Using Custom Forms

GREG STURGILL HAWKINS COUNTY SCHOOLS

SKYWARD. Volunteer	High Schoo	ol (105)	•								
Home 👻 Students Fa	milies Staff	Student Services	Food Service Offic	ce Administration	Educator Access Plus	Advanced Features	Federal/State Reporting	Custom Reports			
■ Custom Forms Tab											
Picture	Student:					🕜 🛡 Range	es Add	Delete	sfer Pseudo		
▼ Custom Forms CHS G Suite 2018-19 Attend-Upper End Attendance Letter BGS Drivers License	Grad Year (Gr Customize Advisor: Morris			Age):		ool, Status: 10	05, 105, A Phone:	Default: 105, 10	5, A		
CH DL Attendance N CH DL Grades Nonc CHMS Drivers Licens CHS Drivers License CHS Returning Stud CHS Returning Stud Clinch Drivers Licens CS DL Attendance N CS DL Grades Nonc DL Attendance Nonc DL Grades Noncomp EPSO G Suite Hawkins County Juv RMS Drivers License	ASV ASV Industry Ce Name Name of Name of	ACT 21+: VAB AFQT: (AB Score: EPSO 1: EPSO 2: EPSO 3: EPSO 4: course 2: Course 2: Course 3: Course 4:	X DE HIST I		int ec	formc asily b	ustom F ation co e seer nt Profi	an n in	Edit Print Delete History		
SMS Drivers License	Si Type of Ce	AT 1060+:									

CHS G Suite 2018-19 Attend-Upper End Attendance Assessm... Attendance Letter BGS Drivers License ... CH DL Attendance N... CH DL Grades Nonc... CHMS Drivers Licens... CHS Drivers License CHS Returning Stud... Clinch Drivers Licens... CS DL Attendance N... CS DL Grades Nonc... DL Attendance Nonc... DL Grades Noncomp... Early Dismissal Plan EPSO G Suite Hawkins County Juv... Home Lang Survey Home Language Sur... Medical Consent Military Survey RMS Drivers License... SMS Drivers License... Student Directory Inf... Tier 1 Truancy Contract Tier 2 Truancy Contract Tier 3 Truancy Contract TRB Aaron TRB CHS TRB Kristin VH DL Attendance N... VH DL Grades Nonc... VHS Drivers License ...

Custom Forms have serval uses

DEPT OF SAFETY USE ONLY	Rogers 958 1 Rog County: Hawkins Co	Phone (423) 272-7603	
	Certificate of	Compulsory Attendance	
Student Name: 1		Date of Birth: 04/15/1986	Race: WHITE
Gender: Male	State:	PIN:	Phone:
Street Address:			
Legal Guardian Name: [CERT] I, the undersigned school offic compliance with the compulse	· •	· ·	

Printed Name:	Signature:	Date:
Title:		
Phone:		

Driver's License Form (1010)

Military Survey	
1. Student's Name	
2. Name of Parent/Guardian 1	
3. Name of Parent/Guardian 2	
4. Is either parent/guardian enlisted full-time in the Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard, or Active	Guard Reserve?
5. Does either parent/guardian participate in the National Guard on a part-time basis?	

6. Does either parent/guardian participate on a part-time basis in the reserves of a branch of the Armed Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard)?

As required under the Every Student Succeeds Act (ESSA), § 1111(h)(1)(C)(ii), each state's report card must include information for students with a parent who is a member of the Armed Forces. Beginning in the 2017-18 school year, districts are required to identify students whose parent(s) or legal guardian(s) fall within military-related classifications. According to the U.S. Department of Education (USEd):

"We want all military-connected school children to have an equal and fair opportunity for academic success. This requires that those individuals who make up our nation's educational system, our teachers, principals, school nurses, coaches, and counselors understand the unique situations the children of our service members experience."

Military Survey

In the event of serious illness or injury to a student, the staff member in charge shall have the responsibility to render first-aid or ensure that it is rendered. The parent(s) will be notified as to whether to pick up the child at school or meet the child at the hospital. If the parent(s) cannot be reached, the student will be transported by ambulance to the hospital emergency room. Efforts to notify the parent(s) will continue until they are reached.

I give my permission for school personnel to assist my child in administering the following medications for minor injuries/illness. The school will furnish the following medications as needed and when available: antibiotic ointment (minor cuts/abrasions), anti-itch cream (soothe rashes/hives), insect sting swabs (bee stings-DOES NOT treat allergic reactions), and saline (minor eye irritations).

I give my permission for my child to receive and participate in health and related services offered by the school system. Such services may include services of a school nurse, school counselor, health educator, dental and nutrition programs, vision, speech/hearing, height/weight, blood pressure, scoliosis and communicable disease screenings. If screening results are not within normal limits, you will be notified.

Parent Name	
Farent Name	

Date

List any exceptions to the above

Name of Doctor's Office Doctor's Name Doctor's Address and Phone Number	ice	
Doctor's Name	ice	
Doctor's Name		
	Phone Number	

Medical Consent

Setting up a Custom Form

me 👻 Students Families	Statt	Student Services	Food Service	Office	Administration	Educator Access Plus	Advar Featu		Custom Reports	
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⊸ Students - ST		Setup	- En	nergenc	cy Contacts - EC	Set	up	- District to Distri	ict - DD	Setup
Student Profile - PR	Codes - (00	Em	ergency (Contacts - EC		*	Send Student - SS		¢
Student Browse - ST	L	ation - CF						Request Student -	RS	4
Custom Forms - CF	Utilities -							Receive Student -	RE	¢
Data Mining - DM		-	1					Approve/Deny Req	uests - AR	٩
Pseudo Approval - PA		1						History - HI		٢
Reports - RE		(2100	lents>Stud	dents				
				Setu	p>Confic	guration				
Student Access - SA		Setup								
Student Access Users - US		*								
Login History - LH		(1)								
Online Forms - OF		(
Reports - RE		¢								



volunteer frigh School (105)

Home 👻 Students	Families St	aff Student Services	Food Service	Office	Administration	Educator Access Plus	Advanced Features	Federal/State Reporting	Custom Reports]
Configuration	ation 😭									
 Set Community Default Parame Default Parame 	ties - UT S Setup - CF ecurity - CS umber Settings - Service Hour Re ters for Entry int	equirement - SH to Entity - DE ithdrawal/Re-Ent	γ-DW							

Custom Forms Setup

Custom Student Forms

						-		
Views: General ᅌ Filters: *1) Show All Cus	tom Forms ᅌ				T	<u>II</u>	Q	Switch System
Custom Student Form Name	# of Fields	# of Advanced	# of Screens	# of HTML Forms	Form Type	Status		
 BGS Drivers License Report 	2	1	0	0	Multiple forms per student	Active		Add
Attend-Upper End	1	1	0	0	Multiple forms per student	Active		Edit
Attendance Letter	1	1	0	0	Multiple forms per student	Active		
CH DL Attendance Noncompliance	2	1	0	0	Multiple forms per student	Active		Delete
CH DL Grades Noncompliance	2	1	0	0	Multiple forms per student	Active		Inactivate
CHMS Drivers License Report	2	1	0	0	Multiple forms per student	Active		Clone
CHS Drivers License Report	2	1	0	0	Multiple forms per student	Active		
CHS Google Consent Form 2018-19	1	1	0	0	Single form per student	Active		View Forms
CHS Returning Student Verification 2018-19	1	1	0	0	Single form per student	Active		
Clinch Drivers License Report	2	1	0	0	Multiple forms per student	Active		Import Data
CS DL Attendance Noncompliance	2	1	0	0	Multiple forms per student	Active		
CS DL Grades Noncompliance	2	1	0	0	Multiple forms per student	Active		Back
DL Attendance Noncompliance	2	1	0	0	Multiple forms per student	Active		
DL Form SF 1010	0	1	0	0	Single form per student	Inactive		
							1	

Add a New Form

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Form Maintenance	E	1	Ū	?
System: Custom Student		Save And Go To Next Step		
* Form Name: Title		Save		
Form Type: 💿 Single form per student 🕜 Multiple forms per student	C	Back		
Asterisk (*) denotes a required field				



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Custom Field		Save
Form:	Custom Student.EPSOs	Back
* Label:	ACT 21+ View Field Information	
Data Type:	Character	
Max Length:		
Valid Entries:	X	
Tool Tip:		
Initial Value:	Blank ᅌ	

Fields will show in Student Profile alphabetically.

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Custom Field		Save
Form:	Custom Student.EPSOs	Back
* Label:	ACT 21+ View Field Information	
Data Type:	Character	
Max Length:		
Valid Entries:	X	
Tool Tip:		
Initial Value:	Blank 🗘	

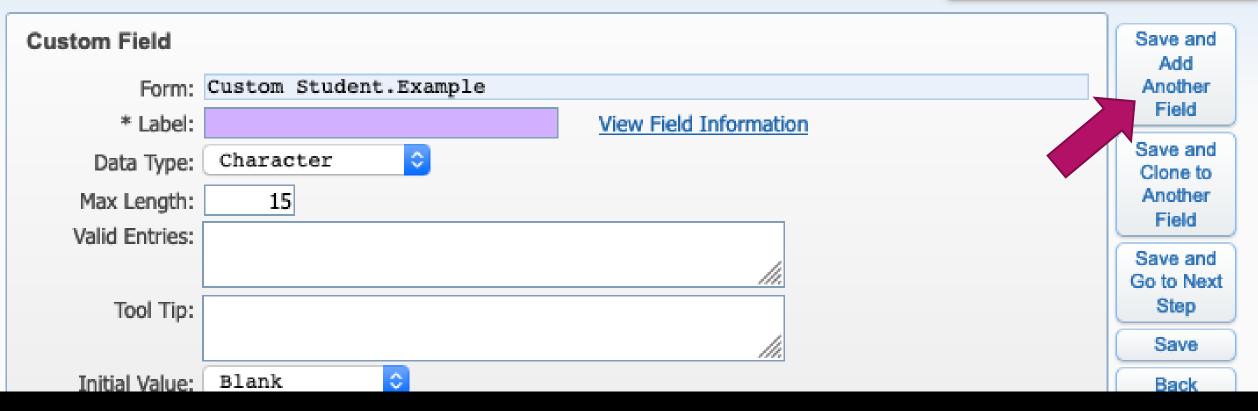
Limiting it to one character and a valid entry of "X" will give the user a drop box

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Custom Field		Save
Form:	Custom Student.EPSOs	Back
* Label:	Name of Course View Field Information	
Data Type:	Character	
Max Length:	15	
Valid Entries:		
Tool Tip:		
Initial Value:	Blank 🗘	

Some fields you may want freeform text. You can always edit later if needed

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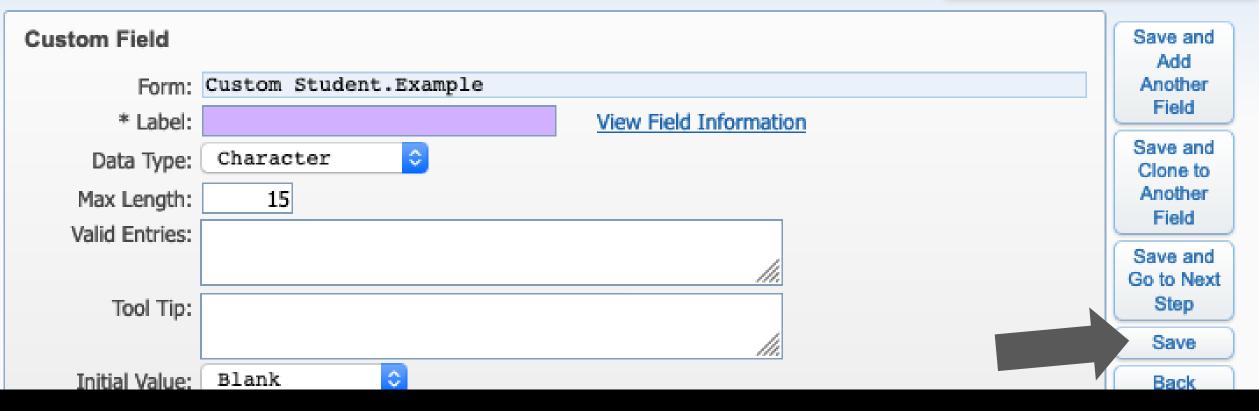


When finished with a field, click "Save and Add Another Field"

For ESPOs, I added the following fields

		Label	Data Type	Read Only	Required	Initial	
Edit	Delete	ACT 21+	Character				View Field Information
Edit	Delete	ASVAB AFQT	Character				View Field Information
Edit	Delete	ASVAB Score	Character				View Field Information
Edit	Delete	EPSO 1	Character				View Field Information
Edit	Delete	EPSO 2	Character				View Field Information
Edit	Delete	EPSO 3	Character				View Field Information
Edit	Delete	EPSO 4	Character				View Field Information
Edit	Delete	Industry Certification	Character				View Field Information
Edit	Delete	Name of Course	Character				View Field Information
Edit	Delete	Name of Course 2	Character				View Field Information
Edit	Delete	Name of Course 3	Character				View Field Information
Edit	Delete	Name of Course 4	Character				View Field Information
Edit	Delete	SAT 1060+	Character				View Field Information
Edit	Delete	Type of Certification	Character				View Field Information





When finished adding fields, click "Save"

- Custon	n Fields	Add Field					
		Label	Data Type	Read Only	Required	Initial	
Edit	Delete	ACT 21+	Character				View Field Information
Edit	Delete	ASVAB AFQT	Character				View Field Information
Edit	Delete	ASVAB Score	Character				View Field Information
Edit	Delete	EPSO 1	Character				View Field Information
Edit	Delete	EPSO 2	Character				View Field Information
Edit	Delete	EPSO 3	Character				View Field Information
Edit	Delete	EPSO 4	Character				View Field Information
Edit	Delete	Industry Certification	Character				View Field Information
Edit	Delete	Name of Course	Character				View Field Information
Edit	Delete	Name of Course 2	Character				View Field Information
Edit	Delete	Name of Course 3	Character				View Field Information
Edit	Delete	Name of Course 4	Character				View Field Information

You may add additional fields later if you want more information on the form

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

v Custom	Fields	Add I	Field
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		Label	Data Type	Read Only	Required	Initial	
Edit	Delete	ACT 21+	Character				View Field Information
Edit	Delete	ASVAB AFQT	Character				View Field Information
Edit	Delete	ASVAB Score	Character				View Field Information
Edit	Delete	EPSO 1	Character				View Field Information
Edit	Delete	EPSO 2	Character				View Field Information
Edit	Delete	EPSO 3	Character				View Field Information
Edit	Delete	EPSO 4	Character				View Field Information
Edit	Delete	Industry Certification	Character				View Field Information
Edit	Delete	Name of Course	Character				View Field Information
Edit	Delete	Name of Course 2	Character				View Field Information
Edit	Delete	Name of Course 3	Character				View Field Information
Edit	Delete	Name of Course 4	Character				View Field Information
Edit	Delete	SAT 1060+	Character				View Field Information
Edit	Delete	Type of Certification	Character				View Field Information
	00000000						
Skywar	d Fields to	o Use Select Fields					
No Sky	ward Field	s Exist					

Backup Options

Save Current Version as Backup

Browse/Tab Display Order

Modify Display Order

Click "Add Advanced Form"

Custom Screens Add Screen

Delete

Edit

Advanced Custom Forms Add Advanced Form

Form Name

EPSO

Secured

No

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As proposed in Tennessee's ESSA state plan, the *Ready Graduate* indicator would be calculated as follows for all schools with at least 30 students in a graduation cohort: • Graduation rate multiplied by the percentage of students who are *Ready Graduates*. A *Ready Graduate* meets at least one of the following criteria (students can only be "counted" once):

- earn a composite score of 21 or higher on the ACT (or 1060 or higher on the SAT); or o complete four early postsecondary opportunities (EPSOs); or
- · complete two EPSOs + earn an industry certification; or
- complete two EPSOs + earn a score of military readiness on the Armed Services Vocational Aptitude Battery (ASVAB) Armed Forces Qualifying Test (AFQT).

This metric defines four "checks" for evidence that graduates have demonstrated postsecondary and workforce readiness.

ACT 21 + ACT 21+ SAT 1060 + SAT 106								
EPSO 1 EPSO 1 \$	Name of Course							
EPSO 2 EPSO 2 \$	Name of Course 2							
EPSO 3 EPSO 3 🖨	Name of Course 3							
EPSO 4 EPSO 4 🖨	Name of Course 4							
Industry Certification Type: Type of Certificatio								
ASVAB/AFQT ASVA	B AFQT + ASVAB Sco	re ASVA						

You may type any instructions/information here you wish

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e 7		Ω ⊨≣	Times N	12 -	Line Hei	Format -	Source		

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ACT 21 + ACT 21+ \$		
SAT 1060 + SAT 106	0+ 🗘	
EPSO 1 EPSO 1 🖨	Name of Course	
EPSO 2 EPSO 2 🖨	Name of Course 2	
EPSO 3 EPSO 3 🖨	Name of Course 3	
EPSO 4 EPSO 4 🖨	Name of Course 4	
Industry Certification	Industry Certification 🖨	Type: Type of Certificatio
ASVAB/AFQT ASVA	B AFQT + ASVAB Scor	re ASVA

For EPSOs, I copied information from the <u>ReadyGraduate FAQ</u>

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ACT 21 + ACT 21+	
SAT 1060 + SAT 106	i0+ ♦
EPSO 1 EPSO 1 🖨	Name of Course
EPSO 2 EPSO 2 🖨	Name of Course 2
EPSO 3 EPSO 3 🖨	Name of Course 3
EPSO 4 EPSO 4 🖨	Name of Course 4
Industry Certification	Industry Certification \$ Type: Type of Certificatio
ASVAB/AFQT ASVA	AB AFQT 🗘 ASVAB Score ASVA

When you are ready for the fields you entered, type a descriptor first

Advanced Custom Form Maintenance



System: C	Custom Student Name: EPS	0								
Layout	Table Fields JavaScript	Secur	e Form	n (Set Security Groups		Save	Save &	Close Print	Back
Page Layou	Merge Fields							_		
	Skyward Fields				Custom Fields				Close	
	Field Name	RO R	Q		Field Name 🔺	RO R	Q			
	Alert Information	yes	no	Add	ACT 21+	no	no	Add		
	AM Bus Number	yes	no	Add	ASVAB AFQT	no	no	Add		
	City/St/Zip	yes	no	Add	ASVAB Score	no	no	Add		
	Critical Alert Information	yes	no	Add	EPSO 1	no	no	Add		
	Dentist	yes	no	Add	EPSO 2	no	no	Add		
	Distribute for District	yes	no	Add	EPSO 3	no	no	Add		
	Distribute for District Selection	yes	no	Add	EPSO 4	no	no	Add		
	Distribute for Higher Ed	yes	no	Add	Industry Certification	no	no	Add		
	Distribute for Higher Ed Selection	yes	no	Add	Name of Course	no	no	Add		

Then click "Fields" and then "Add" the field for that descriptor

Advanced Custom Form Maintenance



System:	Custom S	Student		Name: EPSO							
Layout	Table	Fields	JavaScript	Secu	re Form	Set Security Groups			Save	Save & Close	Print
Page Lay	out: Portr	ait									
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	æ	R I	☑ ☶- 블	Ω 📲 Times N	• 12	→ Line Hei →	Format -	Source			

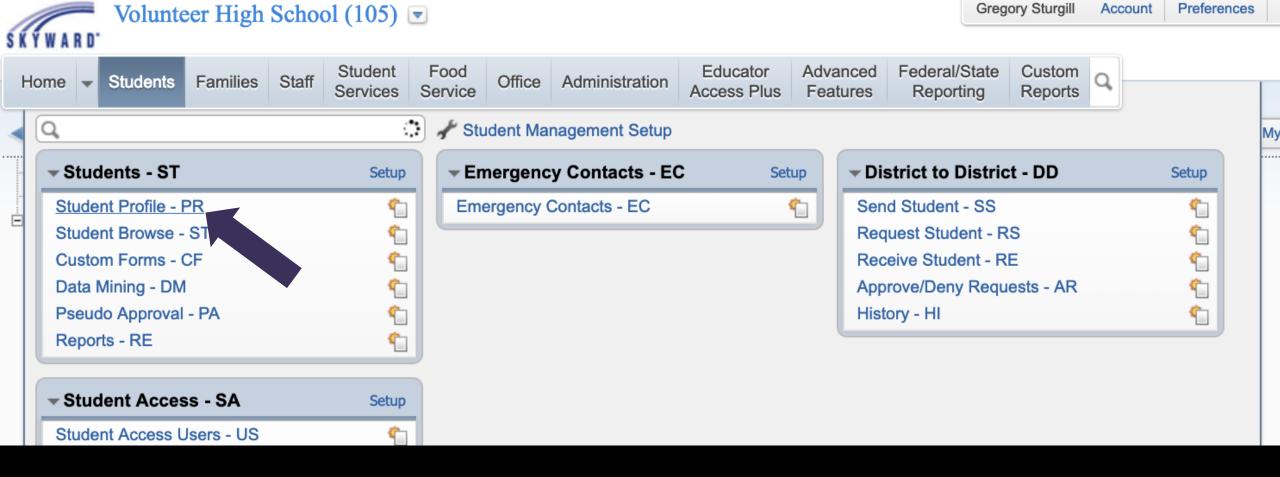
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This metric defines four "checks" for evidence that graduates have demonstrated postsecondary and workforce readiness.

ACT 21 + ACT 21+ 🖨

When finished, click "Save and Close"



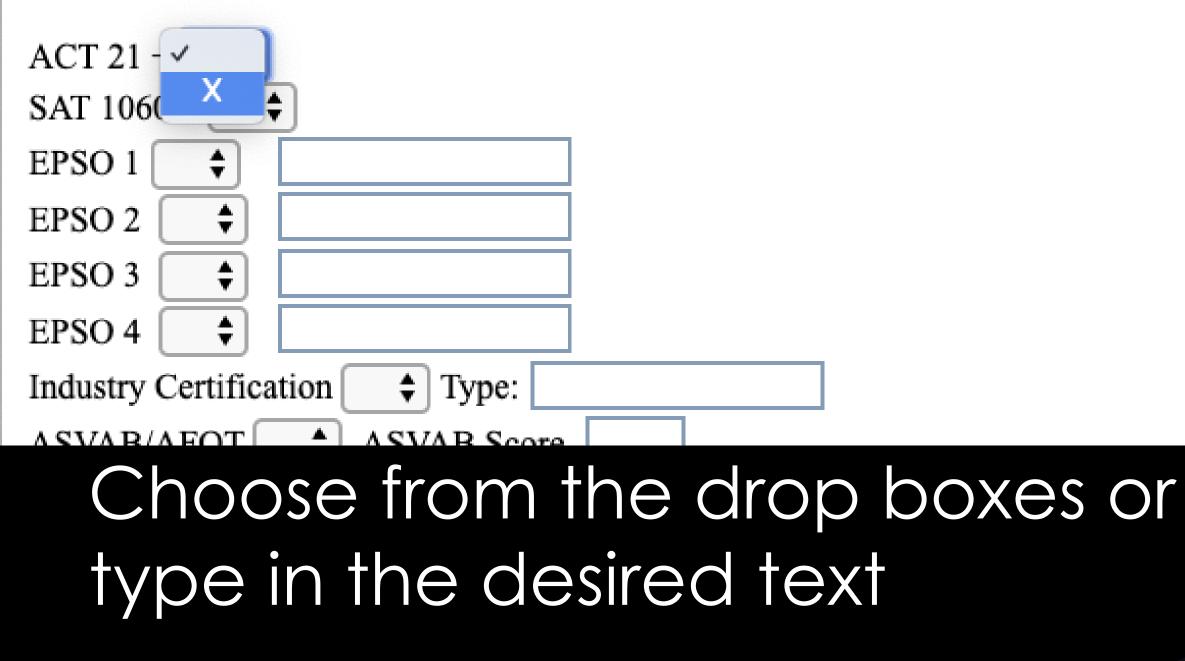
To add information for a student, look him or her up using Student Profile

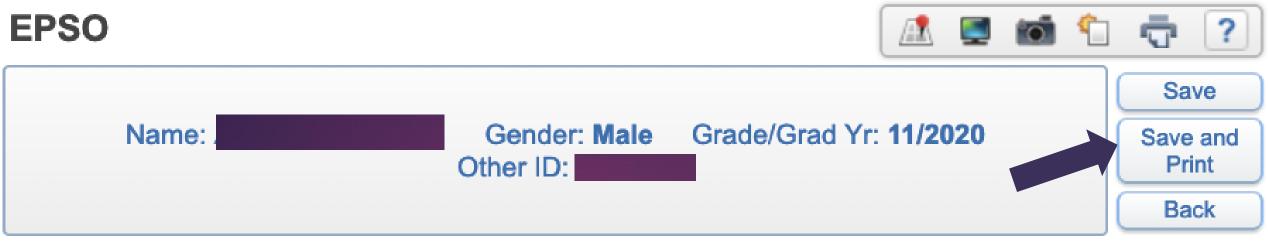
Gre Volunteer High School (105) 📼 SKYWARD Federal/State Student Food Educator Advanced Families Staff Office Administration Students Home 🖵 Services Service Access Plus Features Reporting ৰ 🖬 🝉 Custom Forms Tab 😭 1 Custom Forms Student: 🕜 😨 Ranges Add CHS G Suite 2018-19 DOB (Age): Attend-Upper End Grad Year (Grade): 2020 (11) Entity, School, Status: 105, 105, A Go to Custom Attendance Letter Customize BGS Drivers License .. Other ID: 4245722 Phone: (42 Advisor: Morrison, Buddy R Gender: M NY Status: A Forms and CH DL Attendance N... CH DL Grades Nonc... **EPSO** chose the CHMS Drivers Licens... name of your CHS Drivers License ... ACT 21+: CHS Returning Stud... ASVAB AFQT: form Clinch Drivers Licens.. ASVAB Score: CS DL Attendance N... EPSO 1: CS DL Grades Nonc... EPSO 2: DL Attendance Nonc... EPSO 3: DL Grades Noncompl.. EPSO 4: **EPSO** Industry Certification: G Suite Name of Course: Hawkins County Juve... Name of Course 2: **RMS Drivers License..** Name of Course 3: SMS Drivers License ... Name of Course 4:

EPSO

ACT 21+:	
ASVAB AFQT:	
ASVAB Score:	
EPSO 1:	
EPSO 2:	
EPSO 3:	
EPSO 4:	
Industry Certification:	
Name of Course:	
Name of Course 2:	
Name of Course 3:	
Name of Course 4:	

Click "Edit" on the right side of the screen





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- complete two EPSOs + earn an industry certification; or
- complete two EPSOs + earn a score of military readiness on the Armed Services Vocational Aptitude Battery (ASVA)

Click "Save" when finished, or click "Save and Print" to print a copy

EPSO

ACT 21+:	
ASVAB AFQT:	
ASVAB Score:	
EPSO 1:	Х
EPSO 2:	X
EPSO 3:	
EPSO 4:	
Industry Certification:	
Name of Course:	DE HIST I
Name of Course 2:	DE HIST II
Name of Course 3:	
Name of Course 4:	
SAT 1060+:	
Type of Certification:	

Once saved, the info will show without having to print

н	ome	Students	Families	Staff	Student Services	ood ervice	Office	Administration	E¢ Acc
	Q					📌 Stu	ident Ma	nagement Setup	
•	🖵 Sti	udents - ST			Setup	- En	nergenc	y Contacts - E	с
	Stuc	lent Profile -	PR		¢.	Eme	ergency (Contacts - EC	
	Stuc	lent Browse -	ST		(
	Cust	tom Forms -	CF		(
	Data	<u>a Mining - DN</u>			¢				

You can also Data Mine the information

	Services Service		Access F	Plus Feature	es
Data Mining	🔝 📝 🔜 📷	🏠 Favorites 🔻	1 New Window	My Print Qu	ieue
				Reports to Di	isplay
Views: Sort Sequence	Filters: *All Reports 🖨		7 🔟 😫 🖻	Add	
				Edit	
Report Name 🔺	Report Title	Favorite	Created By	E(Delete	
EOC Report	EOC Report		KENNEAMY000	Delete	
EOC Report 2	EOC Report 2		KENNEAMY000	Clone	
EPSO By Student	EPSO By Student	^	POWELAMY001	Preview	
EPSO Master	EPSO Master		POWELAMY001	First 10 Records	
▶ EPSOs	EPSO		CHAMBSUS000		

Click "Add" to start a new report



Data Mining			2	5	💿 ទ	🖕 Favorites 🔻	1	New Window	n My Prin	nt Queue
Report Information	* Report Name:]						Save and		
Fields	* Report Title:]						Add Fields Save		
Ranges	Temporary Report - Automatically delet Report Orientation: Portrait Landscape	_	Include	e Para	meter	Pane		Back		
Sorting	Student Status: Active Inactive Both		Show (Count	s Only	2				
Selected Students	Student NY Status: Active Inactive Student NY Status: Constraints Student NY Status: Student NY Status		Include Limit U		-	es to 5 digits	?			
Family Access Display	Default Entity: O Yes O No O Both	plate Held Lengths				2				
Format	Student Class Status: Active Dropped Both P									
And/Or Filter	Notes:									
Task Manager										

Give it a name and select Student Status. Then click "Save and Add Fields"

🔍 🖬 🕨 Data Mining			📴 💻 📷 😭 Favorites 🕶 怕 New Window 🖷
Report Name: EPSOs			Back
Report Title: EPSOs Report Orientation: Landscape Student S	tatus: Active Excel Export:	Default Default Enti	ty: Yes
 Field Selection Field Search Field Areas Activity Assessment Attendance Busing Categories Custom Forms Discipline E/W Emergency 			
Entity Family	Fields o	n Report	Save and
Selected Field	Advisor	[Entity]	Back
Description: Used For: Heading 1: Heading 2: Length: Add This Field To Report	Grade Student Full Name ACT 21+ SAT 1060+ EPSO 1 Name of Course EPSO 2 Name of Course 2 EPSO 3 Name of Course 3	[Profile] [Profile] [Custom Forms] [Custom Forms] [Custom Forms] [Custom Forms] [Custom Forms] [Custom Forms] [Custom Forms]	Save and Modify Ranges Back Up Down
			Report Width: 245/172

Add whatever fields you want to show on the report

Data Mining			🛃 📕 📷 🚖 Favorites 🔻 怕 New Window 🖷
Report Name: EPSOs			Back
Report Title: EPSOs Report Orientation: Landscape Student Status:	Active Excel Export:	Default Default Entit	y: Yes
Field Selection Field Search			
Field AreasActivityAssessmentAttendanceBusingCategoriesCustom FormsDisciplineE/WEmergencyEntityFamily			
Selected Field	Fields or	Report	Save and
Description: Used For: Heading 1: Heading 2: Length: Add This Field To Report	Advisor Grade Student Full Name ACT 21+ SAT 1060+ EPSO 1 Name of Course EPSO 2 Name of Course 2 EPSO 3 Name of Course 3	[Entity] [Profile] [Custom Forms] [Custom Forms] [Custom Forms] [Custom Forms] [Custom Forms] [Custom Forms] [Custom Forms] [Custom Forms]	Back Save and Modify Ranges Back Up Down
			Report Width: 245/172

Fields are setup similar to Student Profile

Report Title: EPSOs		
Report Orientation: Landscape	e Student Status: Active	Excel Export: Default
Field Selection		
Field Areas	Entity	
E/W	<pre>% Enrolled</pre>	
Emergency	Addition Seat Count	
Entity	Advisor	
Family	Advisor Code	
Food Service	Band Instrument	
General	Band Instrument Code	
Gifted and Talented	Band Instument Long Desc	

Advisor and Counselor are under "Entity"

Report Title: EPSOs Report Orientation: Landscape	Student Status: Active	Excel Export: Default
Field Areas	General	Profile
	Address Birth History Change History Profile School Path Vehicles Web Access	Federal Race Federal Races Gender Gender Identity Gender Identity Descript Grad Year Grade
GPA Grad Req Endorsements		Grade Level Override Graduated Y/N

"Grade" and "Name" are found under "General" and "Profile"

Report Title: Report Orientation:		Student Status: Active	Excel Export: Default	Default Entity: Yes
Field Selection Field	ld Search			
Field Areas		Custom Forms	Custom Forms Student	EPSOs
Activity		Custom Forms Student	CS DL Attendance Noncomp	ACT 21+
Assessment		Freeform Comment 1	CS DL Grades Noncomplian	ASVAB AFQT

Freeform Comment 2

Freeform Comment 3

Freeform Comment 4

DL Attendance Noncomplia

DL Grades Noncompliance

DL Form SF 1010

Attendance

Categories

Busing

Custom Forms	Freeform Comment 5	EPSOs	EPSO 1
Discipline	Freeform Comment 6	Hawkins County Juvenile	EPSO 2
E/W	Freeform Comment 7	Parental Consent	EPSO 3
Emergency	Freeform Comment 8	RMS Drivers License Repo	EPSO 4
Entity	Freeform Comment 9	SMS Drivers License Repo	Industry Certification
Family	Underline 1	Tier 1 Truancy Contract	Modified Date
			·

The fields from your Custom Form are found under "Custom Forms," "Custom Forms Student," and then the name of your EPSO form.

ASVAB Score

Created Date

Created Time

Fields on Report	
Advisor	[Entity]
Grade	[Profile]
Student Full Name	[Profile]
ACT 21+	[Custom Forms]
SAT 1060+	[Custom Forms]
EPSO 1	[Custom Forms]
Name of Course	[Custom Forms]
EPSO 2	[Custom Forms]
Name of Course 2	[Custom Forms]
EPSO 3	[Custom Forms]
Name of Course 3	[Custom Forms]
EPSO 4	[Custom Forms]
Name of Course 4	[Custom Forms]
Industry Certification	[Custom Forms]
Type of Certification	[Custom Forms]
ASVAB AFQT	[Custom Forms]
ASVAB Score	[Custom Forms]

I added the fields shown to data mine EPSOs

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	Fields on Report	Save and
Advisor	[Entity]	Back
Grade	[Profile]	Save and
Student Full Name	[Profile]	Modify
ACT 21+	[Custom Forms]	Ranges
SAT 1060+	[Custom Forms]	Ĩ
EPSO 1	[Custom Forms]	Back
Name of Course	[Custom Forms]	
EPSO 2	[Custom Forms]	Up
Name of Course 2	[Custom Forms]	Down
EPSO 3	[Custom Forms]	
Name of Course 3	[Custom Forms]	

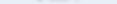
Once you have added all the fields you wanted to add, click "Save and Back"

Line Student Food Office Advanced Federal/State Custom	
Home Students Families Staff Student Pood Office Administration Advanced Federal/State Custom Reports Reports	
📲 🕨 Data Mining	My Print Queue
Report Information Report Name: EPSOs Add Clone Delete Back	
Fields Report Title: EPSOs	
Ranges Report Orientation: Landscape Student Status: Active Excel Export: Default Default Entity: Yes	
Sorting	
Selected Students	
Family Access Display	
Format Selected Fields Selected Sorts Selected Totals Edit	
Advisor[Entity]Advisor[Entity]And/Or FilterGrade[Profil]Student Full Name[Profil]	
Task Manager Student Full Name [Profil] ACT 21+ [Custom] SAT 1060+ [Custom] Image: Comparison of the state of t	

Next, you can select how the information is sorted. Click "Sorting"

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		Food Service Office	tate Custor ng Report							
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Report Information	Report Name: EPSOs		•			Add	I Clone	Delete	Back	
Fields	Report Title: EPSC	ာ								
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Selected Students - 0	Print First 10 Records [Print]			rint Using Proces		it Using Repo	rts Generator	Address Lab	els	
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Format	Selected Fields	[Entity]	Se Advisor	lected Sorts	tity]		Selected Totals		Edit	
And/Or Filter	Grade	[Profil]	Student Full Na	-	ofil]					
Task Manager	Student Full Name ACT 21+	[Profil] [Custom]								
	SAT 1060+	[Custom]								

Then click "Edit"



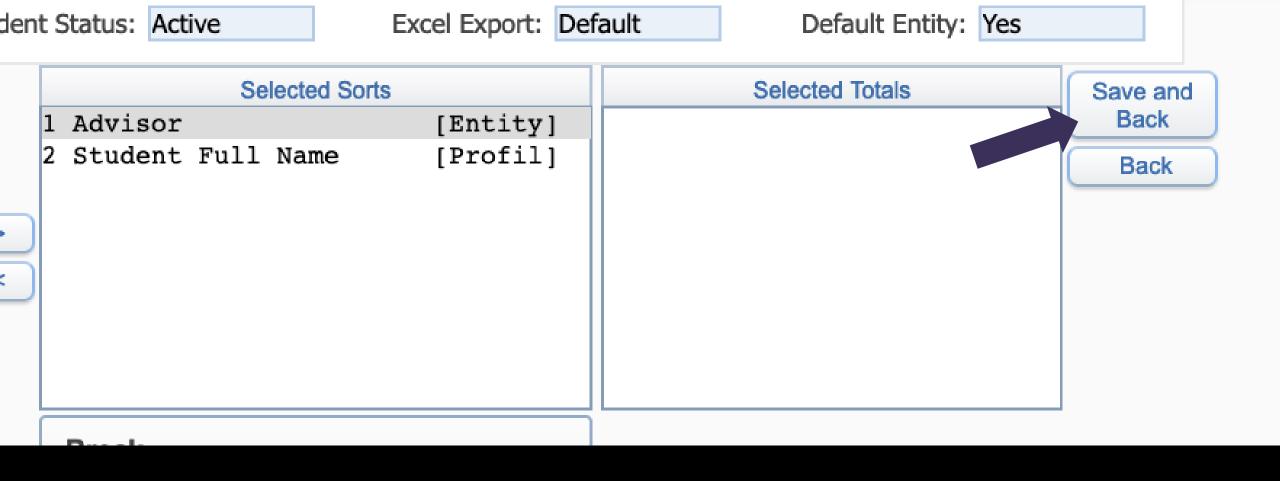
Report Information	Report Name: EPSOs				
Fields	Report Title:	FPSO			
Ranges	Report Orientation:		Student Status:	Active	Excel Export: Defau
Sorting	Selected F	ields		Selected S	orts
Selected Students - 0	Grade	[Profil]	1 Advi		[Entity]
Family Access Display	ACT 21+ SAT 1060+	[Custom] [Custom]	2 Stud	lent Full Name	[Profil]
Format	EPSO 1 Name of Course	[Custom] [Custom]			
And/Or Filter	EPSO 2	[Cus	<		
Task Manager	Name of Course 2 EPSO 3	[Custom] [Custom]			
	Name of Course 3	[Custom]			

Use the arrows to add items you'd like to sort by

If using Excel, the breaks and counts do not work.

Selected Field	S			Se	elected Sorts	
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ACT 21+	[Custom]		2 Student	Full	Name	[Profil]
SAT 1060+	[Custom]					
EPSO 1	[Custom]					
Name of Course	[Custom]					
EPSO 2	[Custom]	(<)				
Name of Course 2	[Custom]					
EPSO 3	[Custom]					
Name of Course 3	[Custom]					
FDS0 1	[Custom]	1				
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When finished, click "Save and Back"

Data Mining

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Report Information	Report Name: EPSOs		▼		Add Clone Back						
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Family Access Display	Information Laber	Report Title: EPSO Report Orientation: Landscape Student Status: Active Excel Export: Default Default Entity: Yes rint First 10 Records [Print] Excel First 10 Records [Excel] Print Using Processing List Print Using Reports Generator Address Labels iformation Label Report to File Print Parameter Page Selected Sorts Selected Totals Selected Fields Selected Totals Advisor [Entity] Student Full Name [Profil] udent Full Name [Profil] Student Full Name [Profil] Student Full Name [Profil] So 1 [Custom] [Custom] [So 2 [Custom] [So 2 [Custom]									
Format	Selected Field	ls	Selected Sor	rts	Selected Totals						
And/Or Filter			Student Full Name	[Profil]							
Task Manager											
	Name of Course 2	[Custom]									
	EPSO 3	[Custom]									

To view the information in Excel, click the "Excel" button. For a PDF, click "Print"

Click "View Report" once it has completed

Request Complete

Student Data Mining - EPSOs has finished processing.







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visor	Gr Stude	ent Full Name	ACT 21+	SAT 1000+											
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Any questions?



Greg Sturgill greg.sturgill@hck12.net

