conditions are considered to be "AND" conditions for the purpose of this process. For example, if you add a condition for last name starts with 'A' and a condition for last name starts with 'B', no results will be returned.										
Con	ditio	15			Add					
X	Line	Property 😂 🛛	Condition Type 🍦	Not 🈂	Condition Value	\Rightarrow				
	1	~	*	~						

Figure 4-4 Mass Assign Counselor Screen Add Condition

- 3. Select the field, or **Property**, to use as the criteria for the conditions such as the student's grade.
- 4. Set the method used to match the **Condition Value** to the value currently in the **Property** selected in the student record by using the **Not** and **Condition Type** columns together.

Selecting Not just adds a Not to the Condition Type.

For example, if the **Condition Type** is set to **Equal To** and **Not** is selected, the comparison would be set to Not Equal To. The Condition Type can be set to one of the following:

- Contains the property selected must contain the value entered.
- Equal To the property selected must be exactly the same as the value entered.
- Ends With the property selected must end with the value entered.
- **Greater or Equal** the property selected must be greater than or equal to the value entered.
- Greater Than the property selected must be greater than the value entered.
- In List the property selected must include one of the values entered in the Value field. List values are entered in the Value box separated by a comma.
- Less Than or Equal the property selected must be less than or equal to the value entered.
- Less Than the property selected must be less than the value entered.
- Starts With the property selected must start with the value entered.
- 5. Enter the **Condition Value** to compare to the value currently in the Property.
- 6. Click **Add** to add another condition.
- 7. Check $\overline{\boxtimes}$ to remove a condition.
- 8. Click Save.

STUDENTS

Specific students may be selected instead of using a condition.

1. Click the **Students** tab.

∀Mass Assign Counselor									
Definition Name: Replace Counselor School Name: Hope High School FullYear: 2012-2013									
Assignment Options Students Definition Name									
Replace Counselor		Assign Counselors							
Any student included in this grid will be included in the results if he or she meets the criteria on the Assignment Options tab.									
Students Chooser									
X Line Student	Counselor	Ge	ender	Perm ID	Grade				

Figure 4-5 Mass Assign Counselor Screen Students Tab

- 2. Click Chooser on Students bar. Chooser screen opens.
- 3. Enter partial or complete data on any white field.
- 4. Click Find. Search Results displays a list of Student records matching criteria entered.

Cł	nooser															
Fin	d Criteria															٩
Las	t Name		First N	lame	M	liddle Nar	me S	uffix	G	ender	1	Per	m ID	0	Grade	*
Cou	unselor Fi	rst N	ame				Co	unse	lor La	ast Nai	me					
Sei	arch Results	1				Add Sele	ected Row	(s) >		dd All F	low(s)	>>				
Line	Student	Suffix	Gender	Perm 10	Grade	Counselor First Name	Counselo Last Nam	×	Line	Student	Suffix	Gender	Perm 10	Grade	Counselor First Name	Counselor Last Name
	Abbott, Billy C.		Male	905483	12	Jimmy	Jones	1								
2	(Abernathy, Bruce V.)		Male	879138	12	Jimmy	Jones									
3	Ackley, Brian R.	-	Male	913948	12	Jimmy	Jones									

Figure 4-6 Chooser Screen

- 5. Click anywhere on the appropriate record to highlight.
- 6. Press CTRL down while clicking records to select multiple records at a time.
- 7. Click Add Selected Row(s) >

OR

Click Add All Row(s) >> . This will move all records found in Find Result column to Selected Items column.

Multiple searches may be made until all student records have been found and added to Selected Items column.

- 8. Check 🖻 to delete an undesired record from Selected Items column, if needed.
- 9. Click Select. This will close the Chooser screen and records selected will be listed.

Mass Assign Counse	lor			
Definition Name: Replace Counselor S Assignment Options Students	School Name: Hope High Sch	nool FullYear: 20	12-2013	
Definition Name				
Replace Counselor	Assign Co	unselors		
Any student included in this grid will Assignment Options tab.	be included in the results	if he or she me	ets the criteria	a on the
Students				Chooser 🔇
X Line Student	Counselor	Gender	Perm ID	Grade
Abbott, Billy C.	Jones, Jimmy	Male	905483	12
2 Bailey, Evelyn	Jones, Jimmy	Female	872658	12

Figure 4-7 Mass Assign Counselor Screen Students Added

- 10. To run the definition, click **Assign Counselors**.
- 11. To delete a definition, click **Delete** at the top of the screen.
- 12. To edit the name of a definition, click **Menu** and select **Edit Mass Assign Counselor Definition Data**. The color of the Definition Name field changes from gray to white, signifying that the field is editable.
- 13. When the change is complete, click **Save**.

Menu 🔻							
Edit Ma	ss Assign Counselor Definition Data						
View Audit Detail For Mass Assign Counselor							
	Figure 4-8 Menu Options						

MASS EMAIL

The Mass Email screen gives staff an easy method to send an email message to all students and/or parents who have an email address recorded in Synergy SIS. Emails may be sent to students and parents through the Communication screen in the TeacherVUE portal for a single class. The Mass Email sends a message to the students and parents for the organization in focus. There is an option to filter by student groups and/or sections, also.

∕⊽Mass Email	«
Options Extra Filters Attachments	
Check 'Students', 'Parents', or both in 'Group to Email'. Check appropriate grade levels, if desired. (Use Filters' tab for selecting 'Student Groups' and/or classes.) Complete the 'Email Options' fields. Click 'Se	the 'Extra and Email'.
Filters	۵
Group to Email Grade Students KP Parents 03 04 05 08 09 10 11 12+	
Email Options	0
Email Content Type Message Subject	
Message Body 🕎 🛇	
From Staff Override From Email Address	
✓	

Figure 4-9 Mass Email Screen

Automated email messages are sent to parents, notifying them of disciplinary incidents or student absences. Parents can customize which automated messages they receive through the ParentVUE portal, and the district can customize the messages through the Email Content screen.

For more about these additional options, please see the *Synergy SIS* – *System Administrator Guide* for how to customize the automated messages or the *ParentVUE and StudentVUE Portal Guide* for how parents can customize their options. The *Synergy SIS* – *TeacherVUE User Guide* outlines how teachers can send email messages to the parents and students in their classes.



Caution: E-mail sent through the Mass Email screen is considered Immediate Email, and is sent using the Immediate Email schedule configured through the System Configuration screen. For more information about setting the Immediate Email schedule, please see *Synergy SIS – System Administrator Guide*.

SEND EMAIL MESSAGE

✓Mass Email (
Options Extra Filters Attachments
Check 'Students', 'Parents', or both in 'Group to Email'. Check appropriate grade levels, if desired. (Use the 'Extra Filters' tab for selecting 'Student Groups' and/or classes.) Complete the 'Email Options' fields. Click 'Send Email'.
Filters
Group to Email Grade → ♥ ✓ Students PS TK 01 K 02 ✓ Parents 03 04 05 06 07 08 09 10 11 ✓ 12 12+
Email Options Q
Email Content Type Message Subject
HTML 1/2 Day Scheduled
Message Body 🕎 🛇
Friday has been scheduled as a half day for all students. Please be sure to pick up your child by noon on Friday.
From Staff
×
Override From Email Address

Figure 4-10 Mass Email Screen Send Mass Email

- 1. Go to Synergy SIS > Student > Mass Email > Options tab.
- 2. Select the **Group To Email** from the drop-down list. Messages can be sent to **Students**, **Parents**, or **Both Students and Parents**.
- 3. Check the **Grade** levels to include in the message. To check or uncheck all of the grades, click □↔☑.
- 4. Select the format of the message from the **Email Content Type** drop-down list. Messages can be sent in either **HTML** or **Text** format.
- 5. Enter the Message Subject.
- 6. Enter the Message Body. The message can be checked for spelling by clicking 🖾.
- 7. Select the staff member sending in From Staff.
- 8. To override the email address used to send the message from (and control where replies are sent), enter a different email address in **Override From Email Address**.

EXTRA FILTERS

1. To apply additional filters to the email message. click the Extra Filters tab.

∀Mas	s Email						æ
Options E	Extra Filters	Attachments					
Student Gr	roups					Chooser	٢
X Line	Code		Description				
Class Sele	ction					Chooser	۵
X Line	Section ID	Course ID	Course Title	Teacher	Begin Period	Term Code	

Figure 4-11 Mass Email Screen Extra Filters

2. To filter using a Student Group, click **Chooser**. Chooser screen opens.

- 3. Enter all or part of any information in the white fields.
- 4. Click Find. Search Results displays a list of groups matching criteria entered.
- 5. Click anywhere on appropriate record to highlight.
- 6. Press CTRL down while clicking records to select multiple records at a time.
- 7. Click Add Selected Row(s) >

OR

Click Add All Row(s) >> . This will move all records found in Find Result column to Selected Items column.

8. When all the groups needed are in the Selected Items grid, click **Select**. The Chooser screen closes and the groups display.

Chooser						
Find Criteria						G
Code	Description					
A						
Search Results	1	Add Selected Row(s)	>	Add All Row(s) >>		
Find Result		Ģ		Selected Items		Q
Line Code	Description		•	X Line Code	Description	
1 AFTR	After School Program					
2 AVID	GIVA					

Figure 4-12 Chooser Screen

9. Repeat this procedure to filter by Class Selection.

ADD ATTACHMENT

1. To add an attachment to the message, click on the Attachments tab.

™Mass Email			(«
Options Extra Filters Attack	hments		
Email Attachments			Add 🙆
Line Delete		File Name	¢

Figure 4-13 Mass Email Screen Attachments Tab

- 2. Click Add. The Attach Document screen opens in a separate window.
- 3. Click **Browse** to select the file to attach.

Attach document	
Steps To Upload Image: 1) Click Browse and select the file you wish to upload 2) Click Upload	
Browse	
Upload	

Figure 4-14 Attach Document Screen

- 4. Find the file on the local computer, and click **Open** or **OK**.
- 5. Once the file name is listed, click **Upload**.

6. The file uploaded is listed in the Email Attachments grid. To add another attachment, click **Add** again. To remove an attachment, click **Delete**.

Menu V Send Email	Status: Ready	- G _a 🦓	0
✓Mass Email			«
Options Extra Filters Attachments			
Email Attachments		Add	٢
Line Delete File Name			€
1 Deicte School Calendar.docx			
Figure 4-15 Mass Email Screen Attachment Tab			

7. To send the email, click **Send Email** at the top of the screen.



NATIVE AMERICAN

If the student belongs to a Native American tribe, their tribal affiliation can be recorded in the Native American screen.

1. Go to the **Native American** screen, found under Synergy SIS > Student.

Native A	merican					(4
Student Name: At	bott, Billy C. School:	Hope High School Statu	s: Active	Homeroom: 215		
Native American	Information					
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	
Abbott	Billy	C		905483	12	~
					Gender	
					Male 🗸	
Identification						0
CIB Tribal Comm	unity Degree	Tribal Code Triba	al Enrollr	nent Number		
	*					
Tribal Comment						
						0
Funding	Supplies W Rele	ase Form				6
Title VII	Fall Subr	nitted? Release Form	n Date			
Impact Aid	Spring		1			
Johnson-O'Ma	lley					

Figure 4-16 Native American Screen

2. Check to make sure the current **focus** is set to a school and not the district. The focus is indicated in the top right-hand corner of the screen.

Synergy Education Platform		Hope High School Year:2011-2012 User Admin User Show active and inactive		
Synergy Ecupoint Year:2011-2012 Education Platform School District UserAdmin User Image: School District Lock Sign Out Support Help				
Figu	re 4-17 Checking Current Fo	cus		

- 3. All white fields are editable. The information that can be recorded is:
 - **CIB** Check if a Certificate of Tribal Blood is on record.
 - **Tribal Community** Select the name of the student's tribal affiliation. This list can be customized by the district.
 - Degree Enter the degree of tribal affiliation
 - **Tribal Code** Enter the code for the tribe if available
 - Tribal Enrollment Number Enter the student's tribal enrollment number
 - Tribal Comment Enter any comments
 - **Funding** Check the funding, either Title VII, Impact Aid, or Johnson O'Malley, for which the student is eligible.
 - **Supplies** Check the semesters, either Fall or Spring, for which the student needs supplies
 - Release Form Check Submitted if the student submitted a release form, and enter the Release Form Date (the date the student signed the form) in (MMDDYY) or click
 and select date.
 - Once all of the information has been added or updated, click **Save** at the top of the screen.

PERSON SEARCH

To find all the people of a certain name, gender, or SIS number, use the Person Search screen.

- 1. Go to the **Person Search** screen, found under Synergy SIS > Student.
- 2. The Number of Records to Find can be adjusted in this search screen.

Find	Status. Ready
VPerson Search	
Person Search	
Search Criteria	Q
Last Name	First Name
Middle Name	Gender
	×
SIS Number	Birth Date
Student Staff Parent	
Number of Records To Find 100	
Search Results	Q
SIS Birth Organizati	Attendance Student Programs Student
Line Person Type Name Number Gender Date Address Name	Daily Period Student Programs English Language Free and Reduced Course Classes Language Reduced GATE History Classes
Figure 4-18 Pers	on Search Screen

- 3. Enter partial or complete information on any field in the Search Criteria.
- 4. Filter the records returned by checking **Student**, **Staff**, or **Parent**. If they are left unchecked, all areas are searched. More than one may be checked.
- 5. Click **Find** at the top of the screen to view the records matching the criteria entered.
- 6. To find additional person information, click on the Person Type icon.



	Note: Student records have additional icons in the Search Results list. Clicking on any one of those icons opens the student's record in that screen.													
Person Type	Name	SIS Number	Gender	Birth Date	Address	Organization Name	Atter Daily	ndance Period	student Programs	Student Pro English Language Learners	grams Free and Reduced Meals	GATE	Student Course History	Student Classes
&	Abbott, Billy C.	905483	Male	05/11/1994	1958 Val Vista Mesa, AZ 85234	Hope High School 2011-2012			AŬ	E#	é	*	-	æ

Figure 4-20 Person Search Screen Additional Student Icons

PHONE SEARCH

To find all the phone numbers for a person, or to find the person associated with a phone number, use the Phone Search screen. To search for a matching record:

1. Go to the Phone Search screen, found under Synergy SIS > Student.

Find					Form Status: Ready
VPhone S	Search				
Search					
Search Criteria					٥
Phone	Person Type	Phone Type			
	×	~			
Last Name	First Name	Middle Name	Gender		
				*	
Search Results					
Line Type of Person	Name	Phone	F	Phone Type	Note

Figure 4-21 Phone Search Screen

- Enter partial or complete information on any field in the Search Criteria. For example, selecting a Person Type of Staff and a Phone Type would list all staff cell phone numbers. Any combination of information may be used.
- 3. Click **Find** at the top of the screen to view the records matching the criteria.
- 4. To view more details click on the **Name** of the person. This is a link to bring up the person's records.

Fin	đ					Form Status	s: Ready (Update I	Mode)
Pho	one Se	arch						
Search								
Search C	Criteria							0
Phone		Person Type	Phone Type	÷				
		Staff 🛛 👻	Cell	~				
Last Nam	ne	First Name	Middle N	lame	Gender			
						~		
Search F	Results							<u></u>
Line Typ	e of son	Name		Phone			Phone Type	Note
1 📢		Aderson, Gordon		623-55	5-4758		Cell	

Figure 4-22 Phone Search Screen Search Results

STUDENT NOTIFICATIONS

Student notifications can be created to alert staff about special types of student circumstances. The student notification icon is then displayed on any screen where the student is in focus. To add a notification regarding a student.

1. Go to the **Student Notifications** screen, found under Synergy SIS > Student.

∀ Student	Notifications					«
Student Name: Sc	hool: Homeroom: Teac	her:				
Notifications						
Last Name	First Name	Middle Nam	ne Suffix Perm ID	Grade		
J				~		
Student Notifica	tions				Add Show Detai	i 🙆
X Line	Begin Date	\$	Notification	₽	End Date	\Rightarrow

Figure 4-23 Student Notifications Screen

2. Find the student's records using either **Scroll** or **Find mode** as outlined in Chapter Two of this guide.

Student Noti	fications							«
Student Name: Abbott, B	illy C. School: Hope	e High School Ho	omeroom: 108	Teache	r: Nebelung, M.			
Notifications								
Last Name	First Name	Middle Name Su	uffix Perm ID	(Grade			
Abbott	Billy	C	905483	ŀ	12 💌			
Student Notifications						A	Add Show De	tail 🔕
X Line Begin	Date 🔶		Notification			₽	End Date	¢
1 10/24/2012	📝 Recei	iving Special Educat	tion Services	*			7	
2 10/24/2012	Englis	h Language Learne	er	*			7	
3 11/08/2012	Peanu	ut Alergy		*			P	
4 03/15/2013	Medic	al Alert - Contact N	urse for Details	*			P	

Figure 4-24 Student Notifications Screen

3. To add a new notification, click **Add** in the Student Notifications grid. A new blank line is added to the grid.

Stu	ident l	Notifications			Add	Show De	tail G
$\left \times \right $	Line	Begin Date 🛛 🍦	Notification		End	l Date	
	1	10/24/2012 🕎	Receiving Special Education Services	*		7	
	2	10/24/2012 🗊	English Language Learner	¥		12	
	3	11/08/2012 🗊	Peanut Alergy	¥		7	
	4	03/15/2013 🕎	Medical Alert - Contact Nurse for Details	¥		7	
	5	5/3/2013		¥		7	

Figure 4-25 Student Notifications Screen

- 4. By default, the **Begin Date** is set to today's date. To edit it, enter date (MMDDYY) or click and select date.
- 5. Select the Notification type. This list is customizable for each district.
- 6. If this is a temporary condition, an end date can be assigned to the notification by entering the **End Date** (MMDDYY) or click and select date.
- 7. Click **Save** to save the notification.
- 8. To delete a notification, check $\mathbf{\overline{\Xi}}$ on line of notification to delete.
- 9. Click Save.

- 10. To add a comment or additional detail about the notification, click the **line number** of the record you wish to edit. The line highlights.
- 11. Click Show Detail

OR

Double-click the line number. The detail view opens on the right side of the screen.

Student Notification	ns	(«
Student Name: Abbott, Billy C. Sch	nool: Hope High School Homeroom: 108 Teacher: Nebelung, M.	
Notifications		
Last Name First Nam	ne Middle Name Suffix Perm ID Grade	
Abbott Billy	C 905483 12 💌	
Student Notifications	Add Hi	de Detail 🔕
Line Begin Date	Notification: Medical Alert - Contact Nurse for Details	
2 10/24/2012	Details	6
3 11/08/2012	Begin Date End Date	
4 03/15/2013	03/15/2013 🍞	
	Comment	6
	Comment 🐺 🕥	
		.4
	Rules	6
	Added By Rule Rule Name	

Figure 4-26 Student Notifications Screen Detailed Screen

12. Comments about the notification can be added. Click 🖾 to spell check. Click 🔮 for more space.

If this notification was generated because of a rule, **Added By Rule** is checked and the **Rule Name** is displayed in the Rules section.

13. Click Save.

STUDENT PHONE NUMBERS

To quickly screen all of the contact information for a student,

1. Go to the **Student Phone Numbers** screen, found under Synergy SIS > Student.

∜Student Pł	none Numbers	6		«
Student Name: Abbott	t, Billy C. School: Hope	e High School Status:	Active Room Na	me: 108
Last Name Abbott	First Name Billy	Middle Name Suffix	Perm ID G 905483 1	2 V
Numbers				۵
Line Relationship	Name	Phone Number	Phone Type	Comment
1 Mother	Aaron, Kathleen	602-555-1234	Home	Has Custody, Lives With
2		480-555-1233	Cell	Has Custody, Lives With
3 Father	Aaron, Phillip	480-555-1234	Cell	Has Custody, Lives With
4		602-555-1234	Home	Has Custody, Lives With
5		602-555-1234	Work	Has Custody, Lives With
6 Doctor	Mesa Peds	949-555-0831 (222)	Office	
7 Dentist	Dr Jones	555-9833	Office	
8 Relative	Lauretta Jones	480-555-1545	Home	
9 Self	Abbott, Billy C.	480-555-1235	Home	
10		480-555-1234	Cell	
11		602-555-1234	Pager	
12 Friend	Darryl King	480-555-1962	Home	

Figure 4-27 Student Phone Numbers Screen

If a student is in focus already, all of the related phone numbers are displayed.

2. To search for another student's records, use **Scroll** or **Find Mode**.



Tip: This is a good screen to add to the Quick Nav menu so that the student phone numbers are always available at one click.

STUDENT TRANSPORTATION

The Student Transportation screen records all of the details regarding the student's transportation such as bus route and bus stop. This is the same information that is recorded on the Other Info tab of the Student screen, and any changes on this screen will display in the Student screen. The information is displayed in a separate screen to allow different user groups to modify transportation information separately from other student information.

To modify this information

1. Go to the Student Transportation screen, found under Synergy SIS > Student.

Student Transportation						(
tudent Name: Abbott, Billy C. School: Hope H	ligh School Homeroom: 40	3 Teacher: Sulliv	an, J.			
Fransportation Information						
ast Name First Name	Middle Name Suffix	Perm ID	Grade	Gende	r	
bbott Billy	C	905483	12	Male 🖌	~	
Student Address Information						0
ddress City	State ZIP	Code +4	Grid Code			
953 S Val Vista Dr Mesa	AZ 💌 852	34	741B	Map it!		
School Information						- (
ichool Staff Name						
lope High School Sullivan, J.						
ransportation						(
ransport Code	Transportation Reques	st Date	Transpo	ortation Start I	Date	
✓						
Pick Up Information	٩	Drop Off Infor	mation			
ransportation Type Bus Route		Transportation	n Type Bus Rou	ite		
×			*			
us Stop		Bus Stop				
ick Up Time Pick Up Location Type		Drop Off Time	Drop Off Locat	ion Type		
✓				~		
ick Up School		Drop Off Scho	ol			
✓				~		
ddress		Address				
ity State Zip Code M	an Iti	City	State	Zip Code	Man Iti	
	p te		~	<u>_</u>	hap it:	
Comment 👰 🙆		Comment 🌆 (3	,		
			9		*	
	-					
	_					
Transportation Descare Orde Transport	viation Descen Data	Tuenenentetier	Deces Orde	Trener	eutotion Dessen (l Dete
ransportation Reason Code Transpo	rtation Reason Date	I ransportation	n Reason Code	i ransp	ortation Reason L	Jate
	P					
Responsible Person		Responsible F	erson			
		<u> </u>				
Phone		Phone	_			
Special Transportation Requirements						
Transportation Requirements					Add	
X Line Si	ecial Transportation Req	uirements		4	Note	ŧ
Leave Unattended (at Pick Up and Drop (Off) 🗖 Wheelchair					
Special Requirements Comment	(à	Transportatio	n Logistics Info	mation		-
Special Requirements Comment 🗐 🔇		Special Progr	am Teacher 🔶 I	Primary Phon	е	
	*					
		School Start 1	ime Sch	ool Dismiss T	ime	
	T					
		Nevt School o	f Attendance			
			Allenualite			
		Form Comple	ted By			
		Comple	си ру			
		1				
Additional Addresses				A	dd Show Deta	11
	Zip	Transport		Transportation	1 Days	

Figure 4-28 Student Transportation Screen
2. Check to make sure the current **focus** is set to a school and not the district. The focus is indicated in the top right-hand corner of the screen.



3. Change to Update mode by clicking **Edit** at the top of the screen. If the button is not available, Update mode is already turned on.

4. Click on the data to modify in the boxes with the white background and change the information as desired. Boxes with a gray background cannot be changed.

Transport Code

- 5. Click the **Transport Code** drop-down and select appropriate code. This indicates the student's eligibility for district-provided transportation.
- 6. Enter the **Transportation Request Date** (MMDDYY) or click the **Calendar** and select the date.
- 7. Enter the **Transportation Start Date** (MMDDYY) or the **Calendar** and select the date.

Pick Up Information

- 8. Click the Transportation Type drop-down and select bus, train, etc.
- 9. Enter the appropriate **Bus Route**.
- 10. Enter any **Bus Stop** information, if appropriate.
- 11. Enter the **Pick Up Time** (military time 1330 or regular time 1:30P)
- 12. Click the **Pick Up Location Type** and select curb to curb, door to door, etc.
- 13. Click the **Pick Up School** drop-down and select, if student is arriving from another school location.
- 14. Enter the Address, City State and Zip Code information of the pickup location.
- 15. Click the Map It! button to verify location, if desired.
- 16. Include any **Comment** regarding special instructions for the pick-up. Click the **Spell Check** to check spelling. Click the drop-down for additional space.
- 17. Click the **Transportation Reason Code** drop-down and select, if appropriate. Typically, the student is not eligible for transportation but has district authorization such as a boundary exception.
- 18. Enter the Transportation Reason Date if Transportation Reason Code (above) is completed.
- 19. Enter name of the Responsible Person for the student at the pick-up point.
- 20. Enter the Phone number of the Responsible Person.
- 21. Repeat above instructions for Drop Off Information section

Special Transportation Requirements

- 22. Check any Special Transportation Requirements that are appropriate.
- 23. Enter a **Special Requirements Comment**, if necessary. Click the **Spell Check** 1 to check spelling. Click the drop-down I for additional space.

Transportation Logistics Information

- 24. If the student is receiving transportation because of special program participation, click **(**next to **Special Program Teacher**. Find: Staff screen opens.
- 25. Enter all or part of the Special Program Teacher's Last Name, First Name, and Middle Name.
- 26. Click **Find** or press **ENTER**.
- 27. Click the line of the appropriate staff name. The line highlights.
- 28. Click the **line** again or click **Select**. The Find: Staff screen closes and staff name displays in field.
- 29. Enter the **Primary Phone** number.
- 30. Enter the School Start Time (military time 1330 or regular time 1:30P.)
- 31. Enter the Dismiss Time.
- 32. Enter the Next School of Attendance, if appropriate.
- 33. Enter name of staff member responsible for completing this information in **Form Completed By**.

Additional Addresses

This can be helpful for students who may go to a day care or a vocational setting.

- 34. Click **Add** on the Additional Addresses bar to enter information, if the student is picked up or dropped off at any additional locations.
- 35. Click **Save** when complete.

Chapter Five: PARENTS

In this chapter, the following topics are covered:

- Screen Parent Records
- Edit Parent Records
- Delete Parent Records
- Add Parent Records
- Parent Screen Menu Options

While parent/guardian information is available on the Student screen Parent/Guardian tab, the Parent screen provides the ability to view and enter additional details. These include the parent's home, mail and email addresses, phone numbers, information on related children and a parent contact log. ParentVUE account details are available here including the ability to print an Activation Key letter. (Note: Additional ParentVUE information is located in the Synergy SIS - ParentVUE & StudentVUE Administrator Guide and the ParentVUE and StudentVUE Portal.) To access the Parent screen:

1. Open the Synergy SIS Navigation Tree by clicking on the Tree.



2. Expand the Synergy SIS folder by clicking on the name **Synergy SIS** or the blue triangle pointing next to the word. Once clicked, the triangle will turn green and point downward.



Figure 5-2 Expand Synergy SIS Folder

3. Under the Synergy SIS folder, click on the name **Parent** or click on the blue triangle pointing right next to it.



4. Click on the **Parent** screen.

SCREEN PARENT RECORDS

Once the desired record has been found, (see <u>Chapter Two: Finding & Sorting Records</u>) note the Parent screen has several tabs of information. The tabs are:

- **Demographics** The Demographics tab contains detailed demographic information such email addresses and employer information
- **Children** This Children tab contains information on the siblings enrolled at that school and in the district.
- **ParentVUE** The ParentVUE tab lists the parent settings and information for the ParentVUE portal. (Note: Additional ParentVUE information is located in the *Synergy SIS* - *ParentVUE* & *StudentVUE* Administrator Guide and the *ParentVUE* and *StudentVUE* Portal.)
- **Parent Contact** The Parent Contact tab lists all the contact made with a parent. It can automatically capture a record of e-mail messages sent via the TeacherVUE portal, also.

DEMOGRAPHICS

Information included on the Demographics tab includes:

∀Parent					(ee
Parent Name: Aaron, Ka	athleen				
Demographics Children	ParentVUE Par	rent Contact			
Last Name	First Name	Middle Name	Suffix T	itle Paperless R	eport Card?
Aaron	Kathleen]
Parent Info					6
Adult ID	Gender Female	Primary Language	Social Security Num 123-45-6789	iber Email 🙆 email@edupoint.co	om
Nick Name Last N	lame Goes By	AKA Last Name	AKA First Nam	e AKA Middle Na	me AKA Suffix
Employer		Job Title	US Citi	izen Deceased Uniform	ed Military
Highest Education Leve	Birth Date	Birth Place			
College Graduate	·	67			
	Additional Info			_	
Race and Ethnicity					G
Hispanic/Latino Resolv	ed Race/Ethnicity	1			
×	~				
Race					
Black or African An	orican	White		Acian	
Amorican Indian or	Alackan Nativa	Notive Howaiian or ot	har Pasifia Islandar	Hispania	
Turkich	MidSkall Native L	Puecian	ner Facilic Islander (
Turkish					
Home Address	Q	Mail Address	<u></u>	Work Address	<u> </u>
Address		Address		Address	
195000 S val vista Dr					
City	State	City	State	City	State
Mesa	•∠ ⊻		ĽĽ		Ľ
Zip Code + 4		Zip Code + 4	_	Zip Code + 4	_
85234					
Map it		Map it		Map it	
Mail Same As Hom	e Address				
]			
Phone Numbers		A	Contract of the second		Add
Line Primary 🗧	lype	Phone 🗧	Extension	⇒ Contact €	Not Listed 🗧
	Home Y	480-555-1234			
2	Cell 🗠	480-555-1234			v



- The parent's name and basic demographic information such as Adult ID, Gender, Primary Language, Social Security Number, Email Address, Employer, Job Title, Highest Education Level, Birth Date, and Birth Place is displayed on the Demographics tab.
- To send an e-mail message to the parent using the e-mail program on the computer, click on the **Email** icon.
- Nick Name
- Last Name Goes By
- AKA Last Name, AKA First Name, AKA Middle Name, AKA Suffix
- Employer, Job Title
- If the parent is a US Citizen, Deceased, or Uniformed Military, these are checked.
- Highest Education Level

- Birthdate, Birth Place
- Other notes can be displayed in the Additional Info.
- Their Race and Ethnicity can be recorded.
- Separate Home, Mail, and Work addresses can be recorded. To see the address displayed on a Google map, click Map It!.
- The **Phone Numbers** section lists all of the phone numbers available for the parent. The **Primary** phone number to call is checked, and all phone numbers that can be used to contact the parent are checked as well. If the number is not listed, this is checked and extreme care should be taken not to divulge this number.
- A history of the address changes can be tracked in the **Address History** section. To see the address history, click I for the section.

CHILDREN

The information on the Children tab includes:

	Menu	•	© ())>	5	Save Undo	Add De	iete				Status	Ready	- Ga 52 (2
	ŸF	Par	ent										(44
F	Pare	nt Na	ame: Aaro	n, Kathl	een								
l	Den	Demographics Children ParentVUE Parent Contact											
L	ast	Nan	пе	F	irst Name	Middle N	lame	Suffix	Titl	e Pa	perless Rep	port Card?	
ŀ	Aaro	n		1	Kathleen								
	Rela	ted C	hidren								Sh	ow Detail	Chocser 🔇
	×		Relation Type	© Stude Name	nt School Name	Contact (Ed. Rights	e Has Custody	Lives With	Mailings () Allowed	Enrolling 🖨	Release ¢	Resp.
		1	Mother	Aaron lan	Adams Elementary	\checkmark	V	v	✓	V			V
		2	Mother	A aron There	Adams Elementary		1	v	v	V			
			Mother	Abbot Billy C	Hope High School	1	1	1	J	1			
		4	Mother	- China Lois	Adams Elementary	~	1	v	V	V			

Note: District setup may be configured to view students enrolled at the current focus organization, only.

- Relationship Type This is the parent/guardian's relationship to the child listed.
- Student Name This is the name of the parent/guardian 's child.
- School Name This is the school in which the child is currently enrolled.

If the following items are checked, the parent/guardian has these rights:

- Contact Allowed The parent/guardian can have contact with the child.
- Ed. Rights The parent/guardian can make decisions about the child's education.
- Has Custody The parent/guardian has custody of the child.
- Lives With The child lives with the parent/guardian.
- **Mailings Allowed** The parent/guardian is allowed to receive mail from the school regarding the child.
- Enrolling Parent This is the parent/guardian who enrolled the child.
- Release To The child may be released to this parent/guardian.

• **Financial Resp.** - The parent/guardian who has assumed the financial responsibility for that child.

The Related Children detailed view displays the same information listed in the grid but does so one child at a time.

Related Children		Hide Detail	Chooser 🔇
Line Student Name			
Aaron, lan	Detail		6
2 Aaron, Theresa	School Name	Relation Type	
3 Abbott, Billy C.	Adams Elementary	Mother 💙	
4 China, Lois			
	Contact Allowed C Ed. Rights	Has Custody	Lives With
	Mailings Allowed Enrolling P	arent 📃 Release	То
	Financial Resp.		

Figure 5-6 Parent Screen Children Tab Detailed Screen

PARENTVUE

The ParentVUE tab lists the parent settings and information for the ParentVUE portal. (Note: Additional ParentVUE information is located in the *Synergy SIS - ParentVUE & StudentVUE Administrator Guide* and the *ParentVUE and StudentVUE Portal*.)

The information on the ParentVUE tab includes:

∀Parent								~
Parent Name: Aaron, K	athleen							
Demographics Children	ParentVUE Parent	Contact						
Last Name	First Name	Mide	dle Name	Suffix	Title	Paperless Rep	oort Card?	
Aaron	Kathleen							
Activation Key Managem	ent	٩	Email Add	resses		٩		
Activation Key			Email 1 🖉	0				
GTEHMBV			kaaron@	msn.com				
Key Valid Until			Email 2 😭	0				
06/08/2012 08:50:38			kaaron@	gmail.com				
Date Activation Key Us	ed		Email 3 🖉)				
05/29/2012 08:53:00								
Create Activation Key	Print Activation Key		Email 4 😭)				
ParentVUE ID		٩						
User ID			Email 5 🖉)				
Kit								
Notify Options		9	Account A	ctivation		9		
Attendance			ParentVU	E Account Disa	bled			
Discipline			L					
E Health								
Grade								
Class Change								
Gradebook								
Send Messages Eve	ery 💌							
Only send mess	ages when grades a	re below:						
%								
Open ParentVUE as Parent								
Additional App Type Log	line							Add O
X Line	User ID		e	P	assword	é	App Type 🚖	Disabled
1			~				School Net 💌	
Parent Access History								0
Line	Access Dt		÷.	Acces	is lp	\$	Login Status	÷
1 06/11/2012 09:14:	00		192.16	58.150.60		Succes	55	
2 06/06/2012 09:00:	00		192.10	58.150.60		Succes	ss	
3 06/05/2012 13:44:	00		192.10	58.150.60		Succes	\$\$	
		TATATA LATATA LA	and at	arn en			TABLE AND ADDRESS AND ADDRES	and the second se

Figure 5-7 Parent Screen ParentVUE Tab

The ParentVUE tab displays the current **Activation Key** and the date **Key Valid Until**. Activation keys can be set to expire in a given number of days to increase security. Since the parent is given a written copy of the key, the letter could be lost or otherwise discovered by someone other than the parent. If the key is not used by the date in Key Valid Until, a new activation key must be issued. **Date Activation Key Used, User ID,** and **Email 1** are auto-completed upon the parent's first use of ParentVUE.

The ability to create and print Activation Keys, disable the ParentVUE account, and reflect the parent's notification choices are available on this tab.

Additional App Type Logins, such as those used to pay student fees may be displayed here.

At the bottom is the Parent Access History, which includes the date and time the account was accessed, the IP address used for that occurrence and the status of that login.

PARENT CONTACT

The information on the Parent Contact tab includes:

[Men	uv (@ Q @ \$	3 Save	Undo	A	dd Delete					Status: Ready	sa \$26	2
	8	Pa	rent										(ĸ
1	Dar	ent N	lame: Aaron, Ka	thleen										
	De	mogra	phics Children	ParentVUE	Parent C	onta	ct							
	as	t Nar	ne	First Na	ame		Middle Name	Suffi	x	Title Pa	aperle	ess Report Card?		
	Aar	on		Kathlee	n									
	Par	ent C	ontact Log										Add 🕻	2
	×	Line	Date	Time 🤤	Contact Typ	e ê	Person Contacte	sd 🔶	Contact By 🤤	Outcome	Con	ment		
											1	2		
			12/13/2011	5:02 PM	Letter	*				8				
													-11	
		2	06/12/2012	9:35 AM	Phone	*	Kathleen Aaron		Nurse	Made Contac	1	Called home because Billy is Ms. Aaron said she would cor pick up her son at the health by 10:30 to take him home.	sick. ne and office	1

Figure 5-8 Parent Screen Parent Contact Tab

The Parent Contact tab lists all the contact made with a parent. Use the Parent Contact log to record contacts between school and parent. The details can include **Date, Time**, **Contact Type**, name of **Person Contacted** and **Contacted By** whom, the **Outcome** and any additional **Comment** or notes, if desired. It can automatically capture a record of e-mail messages sent via the TeacherVUE portal, also.

EDIT PARENT RECORDS

When editing the information about a parent, each tab must be edited separately and all changes saved before switching to a new tab. To edit the data for a parent:

1. Check to make sure the current focus is set to a school and not the district. The focus is indicated in the top right-hand corner of the screen.



Figure 5-9 Checking Current Focus

2. Change to Update mode by clicking Edit at the top of the screen. If the button is not available, Update mode is already turned on. The current mode is shown in the top righthand corner where it says Form Status.

DEMOGRAPHICS

∀Parent					«
Parent Name: Aaron, Kat	thleen				
Demographics Children	ParentVUE Par	rent Contact			
Last Name	First Name	Middle Name	Suffix T	Title Paperless R	Report Card?
Aaron	Kathleen				
Parent Info					0
Adult ID	Gender	Primary Language	Social Security Num	iber Email 😥	
	Female	× ×	123-45-6789	email@edupoint.c	om
Nick Name Last Na	ame Goes By A	AKA Last Name	AKA First Nam	e AKA Middle N	ame AKA Suffix
Employer		Job Title	US Citi	izen Deceased Uniform	ed Military
					
Highest Education Level	Birth Date	Birth Place			
College Graduate	Dirti Date				
ound output	Additional Info				
	Additional Inio				
Race and Ethnicity					G
Hispanic/Latino Resolve	d Race/Ethnicity	1			
× .	~				
Race					
Black or African Ame	erican 🚺	White		Asian	
American Indian or A	laskan Native	Native Hawaiian or o	ther Pacific Islander	Hispanic	
Turkish		Russian			
Home Address		Mail Address	0	Work Address	
Address		Address	~	Address	v
195888 S Val Vista Dr		Address		Mudress	
					2
City St	ate	City	State	City	State
Mesa	<u>د</u>				
Zip Code + 4		Zip Code + 4	_	Zip Code + 4	_
85234					
Map 8		Map 8		Map it	
Mail Same As Home	Address][
Mail Galile As Hollie	Address]			
Phone Numbers					Add 🔾
X Line Primary 😂	Туре	Phone :	Extension	Contact	😂 Not Listed 👙
	Home 🎽	480-555-1234			V
2	Cell 🖌	480-555-1234			1

Figure 5-10 Parent Screen Demographics Tab

- 3. On the **Demographics tab**, data may be modified in any white field. Gray fields cannot be changed.
- 4. To add a phone number, click **Add** on the Phone Numbers bar. A blank line displays and the phone information can be entered.
- 5. Check 💆 to delete an undesired phone number.
- 6. Once the changes have been completed, click **Save** or **Undo.**

CHILDREN

1. Next, click on the **Children tab** to modify the parent's records regarding their children.

Menu	•	999		Save Undo	Add D	elete				Statu	Ready	9 53 53 6
19F	ar	ent										0
Pare	nt Na	ame: Aaro	n, Kathlee dren Pare	en IntVUE Parent Co	ntact							
Last	Nan	ne	Fin	st Name	Middle I	lame	Suffix	T	tleP	aperless Re	port Card	?
Aaro			Ka	thieen	2		1				Contract of	(Income and Income
×	Line	Reation	States	Exhest Raws	Contact -	E.L. Bights	fun Custofe	Lnes.	Alcored	Excelling Parent	Rease	Resp
		Mother	E Aaron, Jan	Adams Elementary				V		10	10	
		Mother	Aaron, Theresa	Adams Elementary		1	2	V		.0	.03	10
		Nother	Billy C	Hope High School	2			17		10	100	10
		Mother	China, Leis	Adams Elementary	V		V	V	V			

Figure 5-11 Parent Screen Children Tab

- 2. All fields may be edited except **Student Name** and **School Name**.
- 3. Once the changes have been completed click **Save** or **Undo**.
- 4. To remove a child record, check on line of student record and click **Save**.

To add a child to the parent's record,

Find Select							
Chooser							
Find Criteria							<u> </u>
Last Name	First Name	Middle Name	Suffix	Gender	Perm ID	Grade	
				~			~
First Name	Last Name						
		Add Selected Row(s) >	Add All Row	(s) >>		
Search Results							
Find Result		۵	S	elected Iten	าร		۵
Line Last First Mi Name Name Na	ddle Ime Suffix Gender ID	Grade First Last Name Name	>	< Line Last Name	First Middle Name Name S	uffix Gender	Perm Grade First Last D Name Name

Figure 5-12 Chooser Screen

- 1. Click **Chooser**. The Chooser screen opens in a separate window.
- 2. Enter partial or complete data on any white field.

- 3. Enter partial or complete data on any white field.
- 4. Click Find. Search Results displays a list of records matching criteria entered
- 5. Click anywhere on appropriate record to highlight.

Find Select								
Chooser								
Find Criteria								0
Last Name	First Name	Middle Name	Suffix	Gender	Perm ID	Grade	First Name	
				~			*	
Last Name								
		Add Selected Row	(s) >	Add All Row	v(s) >>			
Search Results								
Find Result			6) Se	elected Item	IS		٨
Line Last First Middle Name Name Name	Suffix Gender P	erm ID Grade	First Last Name Nam	×	Line Last Name	First Middle Name Name Suffi	ix Gender Perm Grade Fir	st Last Ime Name
1 Abbott Billy	Male 90	05483 12						
2 Abbott Irene	Female 99	97015 09						

Figure 5-13 Chooser Screen

- 6. Press CTRL down while clicking records to select multiple records at a time.
- 7. Click Add Selected Row(s) > .

OR

Click Add All Row(s) >> . This will move all records found in Find Result column to Selected Items column.

- 8. Multiple searches may be made until all records have been found and added to Selected Items column.
- 9. Check 🖻 to delete an undesired record from Selected Items column, if needed.
- 10. Click **Select.** This will close the Chooser screen and records selected will be listed.
- 11. Once the changes have been completed, click **Save** or **Undo**.

The Related Children detailed view displays the same information listed in the grid but does so one child at a time.

∀Parent						>>	VA 🕹 🔜
Parent Name: Aaron, Kat	thleen						
Demographics Children	ParentVUE	Parent Contact					
Last Name	First Name	e Mi	ddle Name	Suffix	Title	Paperless Rep	ort Card?
Aaron	Kathleen						
Related Children						Hide Detail	Chooser 🔇
Line Student Name							
Aaron, Ian		Detail					Q
2 Aaron, Theresa		School Name			Relation Type		
3 Abbott, Billy C.		Adams Elem	entary		Mother 💙		
China, Lois		Contact A Mailings A Financial	Allowed CE Allowed CE Resp.	d. Rights 🔽	Has Custody 🔽	Lives With	

Figure 5-14 Parent Screen Children Tab

- 1. Click the **line number** of child's record you wish to view or edit. The line highlights.
- 2. Click **Show Detail** or click the line number again. The detail view displays on the right side of the screen.
- 3. When finished, click **Hide Detail** or click line number again. The detail view closes.

PARENTVUE

The ParentVUE tab lists the parent settings and information for the ParentVUE portal. For instructions on how to modify the parent's ParentVUE information, see the *Synergy SIS – ParentVUE & StudentVUE Administrator Guide*.

Parent									(ee
Parent Name: Aaror Demographics Child	n, Kathleen Iren ParentVUE Parent	Contact							
Last Name	First Name	Midd	fle Name	Suffix	Title	Paperless	Report Card?		
Aaron	Kathleen								
Activation Key Manag	gement	0	Email Add	resses			٥		
Activation Key			Email 1	5					
GTEHMBV			kaaron@	msn.com					
Key Valid Until			Email 2	5					
06/08/2012 08:50:3	8		kaaron@	gmail.com					
Date Activation Key	Used		Email 3	3					
05/29/2012 08:53:0	00								
Create Activation Key	Print Activation Key		Email 4						
ParentVUE ID		٩	-						
User ID			Email 5	0		_			
Kit									
Notify Options		0	Account A	ctivation			9		
Attendance			ParentVU	E Account Dis	sabled				
Discipline									
Grade									
Class Change									
Gradebook									
Send Messages	Every 💌								
Only send m	essages when grades a	e below:							
~ ~									
Ones Departure of De	out 1								
Additional App Tune	Looine								1 10
Xuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu	User ID	_	0		Password		Ann Two	AS Dist	bled
Parent Access Histo	CV.				ASSAGE MONT		5 1 May 10	and the second second	
Line	Access Dt		8	Acc	ess lo	2	Logir	1 Status	

Figure 5-15 Parent Screen ParentVUE Tab

PARENT CONTACT

1. To add a record of contact with the parent, click the Parent Contact tab.

∀Parent					
Parent Name: Aaron, Kathleen					
Demographics Children Parent	/UE Parent Con	tact			
Last Name First Nam	e Middle M	ame Suffix Title			
Aaron Kathleen		j j			
Parent Contact Log					Add
X Line Date 🔤 Time	€ Contact Type €	Person Contacted 😝	Contact By	Outcome 🖨	Comment
1 11/12/2012 🔛 4:01 PM	Letter	Kathleen Aaron	Nurse	Made Contact ≚	Parent authorization for medication.
2 12/12/2012 🕅 1:41 PM	Phone 💌	K Aaron	Attendance	Left Message 🛩	₩ Unreported absence.

Figure 5-16 Parent Contact Tab

- 2. Click Add. A blank line displays and the contact information can be entered.
- 3. Check $\overline{\textcircled{}}$ to delete an undesired record.
- 4. Once the changes have been completed, click **Save** or **Undo**.

DELETE PARENT RECORD

- 1. Remove all <u>children</u> from the parent's record.
- 2. Click **Delete** at the top of the screen.

Menu 🔻 🔇 🍳) 🖈	Save	Undo Add De	lete		Status: Ready	R <u>J \$2</u> 0
∀Parent							«
Parent Name: Aa	ron, Kath	leen					
Demographics	Children	ParentVUE	Parent Contact				
Last Name	Fi	rst Name	Middle Name	Suffix	Title		
Aaron	K	athleen					

Figure 5-17 Parent Screen

ADD PARENT RECORDS

Parent records can be added from the Student screen and the Parent screen. Before adding a new parent record, there is a prompt to check the list of parents already entered in Synergy SIS and prevent duplicate records from being entered.

- 1. Click Add at the top of the screen. The Parent Find screen displays.
- 2. Enter all or part of any information in the white fields.
- 3. Click Find. Search Results displays a list of matching criteria.

To view details of a record (the parent must have a child enrolled in the school of the current Focus),

- 1. Click anywhere on the line to highlight.
- 2. Click **View Parent** at the top of the screen. The Parent Find screen closes and the selected record displays in the Parent screen.

To select a parent record displaying,

1. Double click the desired record. The Parent Find screen closes and the selected record displays in the Parent screen.

To add a new parent record,

1. Click Add New at the top of the screen. The Parent screen opens.

Parent					(«
Demographics					
Last Name	First Name	Middle Name	Suffix	Title	
2		Figure 5-18 N	ew Parent S	creen	

- 2. Enter the parent's **Last Name** and **First Name**. These fields are required and must be filled in to create a new record.
- 3. The Adult ID either can be auto-generated by the system or manually entered.
- 4. The parent's basic demographic information such as Gender, Primary Language, Social Security Number, Email Address, Employer, Job Title, Highest Education Level, Birth Date, and Birth Place can be entered.

Parent Info			
Adult ID	Gender	Primary Language	e Social Security Number Email 😭
	~		
Nick Name	Last Name Goes By AK	A Last Name	AKA First Name AKA Middle Name AKA Suffix
Employer		Job Title	US Citizen Deceased Uniformed Military
Highest Educa	ation Level Birth Date	Birth Place	Additional Info

Figure 5-19 New Parent Screen Parent Info

5. If the parent is a **US Citizen, Deceased**, or **Uniformed Military**, these should be checked. Other notes can be entered in the **Additional Info**.

6. Specify the parent's **Race and Ethnicity**.

Race and Ethnicity	Q
Hispanic/Latino Resolved Race/Ethnicity	
Race	
White Black or African American American Indian	
Asian - Chinese Asian - Other Pacific Islander - Hawaiian	
Pacific Islander - Other	

Figure 5-20 New Parent Screen Race and Ethnicity

7. Separate home, mailing, and work addresses can be recorded.

Home Address		٩	Mail Address		٥	Work Address		٥
Address			Address		_	Address		
City	State		City	State		City	State	
	×				~			~
Zip Code + 4			Zip Code + 4			Zip Code + 4		
Map it!			Map it!			Map it!		
Mail Same As	Home Address							

Figure 5-21 New Parent Screen Addresses

8. To add a phone number, click **Add** in the Phone Numbers grid. A new blank line will appear and the phone information can be entered.

Phone	Num	bers							Add	0
X u	ine	Primary	Type	÷.	Phone	Extension	÷	Contact	Not Listed	0
	1		~							

Figure 5-22 New Parent Screen Phone Numbers

- 9. Be sure to indicate the **Primary** phone number that should be used to contact the parent.
- 10. Check **Contact** if the phone number can be used to contact the parent.
- 11. If the number is unlisted, check Not Listed.
- 12. Check 💆 to delete an undesired phone number.
- 13. Click **Save** to save the new parent record or click **Close** to cancel the operation without adding a new parent record.
- 14. After the record has been saved, the parent record can be associated with students from the Children tab. ParentVUE options and Parent contact records can be added as outlined in the <u>Edit Parent Records</u> section earlier in this chapter.

PARENT SCREEN MENU OPTIONS

The Menu provides access to additional parent information.



Figure 5-23 Parent Screen Menu Options

The options available under the Menu are:

- Edit Parent Data This option allows the Last Name, First Name, Middle Name, Suffix, and Title of the parent to be edited, as outlined in the <u>Edit Parent Records</u> section earlier in this chapter.
- Reports The Print Activation Key report prints the ParentVUE Activation Key letter, which can be used to send parents instructions on how to access the ParentVUE & StudentVUE portals. For more information, see Synergy SIS – ParentVUE & StudentVUE Administrator Guide.

School District	ParentVUE Activation Key
Dear Kathleen Aaron,	
Welcome to Parent Experi	ence.
We hope you use the capa Experience is a wonderful school.	bility that you find here to facilitate your child's education. Parent tool to establish a communication channel between the home and the
Use the information found know how we might make	below to login to Parent Experience for the first time and please let us your experience better in the future.
Sincerely, Edupoint School District	
Sincerely, Edupoint School District Steps to follow to create yo 1. Open your browser and 2. Click the link "I have an 3. Activation Step 1: Type 4. Activation Step 2: Choos You are done and ready to	our account: navigate to http://localhost/PXP/Login_PXP.aspx activation key and need to create my account" in your first name, last name and activation key as they appear below se a user ID, password and enter your primary email address use Parent Experience to track your student's progress!
Sincerely, Edupoint School District Steps to follow to create yo 1. Open your browser and 2. Click the link "I have an 3. Activation Step 1: Type 4. Activation Step 2: Choos You are done and ready to Activation First Name:	our account: navigate to http://localhost/PXP/Login_PXP.aspx activation key and need to create my account" in your first name, last name and activation key as they appear below se a user ID, password and enter your primary email address use Parent Experience to track your student's progress! Kathleen
Sincerely, Edupoint School District Steps to follow to create yo 1. Open your browser and 2. Click the link "I have an 3. Activation Step 1: Type 4. Activation Step 2: Choos You are done and ready to Activation First Name: Activation Last Name:	our account: navigate to http://localhost/PXP/Login_PXP.aspx activation key and need to create my account" in your first name, last name and activation key as they appear below se a user ID, password and enter your primary email address use Parent Experience to track your student's progress! Kathleen Aaron
Sincerely, Edupoint School District Steps to follow to create yo 1. Open your browser and 2. Click the link "I have an 3. Activation Step 1: Type 4. Activation Step 2: Choos You are done and ready to Activation First Name: Activation Last Name: Activation Key:	our account: navigate to http://localhost/PXP/Login_PXP.aspx activation key and need to create my account" in your first name, last name and activation key as they appear below se a user ID, password and enter your primary email address use Parent Experience to track your student's progress! Kathleen Aaron GTEHMBV
Sincerely, Edupoint School District Steps to follow to create yo 1. Open your browser and 2. Click the link "I have an 3. Activation Step 1: Type 4. Activation Step 2: Choos You are done and ready to Activation First Name: Activation Last Name: Activation Key: Web Address:	bur account: navigate to http://localhost/PXP/Login_PXP.aspx activation key and need to create my account" in your first name, last name and activation key as they appear below se a user ID, password and enter your primary email address use Parent Experience to track your student's progress! Kathleen Aaron GTEHMBV http://qanov11w4vm/login_PXP.aspx

Figure 5-24 ParentVUE Activation Key Letter

• Screen Audit Detail for Parent – The Audit Trail History screen lists all of the changes made to the parent records, what was changed, who changed it, and the date and time, the change was made.

V/	Audit Trail H	istory						
Prop	erties						Show Det	il 🔇
Line	Business Object	Property Name	Crud Action	New Value	Old Value	User Name	Date Time Stamp	
1	Parent	HomeAddressGU	Update	<link/>	<link/>	User, Test	09/14/2009 13:26:41	
		Figure	5-25 Parent A	udit Trail Hist	ory Screen			

Chapter Six: REPORTS

In this chapter, the following topics are covered:

- Parent Reports
- ► Student Reports

PARENT REPORTS

The available reports for Parent are found under the Synergy SIS Parent menu. Individual reports print out information about a single parent, but can be printed for multiple parents at one time. List reports print a list of parents that meet the report criteria.



Figure 6-1 Synergy SIS Navigation Tree

1. Open the Synergy SIS Navigation Tree by clicking on the Tree.

Synergy SE	 Synergy SIS Accommodations
Firm C.O.F.	Attendance

- 2. Expand the Synergy SIS folder by clicking on the name **Synergy SIS** or the **blue triangle** pointing next to the word. Once clicked, the triangle will turn green and point downward.
- 3. Under the Synergy SIS folder, click on the name **Parent** or click on the **blue triangle** pointing next to it.

 Synergy SE Synergy SIS Accommodations Attendance AZ Course Course History Discipline Discipline Incident ESR Fees Grade Book Grading Health Locker Mass Scheduling Parent Query Schedule Staff Student 	Parent ▶ Reports ▼ Parent ▼ Reports ↓ Individual ↓ List
 Student Student Programs System Test History User Preferences 	Figure 6-3 Expand Parent Reports

- 4. Under the Parent folder, click on the name **Reports** or click on the blue triangle pointing right next to it.
- 5. Repeat the process to access **Individual** reports or **List** reports.
- 6. Click on the **name** or the **icon** of the report to open.
- 7. Select the options to be used in printing the report. The report descriptions follow.
- 8. Once the report options have been set, click on **Print**. The report will display as a PDF file, which can be sent to the printer or saved.



PVU202 – ParentVUE Activation Key Letter

PAD Location: Synergy SIS>Parent>Reports>Individual

The PVU202 report prints an activation key letter to hand out to parents who will be using ParentVUE to check their children's information. The user can select a student by perm ID or last, first and/or middle name. The user can leave all options blank and print the report for all students in the school or select a grade level to print. A school representative gives this report to parents so they can log in to their children's records.

Name: Parent Activation Key Letter Number: PVU202 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Student Info
Perm ID
Last Name First Name
Grade
Parent Relationship
Lives With
Has Custody
Mailings Allowed
Contact Allowed

REPORT OPTIONS:

Perm ID:

Filter report output to include just the specified student attached to the permanent ID.

Last Name:

Filter report output to include just the students with the specified last name.

First Name:

Filter report output to include just the students with the specified first name.

Grade:

Filter report output to include just the selected grade or grade range.

School District	ParentVUE Activation Key
Dear Kathleen Aaron,	
Welcome to Parent Exp	erience.
We hope you use the ca Experience is a wonder school.	apability that you find here to facilitate your child's education. Parent ful tool to establish a communication channel between the home and the
Use the information fou know how we might ma	nd below to login to Parent Experience for the first time and please let us ke your experience better in the future.
Sincerely, Edupoint School Distric	t
Steps to follow to create 1. Open your browser a 2. Click the link "I have 3. Activation Step 1: Typ 4. Activation Step 2: Ch You are done and ready	e your account: nd navigate to http://localhost/PXP/Login_PXP.aspx an activation key and need to create my account" pe in your first name, last name and activation key as they appear below oose a user ID, password and enter your primary email address y to use Parent Experience to track your student's progress!
Activation First Nom	vo: Kathlaan
Activation Last Nam	ne. Aaron
Activation Last Nam	
Veb Address.	in valid uptil March 25, 2011
,	

PVU401 – Parent/Student Portal Activity

PAD Location: Synergy SIS>Parent>Reports>List

The PVU401 report lists Parents and Students along with their login activity to the ParentVUE or StudentVUE portal in Synergy SIS. The data may be filtered and organized showing all activity by Teacher, Grade Level, Section ID or Section ID range, and Date if desired.

Name: Parent/Student Portal Activity Number: PVU401 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced Date SectionID Grade Teacher

REPORT OPTIONS:

Date:

Filters ParentVUE and StudentVUE activity for a certain date.

Section ID:

Filters the report to show only users who have students in a particular section or section range.

Grade:

Filters the report by student grade level.

Teacher:

Produces the report for a particular Teacher's classes.

School District		Parent/S	tude As of	nt Portal 04/22/2011	Activity	/	Report: PVU401		
Staff Name Aderson, Gordon	Section 0140	on ID	Period 1	CourseID MA40	Course Algebi	Title ra II		Room Na 128	me
Student Name	Relation	Parent Na	me			A	ccount reated? L	.ast Login	Total Logins
Adams, Larry A.							No		
	Father	Adams, St	eve				No		
	Mother	Adams, Ja	cqueline	3			No		
Bingham, Janice	Fother	Pingham	Timothy				NO		
	Mother	Bingham	Susan				No		
Bowser Kathryn I	Woulei	Dingnam,	Jusan				No		
boweer, riddingri e.	Father	Bowser, La	awrence				No		
	Mother	Bowser, Ju	ılia				No		
Cabrera, Daniel C.							No		
	Mother	Cervantes	Joyce				No		
	Step-Father	Cervantes	Jose				No		
Clark, Martha K.							No		
	Father	Clark, Law	rence				No		
	Mother	Clark, Sara	ah				No		
Damiani, Juan T.							No		
	Father	Damiani, F	Peter				No		
<u> </u>	Mother	Damiani, k	Celly				No		
Gardner, Adam L.	Father	Cardnar					No		
	Father	Gardner, J	eπrey Grade arthu				NO		
Grimm Timothy D	Wollier	Garuner, r	amberry				No		
Grinnin, Timotiny D.	Mother	Grimm, De	enise				No		
Hamblin. Christina L.	methol	, D .					No		
,	Father	Hamblin, L	awrence	e			No		
	Mother	Hamblin, D	Donna				No		
Ingham, Stephanie B.							No		
	Father	Ingham, M	artin				No		
	Mother	Ingham, A	nnie				No		
Jennings, Jacqueline E.							No		
	⊢ather Mathar	Jennings,	Steven				No		
John Mildrod E	wother	Jennings,	rances				NO		
John, Milarea E.	Father	John Frie					No		
	Mother	John Bart	ara				No		
Johnson, Bobby E.		cont, cont					No		
· · · · · · · · · · · · · · · · · · ·	Father	Johnson, I	lenry				No		
	Mother	Johnson, L	isa				No		
Johnston, Joan J.							No		
	Father	Johnston,	Frank				No		
McPeck, Joshua A.							No		
	Grandfather	Norman, H	lenry				No		
	Grandmother	Mary, Step	hanie				No		
Miilu, Kelly A.							No		
	Father	Miilu, Greg	lory				No		
Miller, Steve D	Mother	Millu, Ruby	/				No		
viller, Steve R.							NO		

STUDENT REPORTS

The available reports for Student are found under the Synergy SIS Student menu. Extract reports provide a total count of records processed. Individual reports print out information about a single student, but can be printed for multiple students at one time. Labels reports provide mailing labels for the students. List reports generate a list of students and their information as specified by the description. Summary reports generate summaries for multiple students.

To access the available Student reports:



- Figure 6-4 Synergy SIS Navigation Tree 9. Open the Synergy SIS Navigation Tree by clicking on the **Tree**.
- 10. Expand the Synergy SIS folder by clicking on the name **Synergy SIS** or the blue triangle pointing next to the word. Once clicked, the triangle will turn green and point downward.



- 11. Under the Synergy SIS folder, click on the name **Student** or click on the blue triangle pointing right next to it.
- 12. Click on the name Reports or click on the blue triangle pointing right next to it.
- 13. Repeat the process to access any of the report categories.



- 14. Click on the **name** or the **icon** of the report to open.
- 15. Select the options to be used in printing the report. Individual report descriptions follow.
- 16. Once the report options have been set, click on **Print**. The report will display as a PDF file, which can be sent to the printer or saved.



CNF201 – Student Conference Profile

PAD Location: Synergy SIS>Student>Reports>Individual

The CNF201 report prints a profile of a student's conferences including a description and comments. The user can select a student by perm ID or last, first and/or middle name. The user can leave all options blank and print the report for all students in the school or select a grade level or range of grades to print. This report is utilized by school staff to record student conference information.

✓Report Interface	(«
Name: Student Conference Profile Number: CNF201 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Student Info	Q
Perm ID Gender	
Last Name First Name Middle Name	
Grade	

REPORT OPTIONS:

Perm ID:

Filter report output to include just the specified student attached to the permanent ID.

Gender:

Filter report output to include just the selected gender group.

Last Name:

Filter report output to include just the students with the specified last name.

First Name:

Filter report output to include just the students with the specified first name.

Middle Name:

Filter report output to include just the students with the specified middle name.

Grade:

Filter report output to include just the selected grade or grade range.

	lly C.		905483		M	12	08	/31/2010		6
ast Name Goes E	By:	Nick Na	ame:		В	irth Date:		Address:		bo
here.		Hamala		De	h d	05/12/1	993	1954	S Val Vista Dr	푸.
480-555-12	14	Spa	nish	V	Vhite			Mesa, AZ 85234		
Conference Inf	ormation									, C
Description			Meeting Date	Referre	d By			Staff		
Parent Mee	ting	Not	02/01/2008					McGrew,	Tom	_
Referral Date	Followup Date	NOT	incation Date							
Comment Discussed	Billy's conti	nued la	ack of effort to	o com	olete he	omewor	'k ass	ignments.		
Description			Meeting Date	Referre	d By			Staff		-
Course Red	quests		02/11/2008		•			McGrew,	Tom	
Referral Date	Followup Date	Not	fication Date							
Comment Discussed	student's ne	xt yea	r requests							_
Description		-	Meeting Date	Referre	d By			Staff		
Parent Mee	ting		03/06/2008					McGrew,	Tom	
Referral Date	Followup Date	Not	ification Date							
Description Student Me	eting		Meeting Date 08/26/2009	Referre	d By			Staff McGrew,	Tom	
Referral Date	Followup Date 10/28/201	0 Noti	fication Date							
Comment Student wa	nted to get o	outof	class							
Description			Meeting Date	Referre	d By			Staff		_
Parent Mee	ting		10/28/2010	1 tolono	u D)			Vesta, Ci	ndy	
Referral Date	Followup Date	Not	fication Date						-	
Comment Met to disc	uss current	sched	ule. Decided	to put	Billy in	to diffe	rent n	nath class.		_
		Sonca		to put	Biny in		i ente n			

CNF601 – Student Conference Summary

PAD Location: Synergy SIS>Student>Reports>Summary

The CNF601 report prints a summary of conference totals by conference code and grade for a range of dates. The user must select a grade or grades and a beginning and ending date for the report. This report is utilized by school administrative staff to monitor the use of conference codes.

Report Interface	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Name: Student Conference Summary Number: CNF601 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Please select at least one grade level. This report accepts a maximum of 7 grades.	
Grade → → → → → → → → → → → → → → → → → → →	
Start Date	

REPORT OPTIONS:

Grade:

Filter report output to include just the selected grade or grades checked.

Date Range Start/End:

Includes conference codes that fall within the date range indicated.





GRP201 – Student Group Profile

PAD Location: Synergy SIS>Student>Reports>Individual

The GRP201 report prints individual data based on groups the student is currently or previously enrolled in.

Report Inter	face		(«
Name: Student Group	Profile Number: G	RP201 Page Orientation:	Portrait
Options Sort / Output	Conditions Se	lection Advanced	
Student Info			Q
Perm ID Gender			
	~		
Last Name	First Name	Middle Name	
Grade			
✓ -	*		
Group			
×			

REPORT OPTIONS:

Perm ID:

Filter report output to include just the specified student attached to the permanent ID.

Gender:

Filter report output to include just the selected gender group.

Last Name:

Filter report output to include just the selected student(s) by last name.

First Name:

Filter report output to include just the selected student(s) by first name.

Middle Name:

Filter report output to include just the selected student(s) by middle name.

Grade:

Filter report output to include just the selected grade or grade range.

Group:

Filter report output to include just the selected group.

Last Name Goes By Phone 480-555-1214 Custodial Informati Mother Aaron, Kathlee Contact Allow Father Aaron, Phillip Contact Allow	ion ⊧n ved ∏Ha	Nick Na Home La Spar Phone T	ime Inguage hish	Re	solved White	irth Date 05/12/	/1993 Ente	1954 S Val Mesa, AZ 8 r Date	Vista Dr 5234 Leave Date	
Phone 480-555-1214 Custodial Informati Mother Aaron, Kathlee Contact Allow Father Aaron, Phillip Contact Allow	ion P n ved ∏Ha	Home La Spar	nguage nish	Re N	solved Nhite	00/12/	Ente	r Date	Leave Date	
480-555-1214 Custodial Informati Mother Aaron, Kathlee Contact Allow Father Aaron, Phillip	ion en ved □ Ha	Spar Phone T	nsn		white		01	,,,,,,,,,,,,,,,,,		
Custodial Informati Mother Aaron, Kathlee Contact Allow Father Aaron, Phillip	ion en ved 🗌 Ha	Phone T				anish White 08/31/2010				
Aaron, Kathlee Contact Allow Father Aaron, Phillip Contact Allow	e n ved □Ha	Phone I					F ()			
Contact Allow Father Aaron, Phillip Contact Allow	ved 🗌 Ha	H	уре	Phone 480 -	555-12	14	Extension			
Father Aaron, Phillip		as Custody	Lives W	′ith	Ed. R	ights	🗌 Mai	ings Allowed		
Contact Allow		Phone T	уре	Phone 480-	555-67	67	Extension			
	ved 🗌 Ha	as Custody	Lives W	/ith	Ed. R	ights	Mai	ings Allowed	1	
Baseball										
Enter Date: L	eave Date:	11								
ligibility Status:	Eligibility Re	eason:								
Basketball	agua Datai									
08/11/2010	02/09/201	11	Davis, Paul							
ligibility Status: Eligible	Eligibility Re	eason:								
Chess Club										
Enter Date:	eave Date:									
11/18/2010	02/09/201	11								
Football Inter Date:	eave Date:									
08/11/2010	02/09/201									
ingionity status.		asun.								
National Honor So	tv									
Enter Date: L	eave Date:	11								
T C	52100120	••								
Test Group Enter Date:	eave Date:									
03/15/2011										

GRP202 – Student Group Profile

PAD Location: Synergy SIS>Student>Reports>Individual

The GRP202 reports prints individual prints individual data based upon current and historical groups the student was enrolled in.

✓Report Interface
Name: Student Group History Number: GRP202 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Student Info
Perm ID Gender
Last Name Middle Name
Grade
Current Group Information
Criteria selected here will affect only the students returned, not the historrical group information returned for the student.
Group Type
Student Group → → → → → → → → → → → → → → → → → → →
Historical Group Information
Criteria selected here will determine what group history data is returned with the report.
Grade
Group Type
Group Codes → → → → → → → → → → → → → → → → → → →

REPORT OPTIONS:

Perm ID, Gender, Last/First/Middle Name, and Grade (range):

Filter report output to include just the specified field(s)..

Current - Group Type:

Filter report output to include just the selected current group type.

Current - Student Group:

Filter the current groups to be included by selection.

Historical - Group Type:

Filter report output to include just the selected historical group type.

Historical - Group Code:

Filter the historical groups to be included by selection of the historical group code.

Abbott, Billy C.	905483	G	iend M	Grade: 12	Enter 08/	Date: 31/2010	Leave Date:
Last Name Goes By:	Nick Name:		Bi	rth Date: 05/12/1	993	Address:	
400 555 4044	Home Language:	Resolve	Resolved			Mesa. AZ 85234	
480-555-1214	Spanish	IWC	or	wore			
2010 2011 Hono High	Sabaal Grada 1	10					
Enter Date Leave Date St	udent Group	12		Let	ttered	Eligibility Stat	us
06/27/2011 Ka	athy's Group Test						
06/17/2011 AV	/ID						
03/01/2011 04/01/2011 Te	est Group						
11/18/2010 02/09/2011 CI	iess Club						
08/11/2010 02/09/2011 Ba	aseball					Fligible	
Award Date Award - Cor	nment				V		
07/11/2011 Year Pin							
08/11/2010 02/09/2011 Fo	otball						
08/11/2010 02/09/2011 Na	ational Honor Scty						

GRP401 – Student Group List Report

PAD Location: Synergy SIS>Student>Reports>List

The GRP401 report prints a list of students in each group selected and includes the code and name of the group and student name, perm ID, grade, gender, phone, homeroom, enter date and leave date. The user can select the lists to print by groups. The user can select all groups to print a list of every group in the school. This report is utilized by school staff to give to leaders of the groups for meetings and group functions.

	«
Name: Student Group List Report Number: GRP401 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Report Options	0
Groups □↔ 🕑	
AVID	
E Baseball	
Basketball	
Football	

REPORT OPTIONS:

Groups:

Check boxes of groups to print.


Hope High School Student Group List Report

Year: 2010-2011 Report: GRP401

Code: BASE		Description: Baseball					Leave Date 02/09/2011 03/11/2011 03/11/2011	
Student Name	Perm ID	Gro	Gen	Phone	Homeroom	Enter Date	Leave Date	
Abbott, Billy C.	905483	12	М	480-555-1214	230	11/10/2010	02/09/2011	
Acevedo, Andrew	886630	11	М	480-555-2807		11/10/2010		
Ackley, Brian R.	913948	12	М	480-555-6641	104	11/10/2010		
Acosta, Eugene A.	873921	12	М	480-555-6396	208	11/10/2010		
Acosta, John A.	150265	11	М	480-555-2545		11/10/2010		
Acunia, Kenneth O.	110412	10	М	480-555-1962		11/10/2010		
Adair, Alan W.	871626	11	М	480-555-7898		11/10/2010		
Adair, Timothy S.	888621	11	М	480-555-6641		11/10/2010		
(Adams, Albert L.)	889844	11	М	480-555-1610		11/10/2010	03/11/2011	
Adams, Howard T.	873985	12	М	480-555-1964	101	11/10/2010		
Adams, Larry A.	889314	11	М	480-555-7649		11/10/2010		
Adams, Martin C.	887623	11	М	480-555-4833		11/10/2010		
Adams, Scott M.	939208	12	М	480-555-2832	231	11/10/2010		
(Adams, Sean B.)	877340	12	М	480-555-1924		11/10/2010	12/17/2010	
Adams, Stephen J.	901622	10	М	480-555-6832		11/10/2010		
Adamski, Alan M.	872035	10	М	480-555-2830		11/10/2010		
Aelvoet, Jesse J.	944233	12	М	480-555-0668		11/10/2010		
Aguado, Bobby J.	943822	10	М	480-555-6981		11/10/2010		
Aguilar, Roger F.	991071	12	М	480-555-2833		11/10/2010		
Aguilar, Stephen A.	108367	11	М	480-555-9654		11/10/2010		
Aguirre, Jason K.	952357	12	М	480-555-0464		11/10/2010		
Ahlstrom, Jack M.	888112	11	М	480-555-1898		11/10/2010		
Akagawa, Adam H.	165923	11	М	480-555-1854		11/10/2010		
Ake, Joshua J.	889794	11	М	480-555-6969		11/10/2010		
Alarcon, Frank	886651	10	М	480-555-2615	P-15	11/10/2010		
Alcazar, Eugene	141666	10	М			11/10/2010		
Alcazar, Eugene A.	141517	10	М	480-555-3236		11/10/2010		
(Alcorn, Donald A.)	929994	11	М	480-555-6890		11/10/2010		
Alder, Lawrence S.	910024	12	М	480-555-4827		11/10/2010		
Aldrich, Steve K.	873815	12	М	480-555-7733		11/10/2010		
Alexander, Fred D.	975140	12	М	480-555-4854		11/10/2010		
Alexander, George M.	975141	12	М	480-555-4854		11/10/2010		
Alexander, Joseph J.	901626	10	М	480-555-6641		11/10/2010		
(Alexander, Victor I.)	169473	11	М	480-555-8362		11/10/2010		
Allen, Aaron L. JR	992938	10	М	480-555-2985		11/10/2010		
Allen, Donald J.	883223	10	М	480-555-8964		11/10/2010		
(Allen, Douglas S.)	905926	10	М	480-555-9641		11/10/2010		
Allen, Eugene C.	887238	11	М	480-555-8985		11/10/2010		
Allen, Jeremy S.	879216	10	М	480-555-5833		11/10/2010		
Allen, Shawn C.	877993	12	М	480-555-8654		11/10/2010		
Allinder, Benjamin R.	887820	11	М	480-555-6664		11/10/2010		
Allison, Kenneth B.	992737	11	М	480-555-5325		11/10/2010		
Allred, David A.	888126	11	М	480-555-8890		11/10/2010		
(Allred, Edward L.)	904916	10	М	480-555-5835		11/10/2010		
Printed by Admin User at 04/21/20	11 4:12 PM	Ec	lupoint S	chool District			Page 1 of 45	

GRP402 – Student Group List Report

PAD Location: Synergy SIS>Student>Reports>List

The GRP402 report prints eligibility for the group selected. Filter the report by selecting the checkbox options. Selecting Show Group Eligibility Requirements will print a group box on the report output of the eligibility requirements.

Report Interfa	ace					(«
Name: Group Eligibility	Number: GRP402	Page Orie	ntation: Portrait			
Options Sort / Output	Conditions S	election	Advanced			
School Group		Seasor	ו		As Of Date	
	*			*		
C Show Only Ineligible St	udents					
🗖 Show Grades From Gr	ade Book					
Show Group Eligibility	Requirements					

REPORT OPTIONS:

School Group:

Filter report output to display the selected group.

Season:

Filter report output to display the selected season.

As Of Date:

Filter report output to display data based on the date entered.

Show Only Ineligible Students:

Filter report output to display only ineligible students.

Show Grades From Grade Book:

Filter report output to show grades from Grade Book rather than Synergy SIS grades.

Show Group Eligibility Requirements:

Prints the group eligibility requirements on the report output.

Code: BASE	Description: Baseba	11									
Staff Name:			Begin Date: 08/09/2010	End Date:	Season:						
Acevedo, And	rew										
Perm ID: 886630	Gender: M	Grade: 11	Birth Date: 03/03/1994	Enter Date: 11/10/2010	Leave Date:						
Calculated Eligibility: Ineligible	 Reason: Health Screen is required on or after 8/9/2009. Drug Screen is required on or after 2/9/2010. Insurance Information is required for activity participation. 										
Ackley, Brian I	R.	01		E LO DA	Dete						
913948	Gender: M	12	05/09/1993	11/10/2010	Leave Date:						
Calculated Eligibility: Ineligible	 Reason: 1. Health Screen is required on or after 8/9/2009. 2. Drug Screen is required on or after 2/9/2010. 3. Insurance Information is required for activity participation. 										
Acosta, Eugen	e A.										
Perm ID: 873921	Gender: M	Grade: 12	Birth Date: 10/05/1993	Enter Date: 11/10/2010	Leave Date:						
Ineligible	1. Health S 2. Drug Sc 3. Insuranc	creen is reen is ce Infor	is required on or required on or a mation is require	after 8/9/2009. fter 2/9/2010. ed for activity par	ticipation.						
	Gender: M	Grade: 11	10/14/1994	11/10/2010	Leave Date:						
Perm ID: 150265	Beesen:	creen i	is required on or required on or a	after 8/9/2009. fter 2/9/2010							
Perm ID: 150265 Calculated Eligibility: Ineligible	1. Health S 2. Drug Sc 3. Insurance	ce Infor	mation is require	ed for activity par	ticipation.						
Acunia, Kenne	1. Health S 2. Drug Sc 3. Insurance th O.	ce Infor	mation is require	ed for activity par	ticipation.						
Acunia, Kenne Perm ID: 150265 Calculated Eligibility: Ineligible Acunia, Kenne Perm ID: 110412	1. Health S 2. Drug Sc 3. Insurance th O.	Grade:	Birth Date: 09/18/1995	Enter Date: 11/10/2010	Leave Date:						
Perm ID: 150265 Calculated Eligibility: Ineligible Acunia, Kenne Perm ID: 110412 Calculated Eligibility: Ineligible	1. Health S 2. Drug Sc 3. Insurance th O. Gender: M Reason: 1. Health S 2. Drug Sc 3. Insurance	Grade: 10 Green is creen is ce Infor	Birth Date: 09/18/1995 is required on or required on or a mation is required	Enter Date: 11/10/2010 after 8/9/2009. fter 2/9/2010.	ticipation.						

GRP410 – Student Letter Purchasing Report

PAD Location: Synergy SIS>Student>Reports>List

The GRP410 report outputs a list of students who have earned a letter for group participation and for which activities the letter was earned. There is an option to only show students that need a letter. The data can be filtered based on the selected school group.

∀Rep	ort	Interf	ace			(«.
Name: Stu	dent	Letter P	urchasing l	Report Nu	mber: GRP410	Page Orientation: Portrait
Options	Sort /	Output	Conditions	Selection	Advanced	
Report Op	tions					(
Letter Typ	е	School	Group	Se	eason	
	*			×		<u>×</u>
Show C	only Le	etters To	Purchase			

REPORT OPTIONS:

Letter Type:

Filter report output to display the selected letter type.

School Group:

Filter report output to display the selected group.

Season:

Filter report output to display the selected season.

Show Only Letters To Purchase:

Filter report output to display letters awaiting purchase, only.

School District	Studen	Hope High School t Letter Purchasing Report Varsity Basketball Letters	Year: 2010-2011 Report: GRP410				
Student Name	Perm ID	Activities	Letter Purchased	Date Purchased			
Abbott, Billy C. Fairclough, Janice H.	905483 996862	Basketball Basketball					
Total Varsity Ba	sketball Letters Requir	ed: 2					
Printed by Admin User at 04/21/20	11 4:19 PM	Edupoint School District		Page 1 of 1			

NYR401 – Boundary Exception Students

PAD Location: Synergy SIS>Student>Reports>Summary

The NYR401 report prints a list of students who are not in the boundaries of the school they are registered at. The user must select a year for the report to be based on. This report is utilized by school administrative staff to monitor the students who are coming to their school from other areas.



REPORT OPTIONS:

Based On:

Filter report output to include the selected school year.

			E	Ad ا Bounda	ams Elementar ry Exception Stu	y Year: Idents Repo	Year: 2010-2011 Report: NYR401			
School District				Based	on Current School	Year				
Student Name	Gender	Grade	Next Grade	Grid Code	Address	City, State Zip Code	Next School			
dams, Paul	Male	PS	PS	99999	1440 S Val Vista Dr	Mesa, AZ 85204	Adams Elementary			
guilar, Jose	Male	04	к	M232D	604 W 8th Av #235	Tempe, AZ 85661				
Icala, Nicole A.	Female	PS	к	M253A	1666 S Extension #12108	Tempe, AZ 85661				
Allen, Kathy R.)	Female	04	к	M240C	1050 S Longmore #258	Mesa, AZ 85614				
lonzo, Andrew O.	Male	к	к	M239D	1030 S Stewart #w1137	Mesa, AZ 85614				
Alvarado, Janet)	Female	PS	к	M232A	745 W 5th Av #4	Tempe, AZ 85661				
Alvarado, Ruby M.)	Female	04	к	99999	Cps	Mesa, AZ 85614				
maya, Willie L. JR	Male	03	к	99999	1734 W Drake Ci	Mesa, AZ 85614				
Appleton, Jerry)	Male	PS	к	M239D	1033 S Longmore #3024	Mesa, AZ 85614				
Armas Del Campo, Daniel D.	Male	PS	к	M215D	1024 W Main St #67	Mesa, AZ 85612				
Armas Rueda, Walter	Male	PS	К	M232B	546 S Country Club #2079	Tempe, AZ 85661				
Armenta, Sandra	Female	PS	К	99999	1031 N Stewart #1095	Mesa, AZ 85614				
Arroyo, Frank M.	Male	К	к	M240C	1050 S Longmore #137	Mesa, AZ 85614				
Arthur, Charles)	Male	К	К	M239D	1030 S Stewart #1149	Mesa, AZ 85614				
valos Vazquez, essica A.	Female	04	к	M240C	1050 S Longmore #239	Mesa, AZ 85614				
zpeitia, Andrea	Female	05	ĸ	M239C	1031 S Stewart #2018	Mesa, AZ 85614				
zpeitia, Barbara	Female	06	К	M239C	1031 S Stewart #2018	Mesa, AZ 85614				
zzarello, Carolyn L.	Female	06	К	99999	2118 W Dixon St	Mesa, AZ 85612				
Baez, Todd A.	Male	04		M420B	226 N Hobson #a14	Mesa, AZ 85620				
Barrow, Michael D.)	Male	05	К	M284A	2611 N Yucca St	Phoenix, AZ 85691				
Baucom, Samuel D.	Male	02	К	99999	P O Box 41821	Phoenix, AZ 85694				
Begay, Bruce K.	Male	06	К	M239C	1031 S Stewart #2062	Mesa, AZ 85614				
Begay, Lisa M.	Female	01	К	M239C	1031 S Stewart #1085	Mesa, AZ 85614				
Begay, Nicholas N.	Male	К	К	M239C	1031 S Stewart #s1085	Mesa, AZ 85614				
Beltran, Andrea	Female	К	К	M253A	1666 S Extension #2204	Tempe, AZ 85661				
Benitez, Amy	Female	К	К	M249A	235 W Southern Av	Tempe, AZ 85661				
Benitez, Lawrence	Male	01	К	M249A	235 W Southern Av #160	Tempe, AZ 85661				
Berrieault, Kathleen)	Female	PS	К	M254B	1857 S Ash	Mesa, AZ 85614				
Betancourt, Michael)	Male	PS	К	M815A	9507 E Decatur St	Tempe, AZ 85625				
Betancourt, Roger J.)	Male	PS	К	M815A	9507 E Decatur St	Tempe, AZ 85625				
Blanton, Bruce R.)	Male	04	К	M260A	1820 W Lindner Av #253	Mesa, AZ 85614				
Bogan, Carlos E.	Male	03	К	M601A	5135 E Evergreen #1189	Mesa, AZ 85606				
Bogan, Clarence)	Male	01	К	M232D	604 W 8th Av #266	Tempe, AZ 85661				
Bogan Walker, Kenneth W.	Male	01	K	M601A	5135 E Evergreen #1189	Mesa, AZ 85606				
Bogan vvaiker, Steve A.) Bohlman, Jonathan	Male	r 04	ĸ	M232D	747 S Extension #108	Tempe, AZ 85661				
A.) Boyd, Kevin R. JR	Male	К	к	99999	8877 S Myrtle Av	Phoenix, AZ 85694				
Bradley, Linda R.	Female	03	к	M240C	1050 S Longmore #426	Mesa, AZ 85614				
Brown, David D.	Male	04	к	M239C	- 1031 S Stewart #1221	Mesa, AZ 85614				
Bryant, Jose T.	Male	к	к	M239C	1031 S Stewart #1205	Mesa, AZ 85614				
Bryant, Samuel M.	Male	01	к	M239C	1031 S Stewart #1205	Mesa, AZ 85614				
Suchanon, Angela T	Female	04	к	M232D	604 W 8th Av #261	Tempe, AZ 85661				
Burgess, Bruce L.	Male	05	к	M214A	1433 W University #90	Mesa, AZ 85612				
Burns, Martin S.)	Male	01	01	M243B	4037 S Lebanon I n	Fountain Valley AZ 85707	Adams Elementary			
							, idente Lionontary			

PVU203 – Student Activation Key Letter

PAD Location: Synergy SIS>Student>Reports>Individual

The PVU203 report prints a student activation key letter for StudentVUE. Letters are designed to be sent to students when they have complied with the district's security policy.

∀Rep	ort Int	erface				(«
Name: Stu	ident Acti	vation Key	Letter	Number: PVU20	3 Page	ge Orientation: Portrait
Options	Sort / Out	put Conditi	ons Se	election Adv	/anced	1
Student I	nfo					Q
Perm ID						
Last Nam	e	First Na	ame			
Grade	~					

REPORT OPTIONS:

Perm ID:

Filter report output for a specific student Perm ID.

Last Name:

Filter report output to include just the student with the specified last name. This is a required field when printing one letter for a specific student.

First Name:

Filter report output to include just the student with the specified first name. This is a required field when printing one letter for a specific student.

Grade:

Filter report output for a specific grade level.

<section-header>Important of the term of term of the term of term</section-header>		
Dear Billy Abbott, Welcome to Student experience. We hope you will use this web access to your school records to help with your overall education in the Genesis School District. Use the information found below to login to Student Experience for the first time and please let u know how we might make your experience better in the future by contacting your Counselor. Sincerely, Edupoint School District Steps to follow to create your account: 1. Open your browser and navigate to http://localhost/PXP/Login_PXP.aspx 2. Click the link "I have an activation key and need to create my account" 3. Activation Step 1: Type in your first name, last name and activation key as they appear below 4. Activation Step 2: Choose a user ID, password and enter your primary email address You are done and ready to use Student Experience to track your academic progress! Activation Last Name: Billy Activation Last Name: Abbott Activation Key: 8TU3FXZ Web Address: http://localhost/PXP/Login_PXP.aspx	Eclupoint School District	Hope High School StudentVUE Activation Key
Welcome to Student experience. We hope you will use this web access to your school records to help with your overall education in the Genesis School District. Use the information found below to login to Student Experience for the first time and please let u know how we might make your experience better in the future by contacting your Counselor. Sincerely, Edupoint School District Steps to follow to create your account: 1. Open your browser and navigate to http://localhost/PXP/Login_PXP.aspx 2. Click the link "I have an activation key and need to create my account" 3. Activation Step 1: Type in your first name, last name and activation key as they appear below 4. Activation Step 2: Choose a user ID, password and enter your primary email address You are done and ready to use Student Experience to track your academic progress! Activation First Name: Billy Activation Last Name: Abbott Activation Key: 8TU3FXZ Web Address: http://localhost/PXP/Login_PXP.aspx	Dear Billy Abbott,	
We hope you will use this web access to your school records to help with your overall education in the Genesis School District. Use the information found below to login to Student Experience for the first time and please let u know how we might make your experience better in the future by contacting your Counselor. Sincerely, Edupoint School District Steps to follow to create your account: 1. Open your browser and navigate to http://localhost/PXP/Login_PXP.aspx 2. Click the link "I have an activation key and need to create my account" 3. Activation Step 1: Type in your first name, last name and activation key as they appear below 4. Activation Step 2: Choose a user ID, password and enter your primary email address You are done and ready to use Student Experience to track your academic progress! Activation First Name: Billy Activation Last Name: Abbott Activation Key: 8TU3FXZ Web Address: http://localhost/PXP/Login_PXP.aspx	Welcome to Student experi	ence.
Use the information found below to login to Student Experience for the first time and please let u know how we might make your experience better in the future by contacting your Counselor. Sincerely, Edupoint School District Steps to follow to create your account: 1. Open your browser and navigate to http://localhost/PXP/Login_PXP.aspx 2. Click the link "I have an activation key and need to create my account" 3. Activation Step 1: Type in your first name, last name and activation key as they appear below 4. Activation Step 2: Choose a user ID, password and enter your primary email address You are done and ready to use Student Experience to track your academic progress! Activation First Name: Billy Activation Last Name: Abbott Activation Key: 8TU3FXZ Web Address: http://localhost/PXP/Login_PXP.aspx	We hope you will use this v in the Genesis School Distr	veb access to your school records to help with your overall education rict.
Sincerely, Edupoint School District Steps to follow to create your account: 1. Open your browser and navigate to http://localhost/PXP/Login_PXP.aspx 2. Click the link "I have an activation key and need to create my account" 3. Activation Step 1: Type in your first name, last name and activation key as they appear below 4. Activation Step 2: Choose a user ID, password and enter your primary email address You are done and ready to use Student Experience to track your academic progress! Activation First Name: Billy Activation Last Name: Abbott Activation Key: 8TU3FXZ Web Address: http://localhost/PXP/Login_PXP.aspx	Use the information found know how we might make y	below to login to Student Experience for the first time and please let us your experience better in the future by contacting your Counselor.
Steps to follow to create your account: 1. Open your browser and navigate to http://localhost/PXP/Login_PXP.aspx 2. Click the link "I have an activation key and need to create my account" 3. Activation Step 1: Type in your first name, last name and activation key as they appear below 4. Activation Step 2: Choose a user ID, password and enter your primary email address You are done and ready to use Student Experience to track your academic progress! Activation First Name: Billy Activation Last Name: Abbott Activation Key: 8TU3FXZ Web Address: http://localhost/PXP/Login_PXP.aspx	Sincerely, Edupoint School District	
Activation First Name: Billy Activation Last Name: Abbott Activation Key: 8TU3FXZ Web Address: http://localhost/PXP/Login_PXP.aspx	 Open your browser and i Click the link "I have an a Activation Step 1: Type i Activation Step 2: Choos You are done and ready to 	navigate to http://localhost/PXP/Login_PXP.aspx activation key and need to create my account" n your first name, last name and activation key as they appear below a user ID, password and enter your primary email address use Student Experience to track your academic progress!
Activation Last Name: Abbott Activation Key: 8TU3FXZ Web Address: http://localhost/PXP/Login_PXP.aspx	Activation First Name	Billy
Activation Key: 8TU3FXZ Web Address: http://localhost/PXP/Login_PXP.aspx	Activation Last Name	Abbott
Web Address: http://localhost/PXP/Login_PXP.aspx	Activation Kev	8TU3EX7
	Meh Address	http://localhost/PXP/l.ogin_PXP aspy

REC201 – Permanent Record

PAD Location: Synergy SIS>Student>Reports>Individual

The REC201 report prints a permanent record of a student's school work. The user can select a student by perm ID or groups of students by grade or gender. The user can leave all options blank and print the report for all students in the school. This report is utilized by school staff to file the permanent record of students within the school/district.

∀Report Interface	«
Name: Permanent Record Number: REC201 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Student Info	٨
Perm ID	
Grade	
Gender	
Display Options	
Student ID Type	

REPORT OPTIONS:

Perm ID:

Filter report output to include just the specified student attached to the permanent ID.

Grade:

Filter report output to include just the selected grade or grade range.

Gender:

Filter report output to include just the selected gender group.

Student ID Type:

Display Student ID as Perm ID or State ID.

	School District				_	P	er	man	ent	t Re	corc	I				Rep	ort: RE	C201	11
Last Name	t			First Nam Billy	e:				Mide C	dle Nam	e:		Suffix:		Perm 90	1 ID: 5483		G	ender: M
Birth State: Califo	rnia	Birth Place Mesa	ce: 1			Birth D 05/		irth Date: E		Birth Verification: Birth Certificate			e or A	ffid	lavit	Hor	ne Langua panisi	age: N	
Student La	nguage Pre	ferred:		Date Lang	guage S	creened	d:			Da	te Screer 9/26/2	ned for Sp 2000	ecial Se	rvice	s:	Psycholo	gical Repo	ort Availa	ible (date):
Parent Nar Aaron, Aaron.	ne Kathlee Phillip	en	F	Relation Ty Mothe Fathe	rpe r		Liv	es With	Parer	nt Name					Relatio	on Type		Lives	With
School		Elementary Sc	hools Atte	nded		_		Atter	ndance		Date			Sc	holarship				
Year	School	Da Ente	red	Home Roon	n Teache	Gr	ade	Present	Abse	ent v	lithdrawn	Readin	g Cor	ım.	Math	Science	Soc. Studies	Sti	ident Status
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School		Junior High	Schools /	ttended			1	Date	Schoo				Junio	High	Schools	Attended			Date
Year	School	Date Entered	Grade	Age	Atten Pres.	dance Abs.	- w	ithdrawn	Year	-	Schoo		Date Entered	<u> </u>	Grade	Age	Atter Pres.	Abs.	Withdraw
							+			_				+				<u> </u>	
							\vdash			_				┼			_		
Title	Course	7th Grade F	ecord cher	Grade	Scł	ool#	E	Title		Course #	8th Gra	de Record Teacher		Frade	Sch	icol #	GRADE P	OSTING I	NSTRUCTIO
																	KG – GRA ASSIGNE	ADES NO	T POSTED
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							11										COMMUN	AND SC	I, MATH, DCIAL STUD
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	_						╢┝		-+		_		+		-		B – High	Achieven	nevement
					+				+				+		+		C – Satisf D – Minim	factory Ad nal Achiev	chievement vement
							11										F - Serio	us Difficu	lty
			RVICES		DA	TET		DATE			GIF			WEP	F		SKI	LL PERFC	RMANCE
ELD			WITH	IDRAWN	ENTE	RED	WIT	HDRAWN		OGAT	/	DMINIST	ERED TIS-LENI	NON	-		4 - Profici	ient	ficiency
SPECIAL	4																2 - Limite	d Proficie	ncy
SPEECH LA	NG.									/ISC-R		Q)		[1 – Does n R – Resou	ot yet unde Irce progr	rstand concepts am
504												' ''		-					

STU201 – Student Profile

PAD Location: Synergy SIS>Student>Reports>Individual

The STU201 report prints a student profile that includes custodial information, health conditions, emergency and doctor information. The user can select a student by perm ID, last name and first name or groups of students by grade. The user can leave all options blank and print the report for all students in the school. This report is utilized by school staff to file the student information in the student's permanent file. The report is sent home at the beginning of the school year to verify student record information contained at the school.

	~ («
Name: Student Profile Number: STU201 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Student Info	٥
Perm ID	
Last Name First Name	
Crade	
Report Options	
Suppress Photo	
Print Blank Report	
THide Parent Info	
Hide Emergency Info	
T Hide Health Info	
T Hide Physician Info	
T Hide Bus Route Info	
Include Health Condition History	
Show Homeroom Teacher	
Show Reason For Attendance	
Enable Double Sided Printing	
Hide Signature	
Show School Of Attendance	

REPORT OPTIONS:

Student Info:

Filter report output to include just the selected fields (fields containing data) as well as a single grade or grade range.

Report Options:

Filter report to print or hide selected elements.

School District			Ab	bott, Billy Teach	/ C ł er: Nur	Home nes, K	room: 23 athy	0		
General Info	ormation			Perm ID			Gender	Grade		
Abbott,	Billy C.			90548	33		М	12		
0001341	311	La	st Name Goes	Ву		NICK N	lame			195/
Birth Date 05/12/19	93	Birth Place				Leave	Date	Enter	Date 31/2010	
Home Phone 480-555	1214		Home Langua Spanis	age h		Res W	olved Race/ hite	Ethnicity		
Home Address 1954 S V Mesa, A	/al Vista Z 85234	Dr			N	¹ ailing A 1954 Mesa	ddress SVal \ a, AZ 8	/ista D 5234)r	
Bus Routes:	AM Bus: PM Bus:		_	AM K bu PM K bu	s to home s to schoo	e: ol:		C	Day Care:	
Custodial In ^{Mother} Aaron, Ka	formation thleen		Employer				✓ Lives \	With 🔽 ustody 🔽] Contact Allowe	d 🔽 Mailings Allowed
^{Address:} 1954 S Va Mesa, AZ	l Vista Dr 85234				E-Mai	il:			-	
Pł	ione Type: Cell	Pho 4 3	ne: 30-555-3450	6 E	xtension:		Pr	imary	✓ Not Listed	Contact Phone
Pr	ione Type: Home	Pho 4 3	ne: 30-555-1214	4 E	xtension:		🗸 Pri	imary	✓ Not Listed	Contact Phone
Father Aaron, Ph	illip		Employer				Lives \	With 🔽 ustody	Contact Allowe	d 🗸 Mailings Allowe
^{Address:} 1954 S Va Mesa, AZ	l Vista Dr 85234				E-Mai	il:				
Pł	ione Type: Home	Pho 4	ne: 30-555-121 4	4 E	xtension:		- Pri	imary	Not Listed	Contact Phone
Pr	none Type: Work	Pho 6	ne:)2-333-487 4	4 E	xtension:		🗌 Pri	imary	Not Listed	Contact Phone
Pł	none Type: Cell	Pho 4	ne: 30-555-676	7	Extension:				Not Listed	Contact Phone
Health Cond	litions									
Condition	lert						5	Start Date	007	
Comm ADH	ent ID							00/10/2		
Condition Medical A	lert						5	Start Date		
Comm OCC	ent CASIONAI	ASTHM	A, SCOLIO	SIS, ADH	ID					
Condition Medical A	lert						S	Start Date 08/20/2	007	

STU202 – Student Schedule

PAD Location: Synergy SIS>Schedule>Reports>Individual

Name: Student Schedule Number: STU202 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Schedule Info
NOTE: Filter Date is not a mandatory field.
Filter Date
Term Filter Start Term Filter End
Student Info
Perm ID
Last Nama Eiset Nama
Last value
Grade
v - v
F Hide All Personal Information
F Hide Perm ID
Period Range
Period Begin Period End
Grouping Info
Output will be sorted Teacher Name (ascending) for the Sections defined by Term/Period
Term Period
× ×
Teacher Info
F Hide Teacher's First Name
Include the following fields
NOTE: The text box value is displayed if no data is present.
Show House Not Assigned
Show Counselor See Counseling Office
Show Locker Number Not Assigned
Show Locker Combination Not Assigned
Locker Type Locker Combination to Print
<u> </u>
Show Homeroom Teacher
Show Homeroom Number
C Show Dropped Classes
F Hide Class Period
F Hide Class Teacher
F Hide Class Room

The STU202 report prints a student schedule that can include personal information. The user can leave all options blank and print the report for all students in the school. This report is utilized by school counselors and staff to hand a student their schedule of classes.

REPORT OPTIONS:

Filter Date/Term Filter Start/End:

Date of report; Filter report output for a specified starting/ending term.

Student Info:

Filter report output to include just the selected fields (fields containing data) as well as a single grade or grade range.

Period Range:

Filter report output to a period or period range.

Grouping Info:

Sorting by teacher name (ascending) for the sections defined by term/period.

Teacher Info:

Excludes the teachers' first name from printing on the report.

Include the following fields:

Option to populate fields with comment if no data is found.

Stude	ent Nai 1ica .	^{ne} Kathlee	n		Perm ID 11775	56	Gende	er Grade	Track	Address		Zur
Last	Name	Goes By		Nick Name			Bir	th Date		758 N Oracle)	niga
							0	6/16/1	994	wesa, AZ oo	620	
Phon 48)-55	5-1964	Russia	uage I N	Re	Final Race/Eth Two or Moi	nicity re			Enter Date 08/31/2010	Leave Date	(ath
Sche Per	edule Terr	Information Sectior	on 1 ID	Cour	se			Me	et Days	5 Teacher	Room	<u>ר</u> י
Fall	S1	0169		SS76	S - Psycho	ology I			мт	Jackson K	216	
2	S1	0246		MA2	7 - Alaehr	al			MT	Keves J	306	_
- 3	YR	0335		FS53	- Teache	er Trn Pra			MT	Patenge, S.	131	_
4	S1	0466		SS34	I - Amer H	listory I			мт	Ernst, G.	219	
5	S1	0521		EN34	4 - Prin Er	ng II			MT	Petersen, A.	228	
6	S1	0016		SC70) - Cons (Chemistry			МТ	Blasdell W., W	. 124	
Spri	ng											
1	S2	1971		HE92	2 - Sports	Medicine			МТ	Blackburn M., I	M. ANNX	κ
2	S2	1012		SC70)2 - Con (Chemistry			МТ	Blasdell W., W	. 116	
3	YR	0335		FS53	3 - Teache	er Trn Prg			МТ	Patenge, S.	131	
4	S2	1476		SS3	5 - Amer H	listory II			МТ	Wong, L.	218	
5	S2	1546		MA2	72 - Algek	ora I			МТ	Keyes, J.	306	
6	S2	1616		EN62	2 - World	Lit			МТ	Gordon, K.	231	
Pare	nt Inf	ormation										
Pare	nt Nai	ne		Phone		Extension	Ту	ре				
Zuniç	ga, An	nie		480-555-2	2890		Wo	ork				
Zunig	ga, Vio	tor		480-555-	1964		Ho	me				

STU203 – Secondary Withdrawal Slip

PAD Location: Synergy SIS>Schedule>Reports>Individual

∀Report Interface
Name: Secondary Withdrawal Slip Number: STU203 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Student Info
Perm ID Withdrawal Date Leave Code
Last Name First Name
Grade
- Include Latest Enrollment Only
Suppress Absence
Additional Withdrawal Reason
Absence Definition
Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4
Absence Reasons □↔ 🗹
Activity Bussspend Couns/admi Exc Tardy
Excused Illness Other Positive
Suspension Tardy Unexcused Unverified
Leave Codes that do not affect enrollment count.
Leave Codes □↔ ☑
S1 - Summer Transfer W4 - Absence or status unknown
W1 - Transfer: other school W5 - Dropout
W10 - Transfer: detention I W6 - Age
W12 - Vocational school W8 - Deceased
W13 - Completed (AIMS)
W2 - Illness
W3 - Expelled or long term suspension WT - Grade transfer
Student Info Text 🗐 🛇

The STU203 report prints a withdrawal form that can include absence, schedule, and check out information collected by the school office staff. The user can leave all options blank and print the report for all students in the school. This report is utilized by school staff to collect the check out information needed to release a student from a school.

REPORT OPTIONS:

Student Info:

Filter report output to include just the selected fields (fields containing data) as well as a single grade or grade range.

Absence Definition:

Select reason codes to filter data included in the report. Selecting a type will include all reasons that match the selected type.

Leave Codes that do not affect enrollment count:

Select leave codes.

Student Info Text:

Include information that explains such things as placement, academic growth, instructional materials used, physical handicaps, etc. Attach any data, which would be helpful for placing the child in his/her new school such as pupil evaluation forms or report cards.

Studen	t Name	оп С	F	Perm ID		Ge	nd	Grade	Track	Addr	ess			Ab
Last N	ощ, БШу ame Goes By	С.	Nick Name	905465		Age 17	, E	IZ Birth Dat 05/12	te 2/1993	۱ 19؛ Ме	54 S V sa, Až	′al Vista I Z 85234	Dr	bott
Phone 480	-555-121	4 S	me Language Spanish	e	Res	olved /hite		00/12	Enter Da 08/31	te /2010	,	Leave D. 04/21	ate I/2011	Bill
Withdr	awal Reason			Lea	ve Code				Days Pres 129.00	sent Da	iys Abs 1 7.00	State St 00013	udent Number 41311	y C.
Room	Course ID	Course Ti	tle	Sta	ff Name			Ret	fund	Classroo Book	om Gi Da	rade to ate of	Semester	ļ
230	ENIGO	Eng (brit)	it	Nur	nes Kathy				ount	Clearand	e vv	Ithorawai	onuuo	
102		Pog lowel		Nunes, Kathy				_						
	AR04	bey Jewel	у , ,	Sui	iivan, Joe									
P-10	EN45	Col Prep V	Vrt	Bur	iger T., The	omas								
231	EN46	Prin Eng II	I	Gor	don, Kim									
230	EN60	Eng (brit) L	.it	Nur	nes, Kathy			_						
P-13	SS51	Am Govt 1	23	Dav	vis, Jeffrey			_						
131	FS77	Prin&prac	Econ	Bra	ndt P., Pau	ıla								
Cleara	elor	3		Bookstore	•				Nurse	9				1
Libraria	an			Career Ce	enter				Regis	strar				
Activity	/			Sports										
Comr	nents:													
Sign	atures						_							
Signa	ture of Schoo	I Official		<u>_</u>	Date	Pare	ent/Gu	ıardian	Signature o	or Reasor	n Not C	btained	Date	
														-

STU206 – Student Withdrawal Notice

PAD Location: Synergy SIS>Student>Reports>Individual

The STU206 report prints the Official Notice of Pupil Withdrawal for the State of Arizona. Information includes basic demographic information, withdrawal information, as well as Special Education and ELL information.

Report Interfa	ace						«
Name: Student Withdrav	val Notice	Number: STU2	06 Page Or	rientation: Portrait			
Options Sort / Output	Conditions	Selection	Advanced	ł			
Student Info							_ 📀
SIS Number							
Last Name	First Name						
Display Options							0
Withdrawal Date							
🗖 Do Not Report ELL Da	ta						
🗖 Do Not Report SPED D	Data						
Leave Codes □↔ 🕑							
S1 - Summer Transfer	⊂ W scho	1 - Transfer	other	🗖 W2 - Illness		W3 - Expelled or long term suspension	
W4 - Absence or statu unknown	IS □W	5 - Dropout		🗖 W6 - Age		W7 - Graduated	
🗖 W8 - Deceased	□ W taugł	9 - Transfer nt	home	W10 - Transf detention	fer:	🗖 W11 - GED	
🗖 W12 - Vocational scho	ool 🗌 W (AIMS)	(13 - Comple S)	ted	WR - Registe Transfer	er	WT - Grade transfer	

REPORT OPTIONS:

SIS ID:

Filter report output to include just the specified student attached to the SIS ID.

Last Name:

Filter report output to include just the students with the specified last name.

First Name:

Filter report output to include just the students with the specified first name.

Withdrawal Date:

Date student leaving the school/district.

Leave Code:

Leave Code for student.

Arizona Fublic Scho	ols									1912	
Student Information											
1. Student's Legal Last Na	ame	2. Stu	ident's L	_egal First Na	me		3. Midd	le Name		4. Sr/Jr/2nd/3rd	
Abbott	6 Cobool Ct	Bill	У	7 Grada L	aval	0 Condor	С			to of Pirth (mm/dd/www	
0001341311	905483	uuenii iD		12	evei	o. Gender I∕IMale	ΠFe	emale	05	112/1993	
10a. Primary Withdrawal 1	Гуре					10b. Additio	onal With	drawal Re	ason		
Select the following that b	est describes why th	ne student	tiswith	drawing from	school:	(Optional)	Select o	one of the	followin	g only if applicable:	
W11 S1 W2 S2 W3 S3 W4 S4 W5 S5 W6 S6 W7 S7 W8 S8 W9 S9 W10 S10 W11 S11 W12 S12 W13 S13 S99 11a. Data in SMS Added	nalorteo ntsbuto :t dded (m	chnical schoo iid not pass A nm/dd/yyyy)	I IMS	WR1 WR2 WR3 WR3 WR4 ¹ In accor and S ² In accor Mote for V If a scho transfers this wth 11c. LastD (mm/c	School School Individu crimin Pregnai dance wi State Boa dance wi <i>VR1 and ol does n</i> to anoth drawal re- ay of Atte id/yyyy)	Identified : identified : al Transfe nal offens; hoy / Biolo th No Chil d of Educ th A.R.S. <u>WR2</u> of have th er school ason is im	ror Feda as persi roption e)1 d Left E ation P §15-10 is desig with the valid	eral school improvemen istently dangerous ¹ n (victim of a violent arent of a Child ² lehind olicy 42(H) <i>nation, or if a student</i> <i>is same designation, ther</i>			
A.U.		04/21/2	011			(mm/ d	id/yyyy)				
12. Parent/Guardian Sign	ature					•	13. Date (mm/dd/yyyy)				
مودر و و			· , ,	,					,	,	
14 School	a correct accord	15	District /	recoras Charter# (C1	(D) 1	6 School#(S	0	17 With	drawal (Code (based on 10al)	
Hope High School		12	3456			273	, 			(
18. School Official Signat	Jre				I			19. Date	(mm/de	а/уууу)	
Note: If parent or guardian	is unable to sign this	s form, the	e school	district shoul	d indicat	e the reason	the signa	ture was r	not obta	inable.	
20. SPED	ПА	Г	лн		ПМ	OMR		PSD			
Check all that apply.		ſ		MDSSI		ні		SLD		 ∏тві	
	☐ □ED/EDP	۔ ۱		R				SLI			
21. ELL	21. ELL					Overall A Result	ssessme tin SAIS	nt If	Applica' n which Yo	able, Language Progran Student Participated At ur District / Charter	
Most Recent Assessment	Date (mm/dd/yyyy)			PE		RF	ΈP				
12/06	5/2010]	ΣE			ΕP			□ B1	
			1	□в			LAR			🗌 B2	
Total Composite Scaled S	core (3-digit numbe	r)]				L			□ B3	
7	'5		1	<u></u> ПР			EP Y1				
			1	<u> </u>			EP Y2				
	a de la companya de la										
Check box if student was	willing awn from the	Language				L Re	classifie	das⊦EF	' by Re	assessment	
 Program with a Languag 	e Program Exit Rea	ISON OT:				1 1 990	thdrawn.	nv narer	it reduu	est	

STU207 – Student Enrollment Profile

PAD Location: Synergy SIS>Student>Reports>Individual

The Student Enrollment Profile is a snapshot of the Enrollment History screen. The report will break by student.

✓Report Interface	~
Name: Student Enrollment Profile Number: STU207 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Student Info	٨
Perm ID	
Last Name First Name	
Grade	

REPORT OPTIONS:

Perm ID:

Filter report output for a specific Perm ID.

Last Name:

Filter report output to include student(s) with the specified last name.

First Name:

Filter report output to include student(s) with the specified first name.

Grade:

Filter report output by a grade or grade range.

Student Nan Abbott,	Billy C.		Perm ID 905483	Gender Grade		Ac	Address			Appo			
Last Name (Goes By	Nick N	lame		В	irth Date 05/12	/1993	1: N	954 S Va esa, AZ	al Vista D 85234	r	oott,	÷
Phone 480-555	5-1214	Home L Spar	anguage nish	Reso Wł	lved nite		E	Enter Da 08/3	^{te} 1/2010	Leave	Date	ыпу	
Enrollmen	t History											ç	2
Year	School		Enter Date	Enter Code	Lea Dat	ive	Leave Code	Grad	e AD/	\/ADM			
2005-2006	Eisenhower Middle S	chool	08/08/2005	E6				170					
2006-2007	Eisenhower Middle S	chool	08/14/2006	E1				180					
2007-2008	Hope High School		08/13/2007	E2				09					
2008-2009	Hope High School		08/17/2008	E1				11					
2010-2011	Hope High School		08/31/2010	E1				12					

STU401 – Student List

PAD Location: Synergy SIS>Student>Reports>List

The STU401 report prints an alphabetical student list. The user can select students to print by grade or gender. The user can leave all options blank and print the report for all students in the school or select a grade level or range of grades to print. The report includes student name, perm ID, grade, gender and birth date. This report is utilized by school staff for a list of students in the school.

	nterface			«
Name: Student Li	ist Number: STU401	Page Orientation: Portr	ait	
Options Sort / C	Output Conditions	Selection Adva	nced	
Student Info				٢
Grade				
¥ -	×			
Gender				
¥				

REPORT OPTIONS:

Grade:

Filter report output to include just the selected grade or grade range.

Gender:

Filter report output to include just the selected gender group.

School District				St	udent List			Year: Repor	2010-2011 t: STU401
Track:									
Student Name	Perm ID	Grade	Gender	Birth Date	Student Name	Perm ID	Grade	Gender	Birth Date
(Abernethy, Anne E.)	902870	10	Female	11/09/1995	(Alcorn, Donald A.)	929994	11	Male	11/04/1994
Acevedo, Andrew	886630	11	Male	03/03/1994	Alder, Brenda I.	967569	10	Female	07/19/1995
(Acevedo, Ashley)	901830	10	Female	05/26/1995	Alder, Lawrence S.	910024	12	Male	07/22/1993
Ackley, Brian R.	913948	12	Male	05/09/1993	Alder, Sarah C.	968416	12	Female	09/10/1993
Acosta, Eugene A.	873921	12	Male	10/05/1993	Aldrich, Steve K.	873815	12	Male	08/18/1993
Acosta, John A.	150265	11	Male	10/14/1994	Alexander, Fred D.	975140	12	Male	05/03/1993
Acunia, Kenneth O.	110412	10	Male	09/18/1995	Alexander, George M.	975141	12	Male	10/07/1993
Adair, Alan W.	871626	11	Male	05/25/1994	Alexander, Joseph J.	901626	10	Male	03/20/1995
Adair, Diane N.	903912	10	Female	06/21/1995	(Alexander, Victor I.)	169473	11	Male	09/27/1994
Adair, Timothy S.	888621	11	Male	10/12/1994	Alger, Nicole C.	874433	12	Female	08/31/1993
(Adams Albert L)	889844	11	Male	07/01/1994	Alger Phyllis A	149884	10	Female	09/23/1995
Adams, Howard T.	873985	12	Male	09/25/1993	Allen, Aaron L. JR	992938	10	Male	06/21/1995
Adams Larry A	889314	11	Male	04/03/1994	Allen Andrea	904134	10	Female	04/05/1995
Adams Martin C	887623	11	Male	07/18/1994	(Allen Chervi I)	980882	12	Female	08/06/1993
Adams, Scott M	939208	12	Male	07/28/1993	Allen Cynthia	874997	12	Female	08/14/1993
(Adams, Sean B.)	877340	12	Male	05/22/1993	Allen Diane B	901507	10	Female	03/16/1995
Adams Stenhen I	901622	10	Male	07/10/1995	Allen Donald I	883223	10	Male	05/29/1995
Adamski Alan M	872035	10	Male	08/05/1995	(Allen Douglas S.)	905926	10	Male	07/27/1995
Addington Paula M	871686	12	Fomalo	05/06/1993	Allen Elizabeth	886019	11	Female	08/17/1994
Addington, radia M. Aelvoet Jesse I	944233	12	Male	07/13/1993	Allen Eugene C	887238	11	Male	01/31/1994
Aquado, Bobby J	043822	10	Male	12/31/1004	Allen Helen I	874910	12	Female	01/10/1003
Aguado, Bobby J.	125210	10	Fomalo	08/20/1002	Allen, loromy S	970216	10	Malo	06/22/1005
Aguilar, Carolyn C	002602	10	Fomale	12/10/1005	Allen, Judith D	003040	10	Fomalo	01/04/1995
(Aquilar, Carolyn C.)	132888	10	Female	06/06/1005	Allen Karen	801080	11	Female	01/04/1995
Aquilar, Nathleen G.)	001071	10	Male	02/23/1003	Allen Karen	873086	10	Female	01/27/1003
Aquilar Stephen A	108367	12	Male	02/23/1993	Allen Karen T	871328	12	Female	07/07/1003
Aquirre, Jason K	052357	12	Male	11/04/1003	Allen Ruby D	999116	12	Female	01/25/1004
Aquirre, Jason N.	0523375	12	Fomale	07/18/1004	Allen, Sandra E	000110	10	Female	06/18/1005
Abletrom Jack M	000110	11	Male	01/10/1994	Allen Shown C	977002	10	Malo	00/10/1990
Abletrom Linda K	120451	10	Fomale	07/26/1005	Allen Tammy	001021	12	Fomale	04/17/1005
Aitobioon, Alioo E	071701	10	Female	11/00/1002	Allen, Taniny Allinder, Benjamin B	901931	10	Mele	04/12/1990
Altohison, Alice E.	0/1/31	12	Female	01/09/1993	Allinder, Benjamin R.	00/020	11	Male	01/10/1994
Alconson, Naren L.	902998	10	remalê	01/31/1995	Allison, Kenneth B.	992/3/	11	Famal	07/23/1994
Akagawa, Adam H.	100923	11	Male	04/09/1994	Allison, Pameia D.	992072	12	remaie	00/07/1993
Ake, Josnua J.	889/94	11	iviale	01/11/1994	Allred, David A.	004040	11	wale	03/10/1994
Akin, Andrea E.	902875	10	remaie	09/08/1995	(Allrea, Eawara L.)	904916	10	Nale	11/13/1995
(Akpan, Tina N.)	165110	10	remale	02/25/1995	Alnas, Kelly M.	966707	11	remale	12/10/1994
Alarcon, Frank	886651	10	Male	05/02/1995	Alonso, Raymond G.	920153	11	Male	07/23/1994
Alcazar, Eugene	141666	10	Male	09/27/1995	Alpin, Steven J.	874439	12	Male	10/23/1993
Alcazar, Eugene A.	141517	10	Male	08/19/1995	Alston, Douglas G.	901639	10	Male	07/20/1995

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STU402 – Student and Parent Directory

PAD Location: Synergy SIS>Student>Reports>List

The STU402 report prints a list of students for each section. The user can select students by grade, gender, section ID, homeroom name, term, period, or parent relations flag. The user can leave all options blank and print the report for all students in the school. The report includes by section, student name, perm ID, grade, gender, birth date, phone, address, relation, parent name, type, phone and extension. This report is utilized by school staff and teachers for students and parents contact information.

Report Interf	face			(«
Name: Student and Par	rent Directory Number: STU402	Page Orientation: La	ndscape	
Options Sort / Output	Conditions Selection Adva	anced		
Student Info				۵
Grade				
✓ -	*			
Gender				
<u> </u>				
Section ID	Homeroom Name	Term	Period	
<u> </u>		×	×	
Parent Relations				۵
Lives With				
Has Custody				
Contact Allowed				
Ed. Rights				
Mailings Allowed				

REPORT OPTIONS:

Student Info:

Filter report output to include just the selected fields (fields containing data) as well as a single grade or grade range.

Parent Relations:

Select parent flag to filter data included in the report. Selecting a parent flag will include all parents that are tagged with the selected parent flag.

Section: 0102			Те	acher: Cari	roll, Natalie			Room:	0002	_
Student Name	Perm ID	Grd Gen	Birth Date	Phone	Address	Relation	Parent Name	Туре	Phone	Ext
Alejandrez, Willie JR	992706	03 M	11/10/2002	480-555-8655	1622 W 6th Dr	Mother	Gomez, Norma	Home	480-555-8655	
					Mesa, AZ 85614	Father	Alejandrez, Larry			
Antonio Gonzalez,	105613	03 M	02/09/2003	480-555-8343	901 S Dobson Rd #1221	Father	Antonio, Willie			
James D.					Mesa, AZ 85614	Mother	Gonzales, Denise	Home	480-555-8343	
Bahena, Joshua	129454	03 M	08/08/2003	480-555-9844	1543 W 7th Dr	Mother	Lopez Contreras, Julie	Home	480-555-9844	
					Mesa, AZ 85614	Father	Bahena, Clarence	Home	480-555-9844	
Baker, Carlos W.	151640	03 M	12/04/2002	480-555-4844	1840 W Emelita Av #2013	Mother	Baker, Pamela	Home	480-555-4844	
					Mesa, AZ 85614					
Bradley, Linda R.	147414	03 F	09/02/2004		1050 S Longmore #426	Father	Goy, Walter	Work	623-555-9941	
					Mesa, AZ 85614	Mother	Tohannie, Sharon			
Bustamante, Aaron	130333	03 M	05/08/2003	480-555-5615	1554 W Carol Av	Mother	Bustamante, Donna	Work	480-555-2893	
					Mesa, AZ 85614	Father	Bustamante, Craig	Home	480-555-5615	
Cervantes Vazque,	115224	03 M	10/27/2003	480-555-3615	1248 W 6th Av	Father	Cervantes, Jonathan	Home	480-555-3615	
Howard					Mesa, AZ 85614	Mother	Vazquez, Amy	Home	480-555-3615	
Charley, Jacqueline C.	148409	03 F	10/09/2004	602-555-4471	850 S Longmore #195	Mother	Burbank, Rachel	Work	480-555-6396	
					Mesa, AZ 85614					
Chavez, Carl E.	134653	03 M	03/05/2003	480-555-3833	1727 W Emelita Av #1003	Mother	Zarrazola, Teresa	Home	480-555-3833	
					Mesa, AZ 85614	Step-Father	Zarrazola, Benjamin	Cell	480-555-8217	
Covington, Louis L.	133538	03 M	09/06/2004	480-555-5649	1433 W University #90	Mother	Verbraken, Bonnie	Work	480-555-9929	
					Mesa, AZ 85612	Father	Covington, Robert	Cell	480-555-7232	
Dennis, Sandra M.	992710	03 F	10/02/2002	480-555-9964	1051 S Dobson Rd #54	Mother	Dennis, Gloria	Cell	480-555-6510	
					Mesa, AZ 85614	Father	Dennis, Terry	Home	480-555-9964	
Estrella Acuna, Brian C.	139086	03 M	08/05/2004		1050 S Longmore #301	Father	Estrella, Justin	Work	480-555-0797	
					Mesa, AZ 85614	Mother	Acuna, Sara			
Flores Aldaba, Wanda	154975	03 F	07/05/2003	480-555-2969	1328 W 7th Dr	Mother	Aldaba Dominguez,	Cell	480-555-2228	
					Mesa, AZ 85614		-			
Flores Nunez, Kathy V.	167937	03 F	11/03/2004	480-555-6238	1840 W Emelita Av #2104	Step-Father	Perez, Billy	Work	630-555-0238	
					Mesa, AZ 85614	Mother	Nunez, Marilyn	Home	480-555-6238	
Jackson, Dorothy P.	133258	03 F	03/09/2003		1030 S Stewart #1013	Mother	Jackson, Marilyn	Work	480-555-4232	
-					Mesa, AZ 85614	Father	Whipple, Frank	Work	602-555-3234	
						Father	Jackson, Larry			
Johnson, Alan M.	158343	03 M	05/07/2003	480-555-9969	1334 W 7th Dr	Mother	Guevara Johnson, Carol	Work	480-555-7807	
					Mesa, AZ 85614	Father	Johnson, Eugene	Work	602-555-1677	

STU403 – Student Directory By Street Address

PAD Location: Synergy SIS>Student>Reports>List

The ST403 report prints a list of students sorted by street address. The user can select students by grade or gender. The user can leave all options blank and print the report for all streets in the school. The report includes by street name, street address, city, state, zip code, student name, perm ID, grade, gender, type, phone and extension. This report is utilized by school staff to locate different families living in the same household.

✓Report Interface	(«
Name: Student Directory By Street Address Number: STU403 Page Orier	tation: Portrait
Options Sort / Output Conditions Selection Advanced	
Student Info	
Grade	
Gender	
×	

REPORT OPTIONS:

Grade:

Filter report output to include just the selected grade or grade range.

Gender:

Filter report output to include just the selected gender group.

	School District		Stud	lent	Directory By	Street	/ Add	ress	Year: Report:	2010-2011 STU403	
Street	tAddress	City	St	Zip	Student Name	Perm ID	Grd	Gen	Туре	Phone	Ext
10th											
	510 E 10th Dr	Mesa	AZ	85604	Griego, Daniel R.	979449	05	М	Home	480-555-2610	
	510 E 10th Dr	Mesa	AZ	85604	Griego, Helen G.	132513	02	F	Home	480-555-2610	
	510 E 10th Dr	Mesa	AZ	85604	Griego, Jane C.	148865	01	F	Home	480-555-2610	
	510 E 10th Dr	Mesa	AZ	85604	Griego, Julia C.	103185	04	F	Home	480-555-2610	
1st											
	719 W 1st Av #101	Tempe	AZ	85661	Morris, Gregory H. II	107457	02	М	Home	480-555-9233	
2nd											
	728 W 2nd St	Mesa	AZ	85612	Smith, Samantha A.	962062	05	F			
5th											
	608 W 5th Av #d	Tempe	AZ	85661	Renninger, Eugene T.	114875	03	М	Home	480-555-9655	
	745 W 5th Av #4	Tempe	AZ	85661	(Alvarado, Janet)	150638	PS	F	Home	480-555-3964	
6th											
	243 E 6th Av	Tempe	AZ	85661	Raygoza, Michelle M.	103242	04	F	Home	480-555-8430	
	1218 W 6th Av	Mesa	AZ	85614	Moreno, Marilyn R.	124767	05	F	Home	480-555-0668	
	1223 W 6th Av	Mesa	AZ	85614	Apodaca, Virginia K.	158581	05	F	Home	480-555-0668	
	1233 W 6th Dr	Mesa	AZ	85614	(Bahena, Dennis)	100680	04	М	Home	480-555-6649	
	1233 W 6th Dr	Mesa	AZ	85614	Bahena Ramirez, Betty	169077	К	F	Home	480-555-6649	
	1233 W 6th Dr	Mesa	AZ	85614	Sandoval, Jessica	980624	05	F	Home	480-555-6649	
	1233 W 6th Dr	Mesa	AZ	85614	Sandoval, Karen	964143	06	F	Home	480-555-6649	
	1233 W 6th Dr	Mesa	AZ	85614	Sandoval, Kathleen	993667	04	F	Home	480-555-6649	
	1236 W 6th Av	Mesa	AZ	85614	Sandoval, Carol D.	131034	01	F	Home	480-555-3733	
	1248 W 6th Av	Mesa	AZ	85614	Cervantes, Wanda	137385	к	F	Home	480-555-3615	
	1248 W 6th Av	Mesa	AZ	85614	Cervantes Vazque,	115224	03	М	Home	480-555-3615	
	1248 W 6th Av	Mesa	AZ	85614	Cervantes Vazque,	974797	05	М	Home	480-555-3615	
	1261 W 6th Av	Mesa	AZ	85614	Arcos, Nancy	140193	PS	F	Home	480-555-3610	
	1262 W 6th Av	Mesa	AZ	85614	Gallo Perez, Katherine	170143	PS	F	Home	480-555-8835	
	1262 W 6th Av	Mesa	AZ	85614	Gallo Perez, Laura I.	129600	02	F	Home	480-555-8835	
	1307 W 6th Av	Mesa	AZ	85614	Moreno, Chris B.	979000	04	М	Home	480-555-2461	
	1307 W 6th Av	Mesa	AZ	85614	Moreno, Gerald J.	112285	02	М	Home	480-555-2461	
	1307 W 6th Av	Mesa	AZ	85614	Moreno, Virginia A.	122076	01	F	Home	480-555-2461	
	1311 W 6th Dr	Mesa	AZ	85614	Thompson, Catherine	132727	01	F	Home	480-555-2593	
	1311 W 6th Dr	Mesa	AZ	85614	Thompson, Rose K.	101906	04	F	Home	480-555-1969	
	1312 W 6th Dr	Mesa	AZ	85614	Forest, Randy M.	137999	02	м	Home	480-555-4250	
	1313 W 6th Av	Mesa	AZ	85614	Hernandez, Beverly S.	110634	03	F	Home	480-555-7834	
	1314 W 6th Av	Mesa	AZ	85614	Fatongiatau, Chris	126116	02	м	Home	480-555-5464	
	1314 W 6th Av	Mesa	AZ	85614	Fatongiatau, Rose S.	151339	01	F	Home	480-555-5464	
	1317 W 6th Dr	Mesa	AZ	85614	Ayala, Diana	966001	06	F	Home	480-555-4844	
	1320 W 6th Av	Mesa	AZ	85614	Bernal Neri, Charles	105573	03	М	Home	480-555-4844	
	1320 W 6th Av	Mesa	AZ	85614	Bernal Neri, Nancy R.	108807	02	F	Home	480-555-4844	
	1320 W 6th Av	Mesa	AZ	85614	Solis Neri, Tammy L.	143412	01	F	Home	480-555-4844	
	1323 W 6th Dr	Mesa	AZ	85614	Mora, Henry A.	122075	01	м	Home	480-555-8238	
	1323 W 6th Dr	Mesa	AZ	85614	Mora, Steven	978578	05	м	Home	480-555-8238	
	1332 W 6th Av	Mesa	AZ	85614	(Bustamante, Angela	153048	PS	F	Home	480-555-0834	
	1334 W 6th Dr	Mesa	A7	85614	Escobedo Bailon	136163	. 0	M	Home	480-555-9600	
	1224 W 6th Dr	Masa	۸ <u>۲</u>	95614	Dives Dhillin	002202	05		Homo	490 555 0500	

STU404 – Student Birthday List

PAD Location: Synergy SIS>Student>Reports>List

The STU404 report prints a list of students sorted by birth month then date. The user must select a birth month to print. The user can select students to print by grade, gender or section if. The report includes by month then day, student name, grade, gender, age, homeroom, address, city, state, and zip code. The report is sorted by section ID then birth date, student name and gender. This report is utilized by school staff and teachers to send out birthday greetings to students at the school.

✓Report Interface	~
Name: Student Birthday List Number: STU404 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Birth Month ⊇⇔⊉	٥
January February March April	
May June July August September October November December	
Student Info	٨
Grade	
Gender	

REPORT OPTIONS:

Birth Month:

Filter report output to include selected months.

Grade:

Filter report output to include just the selected grade or grade range.

Gender:

Filter report output to include just the selected gender group.

Section ID:

Filter report output to include just the selected section ID.

School District		3	Bir	thdays i	n February	Report: STU404		
Section: 0102	Teacher	Ca	rroll	, Natalie	Room:	0002		
Day Student Name	Grd	Gen	Age	Homeroo	Address	City	State	Zipcode
1 Vela, Bonnie M.	03	F	7	0002	1465 W Vine Av	Mesa	AZ	85614

STU406 – Student Household List

PAD Location: Synergy SIS>Student>Reports>List

The STU406 report prints a list for "youngest or only" or "oldest or only" students by section ID. The user can select students by household member type or section ID. The list is printed by section ID and includes the student name, address, city, state, zip code, and grade of each student included in the selection criteria in a teacher's class. This report is utilized by teachers for an address list of students in their class.

Report Interfa	ace		(
Name: Student Househo	old List Nu	mber: STU406	6 Page Orientation: Portrait
Name: Student Househol Options Sort / Output Household Member Type	Conditions	mber: STU406 Selection	6 Page Orientation: Portrait n Advanced

REPORT OPTIONS:

Household Member Type:

Filter report output to print mailing labels by oldest or youngest.

Section ID:

Filter report output to include just the selected section ID.

Eclupoint Scheel District	Adam Student Youngest or t	er	Year: 2010-2011 Report: STU406			
Section: 0102	Teacher: Carroll, Na	atalie	Room:	0002		
Student Name	Address	City	State	Zipcode	Grd	
Alejandrez, Willie JR	1622 W 6th Dr	Mesa	AZ	85614	03	
Antonio Gonzalez, James D.	901 S Dobson Rd #1221	Mesa	AZ	85614	03	
Bahena, Joshua	1543 W 7th Dr	Mesa	AZ	85614	03	
Baker, Carlos W.	1840 W Emelita Av #2013	Mesa	AZ	85614	03	
Bradley, Linda R.	1050 S Longmore #426	Mesa	AZ	85614	03	
Bustamante, Aaron	1554 W Carol Av	Mesa	AZ	85614	03	
Charley, Jacqueline C.	850 S Longmore #195	Mesa	AZ	85614	03	
Chavez, Carl E.	1727 W Emelita Av #1003	Mesa	AZ	85614	03	
Covington, Louis L.	1433 W University #90	Mesa	AZ	85612	03	
Dennis, Sandra M.	1051 S Dobson Rd #54	Mesa	AZ	85614	03	
Estrella Acuna, Brian C.	1050 S Longmore #301	Mesa	AZ	85614	03	
Flores Nunez, Kathy V.	1840 W Emelita Av #2104	Mesa	AZ	85614	03	
Jackson, Dorothy P.	1030 S Stewart #1013	Mesa	AZ	85614	03	
Johnson, Alan M.	1334 W 7th Dr	Mesa	AZ	85614	03	
Jolley, Wayne S.	118 N Extension #258	Mesa	AZ	85612	03	
Lowe, Ralph T.	843 S Longmore #2041	Mesa	AZ	85614	03	
Mancera Herrera, Kathryn	1621 W Crescent Av	Mesa	AZ	85614	03	
Martinez, Henry E.	948 N Revere	Mesa	AZ	85612	03	
Valle, Jane L.	825 S Dobson Rd #131	Mesa	AZ	85614	03	
Vanetten, Shirley N.	1730 W Emelita Av #1096	Mesa	AZ	85614	03	
Vega Gonzalez, Justin D.	455 S Stewart	Mesa	AZ	85614	03	
Vela, Bonnie M.	1465 W Vine Av	Mesa	AZ	85614	03	
Villanueva, Evelyn A.	118 N Extension #142	Mesa	AZ	85612	03	
Walker, Jean C.	2401 E La Jolla Dr	Fountain Valley	AZ	85707	03	
Werito, Gerald L.	850 S Longmore #129	Mesa	AZ	85614	03	

Section Total: 25

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STU407 – Multiple Child Households

PAD Location: Synergy SIS>Student>Reports>List

The STU407 report prints a list of siblings or children that live at the same address by address. The user can select # of siblings to look for at an address. The list is printed by address and includes the address, city, state, zip code, phone, student name, grade, teacher and room of each student included in the selection criteria. This report is utilized by school office staff to know what students live in multiple child households.

			«
Name: Multiple Child Households	Number: STU407	Page Orientation: Portrait	
Options Sort / Output Conditions	Selection A	Advanced	
Siblings 🗖 or More			

REPORT OPTIONS:

Siblings:

Filter report output to print number of siblings specified.

or More:

Filter report output by checking the box to print more than the number of siblings specified.

School District		Ada Multiple	ms Elementary Child Households With 2 Siblings	Year: 2010-2011 Report: STU407		
Address		Phone	Student Name	Grd	Teacher	Room
1030 S Stewart #1013	Mesa, AZ 85614	480-555-1827	Jackson, Dorothy N.	04	Cordova, Angie	0038
			Jackson, Dorothy P.	03	Carroll, Natalie	0002
1031 S Stewart #1091	Mesa, AZ 85614	480-555-9748	Ludwig, Jack K.	05	Garski, Melissa	0047
			Ludwig, Jean O.	04	Staff, Staff	0036
1031 S Stewart #1113	Mesa, AZ 85614	480-555-1593	Colin, Adam E.	04		
			Colin, Debra E.	03		
1031 S Stewart #1205	Mesa, AZ 85614	623-555-3204	Bryant, Jose T.	к	Berriz, Cynthia	045A
			Bryant, Samuel M.	01	Medina, Sonya	0033
1031 S Stewart #2018	Mesa, AZ 85614	480-555-1844	Azpeitia, Andrea	05	Swain, Cathi	0035
			Azpeitia, Barbara	06	Olberding, Lori	0015
1031 S Stewart #s2206	Mesa, AZ 85614	480-555-0890	Nance, Marilyn N.	06	Chavez, Gloria	0014
			Nance, Rose J.	04	Grayson, Nicolas	0042
1033 S Longmore #1117	Mesa, AZ 85614	480-555-0962	Fierro Mendez, Beverly L.	01		
			Fierro Mendez, Rebecca J.	02		
1033 S Longmore #3056	Mesa, AZ 85614	480-555-4329	Daniels Viley, John J.	04	Grayson, Nicolas	0042
			Godfrey, Andrea N.	02	Medina, Sonya	0033
1050 S Longmore #253	Mesa, AZ 85614	480-555-4461	Donald, Edward B.	PS	Staff, Staff	0050
			Donald, Jacqueline	05	Swain, Cathi	0035
1050 S Longmore #255	Mesa, AZ 85614	602-555-7680	Gastelum, Andrew	04	Cordova, Angie	0038
			Gonzalez Avila, Irene V.	к	Staff, Staff	020A
1050 S Longmore #308	Mesa, AZ 85614	480-555-4827	Wilder, Anne M.	02	Staff, Staff	0032
			Wilder, Bruce M.	PS	Wrenn, Amber	900
1050 S Longmore #381	Mesa, AZ 85614	480-555-5610	Galindo, Lisa G.	02	Carrera-Wilbu, Monica	0025
			Galindo, Louis L.	06	Rosenbaum, Sandy	0005
1050 S Longmore #425	Mesa, AZ 85614	480-555-9615	Mendez Garcia, Gloria F.	04	Staff, Staff	0036
			Pisano Mendez, Jason A.	05	Hanna, Tom	0037

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STU410 – Emergency Contact Directory

PAD Location: Synergy SIS>Student>Reports>List

The STU410 report prints a list of students for each section. The user can select students by Grade, Gender, Section ID, Room Name, or Parent Relations flag. The user can leave all options blank and print the report for all students in the school. The report includes by section, student name, perm ID, grade, gender, birth date, phone, address, relation, parent information, emergency contact information, phone type, phone and extension. This report is utilized by school staff and teachers for students and parents contact information in case of emergency.

	~
Name: Emergency Contact Directory Number: STU410 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Student Info	۵
Grade	
Gender	
Section ID Room Name	
Parent Relations	۵
Lives With	
Has Custody	
Contact Allowed	
Ed. Rights	
Mailings Allowed	
Page Break by Section	

REPORT OPTIONS:

Grade:

Filter report output to include just the selected grade.

Gender:

Filter report output to include just the selected gender group.

Section ID:

Filter report output by entering a section ID to print.

Room Name:

Filter report output by entering a room number to print.

Parent Relations:

Select parent flag to filter data included in the report. Selecting a parent flag will include all parents that are tagged with the selected parent flag.

Page Break by Section:

Checkbox to include a page break by each section.

Section: N/A				Te	acher: N/A				Room: N/A		
Student Name	Perm ID	Grd	Gen	Birth Date	Phone	Address	Relation	Name	Phone Type	Phone	Extn
Aaron, Theresa	126855	01	F	02/12/2004	480-555-1214	1954 S Val Vista Dr	Parent Informat	ion			
						Mesa, AZ 85234	Father	Aaron, Phillip	Cell	480-555-676	7
							Mother	Aaron, Kathleen	Home	480-555-121	4
							Emergency Cor	itacts			
(Acosta, Teresa B.)	144281	02	F	10/22/2003	602-555-3318	850 S Longmore #255	Parent Informat	ion			
						Mesa, AZ 85614	Father	Acosta, Victor	Home	602-555-331	8
							Mother	Ponce, Michelle	Home	602-555-331	8
							Emergency Cor	tacts			
							Aunt	Julio Ortega	Home	480-797-833	2
(Acosta Mendivil, Lisa)	129443	02	F	05/21/2003		449 S Stewart	Parent Informat	ion			
						Mesa, AZ 85614	Father	Acosta Herrera, Kenneth	Work	480-555-564	9
							Mother	Mendivil Beltran, Susan			
							Emergency Cor	itacts			
								Ahmed Herrera, Francisc	Home	480-574-796	4
								Jeremiah Herrera, Magda	Home	480-282-264	9
(Adame, Lori R.)	147525	01	F	12/12/2004	602-555-4738	1840 W Emelita Av #2077	Parent Informat	ion			
						Mesa, AZ 85614	Father	Adame lii, Carlos	Cell	602-555-473	8
							Mother	Adame, Wanda	Work	602-555-373	8
							Emergency Cor	itacts			
							Grandparents	Rae And Oscar Adame	Home	480-698-575	9
(Adams, Aaron E.)	154705	PS	м	05/03/2006	480-555-3217	1666 S Extension #2105	Parent Informat	ion			
, , ,						Tempe, AZ 85661	Mother in Hom	Adams, Paula	Home	480-555-321	7
							Emergency Cor	itacts			
(1.1	110701			11/04/0077	100 555 00/5	740.0 41					
(Adams, Bruce)	142724	к	м	11/04/2005	480-555-0818	Tempe AZ 85661	Mother in Hom	ion Slan Lisa	Home	480-555-081	8
						1011pg, n2 00001	Emergener O	tania	10/10	-100-000-001	•
							Emergency Cor	lacis			

STU412 – Student Add/Drop List

PAD Location: Synergy SIS>Student>Reports>List

The STU412 report prints a list of students that have added or dropped from classes. The user can select specific absence reasons (by type or reason code) to be included on the report. ATP412 groups by teacher and section. This report is utilized by teachers to confirm students' class adds and drops.

Report Interface	«
Name: Student Add/Drop Number: STU412 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Teacher	٨
Last Name First Name	
Date Range	
Start End	
Absence Definition	٨
ReasonType1 ReasonType2 ReasonType3 ReasonType4 Suppress Attendance Image: Constraint of the second secon	
Absence Reasons → Positive Suspension Unverified Bussspend Unexcused Tardy Activity Couns/admi Other Excused Illness Illness	

REPORT OPTIONS:

Last Name:

Filter report output to include just the selected teacher(s) by last name.

First Name:

Filter report output to include just the selected teacher(s) by first name.

Date Range Start/End:

Filter report output to include enters and leaves that fall within the date range indicated.

Absence Definition:

Select reason codes to filter data included in the report. Selecting a type will include all reasons that match the selected type.

Suppress Attendance:

Selecting this checkbox suppresses attendance data from report output.
	School Distr	ict		Student Add/Dro	h		Кер	ort: STU41	2
Tea	cher Name:	othia							
	51112, Uy 1	itina	Add	/ Drop from 08/30/2010 to (04/22/201 ⁻	1			
Prd	Section	Term	Course	Student	Perm ID	Gen	Grd	Date	Action
1	0451	YR	Kind Am	(Franklin, Samuel)	165082	М	к	08/31/2010	Add
				Ahumada, Gary	120684	М	02	08/31/2010	Add
				Alvarez Saucedo, Carlos	162994	М	к	08/31/2010	Add
				Bryant, Jose T.	163681	М	к	08/31/2010	Add
				Cabrera Ramos, Marilyn K	163683	F	к	08/31/2010	Add
				Cardenas Lopez, David O.	163690	М	к	08/31/2010	Add
				Castillo, Aaron G.	163693	М	к	08/31/2010	Add
				Cortez Romero, Sara A.	154689	F	к	08/31/2010	Add
				Galindo, Marilyn Y.	163711	F	к	08/31/2010	Add
				Galindo, Raymond D.	163713	М	к	08/31/2010	Add
				Guillen, Teresa	154694	F	к	08/31/2010	Add
				Gutierrez Ortega, Rebecca L.	132514	F	02	08/31/2010	Add
				Gutierrez, Katherine	129616	F	02	08/31/2010	Add
				Hairston, Paula L.	129622	F	02	08/31/2010	Add
				Helton, Alan R.	129628	М	02	08/31/2010	Add
				Hernandez Maldon, Anthony D.	129689	М	02	08/31/2010	Add
				Hernandez, Katherine	129638	F	02	08/31/2010	Add
				Holguin, Samuel G.	124717	М	02	08/31/2010	Add
				Horn, Dorothy A.	155464	F	02	08/31/2010	Add
				Ibarra, Evelyn	114990	F	02	08/31/2010	Add
				(Arthur, Charles)	154707	М	к	09/01/2010	Add
				(Arthur, Charles)	154707	М	к	09/07/2010	Withdrav
				Freeman, James L. JR	170084	М	К	09/16/2010	Add
				Gallagher, Terry M.	170075	М	К	09/16/2010	Add
				(Franklin, Samuel)	165082	М	К	10/19/2010	Withdrav
				Ahumada, Gary	120684	М	02	02/07/2011	Drop

STU416 – Student Enrollment Validation

PAD Location: Synergy SIS>Student>Reports>List

The STU416 Student Enrollment Validation report prints a list of students that have various types of enrollment problems.

✓Report Interface	«
Name: Student Enrollment Validation Number: STU416 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Validation Rules To Check 1. Verify that the student is enrolled in at least one class for each day they are enrolled in school 2. Verify that the student enrollment dates are within the school calendar 3. Verify that a student schedule doesn't contain any overlapping classes 4. Verify the integrity of student enrollment 	
Grade	
Setting the date range will limit the students to those that have an enrollment overlapping the data range and will only validate the selected rules for the date range. Date Range	

REPORT OPTIONS:

Validation Rules to Check:

Filter the report output by one or more of the rules listed:

- 1. Verify that the student is enrolled in at least one class for each day they are enrolled.
- 2. Verify that the student enrollment dates are within the school calendar.
- 3. Verify that the student schedule does not contain any overlapping classes.

Grade:

Filter the report output by the selected grade level(s).

Date Range:

Filter the report output to a specific date or date range.

	۲ Stude	ent Enrollment	/alidation	Year: 2010-2011 Report: STU416	
School District				·	
Date	Error Type	Error Message			
Meza, Juan A.	150581	M	PS		
08/31/2010-03/25/2011	No Class Enrollme	ntEnrolled in school; no	class enrollment		
Montgomery, Larry K.	150593	M	PS		
08/31/2010-03/25/2011	No Class Enrollme	ntEnrolled in school; no	class enrollment		
Morales, Alice J.	153078	F	PS		
08/31/2010-03/25/2011	No Class Enrollme	ntEnrolled in school; no	class enrollment		
Morales Garcia, Cheryl C.	150596		PS .		
08/31/2010-03/25/2011	No Class Enrollme	ntEnrolled in school; no	class enrollment		
Morales MacEdo, Martha Y.	153132		PS		
08/31/2010-03/25/2011	No Class Enrollme	ntEnrolled in school; no	class enrollment		
Oliveros Saldana, Diane D.	150633		PS		
08/31/2010-03/25/2011	No Class Enrollme	ntEnrolled in school; no	class enrollment		
Perez, Robert A.	153076	M.	PS		
08/31/2010-03/25/2011	No Class Enrollme	ntenrolled in school; no	class enrollment		
Ramirez, Amy	154699	F	PS		
08/31/2010-03/25/2011	No Class Enrollme	ntEnrolled in school; no	class enrollment		
Ray, Carolyn	157186	F	PS		
08/31/2010-03/25/2011	No Class Enrollme	ntEnrolled in school; no	class enrollment		
Rojas, Lisa	154702		PS		
08/31/2010-03/25/2011	No Class Enrollme	ntEnrolled in school; no	class enrollment		
Staton, Elizabeth	155641	F	PS		
08/31/2010-03/25/2011	No Class Enrollme	ntEnrolled in school; no	class enrollment		
Towner, Roy	154280	M	PS		
08/31/2010-03/25/2011	No Class Enrollme	ntEnrolled in school; no	class enrollment		
Valle, Jane L.	152380	F	03		
11/01/2010-05/27/2011	Schedule Overlap	Period 2 for section 0'	102 overlaps with sec	tion 9002	
Vanetten, Shirley N.	129844		03		
11/01/2010-05/27/2011	Schedule Overlap	Period 2 for section 0	102 overlaps with sec	tion 9002	
Vasquez, Julia M.	151778	F	PS		
08/31/2010-03/25/2011	No Class Enrollme	ntenrolled in school; no	class enrollment		
Vega Gonzalez, Justin D.	143418	M	03		
11/01/2010-05/27/2011	Schedule Overlap	Period 2 for section U	102 overlaps with sec	cion 9002	
	126823	F Deried 2 fee continue 0	U3	ti 0002	
11/01/2010-05/27/2011	Schedule Overlap	Period 2 for section 0	102 overlaps with sec	alon 9002	
	14900 I	F Deried 2 fer section 0	US 102 overlene with ees	tion 0002	
Vista Avalan			venaps with sec	2001 2002	
03/31/2011	No Class Enrollma	ntEnrolled in school as	class annoliment		
Vu lustin	150572		DQ		
08/31/2010 03/25/2011	No Class Enrollmo	ntEnrolled in school: no	class enrollment		
Walker Jean C	NU CIASS ETITUIME				
11/01/2010 05/27/2011	Schedule Overlan	Period 2 for section 0	00 IN2 overlans with cor	tion 9002	
Werito Gerald I	1/6277				
11/01/2010_05/27/2011	Schedule Overlan	Period 2 for section 0	00 IN2 overlans with cor	tion 9002	
Wilder Bruce M					
08/31/2010 02/25/2011	No Class Enrolmo	ntEnrolled in school no.	class enrollment		
Williams Fugene	120100		03		
11/01/2010-05/27/2011	Schedule Overlan	Period 2 for section 0	00 IN2 overlaps with soc	tion 9002	
Williams Gerald	140107				
08/31/2010 02/25/2011	No Class Enrollmo	ntEnrolled in school: no	class enrollment		
00/3 1/2010-03/23/2011	NO GIASS ETHOIMIE		Gass enrollinent		

STU417 – Student ID Card

PAD Location: Synergy SIS>Student>Reports>List

The STU417 Student ID Card report prints Student ID cards for students of selected grades. Color sets for ID cards can be selected by grade level and content can be added to the reverse of the card.

✓Report Interface	K RE
Name: Student ID Card Number: STU417 Page Orientation: Portrait	Gr
Options Sort / Output Conditions Selection Advanced	Flit
Filter	on
Grade → → → → → → → → → → → → → → → → → → →	the gra Cu
Custom Colors	👩 Gr
Grade 🔍 Color Set 🔍	Se
Grade Color Set 🗸	
Grade 🔍 Color Set	Se
Grade 🔽 Color Set	to f
Grade 🔍 Color Set	Sc En
Grade 🔍 Color Set	the to
Grade 🔍 Color Set	Re
Content	© En
School Mascot	head and a head
	rev
Reverse Header	ID
Reverse Content 🕎 🛇	ap he
	ID
	.a

ORT OPTIONS:

de:

r the report out to display student for selected de(s).

stom Colors de:

ect the grade which to assign stom color set.

tom Colors or Set: ect the color to be assigned ne selected de.

ool Mascot:

er the name of school mascot isplay on the ard.

verse Header:

er the text to ear as the der on the erse side of the ard.

erse Content:

er the text to ear below the der on the erse side of the ard.



STU421 - Student Add/Drop by Section

PAD Location: Synergy SIS>Student>Reports> List

The STU421 report generates individual reports for each section, listing all students that added or dropped the section. This report includes the student's name, SIS number, grade, gender, ethnicity, ELL/ELP level (if any), Special Ed primary disability (if any), the date they added the section, the date they dropped the section, and the days they attended the section.

Name: Student Add/Drop by Section Number: STU421 Page Orientation: Landscape Options Sort / Output Conditions Selection Advanced Report Options Report Display Term Filter Date Range Filter Course ID Range Course ID Range Add Course ID Range Course ID Range Cour	∀Report Interface				(
Options Selection Advanced Report Options Report Display Image	Name: Student Add/Drop by Se	ction Number: S	TU421 Page	Orientation: Landscape	
Report Options Report Display Image Image <th>Options Sort / Output Cond</th> <th>litions Selection</th> <th>Advanced</th> <th></th> <th></th>	Options Sort / Output Cond	litions Selection	Advanced		
Report Display Term Filter Date Range Section ID Range Course ID Range Add	Report Options	۵			
Term Filter Term Filter Date Range Section ID Range Course ID Range Teachers Add	Report Display				
Term Filter Date Range Section ID Range Course ID Range Teachers Add	~				
Date Range	Term Filter				
Date Range	×				
Section ID Range - Course ID Range - Teachers Add Q	Date Range				
Section ID Range - Course ID Range - Teachers Add	膠 -	111			
Course ID Range - Teachers Add ©	Section ID Range				
Course ID Range - Teachers Add O	-				
Teachers Add	Course ID Range				
Teachers Add O	-				
Teachers Add Q					
N Line Teacher	Teachers	Add 🔕			
× Iche reacher	X Line Teacher				

REPORT OPTIONS:

Report Display:

Displays if the student was added, dropped or both from a section. (Required)

Term Filter:

Filters report by scheduling term. If left blank, all terms are included within the specified date range.

Date Range:

Displays results within a specified range, only. If left blank, the report defaults to the school year.

Section ID Range:

Displays results for the specific section or range of sections, only. If left blank, all courses are included within the specified date range.

Course ID Range:

Displays results for the specific course or range of courses, only. If left blank, all courses are included within the specified date range.

Teachers:

Displays results for the selected teachers. If left blank, all teachers are included within the specified date range.

NOTE: The report displays the ELL/ELP level only if the report date range coincides with the ELL History Activity Date (Last Activity). The system pulls the **ELL/ELP** level

from the **ELP Level** field on the **ELL History** tab of the **English Language Learner** screen.

The report displays the Section Add/Drop Dates only if the report date range coincides with the add or drop dates for the section.

Ridner Theirest			As	Student Ad of: 8/24/2012 -	d/Drop by Section 8/24/2013 : Add and E	Drop	Report:	STU421	
Section Term 0001 S2	Period 4	Course ID SC422		Course Life Science		Teacher Bellus G.	, Genice		
Student Name	SIS Number	Grade	Gender	Ethnicity	ELL/ELP Level	Special Ed Primary Disability	Add Date	Drop Date	Days Attended
Blair, Alan B.	906796	10	М	White			12/31/2012	06/17/2013	113
Borjas, Adam	903804	10	M	Hispanic			12/31/2012	06/17/2013	113
Clark, Elizabeth L.	906207	10	F	White			12/31/2012	06/17/2013	114
Cortez, Diana	169228	10	F	Hispanic			12/31/2012	06/17/2013	113
Cross, Edward J.	937016	11	M	White			12/31/2012	06/17/2013	114
Davis, Jack L.	898866	10	M	White			12/31/2012	06/17/2013	114
Enos, James W. II	980725	10	M	American Indian			12/31/2012	06/17/2013	114
Figueroa, Richard D.	887951	10	M	White			12/31/2012	06/17/2013	114
Gomez, Howard	153119	10	M	Hispanic			12/31/2012	06/17/2013	114
Guereca, Doris	158788	11	F	Hispanic			12/31/2012	06/17/2013	114
Howell, Ruth M.	879162	12	F	Black or African American			12/31/2012	06/17/2013	115
Ibarra, Maria G.	112226	10	F	Hispanic			12/31/2012	06/17/2013	115
Lagunas Moreno, Brandon Y.	987700	10	M	Hispanic			12/31/2012	06/17/2013	115
Lopez, Jonathan P.	886761	10	M	Hispanic			12/31/2012	06/17/2013	115
Louden, Karen M.	901958	10	F	White			12/31/2012	06/17/2013	115
Markham, Frank A.	888043	10	M	White			12/31/2012	06/17/2013	115
Markovic, Shawn J.	886320	10	M	White			12/31/2012	06/17/2013	115
Medel, Linda Y.	153353	10	F	Hispanic			12/31/2012	06/17/2013	115
Mirza, Tammy A.	888811	12	F	White			12/31/2012	06/17/2013	115
Montano, Ryan J.	156558	10	М	White			12/31/2012	06/17/2013	115
Roberts, Fred H.	867185	10	М	White			12/31/2012	06/17/2013	115
Romero, Wanda	124885	10	F	Hispanic			12/31/2012	06/17/2013	115
Short, Jane T.	923857	10	F	American Indian			12/31/2012	06/17/2013	115
Taylor, Donna A.	893186	10	F	White			12/31/2012	06/17/2013	115
Valle, Frank	137184	10	м	Hispanic			12/31/2012	06/17/2013	115

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STU422 - Student Add/Drop by Teacher

PAD Location: Synergy SIS>Student>Reports> List

The STU422 report generates individual reports for each teacher, listing all students that added or dropped their classes. This report includes the class period, section, term, course, student's name, SIS number, grade, gender, ethnicity, ELL/ELP level (if any), Special Ed primary disability (if any), the date they added the section, and the date they dropped the section.

Name: Student Add/Drop by Teacher	Number: STU422	Page Orientation: La	ndscape	
Options Sort / Output Conditions	Selection Adv	anced		
Report Options				
Report Display				
Term Filter				
~				
Date Range				
Section ID Range				
-				
Course ID Range				
· · · · · · · · · · · · · · · · · · ·				
Teachers A	dd 🔕			
X Line Teacher				

REPORT OPTIONS:

Report Display:

Displays if the student was added, dropped or both from a section. (Required)

Term Filter:

Filters report by scheduling term. If left blank, all terms are included within the specified date range.

Date Range:

Displays results within a specified range, only. If left blank, the report defaults to the school year.

Section ID Range:

Displays results for the specific section or range of sections, only. If left blank, all courses are included within the specified date range.

Course ID Range:

Displays results for the specific course or range of courses, only. If left blank, all courses are included within the specified date range.

Teachers:

Displays results for the selected teachers. If left blank, all teachers are included within the specified date range.

NOTE: The report displays the ELL/ELP level only if the report date range coincides with the ELL History Activity Date (Last Activity). The system pulls the **ELL/ELP** level from the **ELP Level** field on the **ELL History** tab of the **English Language Learner** screen.

The report displays the Section Add/Drop Dates only if the report date range coincides with the add or drop dates for the section.

	Edupol	Int		Stude As of: 8/24	Hope H ent Add 4/2012 - 8	ligh \$ / Drop 8/24/20	Sch b by 013	nool / Teache : Add and I	r Drop	Year: 2 Report: 5	2012-2013 STU422	
Tea Ac	^{cher} derson, (Gordon	1							Special Ed		
Prd	Section	Term	Course	Student Name	SIS Numb	er Grd	Gen	Ethnicity	ELL/ELP Level	Primary Disability	Add Date	Drop Date
1	0140	YR	Algebra II	Abel Jones Holbrook, Albert Joseph R.	132683	12	М	White	Early Advanced		09/03/2012	06/17/2013
1	0140	YR	Algebra II	Adams, Larry A.	889314	11	Μ	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Bingham, Janice	125138	11	F	White			08/28/2012	12/14/201
1	0140	YR	Algebra II	Bowser, Kathryn J.	920454	10	F	White			08/28/2012	12/14/201
1	0140	YR	Algebra II	Cabrera, Daniel C.	115459	10	Μ	Hispanic			08/28/2012	12/14/201
1	0140	YR	Algebra II	Clark, Martha K.	101651	11	F	White			08/28/2012	12/14/201
1	0140	YR	Algebra II	Damiani, Juan T.	886827	11	М	White			08/28/2012	12/14/201
1	0140	YR	Algebra II	Gardner, Adam L.	903175	10	М	White			08/28/2012	12/14/201
1	0140	YR	Algebra II	Grimm, Timothy D.	892592	11	Μ	White			08/28/2012	12/14/201
1	0140	YR	Algebra II	Hamblin, Christina L.	888178	11	F	White			08/28/2012	12/14/201
1	0140	YR	Algebra II	Ingham, Stephanie B.	886414	11	F	White			08/28/2012	12/14/201
1	0140	YR	Algebra II	Jennings, Jacqueline E.	123020	10	F	White			08/28/2012	12/14/201
1	0140	YR	Algebra II	John, Mildred E.	995845	11	F	White			08/28/2012	12/14/201
1	0140	YR	Algebra II	Johnson, Bobby E.	163912	11	М	White			08/28/2012	12/14/201
1	0140	YR	Algebra II	Johnston, Joan J.	171732	10	F	American Indian			11/05/2012	12/14/201
1	0140	YR	Algebra II	Lee, Jenny	18	09	F	Asian - Chinese			01/18/2013	06/17/201
1	0140	YR	Algebra II	McPeck, Joshua A.	901999	10	Μ	White			08/28/2012	12/14/201
1	0140	YR	Algebra II	Miilu, Kelly A.	966444	11	F	White			08/28/2012	12/14/201
1	0140	YR	Algebra II	Miller, Steve R.	888061	11	М	White			08/28/2012	12/14/201
1	0140	YR	Algebra II	Mortensen, Matthew K.	901880	10	Μ	White			08/28/2012	12/14/201
1	0140	YR	Algebra II	Nielsen, Robert J. JR	981787	10	М	White			08/28/2012	12/14/201
1	0140	YR	Algebra II	Palmer, Shawn R.	888146	11	М	White			08/28/2012	12/14/201
1	0140	YR	Algebra II	Pollard, Wanda N.	138183	11	F	White			08/28/2012	12/14/201
1	0140	YR	Algebra II	Richardson, Linda B.	889234	11	F	White			08/28/2012	12/14/201
1	0140	YR	Algebra II	Rider, Angela M.	154392	11	F	White			08/28/2012	12/14/201
1	0140	YR	Algebra II	Rohde, Jack S.	888781	11	М	White			08/28/2012	12/14/201
1	0140	YR	Algebra II	Schwalb, Robert T.	867189	11	М	White			08/28/2012	12/14/201
1	0140	YR	Algebra II	Stine, Nancy R.	889741	11	F	White			08/28/2012	12/14/201
1	0140	YR	Algebra II	Tilton, Marilyn N.	938024	11	F	White			08/28/2012	12/14/201
1	0140	YR	Algebra II	Wamboldt, Albert R.	903451	10	М	White			08/28/2012	12/14/201
Printe	ed by Admin	User at 05	5/07/2013 10:40 AM		Edupoir	t School	Distri	ct				Page 1 of 7

STU424 – Student Oldest Or Youngest

PAD Location: Synergy SIS>Student>Reports>Extracts

The STU424 is an extract that lists students and their addresses. The report can be filtered to only show 1 child per shared address or by parent relation. The extract lists students' birth date, first name, grade level, last name, mailing address (including city/state/zip), middle name, student ID, and school number.

Report Interfac	e			~
Name: Student Oldest Or Y	oungest Number: STU424 Page	Orientation: Portrait		
Student Options Sort / Out	tput Conditions Selection	Advanced		
Students To Print	٥	Student Options		٢
Student To Print Ho	ousehold Definition	Grade Gender	Student Group	
×	×	*	*	
Parent Relations				
Flags 🥥	Туре			0
Contact Allowed	Relative Type ⊡⇔			
Educational Rights	🗖 Father 🗖 Foster F	Father 🗖 Father in Home 🛛 🗖	Foster Mother	
Has Custody	Guardian Grandfa	ather 🗖 Grandmother 🗖	Mother	
Lives With	Mother in Home Other	Biological Father	Biological Mother	
Eves min	Step-Father Step-Mo	other		
				_

REPORT OPTIONS:

Student To Print:

Filter report output to display the selected Student.

Household Definition:

Filter report output to display students associated with the selected relation or address information.

Grade:

Filter report output to display data based on the grade selected.

Gender:

Filter report output to display only the gender selected.

Student Group:

Filter report output to display only the selected Student Group.

Flags:

Filters the report output to the selected Parent Relation(s).

Type:

Filters the report output to the selected Relative Type(s).

BIRTHDATE	FIRST_NAME	GRADE_LEVEL_CD	LAST_NAME	MAIL_ADDRESS	MAIL_CITYSTATEZIP	MIDDLE_NAME	SCH_ID
05/07/1995	Billy	12	Abbott	1927 W mesa Dr	Mesa, AZ 85234	С	273
10/03/1995	Albert Joseph	11	Abel Jones Holbrook	1442 N Ashland	Mesa, AZ 85620	Ryan	273
10/11/1996	Bruce	09	Abernathy	601 W 8th St	Mesa, AZ 85612	Vanlee	273
11/06/1997	Anne	10	Abernethy	1029 N Forest	Mesa, AZ 85203	Elizabeth	273
05/24/1997	Douglas	09	Abers	8728 E Keats Av	Tempe, AZ 85660	Lowell Carter	273
02/11/1996	Scott	10	Abrigo	11155 E Flossmoor Ci	Tempe, AZ 85660	Datugan	273
02/29/1996	Andrew	10	Acevedo	4263 E Princess St	Mesa, AZ 85606		273
05/23/1997	Ashley	11	Acevedo	4263 E Contessa St	Mesa, AZ 85606		273
04/10/1997	Gloria	10	Acevedo	2060 N Center St #240	Mesa, AZ 85612	Esmeralda	273
05/07/1995	Brian	11	Ackley	3945 E Kael Ci	Tempe, AZ 85663	R	273
10/03/1995	Eugene	11	Acosta	1144 N Loma Vista	Tempe, AZ 85662	Α	273
10/11/1996	John	09	Acosta	1816 S Rogers Ci	Mesa, AZ 85614	Alvarez	273
09/15/1997	Kenneth	09	Acunia	1625 E 1st St	Mesa, AZ 85620	Ovante	273
05/22/1996	Alan	10	Adair	3718 E Pomegranate St	Tempe, AZ 85663	William	273
06/18/1997	Diane	11	Adair	2662 N Chestnut Ci	Tempe, AZ 85662	Ν	273
10/09/1996	Timothy	10	Adair	3841 E Adobe St	Mesa, AZ 85606	S	273
06/28/1996	Albert	11	Adams	2029 N Hunt Ci #101	Mesa, AZ 85620	Lee	273
05/24/1997	Bruce	12	Adams	718 S Alma School #217	Tempe, AZ 85661		273
09/23/1995	Howard	12	Adams	1328 N 22nd St	Tempe, AZ 85662	Todd	273
07/15/1996	Martin	11	Adams	853 E Lockwood St	Mesa, AZ 85620	С	273
07/26/1995	Scott	10	Adams	923 E Hale St	Tempe, AZ 85662	Μ	273
05/20/1995	Sean	11	Adams	3940 E Menlo Ci	Tempe, AZ 85663	В	273
07/07/1997	Stephen	12	Adams	2956 E Backus Rd	Tempe, AZ 85662	J	273
08/02/1997	Alan	12	Adamski	4230 E Caballero Ci	Mesa, AZ 85606	Μ	273
05/04/1995	Paula	12	Addington	2527 E Fox St	Tempe, AZ 85662	Μ	273
04/28/1998	Ryan	09	Adkins	625 W McKellips #54	Mesa, AZ 85612	Charles	273
07/11/1995	Jesse	10	Aelvoet	2217 E Fairfield St	Tempe, AZ 85662	Julius	273
12/28/1996	Bobby	11	Aguado	4037 E Contessa St	Mesa, AZ 85606	J	273
08/27/1995	Karen	10	Aguado	2560 N Lindsay Rd #73	Tempe, AZ 85662	Cervantes	273
12/16/1997	Carolyn	12	Aguilar	1616 E 1st St	Mesa, AZ 85620	Christina	273
06/03/1997	Kathleen	09	Aguilar	111 N Gilbert Rd #1033	Mesa, AZ 85620	Guardado	273
02/21/1995	Roger	10	Aguilar	2506 E Boston St	Tempe, AZ 85662	Fabricio	273
07/18/1996	Stephen	11	Aguilar	2912 E McKellips #36	Tempe, AZ 85662	Antonio	273
11/02/1995	Jason	10	Aguirre	2517 E Evergreen	Tempe, AZ 85662	Koerner	273
07/15/1996	Mary	12	Aguirre	2517 E Evergreen	Tempe, AZ 85662	Rose	273
01/17/1996	Jack	09	Ahlstrom	2613 N Ridge	Mesa, AZ 85620	М	273
07/23/1997	Linda	10	Ahlstrom	3046 E Hale St	Tempe, AZ 85662	Kae	273
11/07/1995	Alice	11	Aitchison	2911 E Menlo St	Tempe, AZ 85662	Elizabeth	273
01/28/1997	Karen	10	Aitchison	2911 E Menlo St	Tempe, AZ 85662	L	273
					• •		

STU601 – Student Totals

PAD Location: Synergy SIS>Student>Reports>Summary

The STU601 report prints a summary of totals by grade and gender for active, inactive and total students. The user must select an as of date for the report. This report is utilized by school administrative staff to monitor the student numbers in their school.

✓Report Interface	~
Name: Student Totals Number: STU601 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Student Info	0
As of	
Include No Show Students in Inactive Totals	
Conly Show Students not Excluded from ADA/ADM	

REPORT OPTIONS:

As Of:

Date of report.

Include No Show Students in Inactive Totals:

Selecting this checkbox includes No Show students in inactive totals.

Only Show Students not Excluded from ADA/ADM:

Selecting this checkbox will only include students not excluded from ADA/ADM in totals.

School	ol District	Adams E Studer As of: 0	Adams Elementaly Student Totals As of: 04/22/2011			
Grade		Active	Inactive	Total		
PS	Female	24	6	30		
	Male	25	12	37		
	Total	49	18	67		
К	Female	32	9	41		
	Male	40	13	53		
	Total	72	22	94		
01	Female	70	14	84		
	Male	67	7	74		
	Total	137	21	158		
02	Female	59	14	73		
	Male	55	10	65		
	Total	114	24	138		
03	Female	71	8	79		
	Male	94	11	105		
	Total	165	19	184		
04	Female	61	9	70		
	Male	62	12	74		
	Total	123	21	144		
05	Female	52	5	57		
	Male	48	10	58		
	Total	100	15	115		
06	Female	64	8	72		
	Male	61	6	67		
	Total	125	14	139		
Total	Female	433	73	506		
	Male	452	81	533		
	Total	885	154	1039		

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Edupoint School District

Page 1 of 1

STU602 – Student Ethnic Distribution List

PAD Location: Synergy SIS>Student>Reports>Summary

The STU602 report prints a summary of totals by grade, gender and ethnic code. The user must select an as of date and at least one ethnic code for the report. This report is utilized by school administrative staff to monitor the student ethnic codes in their school.

Report Interfac	e		(-
Name: Student Ethnic Distr	ibution List Number: STU602 Pag	e Orientation: Portrait	
Options Sort / Output Co	nditions Selection Advanced		
Student Info			Ğ
As of			
Ethnicity Type			
	×		
Resolved Race / Ethnicity			G
□↔ᢓ			
🗖 Hispanic	Two or More	White	E Black
🗖 American Indian	Asian - Chinese	🗖 Asian - Japanese	🗖 Asian - Korean
🗖 Asian - Vietnamese	🗖 Asian - Indian	🗖 Asian - Cambodian	Asian - Other
Pacific Islander - Native	Pacific Islander -	Pacific Islander -	Pacific Islander -
Hawalian	Guamanian	Samoan	Tahitian
Pacific Islander - Other	Declined to State		

REPORT OPTIONS:

As Of: Date of report. Ethnicity Type: Ethnicity type to include on report. Ethnic Codes: Ethnic code(s) to report.

	School District						S	tude	nt Et As	s of: 0	Distribution List 4/22/2011	Report: STU602
Grade	Gender	Hisps	unic TWO	or More White	Black	Americ	an Indian Asian	Other Pacifi	c Islande Decli	ned to Sta	n Total	
PS	Female	9	0	11	0	0	0	0	0	4	24	
	Male	7	0	10	0	0	0	0	0	8	25	
	Total	16	0	21	0	0	0	0	0	12	49	
к	Female	1	0	0	5	3	0	0	0	23	32	
	Male	0	0	1	8	5	0	0	0	26	40	
	Total	1	0	1	13	8	0	0	0	49	72	
01	Female	23	0	16	6	8	0	0	0	17	70	
	Male	26	0	7	12	9	0	0	0	13	67	
	Total	49	0	23	18	17	0	0	0	30	137	
02	Female	29	0	6	4	5	0	0	0	15	59	
	Male	21	0	11	4	5	0	0	0	14	55	
	Total	50	0	17	8	10	0	0	0	29	114	
03	Female	29	0	q	9	5	0	0	0	19	71	
	Male	31	0	14	12	9	0	1	õ	27	94	
	Total	60	0	23	21	14	0	1	0	46	165	
04	Fomalo	22	0	13	6	6	0	0	0	14	61	
04	Male	22	0	6	6	7	0	0	0	21	62	
	Total	44	0	19	12	13	0	0	0	35	123	
	Female	04	0	0		0	0	0	0	40	52	
05	Female	24 16	0	9	4	2	0	0	0	13	52	
	Total	40	0	14	-4	8	0	0	0	30	100	
			-		-	-	-	-	-			
06	Female	16	0	12	12	3	0	0	0	21	64	
	Male	21	0	12	6	2	0	0	0	20	61	
	lotal	37	0	24	18	5	0	0	0	41	125	
Total	Female	153	0	76	46	32	0	0	0	126	433	
	Male	144	0	66	52	43	0	1	0	146	452	
	Total	297	0	142	98	75	0	1	0	272	885	
Deinte												

STU604 – Daily Enrollment Totals Detail

PAD Location: Synergy SIS>Student>Reports>Summary

The STU604 report prints enrollment data on a per day basis. The report can be run at the District level to show enrollment detail by school, instructional setting and grade group. The maximum number of days that will print on the report is 10.

∀Rep	oort In	terfac	е			(«
Name: Da	ily Enrollı	ment Tot	tals Detai	Number: S	TU604 Page	Orientation: Portrait
Options Date Grade Gri Grade Gri Grade Gri	Sort / Ou T Oup 1 • - Oup 2 • - Oup 3 • - Oup 3 • - Oup 4 • - Oup 4	itput Co otal Days	s	Selection	Advanced	

REPORT OPTIONS:

Date:

Filter report output to display the selected date.

Total Days:

Total number of days the report output will display.

Grade Group1, 2, 3, 4:

Filter report output to include just the selected grade or grade group.

Time: 9:06	A4/P4	L	ally E	nroill	nen		ais D	etall			R	eport:	STU
School I.S	. Teacher	Grade	Track	04/22	04/26	04/27	04/28	04/29	05/02	05/03	05/04	05/05	05/0
Adams El	ementary gular												
Re	guiai	DC		0	0		0	0	0	0	0	0	
	Favia, S.	P3		0	0	0	0	0	0	0	0	0	
	Sidii, S.	PO		4	4	4	4	4	4	4	4	- 4	~
	Vvienn, A.	P3		21	21	21	21	21	21	21	21	21	2
	Berriz, C.	n K		0	0	0	0	0	0	0	0	0	4
	Bernz, C.	ĸ		11	11	11	11	11	11	11	11	11	1
	Bevenin, C.	K K		4	4	4	4	4	4	4	4	4	
	Holliman S	ĸ		10	10	10	10	10	10	10	10	10	1
	Holliman, S.	r. K		10	10	0	10	10	10	10	10	10	1
	Holliman, S.	ĸ		9	9	9	9	9	9	9	9	9	
	Koough S	ĸ		4	4	4	4	4	4	4	4	4	
	Rebuyn, S. Diebardeen K	r.		3	3	3	3	3	3	3 E	3	3	
	Richardson, K.	K		0	5	C G	0	0	0	0	5	0	
	Staff S	K –		0	0	0	0	0	0	0	0	0	
	Berriz C	01		3	9	9	34	3	34	9	9	34	~
	Beverlin C	01		24	24	24	24	24	24	24	24	24	2
	Bingham C	01		9	9	9	9	9	9	9	9	9	
	Corrora Wilbu M	01		3	3	3	3	2	3	3	3	3	
		01		14	14	14	14	14	14	14	14	14	4
	Favia, S.	01		14	14	14	14	14	17	14	14	14	1
	Lanna T	01		6	6	6	6	6	6	6	6	6	1
	Holliman S	01		2	2	2	2	2	2	2	2	2	
	Koough S	01		2	2	2	2	2	2	2	2	2	
	Locatis A	01		16	16	16	16	16	16	16	16	16	1
	Martinez A	01		6	6	6	6	6	6	6	6	6	
	Martinez, A.	01		7	7	7	7	7	7	7	7	7	
	Pursley T	01		3	, ,	, ,	, 3	, 2	, 3	, ,	, 3	3	
	Ouinn M	01		1	1	1	1	1	1	1	1	1	
	Rapisura M	01		4	4	4	4	4	4	4	4	4	
	Staff S	01		4	4	4	4	4	4	4	4	4	
	Berriz C	02		9	9	9	9	9	9	9	9	9	
	Beverlin C	02		4	4	4	4	4	4	4	4	4	
	Bingham C	02		. 12	. 12	12	. 12	. 12	. 12	. 12	12	. 12	1
	Carrera-Wilbu M	02		13	13	13	13	13	13	13	13	13	1
	Frv. E.	02		4	4	4	4	4	4	4	4	4	
	Locatis, A.	02		6	6	6	6	6	6	6	6	6	
	Martinez. A.	02		1	1	1	1	1	1	1	1	1	
	Medina, S.	02		6	6	6	6	6	6	6	6	6	
	Pursley, T.	02		8	8	8	8	8	8	8	8	8	
	Quinn, M.	02		9	9	9	9	9	9	9	9	9	
	Rapisura, M.	02		12	12	12	12	12	12	12	12	12	1
	Staff, S.	02		24	24	24	24	24	24	24	24	24	2
	Carrera-Wilbu, M.	03		2	2	2	2	2	2	2	2	2	
	Carroll, N.	03		27	27	27	27	27	27	27	27	27	2
	Hathcock, E.	03		28	28	28	28	28	28	28	28	28	2
	Kruer, E.	03		28	28	28	28	28	28	28	28	28	2
	Mantle, N.	03		25	25	25	25	25	25	25	25	25	2
	Pursley, T.	03		13	13	12	12	12	12	12	12	12	1
	Quinn, M.	03		1	1	1	1	1	1	1	1	1	
	Rapisura M	03		5	5	5	5	E	E	5	E	E	

STU605 – Daily Enrollment Totals Summary

PAD Location: Synergy SIS>Student>Reports>Summary

The STU605 report prints enrollment data on a per day basis. The report can be run at the District level to show an enrollment summary by school, instructional setting and grade. The maximum number of days that will print on the report is 10.

REPORT OPTIONS:

✓Report Interface	«
Name: Daily Enrollment Totals Summary Number: STU605 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced Date Total Days	

Date:

Filter report output to display the selected date.

Total Days:

Total number of days the report output will display.

Date: 04/22/2011 Time: 9:07 A4/P4	Daily Enrollmo	ent T	otals	s Sur	nma	ry		R	Page: eport:	1 of 1 STU605
I.S. School	04/22	04/26	04/27	04/28	04/29	05/02	05/03	05/04	05/05	05/06
Regular										
Adams Elementary	817	817	816	816	816	816	816	816	816	816
Total	817	817	816	816	816	816	816	816	816	816
CAL-Safe program										
Adams Elementary	2	2	2	2	2	2	2	2	2	2
Total	2	2	2	2	2	2	2	2	2	2
Special Ed										
Adams Elementary	53	53	53	53	53	53	53	53	53	53
Total	53	53	53	53	53	5 3	53	53	53	53
All Instructional Setting Total										
Adams Elementary	872	872	871	871	871	871	871	871	871	871
Total	872	872	871	871	871	871	871	871	871	871

STU801 – Withdrawal/Entry Slip

PAD Location: Synergy SIS>Student>Reports>Individual

The STU801 report prints a withdrawal form that can include absence, schedule, and check out information collected by the school office staff. The user can leave all options blank and print the report for all students in the school. This report is utilized by school staff to collect the check out information needed to release a student from a school.

☑Report Interface	
Name: Withdrawal/Entry Slip Number:	STU801 Page Orientation: Portrait
Options Sort / Output Conditions	Selection Advanced
Student Info	
Perm ID Withdrawal Date	
Grade	Include Latest Enrollment Only Suppress Absence
Absence Definition	
Reason Type 1 Reason Type 2 Reas	on Type 3 Reason Type 4
Absence Reasons → → → → → → → → → → → → → → → → → → →	s/admi
Leave Codes that do not affect enrolln	nent count.
Leave Codes that do not affect enrollin Leave Codes ↔ ♥ S1 - Summer Transfer W1 - Transfer: other school W10 - Transfer: detention W11 - GED W12 - Vocational school W13 - Completed (AIMS) W2 - Illness W3 - Expelled or long term suspense	hent count. W4 - Absence or status unknown W5 - Dropout W6 - Age W7 - Graduated W8 - Deceased W9 - Transfer: home taught WR - Register Transfer sion WT - Grade transfer
Leave Codes that do not affect enrolln Leave Codes ↔ ↔ S1 - Summer Transfer W1 - Transfer: other school W10 - Transfer: detention W11 - GED W12 - Vocational school W13 - Completed (AIMS) W2 - Illness W3 - Expelled or long term suspens Student Info Text 🕎 ◊	hent count. W4 - Absence or status unknown W5 - Dropout W6 - Age W7 - Graduated W8 - Deceased W9 - Transfer: home taught WR - Register Transfer Sion WT - Grade transfer
Leave Codes that do not affect enrollin Leave Codes ↔ ↔ ↔ ↔ ↔ ↔ ↔ ↔ ↔ ↔ ↔ ↔ ↔ ↔ ↔ ↔ ↔ ↔ ↔	hent count.

REPORT OPTIONS:

Student Info:

Filter report output to include just the selected fields or fields containing data.

Absence Definition:

Select reason codes to filter data included in the report. Selecting a type will include all reasons that match the selected type.

Leave Codes that do not affect enrollment count:

Select leave codes.

Student Info Text:

Include information that explains such things as placement, academic growth, instructional materials used, physical handicaps, etc. Attach any data which would be helpful for placing the child in his/her new school such as pupil evaluation forms or report cards.

	(D	istrict C							
Student Information		Perm I	ר	Gend	er Grade	Track	Address	3	⊳
Abbott, Billy C.		9054	483	M	12	Tra	1954	S Val Vista Dr	dd
Last Name Goes By	Nick Name			Age 17	Birth Date 05/12/	1993			off
Phone	Home Language		Re	solved	00/12/		Mesa	, AZ 85234	Ū
480-555-1214	Spanish		\ \	White	_				illy
0001341311	Days P 129 .	100	17.00	ent Ente	B/31/201	0	_eave Date		<u></u> .
Custodial Information									
Mother			Туре		Phone		14	Extension	
Contact Allowed	Has Custody	✓ Live	s With	Ed. F	480 Rights	Mailir	ngs Allowed	đ	
Father			Туре		Phone	-555-67	67	Extension	
Contact Allowed	Has Custody	Live	s With	Ed. F	Rights	Mailir	ngs Allowed	t t	
Transfer Information									
School Name				Withdraw	al Reason				
School Address									
City	State	Zip Co	ode	Parant/(Quardian Sig	Insture			
STUDENT INFORMA	State	Zip Co	ode	Parent/C	Guardian Sig	nature			
City STUDENT INFORMA Include information that handicaps, etc. Also att evaluation forms or repo Check if the student was Resource Speech	State TION explains such th ach any data wh rt cards. s in the followin g Title I M PIPO ESL	Zip Co ings as p ich would g lath	Cleara Leave C Library	Parent/C academic ç ul for placing nce Record	Guardian Sig growth, inst g the child i g the child i	inature iructional n his/her	materials new schoo	used, physical ol such as pupil	
City STUDENT INFORMA Include information that handicaps, etc. Also att evaluation forms or repo Check if the student was Title I/District Reading Resource Speech	State TION explains such th ach any data wh ort cards. s in the followin g Title I M PIPO ESL	Zip Co ings as p ich would g	lacement, d be helpfr Cleara Leave C Library Text Bo	Parent/C academic s ul for placing nce Record Code	growth, inst growth, inst g the child i Report	inature iructional n his/her	materials new schoo	used, physical ol such as pupil	
STUDENT INFORMA Include information that handicaps, etc. Also att evaluation forms or repo Check if the student was Title I/District Reading Resource Speech Permanent Record Cc	State TION explains such th ach any data wh ort cards. s in the followin g	Zip Co	cleara Leave C Library Text Bo	academic g ul for placing nce Record Code	growth, inst g the child i g the child i Cafeter	inature iructional n his/her Card	materials new schoo	used, physical ol such as pupil	
STUDENT INFORMA Include information that handicaps, etc. Also att evaluation forms or repo Check if the student was Check if the student was I Title I/District Reading Resource Speech Permanent Record Co	State TION explains such th ach any data wh ort cards. s in the followin mathematical property of the second seco	Zip Co ings as p ich would g lath	Cleara Leave C Library Text Bo	Academic (ul for placing nce Record Code	Guardian Sig growth, inst g the child i g the child i Gafeter	inature iructional n his/her	materials new school	used, physical ol such as pupil	
City STUDENT INFORMA Include information that handicaps, etc. Also att evaluation forms or repo Check if the student was Title I/District Reading Resource Speech Permanent Record Cc Signature of School Officia	State TION explains such th ach any data wh ort cards. s in the followin g	Zip Co	Cleara Leave C Library Text Bo	academic (ul for placing nce Record	growth, inst g the child i Report	nature ructional n his/her Card	materials new schoo	used, physical ol such as pupil	

STU802 – Student Mailing Labels

PAD Location: Synergy SIS>Student>Reports>Labels

The STU802 report prints labels for mailing information to students and parents. Leave all options blank to print report for all students in school.

Report Inte	Report Interface										
Name: Student Mai	ling Labels Number: STU802 Page Orientation: LABEL										
Student Options	abel Setup Sort / Output Conditions Selection										
Student Options 🥥	Section Options 🔇 Household Labels 🔇										
Grade	Sections To Use Household Type										
Gender	Section ID Period Household Definition										
Student Group	Teacher										
Label Formatting	Q										
Destination	Label Grouping To the Parent/Guardian of:" Override Show Student Name Show "RE" Before Student Name Show Parent Name										
Parent Relations	٥										
Flags	🔉 Туре 📀										
Contact Allower Educational Rig Has Custody Lives With Mailings Allowe	d Image: Constraint of the constraint										

REPORT OPTIONS:

Student Options:

Select Grade, Gender and/or Student Group options to filter.

Section Options:

Select Sections To Use (section type), or select Section ID, Period or Teacher.

Household Type:

Filter mailing labels by oldest or youngest.

Household Definition:

Print using student print address or parent relations.

Student Name Format:

Select format to print students' names.

Destination:

Select address destination.

Label Grouping:

Select to group labels by section.

"To the Parent/Guardian of:" Override:

Check to print title on label.

Show Student Name:

Check to print student name on label.

Show "RE" Before Student Name:

Check to print "RE" .

Show Parent Name:

Check to print parent name.

Flags:

Select parent type to filter data in report. Selecting a type will include all parents that match selected type. Selecting a parent flag will include all parents that are tagged with flag.

Christina/Willie Abernethy Re: (Abernethy, Anne E.) 123456789 NW Northeast Kentucky Mesa, AZ 85620 Harold/Jean Acevedo Re:Acevedo, Andrew 4263 E Princess St Mesa, AZ 85606 Heather/Willie Acevedo Re:(Acevedo, Ashley) 4263 E Contessa St Mesa, AZ 85606 Eugene/Paula Ackley Re: Ackley, Brian R. 3945 E Kael Ci Tempe, AZ 85663 Gregory/Heather Acosta Re: Acosta, Eugene A. 1144 N Loma Vista Tempe, AZ 85662

Andrew/Margaret Adams Re: (Adams, Albert L.) 2029 N Hunt Ci #101 Mesa, AZ 85620 Louis/Rachel Adams Re: Adams, Howard T. 1328 N 22nd St Tempe, AZ 85662 Jacqueline/Steve Adams Re: Adams, Larry A. 2531 E Nora St Tempe, AZ 85662 Jerry/Katherine Adams Re: Adams, Martin C. 853 E Lockwood St Mesa, AZ 85620 Carl/Rebecca Adams Re: Adams, Scott M. 2923 E Hale St Tempe, AZ 85662

Arthur Aguado and Paula Cuevas Re: Aguado, Bobby J. 4037 E Contessa St Mesa, AZ 85606 Harry Aguado Ranfla and Diana Cerva Re: Aguado, Karen C. 2560 N Lindsay Rd #73 Tempe, AZ 85662 Joe/Wanda Aguilar Re: Aguilar, Carolyn C. 1616 E 1st St Mesa, AZ 85620 Paul Aguilar and Dennis Dudley and T Re: (Aguilar, Kathleen G.) 111 N Gilbert Rd #1033 Mesa, AZ 85620 Irene Aguilar and Craig Carmona Re: Aguilar, Roger F. 2506 E Boston St Tempe, AZ 85662

STU803 – Student Household Labels

PAD Location: Synergy SIS>Student>Reports>Labels

The STU803 report prints mailing labels for "youngest or only" or "oldest or only" students. The user can select students by household member type or section ID. The user can select to show student name or not. This report is utilized by school staff to create labels for mailing information to students and parents.

Report Interface	
Name: Student Household Labels Number: STU803	Page Orientation: LABEL
Options Label Setup Sort / Output Conditions Household Type Image: Section ID Image: Section ID Image: Show Student Name Show Student Name Image: Show "RE" Before Student Name Image: Show "RE" Before Student Name "To the Parent/Guardian of:" Override	Selection

REPORT OPTIONS:

Household Type:

Filter report output to print mailing labels by oldest or youngest student.

Section ID:

Filter report output by entering a section ID to print.

Show Student Name:

Check the box to print the student name on the label.

Show "RE" Before Student Name:

Check the box to print "RE" before the student name.

"To the Parent/Guardian of" Override:

Replace "RE" with this wording.

Christina/Willie Abernethy Re: (Abernethy, Anne E.) 123456789 NW Northeast Kentucky Mesa, AZ 85620 Jean/Harold Acevedo Re: Acevedo, Andrew 4263 E Princess St Mesa, AZ 85606 Willie/Heather Acevedo Re: (Acevedo, Ashley) 4263 E Contessa St Mesa, AZ 85606 Eugene/Paula Ackley Re: Ackley, Brian R. 3945 E Kael Ci Tempe, AZ 85663 Heather/Gregory Acosta Re: Acosta, Eugene A. 1144 N Loma Vista Tempe, AZ 85662 Donald Acosta and Louise Alvarez and Rachel/Louis Adams Re: Acosta, John A. 1816 S Rogers Ci Mesa, AZ 85614 Tina Acunia and Daniel Ovante Re: Acunia, Kenneth O. 1625 E 1st St Mesa, AZ 85620 Peter/Dorothy Adair Re: Adair. Diane N. 2662 N Chestnut Ci Tempe, AZ 85662 Joan/Kevin Adair Re: Adair, Alan W. 3718 E Pomegranate St Tempe, AZ 85663 Katherine/Clarence Adair Re: Adair, Timothy S. 3841 E Adobe St Mesa, AZ 85606

Rebecca/Carl Adams Re: Adams, Scott M. 2923 E Hale St Tempe, AZ 85662 Katherine/Jerry Adams Re: Adams, Martin C. 853 E Lockwood St Mesa, AZ 85620 Jose/Amanda Adams Re: Adams, Stephen J. 2956 E Backus Rd Tempe, AZ 85662 George/Rachel Adams Re: (Adams, Sean B.) 3940 E Menlo Ci Tempe, AZ 85663 Margaret/Andrew Adams Re: (Adams, Albert L.) 2029 N Hunt Ci #101 Mesa, AZ 85620 Re: Adams, Howard T. 1328 N 22nd St Tempe, AZ 85662 Jacqueline/Steve Adams Re: Adams, Larry A. 2531 E Nora St Tempe, AZ 85662 Wanda Adamski Re: Adamski, Alan M. 4230 E Caballero Ci Mesa, AZ 85606 Craig/Diana Addington Re: Addington, Paula M. 2527 E Fox St Tempe, AZ 85662 Sharon/Robert Aelvoet Re: Aelvoet, Jesse J. 2217 E Fairfield St Tempe, AZ 85662

Arthur Aguado and Paula Cuevas Re: Aguado, Bobby J. 4037 E Contessa St Mesa, AZ 85606 Harry Aguado Ranfla and Diana Cerva Re: Aguado, Karen C. 2560 N Lindsay Rd #73 Tempe, AZ 85662 Wanda/Joe Aguilar Re: Aguilar, Carolyn C. 1616 E 1st St Mesa, AZ 85620 Irene Aguilar and Craig Carmona Re: Aguilar, Roger F. 2506 E Boston St Tempe, AZ 85662 Paul Aguilar and Dennis Dudley and Ti Re: (Aguilar, Kathleen G.) 111 N Gilbert Rd #1033 Mesa, AZ 85620 Mildred Gutierrez Re: Aguilar, Stephen A. 2912 E McKellips #36 Tempe, AZ 85662 Sandra/Henry Aguirre Re: Aguirre, Mary R. 2517 E Evergreen Tempe, AZ 85662 Stephanie/Samuel Aguirre Re: Aguirre, Jason K. 2517 E Evergreen Tempe, AZ 85662 Jacqueline/Adam Ahlstrom Re: Ahlstrom, Jack M. 2613 N Ridge Mesa, AZ 85620 Terry/Janet Ahlstrom Re: Ahlstrom, Linda K. 3046 E Hale St Tempe, AZ 85662

STU804 – Galileo Extract

PAD Location: Synergy SIS>Student>Reports>Extracts

The STU804 report prints and produces an extract for use by the Galileo program.

Report Interfac	e
Name: Galileo Extract Num	ber: STU804 Page Orientation: Portrait
Options Sort / Output Co	onditions Selection Advanced
Extract Information	Q
Last Extract Execution Date	04/19/2011
Next Extract Execution Date	
Enter a comma delimited list	of the SIS school codes for the schools that are not to be processed
Teacher Information	Q
Teacher ID:	▼
Teacher User Name:	×
Teacher Default Password:	

REPORT OPTIONS:

Extract Information:

Commands given to the report output to filter by date and/or school.

Teacher Information:

Filter report output by Teacher ID, Teacher Name, or Teacher Default Password.

Studenti D. Statei D. Firsi Name Lasi Name Birlh Date, Ethnicity, Gradel, evel, Gender, Primary Languag e.SpecialEducation.Titlel.EnglishLanguageProficiency.SchoolD.SchoolName.TermCode.Course Code. CourseName. CourseGradeLevel. SectionID. EnrolmentAction. TeacherID. TeacherFirstName TeacherLasiName, TeacherUserName, TeacherPassword Strina. Strina. Strina. Date. Strina. String String String String String String String String String 129442.0010685150.lan.Aaron.04/14/1996.While.04.M.Spanish.0.0.123456101.Adams Elementary, YR, 0123, 1/2/3 Mulli-Age, 01, 0102, 0, Natalie, Carrol, 902870,000 12473 16,Anne,Abernethy, 1 1/ 10/ 1989,White, 10,F ,English , 0., , Hope High School, S1, NC901, Rel Time A Hr, 10, 0869, 0, Rel Time, Rel Time, 902870.0001247316.Anne.Abernethy. 11/10/1989.White. 10.F.Enalish..O., Hope High School S1 SC49 Biology,09,0751,0,,Cheryl,Dunham C,, 902870,000 12473 16,Anne,Abernethy, 1 1/ 10/ 1989,White, 10,F ,English ,0,, ,Hope High School, S1, MA31, Alt Geometry, 10,0351, 0, , Rita, Sedani-Apt R., 896630,000 12 18156, Andrew, Acevedo, 03/04/1989, Hispanic, 11, M.English., 0.,, Hope High School, S1, MA40, Algebra II, 09, 0440, 0, , Gordon, Aderson, , 886630.0001218156.Andrew.Acevedo.03/04/1989.Hispanic, 11.M.English...O...Hope High School S1 SS21 World Hist/a 09.0567.0_Kristin Craft K_ 896630.0001218156.Andrew.Acevedo.03/04/1989.Hispanic, 11.M.English_0...Hope High School S1,NC901,Rel Time A Hr, 10,0869,0,,Rel Time,Rel Time, 901830,000 1230477, Ashley, Acevedo, 05/27/1990, Hispanic, 10, F, English., 0, ,, Hope High School S1,NC901,Rel Time A Hr, 10,0868,0, Rel Time,Rel Time, 901830,0001230477,Ashley,Acevedo,05/27/1990,Hispanic,10,F,English_0,...Hope High School S1, EN33, Prin Eng I, 10,0423,0,, Karen, Rex K,, 901830.0001230477.Ashley.Acevedo.05/27/1990.Hispanic.10.F.Endlish_0._Hope High School S1 MA31 All Geometry, 10,0652,0,, Allison, Becker A.,, 901830,0001230477,Ashley,Acevedo,05/27/1990,Hispanic,10,F,English,,0,,,Hope High School S1, SC49, Biology, 09, 1912, 0, , Jenny, Felters J, , 913948,0001346307, Brian, Ackley, 05/10/1988, While, 12, M. French., O., Hope High School S1, NC901, Rel Time A Hr, 10, 0870, 0, Rel Time, Rel Time, 913948.0001346307, Brian, Ackley, 05/10/1988, While, 12, M. French., 0., Hope High School, S1, MA40, Algebra II, 09, 0643, 0, Rachel, Harder R., 913948.0001346307.Brian.Ackley.05/10/1988.While.12.M.French..0., Hope High School S1 SS57 Pringrad Econ, 12,0165,0,, Ted, Wischhusen T,, 913948.0001346307.Brian.Ackley.05/10/1988.While.12.M.French..0._.Hope High School, S1, SS51, Am Govt, 09, 0277, 0, Jeffrey, Davis J, , 873921.0001208627.Eugene Acosta, 10/06/1987.Hispanic, 12,M, German,, 0,,, Hope High School, S1, MA40, Algebra 1i, 09, 0356, 0, Randy, Vogl R., 873921,0001208627,Eugene,Acosta,10/06/1987,Hispanic,12,M,German.,0,...Hope High School S1, SS57, Pringrad Econ, 12, 0577, 0,, Ted, Wischhusen T.,, 873921,0001208627,Eugene,Acosta,10/06/1987,Hispanic,12,M,German_0,...Hope High School S1.NC901.Rel Time A Hr.10.0869.0_Rel Time.Rel Time_ 873921.0001208627.Eugene.Acosta.10/06/1987.Hispanic.12.M.German_0...Hope High School S1, SS51, Am Govt, 09, 0678, 0, Jeffrey, Davis J., 150265,002090 1578,John,Acosta, 10/15/1989,Hispanic, 11,M.Spanish, ,0,,,Hope High School S1, NC901, Rel Time A, Hr, 10, 0868, 0, Rel Time, Rel Time, 150265.0020901578.John.Acosla.10/15/1989.Hispanic.11.M.Spanish..0., Hope High School S1 SS21 World Hist/a 09.0267.0_Kristin Craft K_ 150265.0020901578.John.Acosta.10/15/1989.Hispanic,11,M,Spanish,,0,,,Hope High School S1 MA40 Algebra II 09,0540,0,, Gordon, Aderson,, 110412.0001196474.Kenneth.Acunia.09/19/1988.Hispanic.10.M.English..0...Hope High School S1, NC901, Rel Time A Hr, 10, 0868, 0, Rel Time, Rel Time, 110412,0001196474,Kenneth,Acunia,09/19/1988,Hispanic,10,M,English,.0,,,Hope High School S1, EN33, Prin Eng I, 10,0422,0, Kim, Summers K., 110412.0001196474 Kenneth Acunia.09/19/1988 Hispanic, 10 M. English, 0,,, Hope High School S1,MA31,All Geometry, 10,0651,0,,Rila,Sedani-Apt R.,

STU809 – Emergency Class Roster

PAD Location: Synergy SIS>Student>Reports>List

The STU809 report emails teachers a class list for a specific period of the day for emergency purposes.

Repo	ort Interfa	ace				(3
Name: Emer	rgency Class	Roster Nur	nber: STU80	9 Page Orier	ntation: Portrait	
Options Start Date	Sort / Output	d	Selection	Advanced		

REPORT OPTIONS:

Start Date:

Date of roster. Default is today's date.

Period Begin and Period End

Filter roster by period range.

NOTE: When the user clicks **Print**, the system emails a current class roster to all the teachers for the selected periods. Clicking the report icon in the Job Result screen displays a log file that lists the time the email was sent, who it was sent to, and who sent it.

Job	Result									
Resu	lts									
Job D	etail	٥								
	Job ID STU809	Description Emergency Class Roster								
NOTE: If this window is closed, you can review the results in the view, Job Queue Viewer.										
Job R	Result Files - Click	icon to open the result file 🛛 🔇								
Line	Result	Description								
1		Emergency Class Roster								
2		Messages for processing STU809								

05/06/2013 12:09:54: Process Begin 05/06/2013 12:09:54: Email sent to Aderson, Gordon (email@edupoint.com) User: email@edupoint.com (Admin User) 05/06/2013 12:09:55: Email sent to Arthur A., Andrea (email@edupoint.com) User: email@edupoint.com (Admin User) 05/06/2013 12:09:55: Email sent to Attend Office. Attend Off (email@edupoint.com) User: email@edupoint.com (Admin User) 05/06/2013 12:09:55: Email sent to Atwood S., Sharon (email@edupoint.com) User: email@edupoint.com (Admin User) 05/06/2013 12:09:55: Email sent to Baniszewski, Nancy (email@edupoint.com) User: email@edupoint.com (Admin User) 05/06/2013 12:09:55: Email sent to Bayer M., Michelle (email@edupoint.com) User: email@edupoint.com (Admin User) 05/06/2013 12:09:56: Email sent to Becker A., Allison (1@1.com) User: email@edupoint.com (Admin User) 05/06/2013 12:09:56: Email sent to Behm A., Angela (email@edupoint.com) User: email@edupoint.com (Admin User) 05/06/2013 12:09:56: Email sent to Bellus G., Genice (email@edupoint.com) User: email@edupoint.com (Admin User) 05/06/2013 12:09:56: Email sent to Blackburn M., Matt (email@edupoint.com) User: email@edupoint.com (Admin User) 05/06/2013 12:09:56: Email sent to Blahak P., Pete (email@edupoint.com) User: email@edupoint.com (Admin User) 05/06/2013 12:09:57: Email sent to Blasdell W., Wendy (email@edupoint.com) User: email@edupoint.com (Admin User) 05/06/2013 12:09:57: Email sent to Brady J., James (james@email.com) User: email@edupoint.com (Admin User) 05/06/2013 12:09:57: Email sent to Brook C., Clayton (email@edupoint.com) User: email@edupoint.com (Admin User) 05/06/2013 12:09:57: Email sent to Bunger T., Thomas (email@edupoint.com) User: email@edupoint.com (Admin User) 05/06/2013 12:09:58: Email sent to Burgener S., Scott (email@edupoint.com) User: email@edupoint.com (Admin User) 05/06/2013 12:09:58: Email sent to Canaday C., Curt (email@edupoint.com) User: email@edupoint.com (Admin User) 05/06/2013 12:09:58: Email sent to Chaisson P., Paul (email@edupoint.com) User: email@edupoint.com (Admin User)

Example of Emergency Class Roster Email

From: <u>Synergy-noreply@edupoint.com</u> [mailto:Synergy-noreply@edupoint.com] Sent: Monday, May 06, 2013, 9:00 AM To: <u>email@edupoint.com</u> Subject: EMG: Wrenn, Amber Per: 1 Sect: 0546

Wrenn, Amber,

Here is the current class list and attendance for today, 05/06/13:

Section: 0546: 5 th Grade ^{Period} 1	
Student	Absence
Alvarez Saucedo, Martin Grade: 05 Phone: ### ###	H - Health
Amonsont, Betty, L Grade: 05 Phone: 480-458-7897	H - Health
Arjona, Terry J. Grade: 05 Phone: 480-765-5555	H - Health
Barraza, Chistopher A. Grade: 05 Phone: 480-865-4455	H - Health
Bradley, Mildred Grade: 05 Phone: 480-833-0074	H - Health
Casteneda, Dennis A. Grade: 05 Phone: 480-845-9123	H - Health
Cox, Shawn R Grade: 05 Phone: 480-833-8589	H - Health

STU814 – Library Extract

PAD Location: Synergy SIS>Student>Reports>Extracts

The STU814 report prints an extract as a flat file of student/staff information for use in District's library system.

Report Interface
Name: Library Extract Number: STU814 Page Orientation: Portrait
Tab Sort / Output Conditions Selection Advanced
Files to Generate □↔ 2
Filter Parent by Relation Data ⊖ ↔ Contact Allowed Educational Rights Has Custody Lives With Mailings Allowed

REPORT OPTIONS:

As of Date:

Date of report.

Files to Generate:

Filter report output to include only the student and/or staff file.

Filter Parent by Relation Data:

Filters report by parent/guardian relation type.

ff Extract		Student Extract	
Execution Time 00:	00:00.4687470	Execution Time	00:01:28.9056810
Records Exported 177	,	Records Exported	3043
e Event Type	Message		
e Event Type	Message		

TCH601 – Student Enrollment by Teacher

PAD Location: Synergy SIS>Student>Reports>Summary

The TCH601 report prints a summary of totals by teacher, grade and gender for students. The user must select an as of date and as least one grade for the report. This report is utilized by school administrative staff to monitor the student numbers in each teacher's class for their school.

Print Save Default Reset Default	Status: Ready
	» 🐝 🐉 🧱
Name: Student Enrollment by Teacher Number: TCH601 Page Orientation: Landscape	
Options Output Continuous Objection Advanced Please select at least one grade level. By default totals are calculated for all periods. If any period(s) are checked non checked periods will be excluded. Grade ↓ ↓ ↓ ♥ 09 ♥ 10 ♥ 11 ♥ 12 Periods ↓ ↓ ↓ 1 2 3 4 1 5 6 7 7 8 9 10 As Of Date 02/28/2012	

REPORT OPTIONS:

Grade:

Filter report output to include just the selected grades.

Periods:

Filter report output to include just the selected periods.

As Of Date:

Date of report.

							Stuc	lent	Enr	olln	nent	bv 1	, Teac	her		Year: 2011-2012 Report: TCH601
School District	As of Date: 02/28/2012, For Period(s): 1 ,2 ,3 ,4 ,5 ,6 ,7 ,8 ,9 ,10														8 ,9 ,10	
	6	Grade	09	6	irade 1	0	6	Grade	11	Grade 12			Total			
Teacher Name	F	M	Tot	F	м	Tot	F	M	Tot	F	м	Tot	F	м	Tot	
Abel, Patricia				1	0	1	0	6	6				1	6	7	
Adams, Ronald				34	11	45	9	2	11	7	2	9	50	15	65	
Alexander, Shelly				16	17	33	10	14	24	28	16	44	54	47	101	
Allred, Lauri							1	1	2				1	1	2	
Appel, Karen				3	10	13	5	9	14	6	2	8	14	21	35	
Appel, Martin										0	1	1	0	1	1	
Atteberry, Linsy				46	45	91	9	15	24	3	7	10	58	67	125	
Baack, Pamela				18	15	33	2	2	4	1	0	1	21	17	38	
Bennett, Amanda				20	2	22	25	3	28	18	2	20	63	7	70	
Betance-Sando, Veronica				4	3	7	11	10	21	1	0	1	16	13	29	
Bizar, Scott				3	3	6	0	1	1	2	7	9	5	11	16	
Blake, Victoria				2	9	11	7	12	19	7	7	14	16	28	44	
Bolka, Scott							1	3	4	0	1	1	1	4	5	
Bonham, Kelli				24	21	45	31	34	65	28	19	47	83	74	157	
Boomgaard, David				49	41	90	10	7	17	7	6	13	66	54	120	
Borba, Diane				0	5	5	0	10	10				0	15	15	
Bordwell, Linda				4	8	12	3	3	6	30	8	38	37	19	56	
Borger, Dale				1	1	2	0	6	6	0	6	6	1	13	14	
Borys, Janet										1	1	2	1	1	2	
Box, Andrea				2	1	3	8	9	17	45	40	85	55	50	105	
Boyson, Becky							0	1	1	1	0	1	1	1	2	
Bray, Russell				22	22	44	12	13	25	2	0	2	36	35	71	
Brodsdy, Curt				19	19	38	6	6	12	10	9	19	35	34	69	
Buck, Brian				0	2	2	105	66	171	5	0	5	110	68	178	
Calvin, Linda										0	1	1	0	1	1	
Career Center, Career Cer				25	22	47	5	16	21	1	3	4	31	41	72	
Caro, Javier				9	8	17	6	9	15	2	6	8	17	23	40	
Casillas, Randall				3	2	5	15	16	31	3	2	5	21	20	41	
Castelli, Phillip				1	9	10	0	7	7	0	6	6	1	22	23	
Christ, Andrea				2	0	2				3	2	5	5	2	7	
Christman, Dan				0	2	2				1	2	3	1	4	5	
Clow-Kennedy, Tammy				2	0	2	3	0	3	1	2	3	6	2	8	
Coffroth, John				2	0	2	4	0	4	7	11	18	13	11	24	



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