Synergy SIS©
Student Information
User Guide

Edupoint Educational Systems, LLC
1955 South Val Vista Road, Suite 200
Mesa, AZ 85204
Phone (877) 899-9111
Fax (800) 338-7646

First Edition, November 2009
Second Revision, March 2010
Third Revision, June 2011
Fourth Revision, June 2012
Fifth Revision, April 2013

TABLE OF CONTENTS

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 pop-up 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 Windows-based 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 Windows-based 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.
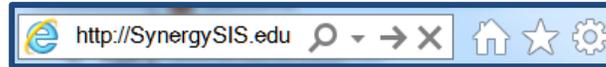
Figure 1-1 Synergy SIS Web Address

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.
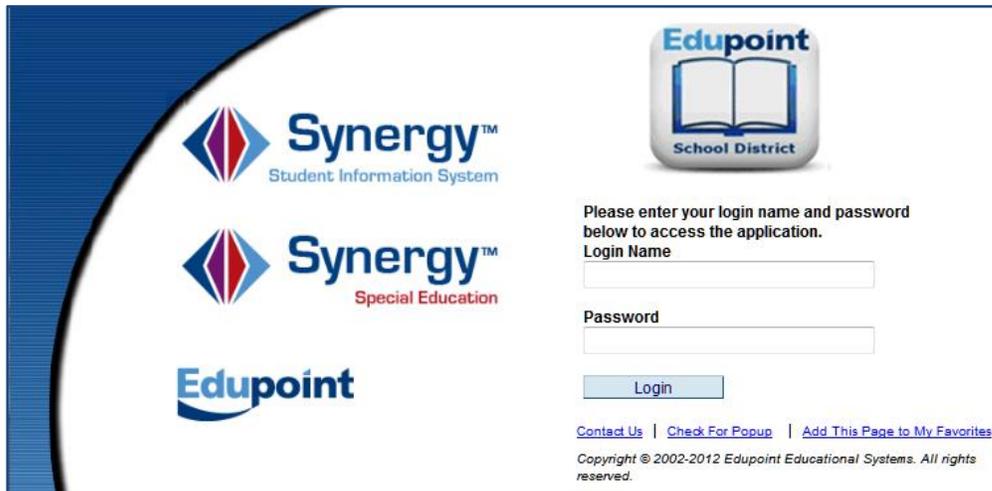
Figure 1-2 Synergy Logon Screen

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.

Figure 1-3 Synergy SIS Home Page

PARTS OF THE SYNERGY SIS SCREEN

The six main areas of the Synergy SIS screen are:

Figure 1-4 Parts of Synergy SIS Screen

- **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.

Figure 1-5 Title Bar

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.

- **Navigation 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 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.

Figure 1-6 Focus Area

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.
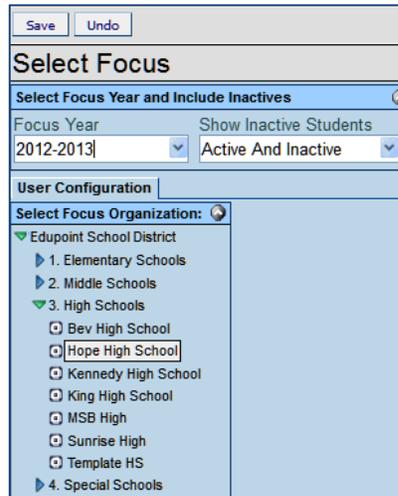
Figure 1-7 Select Focus Screen

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

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.

Figure 1-10 Action Bar

1. **Menu** – The menu contains a drop-down list of actions for the screen, reports, and the audit report for the current screen.

2. **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.

6. **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.

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 ⊘ or ⊘. To expand the QuickNav Bar, click ⊘. The shortcut icons display and the button changes to ⊘. To collapse the QuickNav Bar, click ⊘. The icons are hidden and the button changes back to ⊘. For more information 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.

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.

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.

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.

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.

Figure 1-16 Student Icon

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 1-17 Report Icon

TOOLBARS

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 administrator, which are indicated with a Lock icon following the group name.

Figure 1-19 Open Screen in Separate Window

Figure 1-18 Toolbar

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.

Figure 1-20 Multiple Toolbars

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**.

Figure 1-21 Add New Group

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.

1. Click on the **screen name**, and drag it to the group. Alternately, right-click on a **screen** or **report** in the Navigation Tree and choose **Add to Group …** from the drop-down menu.

Figure 1-22 Add Screen to Group

2. Repeat as needed with other reports or screens to be added into the group. The icons in 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.
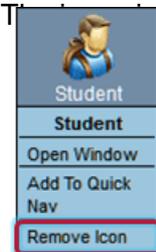
Figure 1-23 Remove Screen from Toolbar

To use the Tree:

1. 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.

2. Continue clicking on the triangles until the desired screen or report is displayed.

3. Click on the **screen name** or **icon** to show it in the Content Area.

To open the screen to a new "detached" window:

1. Right-click on the **screen name** or **icon**. A drop-down menu displays.

2. Select **Open New Window**. The Open Window option in the drop-down menu opens the screen in the Content Area.

Figure 1-25 Navigation Tree Drop-Down Menu

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.

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.

Figure 1-29 Report ID

Figure 1-30 Screen Name

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	ACTION
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:

Figure 1-32 Synergy SIS Navigation Tree

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.

Figure1-33 Navigate to User Profile Screen

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

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.

Figure 1-35 Edit Button

The current mode is indicated by Form Status, in the top right-hand corner of the screen.
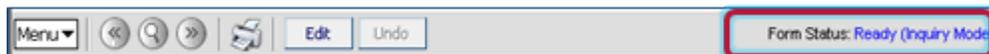
Figure 1-36 Current Form Status

2. 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 **E-mail** 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.
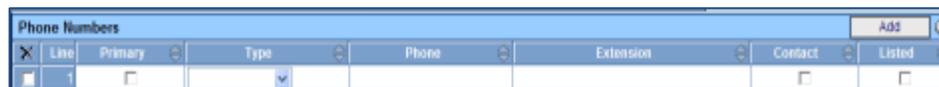
Figure 1-37 Phone Numbers Section

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**.
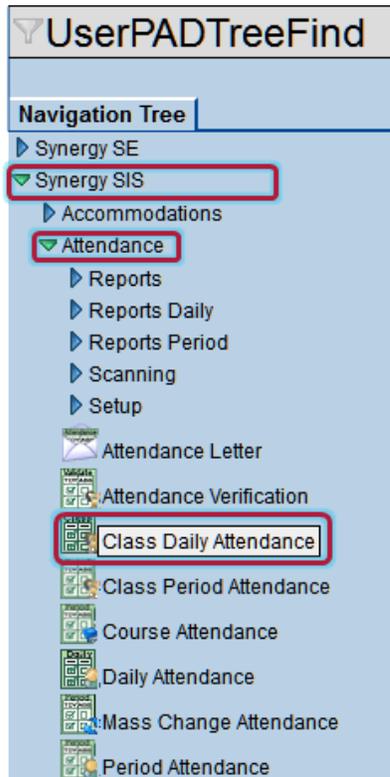
Figure 1-38 UserPADTreeFind Screen

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.
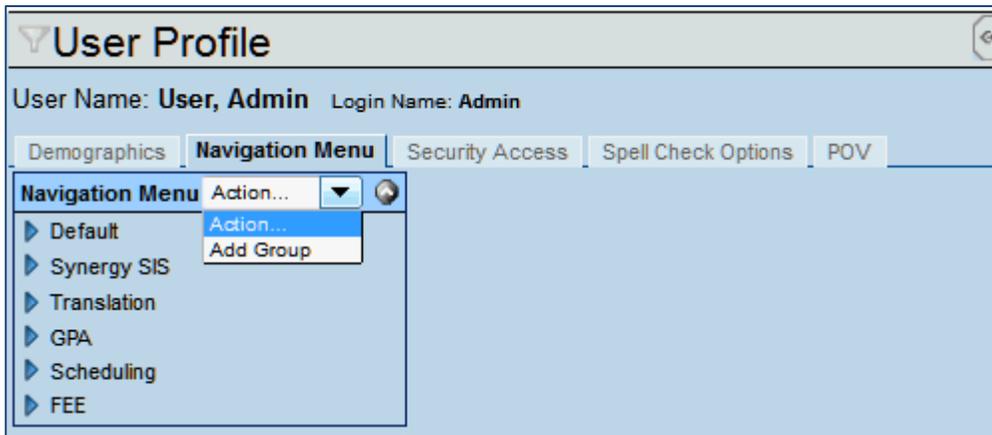
Figure 1-39 User Profile Screen Navigation Menu Tab

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.
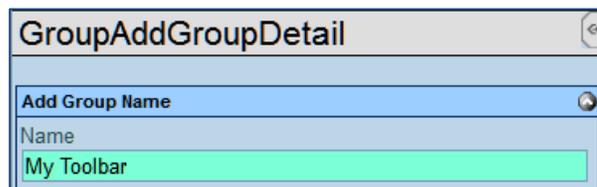
Figure 1-40 GroupAddItemDetail Screen

3. The new group order can be adjusted. Click the **line number** of the group to highlight.
4. Click Move Up or Move Down .
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.
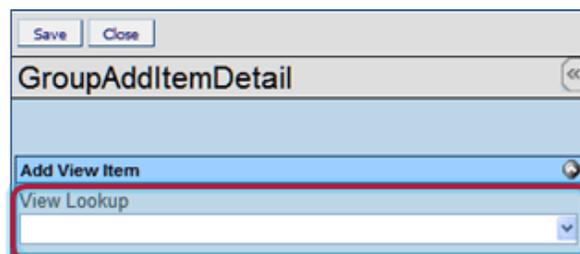
Figure 1-41 GroupAddItemDetail Screen

4. Click the **arrows** to scroll through the screens.
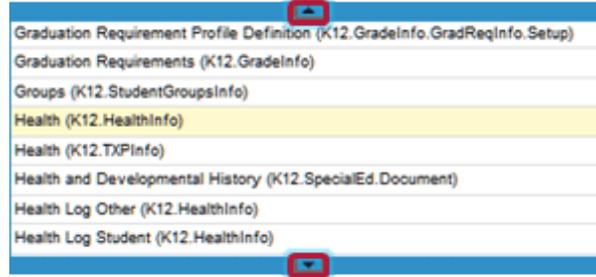
Figure 1-42 Screen Lookup List

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.
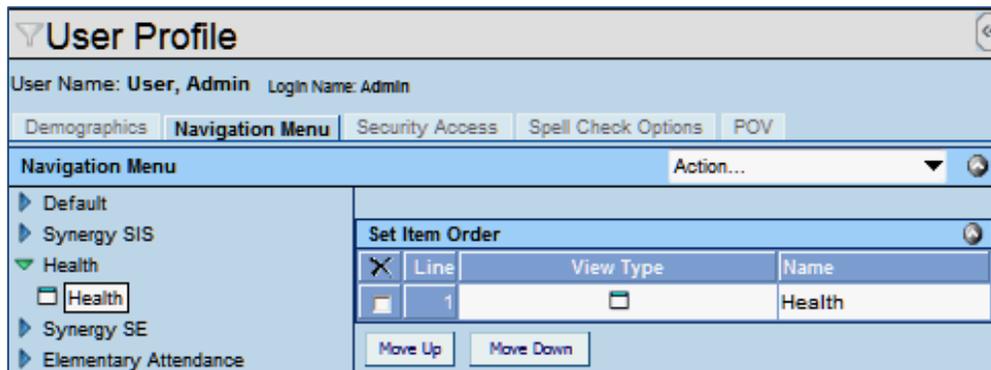
Figure 1-43 User Profile Screen

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.
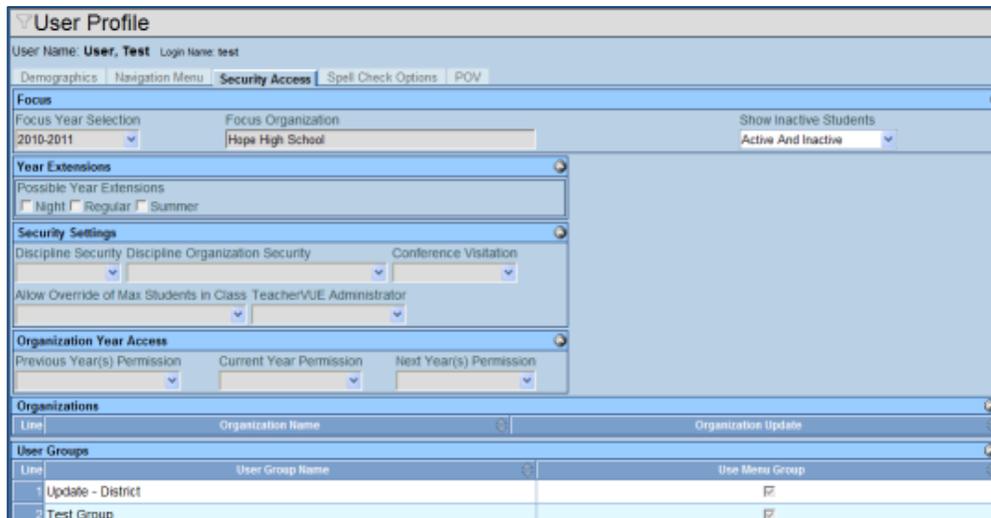
Figure 1-44 User Profile Screen Security Access Tab

SPELL CHECK OPTIONS

1. Click on the **Spell Check Options** tab.
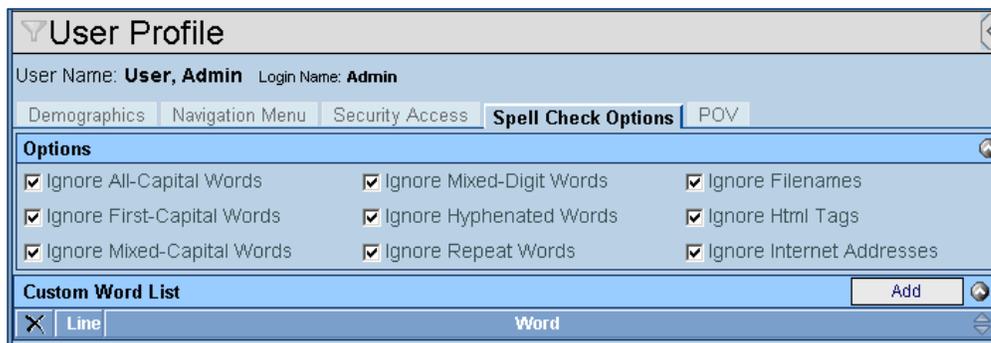
Figure 1-45 User Profile Screen Spell Check Options Tab

2. Check or uncheck the **Options** available for the spell check.

3. 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**.
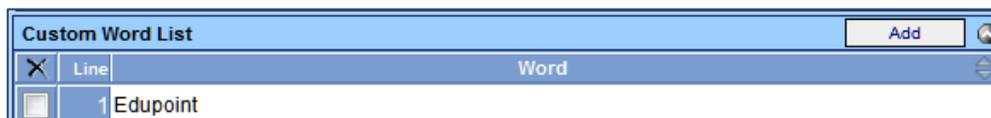
Figure 1-46 User Profile Screen Spell Check Options Tab

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.
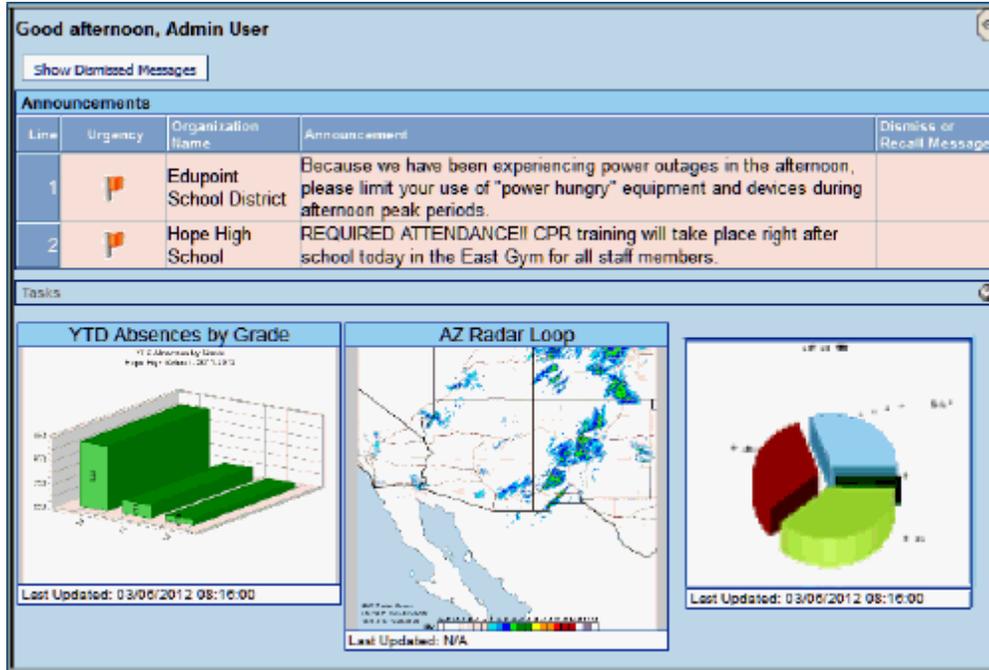
Figure 1-47 Home Page

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**.

Figure 1-48 User Profile Screen POV Tab

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

2. 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.
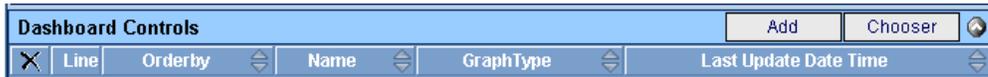
Figure 1-49 User Profile Screen POV Tab

3. 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.
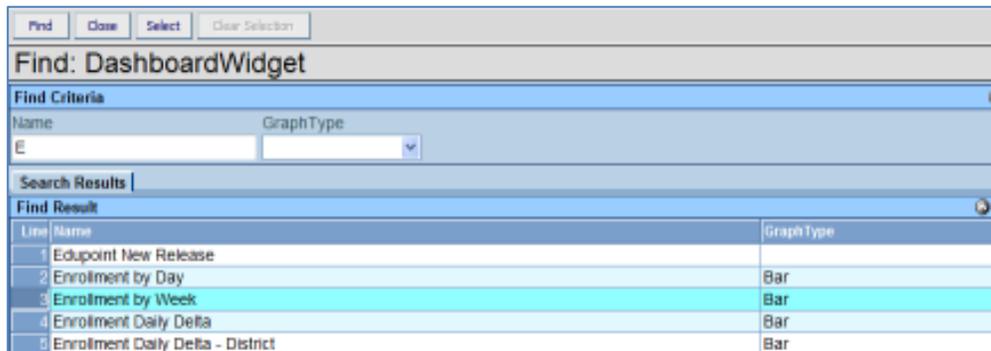
Figure 1-50 Find Dashboard Widget Screen

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.

Figure 1-51 User Profile Screen POV Tab

6. 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.
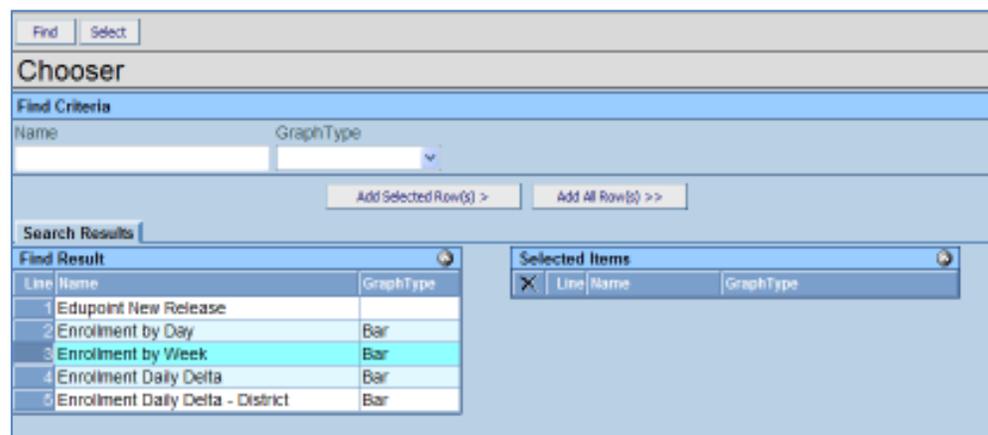
Figure 1-52 Chooser Screen

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.
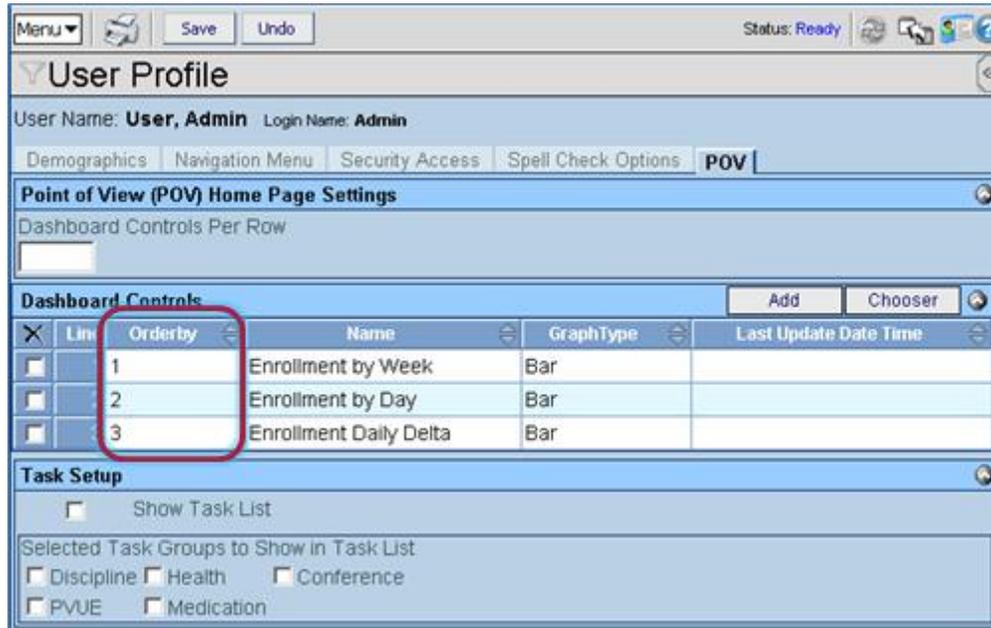
Figure 1-53 User Profile Screen POV Tab

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.

Figure 1-54 Synergy SIS Home Page

Display a Task List

1. Click the **POV tab** of the User Profile screen.

2. Check **Show Task List.**

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.

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.

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 [Select]. 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.
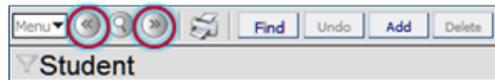
Figure 2-1 Scroll Buttons

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**.
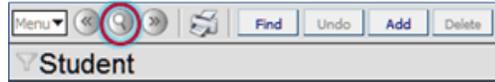
Figure 2-2 Find Mode Button

> **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.
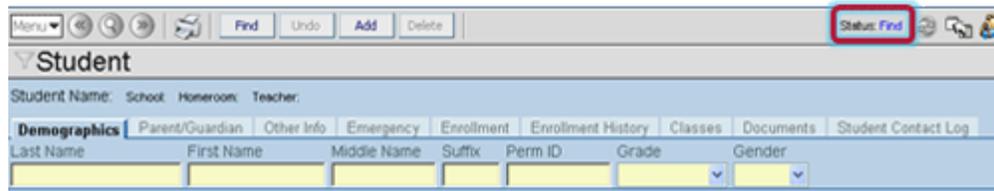
Figure 2-3 Screen in Find Mode

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:

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.

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.
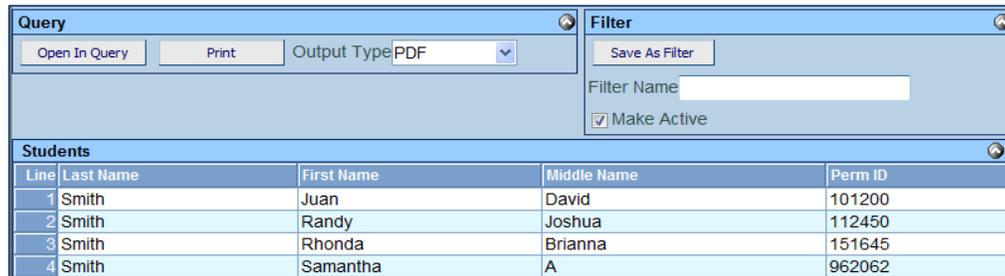
Figure 2-6 Find Results Grid

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**.
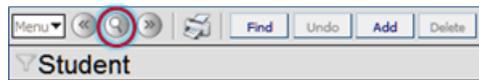
Figure 2-7 Find Mode Button

2. Enter all or part of the search criteria on any field or fields, on any tab, *except* the primary field. For example, enter the student's **First Name** to list all students with that first name.
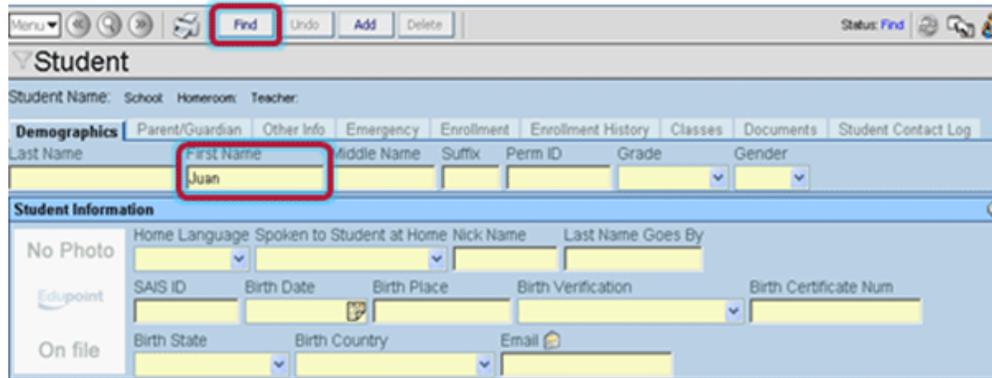
Figure 2-8 Finding by First Name

3. Click **Find** or press **ENTER**. The Find Results screen opens listing all students that match the entered criteria.
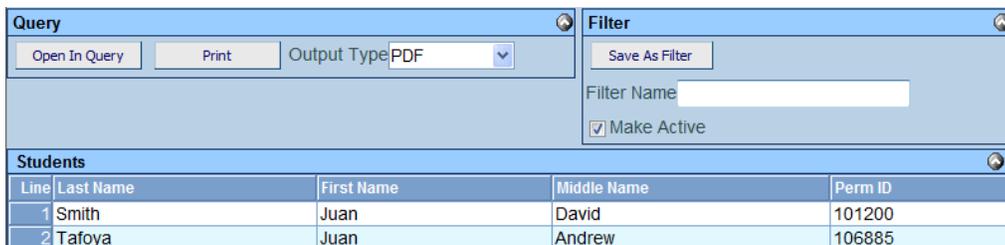
Figure 2-9 Find Results Screen

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.

5. 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 **...** link.

Figure 2-10 Additional Pages in the Find Results Grid

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.
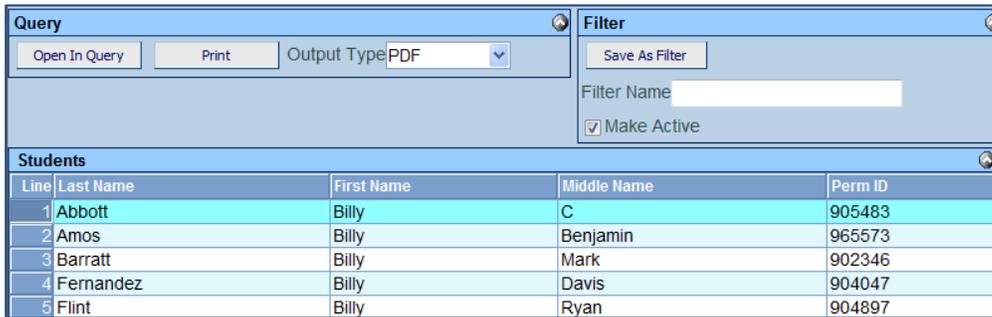
Figure 2-11 Selection of Result

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.**
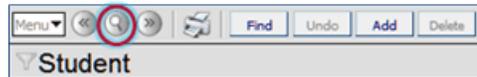
Figure 2-12 Find Mode Button

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.
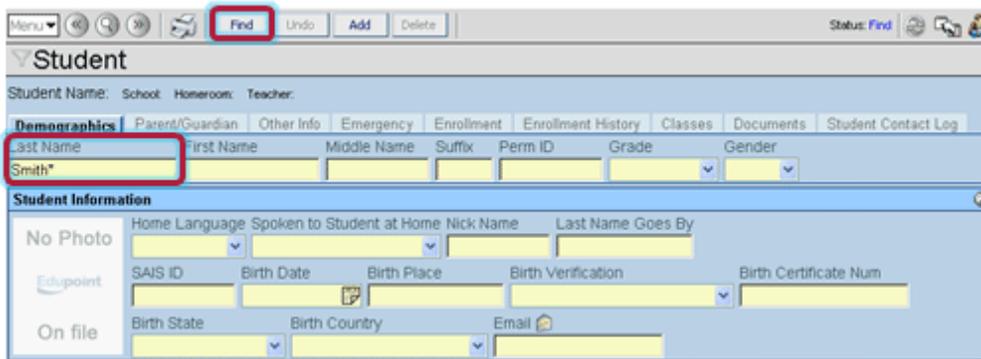
Figure 2-13 Find by Asterisk

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.

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 **…** link.

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.

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.

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.

Figure 2-18 Sort Order

> **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:

Figure 3-1 Synergy SIS Navigation Tree

1. Open the Synergy SIS Navigation Tree by clicking on the **Tree**.
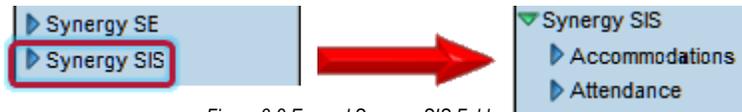
Figure 3-2 Expand Synergy SIS Folder

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.
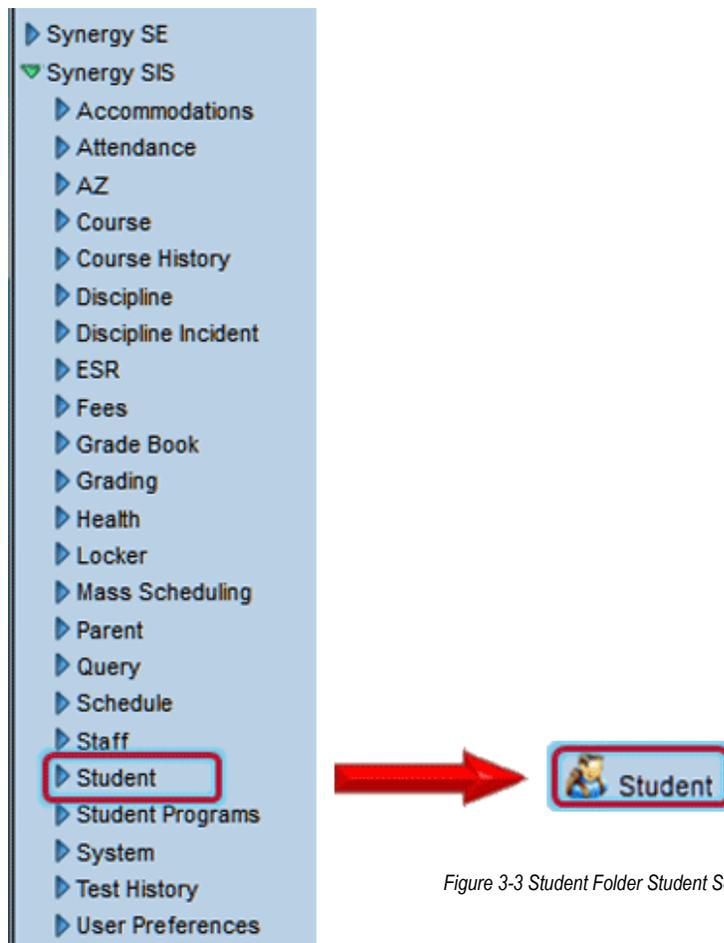
Figure 3-3 Student Folder Student Screen Icon

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 Chapter Two: Finding & Sorting Records 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.
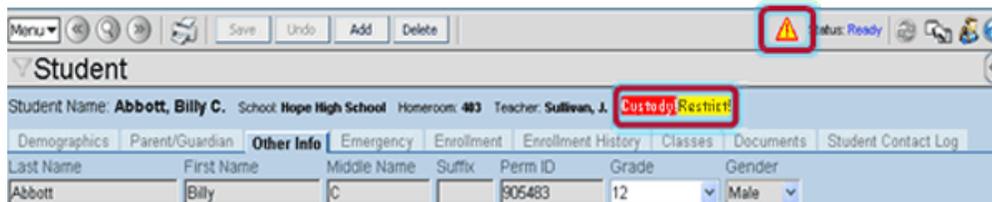
Figure 3-4 Student Screen Top Panel

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:

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:

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.

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

OTHER INFO

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

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 ⊙ on the right-hand side of the box. To display the box again, click ⊙.

Figure 3-9 Maximizing & Minimizing

The middle section of the tab includes the following:
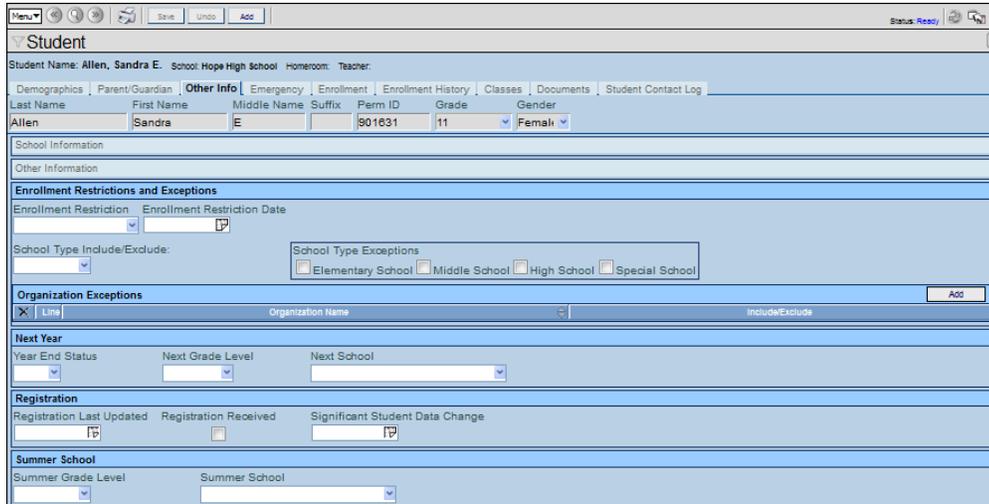
Figure 3-10 Student Screen Other Info Tab Middle Section

- 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.
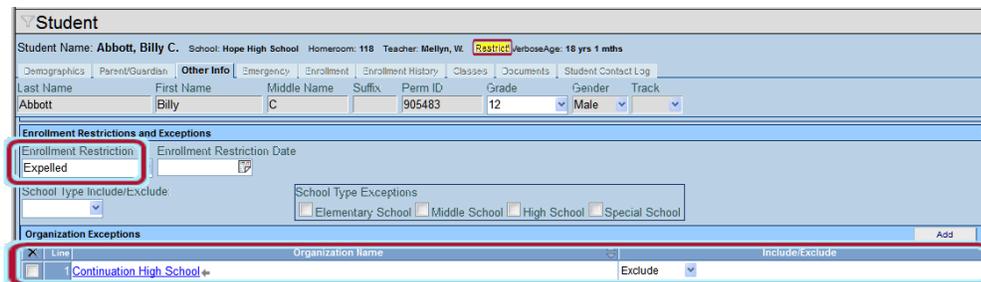
Figure 3-11 Enrollment Restrictions Example

- 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:

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:

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 Transpor**t**ation 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:

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**.

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.

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>A</u>verage <u>D</u>aily <u>M</u>embership level.

- **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.

2. 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.

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.

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:

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 ⊙ on the right-hand side of **Drop Class and Filter Options**.

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 ⬤.

DOCUMENTS

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

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:

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.

Figure 3-25 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.

5. Click **Find**. Search Results displays a list of records matching criteria entered.
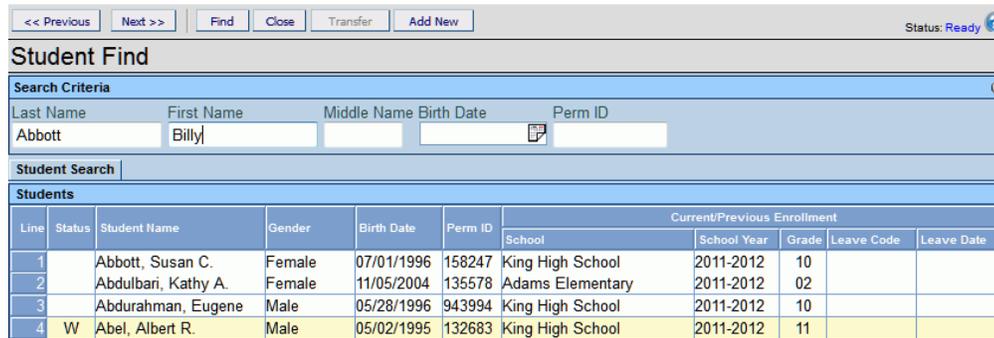
Figure 3-26 Student Find Screen Existing Students Listed

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. Green fields are mandatory and must be completed before the new record can be saved.

9. After the record has been saved, follow the instructions in the Edit Student Records section to add any additional information.

DEMOGRAPHICS

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

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.**
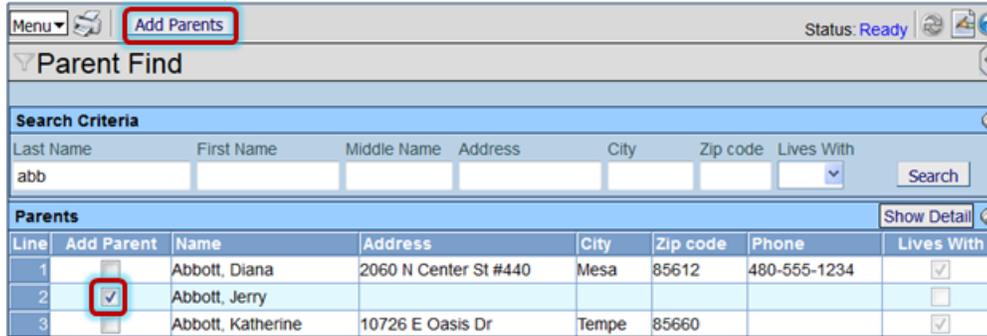
Figure 3-29 Parent Find Screen

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.
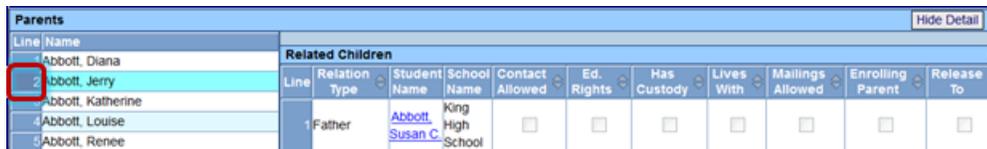
Figure 3-30 Parent Find Screen Detailed View

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.

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.

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

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

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.

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.

Figure 3-36 Find: Section Screen

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

Figure 3-37 Student Add Screen Classes Tab

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

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.
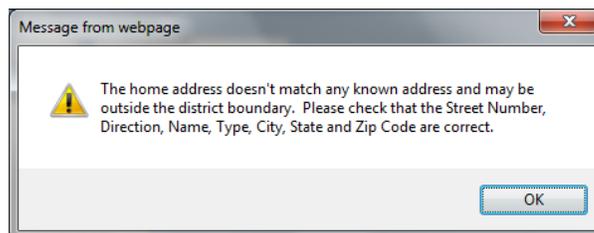
Figure 3-38 Message from webpage

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.

Figure 3-39 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 in a separate window.

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.

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**.
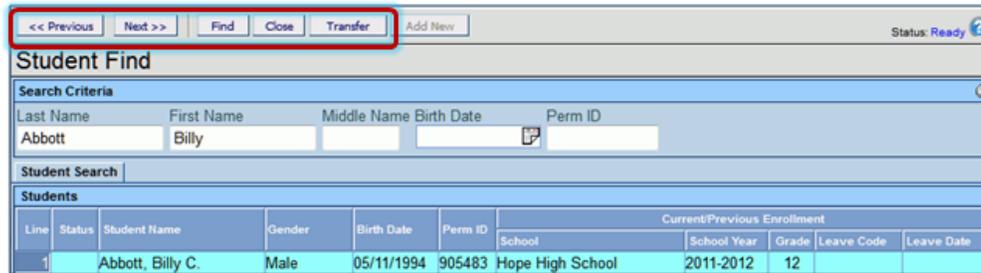
Figure 3-42 Student Find Screen

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.

Figure 3-43 Student Add Screen Enrollment Tab

10. Click on the **Classes** tab to add the student's classes.
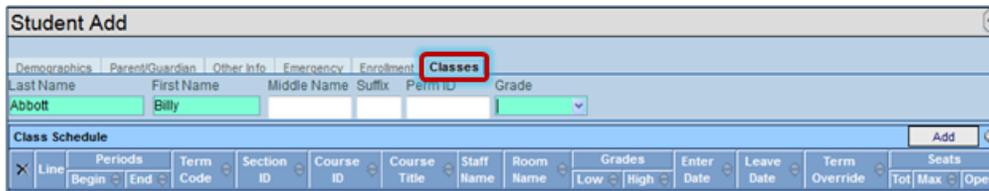
Figure 3-44 Student Add Screen Classes Tab

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.
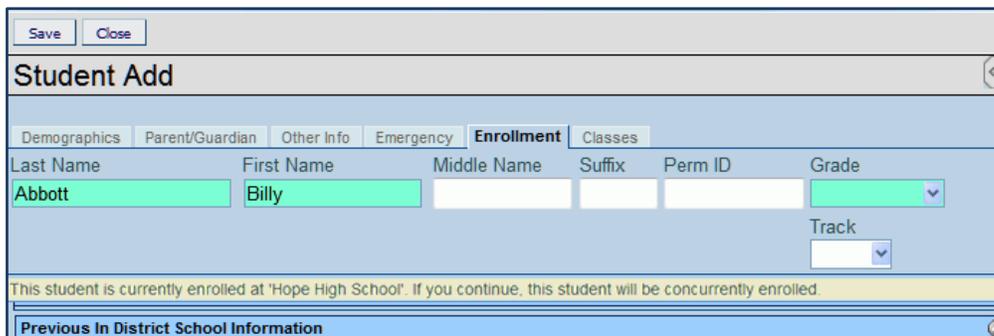
Figure 3-45 Concurrent Enrollment Warning

ACTIVATE A STUDENT

Caution: If your school district allows for concurrent enrollments, Edupoint recommends using the Add a Student 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:

1. 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.

Figure 3-46 Checking Current Focus

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.
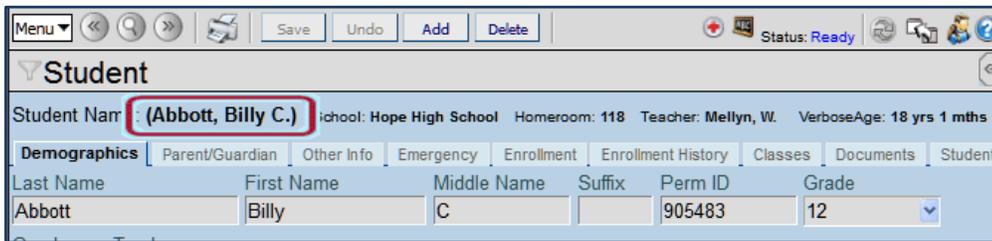
Figure 3-47 Student Screen Inactive Student

4. Click on the **Menu** at the top of the screen and select **Activate Student**. The Activate Student screen opens in a separate window.
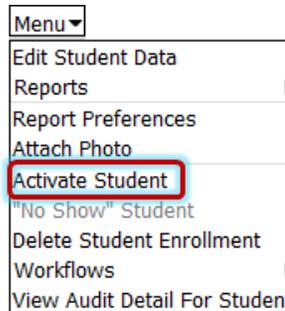
Figure 3-48 Student Screen Menu Options

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.

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.

Figure 3-50 Activated Student

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.

Figure 3-52 Active Student

3. Click **Menu** at the top of the screen and select **Inactivate Studen**t. The Inactivate Student screen opens in a separate window.
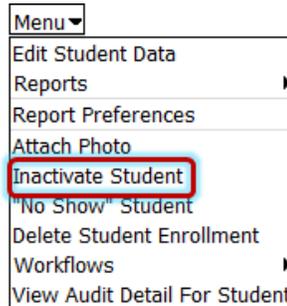
Figure 3-53 Student Screen Menu Options

The **Leave Date** and **Leave Code** are mandatory on this screen.
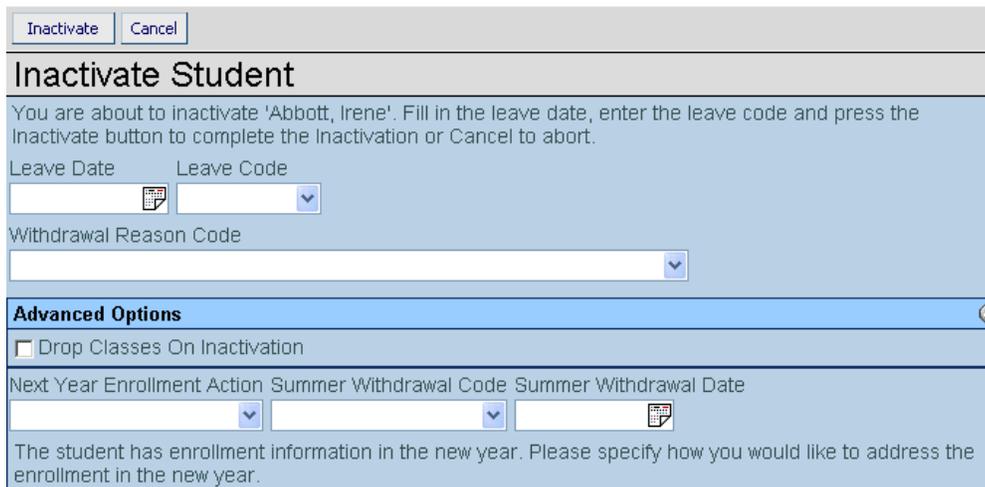
Figure 3-54 Inactivate Student Screen

4. Enter the **Leave Date** in MMDDYY format or click 📝 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.
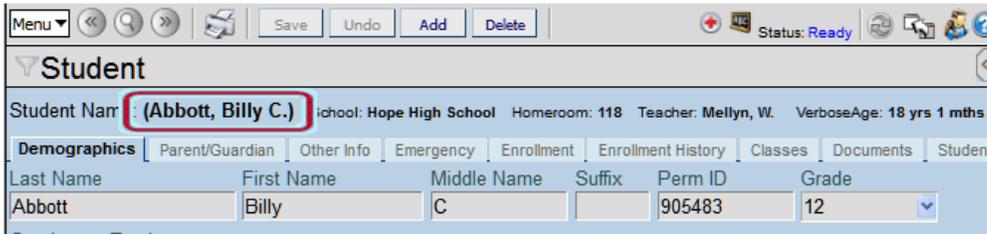
Figure 3-55 Inactive Student

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.

Figure 3-57 Active Student

3. To no show the student, click **Menu** at the top of the screen and select **"No Show" Student**.
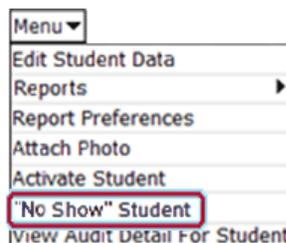
Figure 3-58 Student Screen - Menu Options - No Show Student

The No Show Student screen opens in a separate window. The **Summer Withdrawal Date** and **Summer Withdrawal Code** are mandatory on this screen.
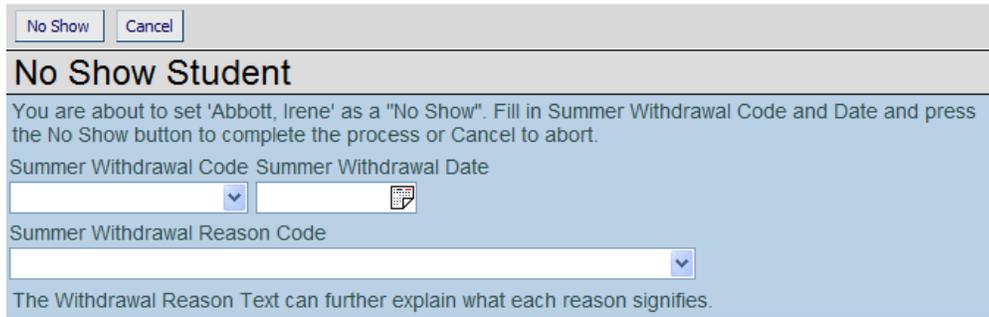
Figure 3-59 No Show Student Screen

4. Select the **Summer Withdrawal Code** from the drop-down list.

5. Enter the **Summer Withdrawal Date** in MMDDYY format or click ⬚ 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.
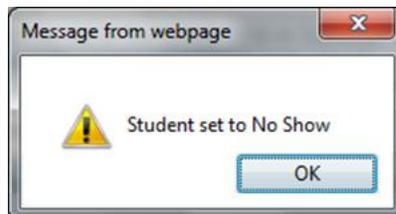
Figure 3-60 Message from webpage

The student is withdrawn and marked as No Show as noted by parentheses around the student's name.
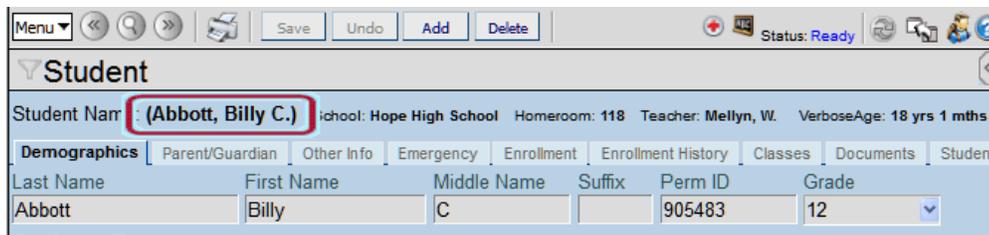
Figure 3-61 Inactive Student

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**.
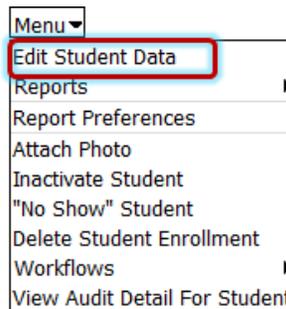
Figure 3-63 Student Screen Menu Options

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.

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.**
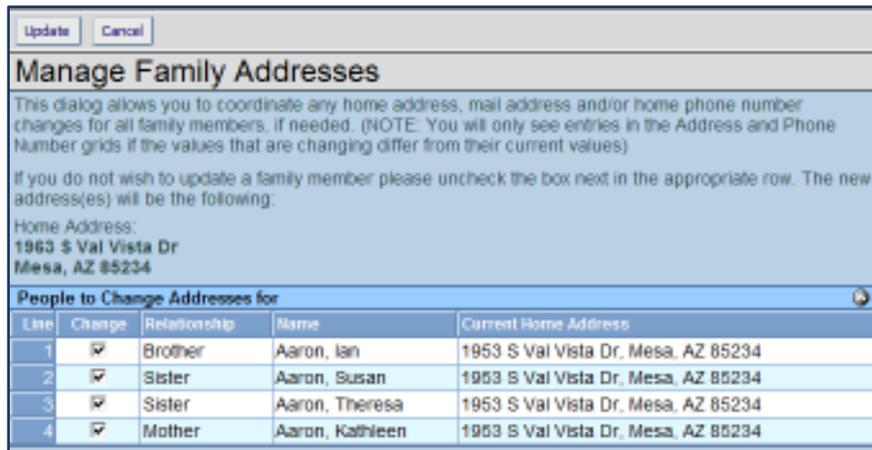
Figure 3-65 Manage Family Addresses Screen

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 ⊠ on line of record to delete. The phone number will be deleted when the record is saved.
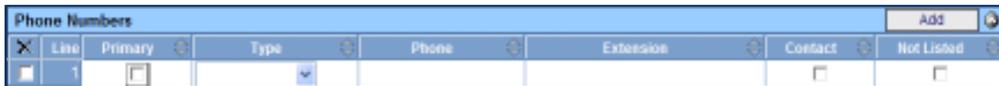
Figure 3-66 Phone Numbers Grid

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.
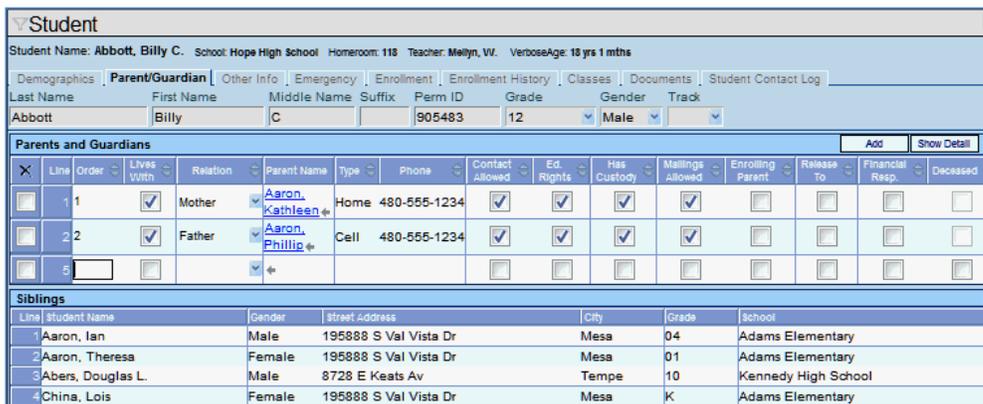
Figure 3-67 Student Screen Parent/Guardian Tab

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.
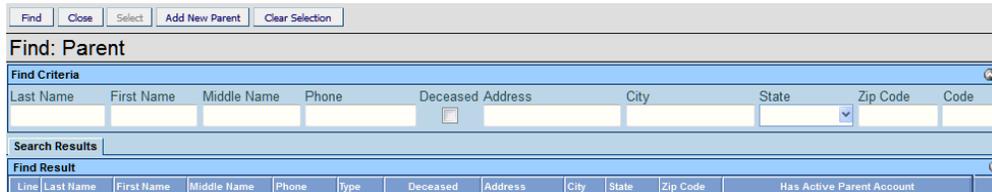
Figure 3-69 Find: Parent Screen

6. Click on the line with the desired parent name to select. The row highlights.

7. Click **Select** to add the parent.
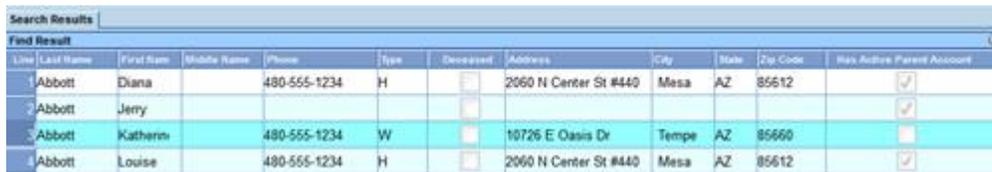
Figure 3-70 Find: Parent Screen

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 [icon] to check spelling.
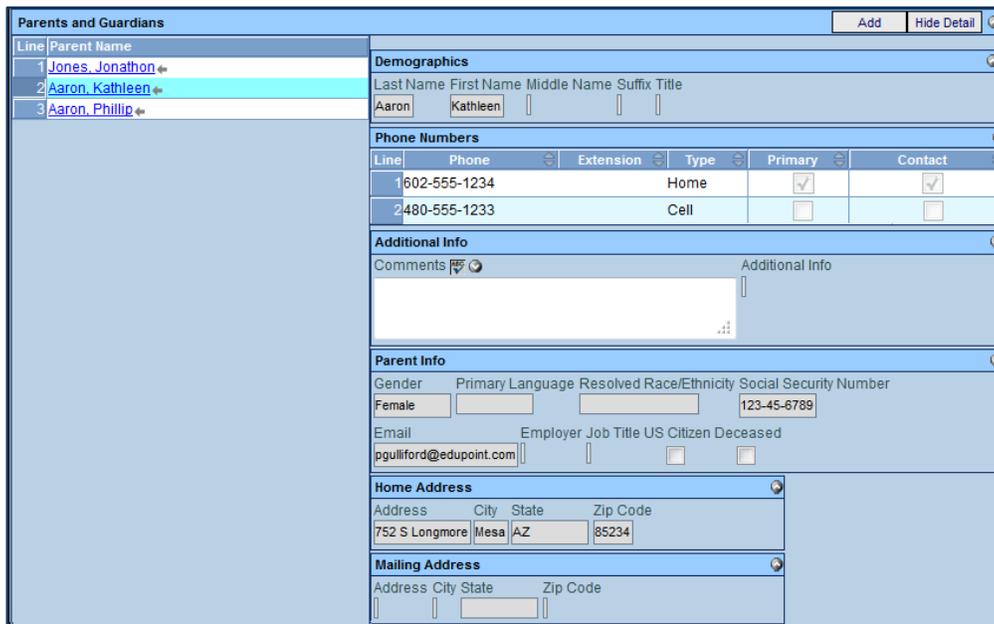
Figure 3-71 Student Screen Parent/Guardian Tab

9. Click Save before switching to another tab.

To delete a parent from the record,

1. Check [icon] 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.

Figure 3-72 Lockers Grid

2. Enter all or part of the **Locker Number**, **Type,** and/or **Location.**
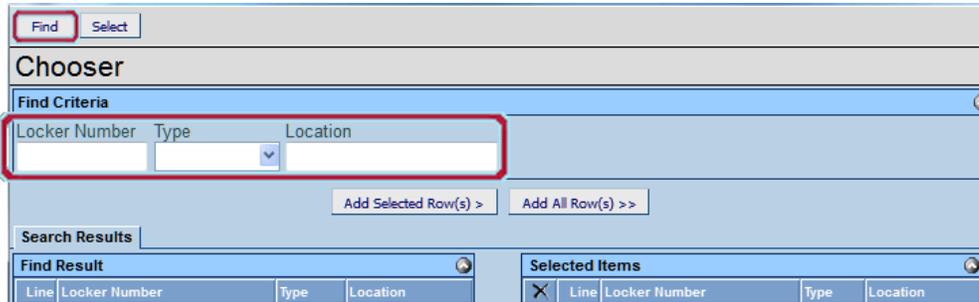
Figure 3-73 Chooser Screen

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 ☒ on line of locker record to delete and click **Save.**.
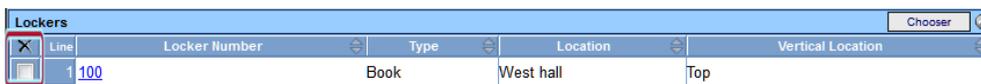
Figure 3-74 Lockers Grid

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

EMERGENCY

On the Emergency tab, all white fields are editable.

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.

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 [×] 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.

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.

Figure 3-78 Student Screen Enrollment Tab

⚠ **CAUTION!**   **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 _tab_ 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 _screen_.

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.

Figure 3-80 Enrollment History Screen Enrollment Tab

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

2. 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.
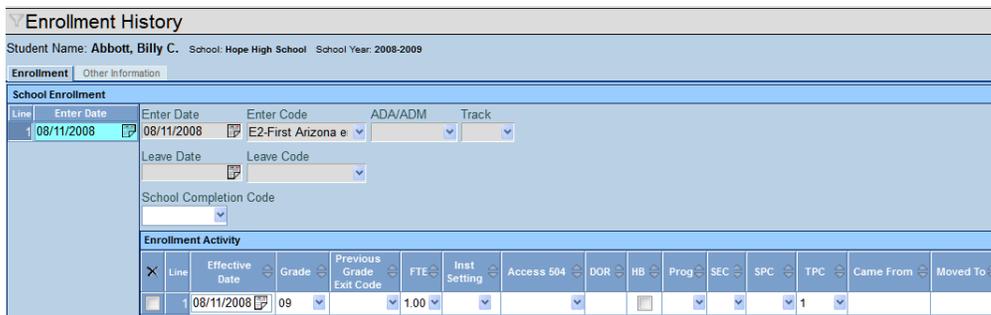
Figure 3-81 Enrollment History Screen Enrollment Tab Detailed Screen

The Enrollment Activity record extends far to the right on this screen. There are six district-customizable 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.**

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.

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**.

Figure 3-84 Student Screen 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.

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.

9. 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 ☒ 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.
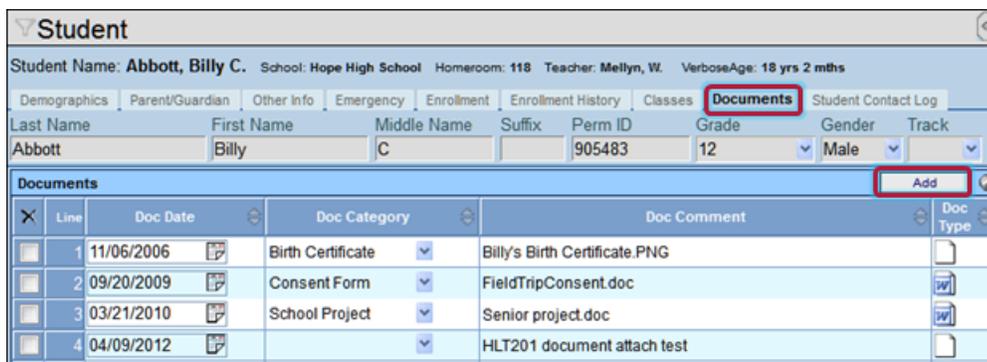
Figure 3-86 Student Screen Documents Tab

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.
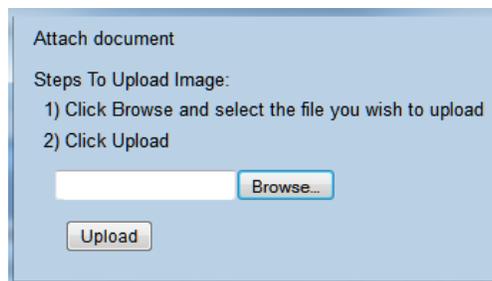
Figure 3-87 Attach Document Screen

4. Once the file is listed in Browse, click **Upload** to add the document.
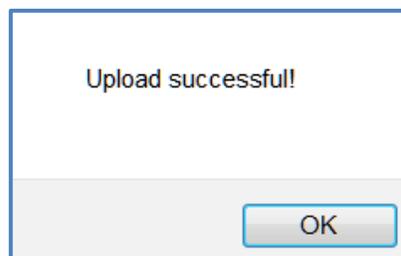
Figure 3-88 Upload Success Message

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.

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 ☒ 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.
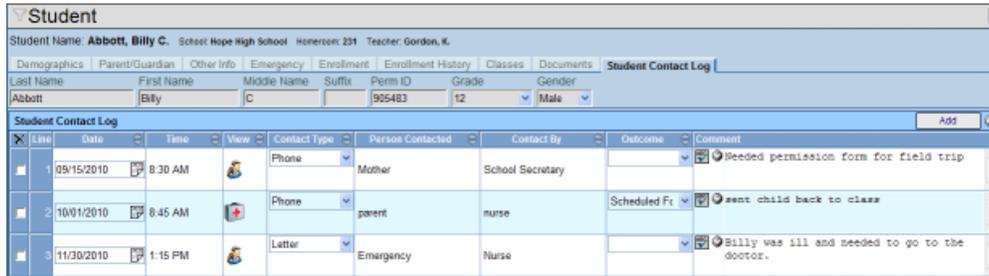
Figure 3-90 Student Screen Student Contact Log Tab

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 and select date.
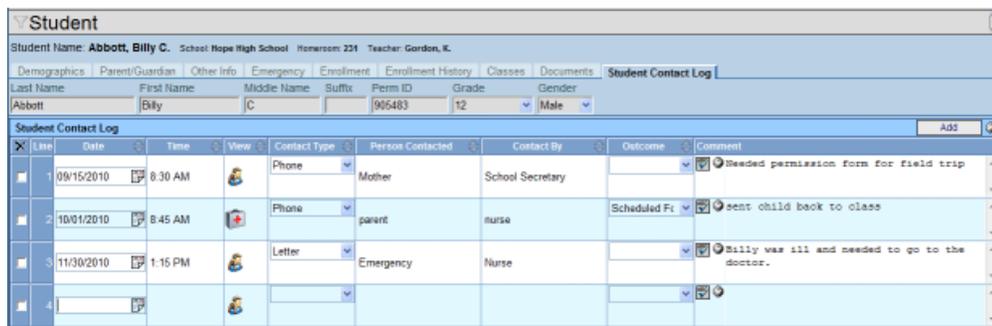
Figure 3-91 Student Screen Student Contact Log tab

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 .

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.

ATTACH A PHOTO

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**.
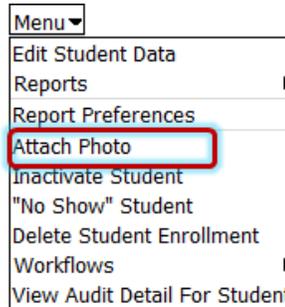
Figure 3-92 Student Screen Menu Options

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.

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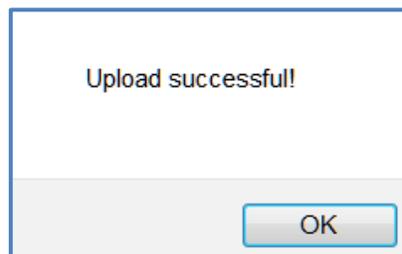
5. Uploaded photos replace the current photo. To remove the photo without replacing it with a new photo, click **Clear Photo** instead of **Upload.**

STUDENT SCREEN MENU OPTIONS

At the top of the Student screen, a **Menu** provides access to additional information regarding the student's records.
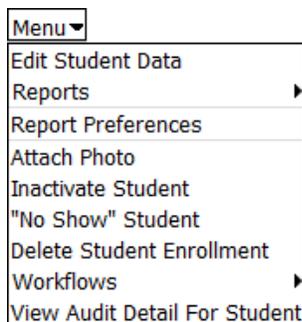
Figure 3-95 Student Screen Menu Options

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 Chapter Six: Reports.

- **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: Attach a Photo.

- **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: Delete Student Records.

- **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

Figure 3-97 Printed Student Scree
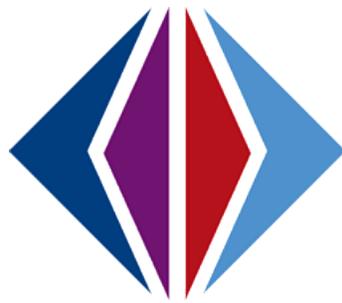
Chapter Four:
OTHER STUDENT MANAGEMENT SCREENS

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.

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**.

Figure 4-2 Mass Assign Counselor Screen

4. Type a **Description** of the process. The description may be checked for spelling by clicking ![ABC icon].

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.
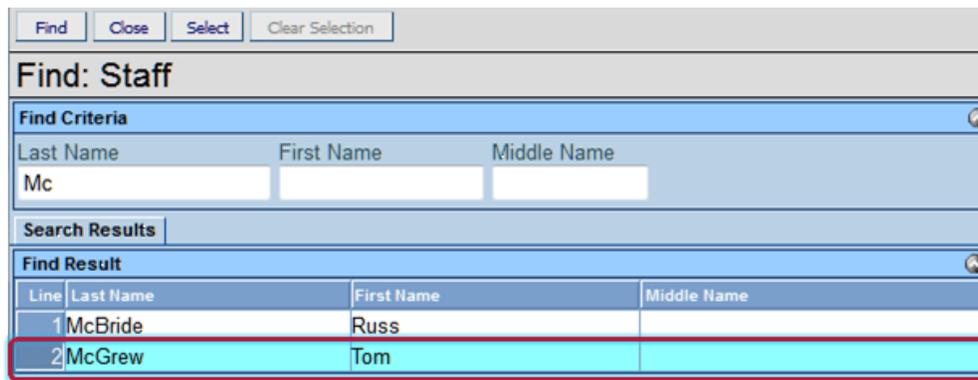
Figure 4-3 Find Staff Screen Search Results

6. If adding a counselor, select how to assign the counselor from the **Update Options** drop-down 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.
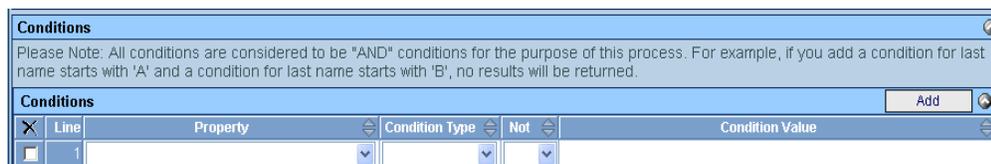
Figure 4-4 Mass Assign Counselor Screen Add Condition

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 ⊠ to remove a condition.
8. Click **Save**.

STUDENTS

Specific students may be selected instead of using a condition.

1. Click the **Students** tab.

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.
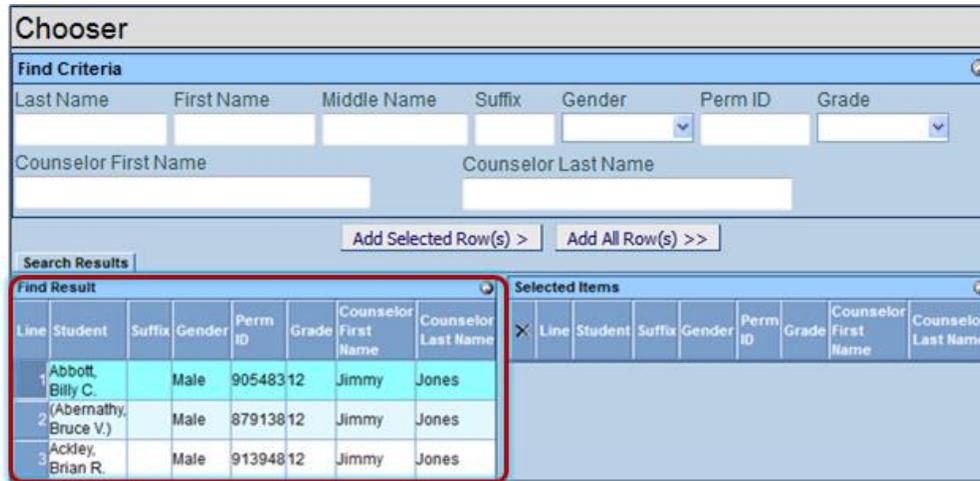
Figure 4-6 Chooser Screen

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.
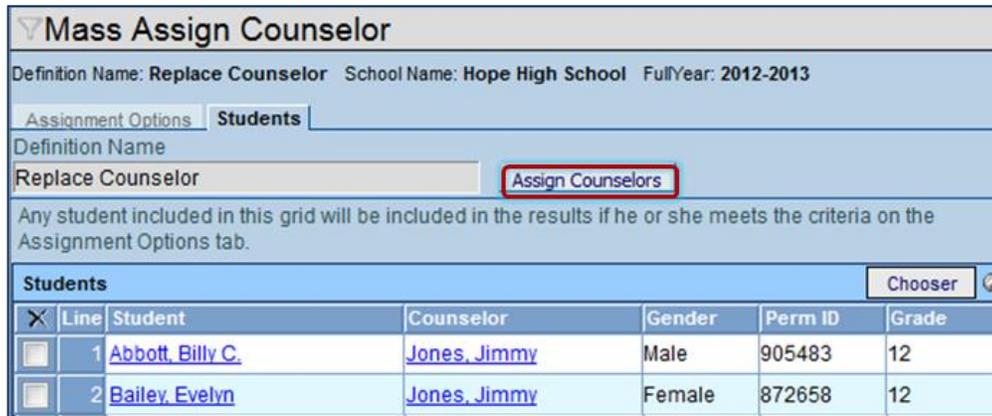
Figure 4-7 Mass Assign Counselor Screen Students Added

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**.
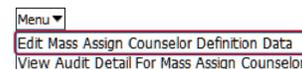
Figure 4-8 Menu Options

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.

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
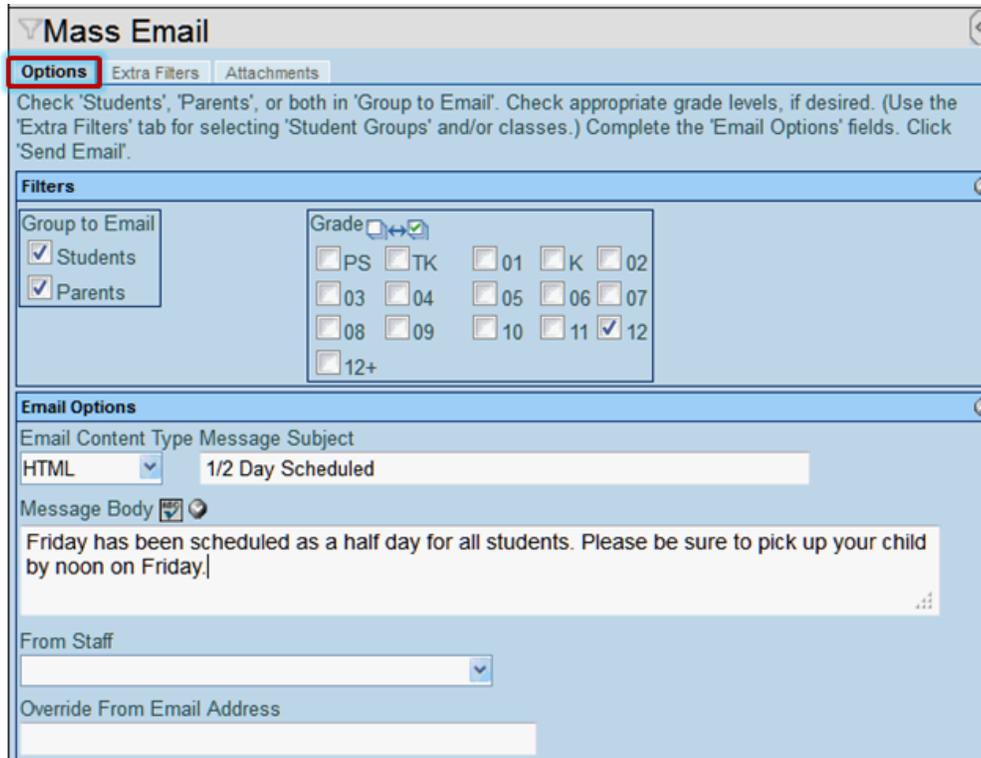
Figure 4-10 Mass Email Screen Send Mass Email

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.

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.

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.

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.

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**.
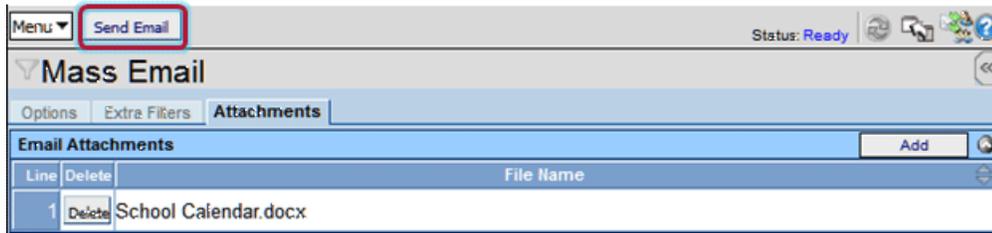
Figure 4-15 Mass Email Screen Attachment Tab

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

> **Reference:**   Before email messages can be sent, Synergy SIS must be configured to use an email server as outlined in the *Synergy SIS – System*

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.

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.

Figure 4-17 Checking Current Focus

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.
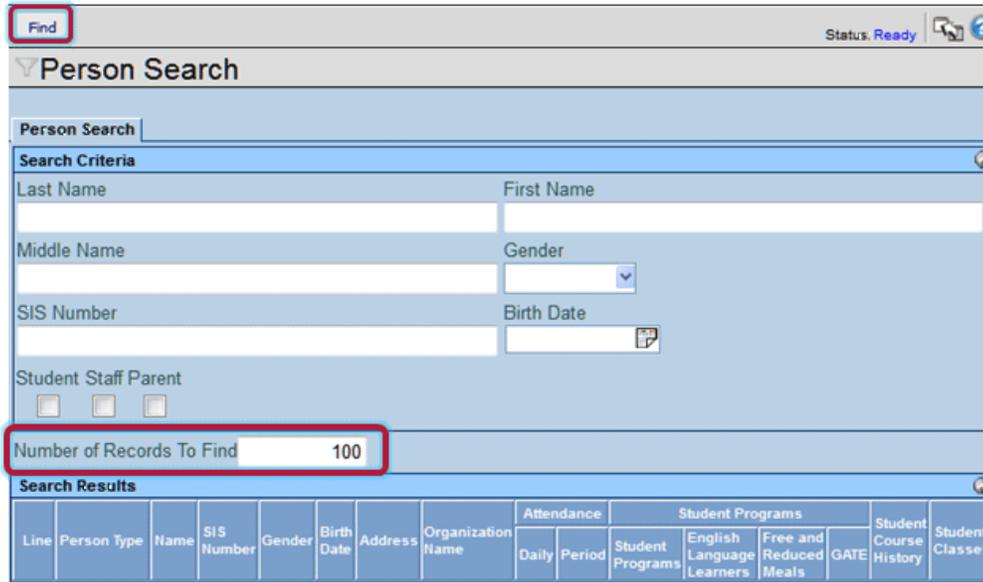
Figure 4-18 Person Search Screen

3. Enter partial or complete information on any field in the **Search Criteria**.

4. Filter the records returned by checking **Student, Staff,** or **Paren**t. 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.

 Student Record   Staff Record   Parent Record

Figure 4-19 Person Search Screen Person Type Icons

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.

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.
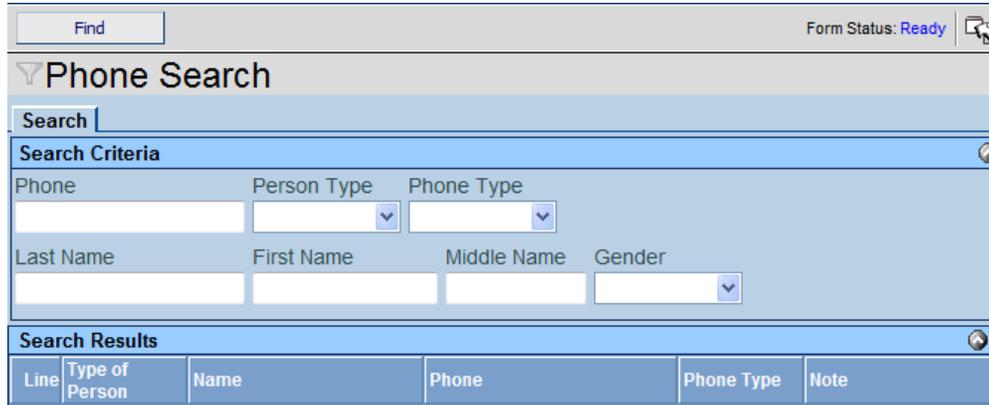
Figure 4-21 Phone Search Screen

2. 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.

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.
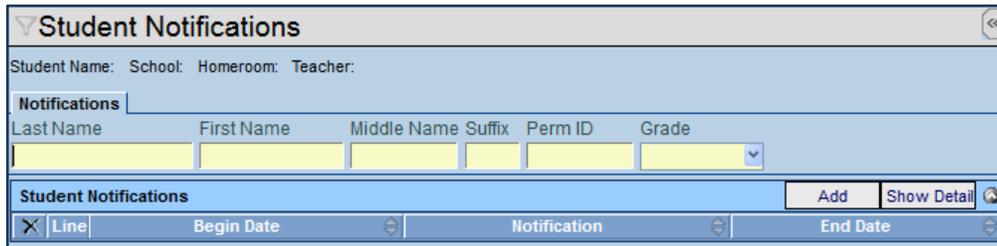
Figure 4-23 Student Notifications Screen

2. Find the student's records using either **Scroll** or **Find mode** as outlined in Chapter Two of this guide.
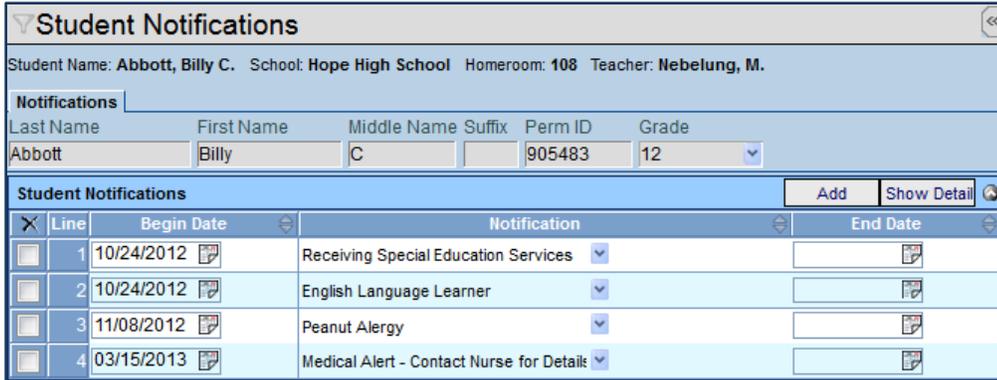
Figure 4-24 Student Notifications Screen

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

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 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.

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.

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.

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.

Figure 4-29 Checking Current Focus

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** 🔤 to check spelling. Click the drop-down 🔽 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**.

Figure 5-1 Synergy SIS Pad 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.
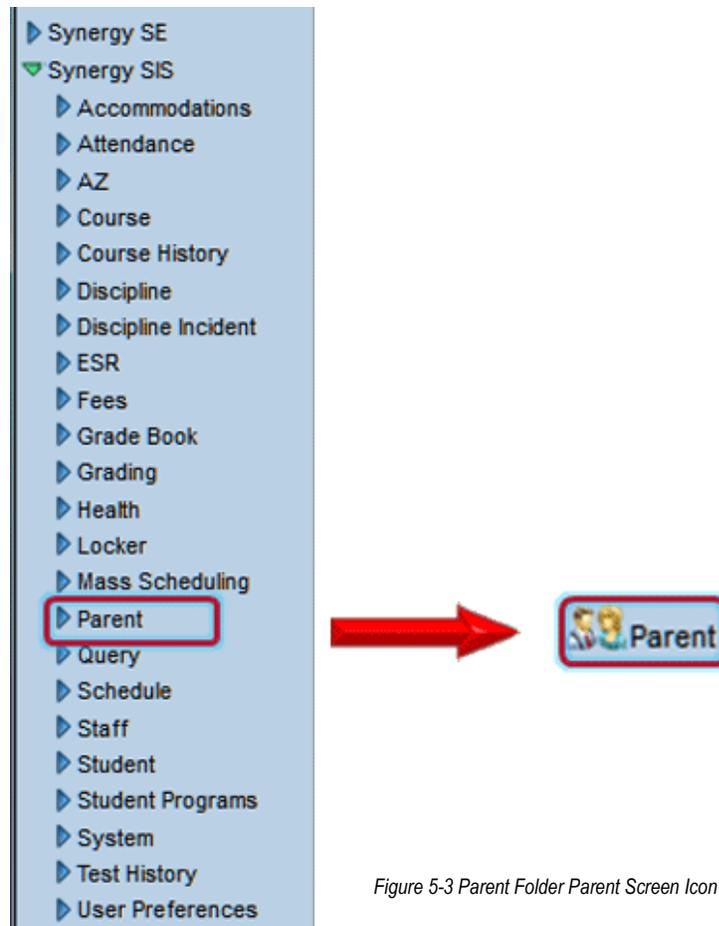
Figure 5-3 Parent Folder Parent Screen Icon

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

SCREEN PARENT RECORDS

Once the desired record has been found, (see [Chapter Two: Finding & Sorting Records](#)) 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:

Figure 5-4 Parent Screen Demographics Tab

- 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 🔽 for the section.

CHILDREN

The information on the Children tab includes:

Figure 5-5 Parent Screen Children Tab

> **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.
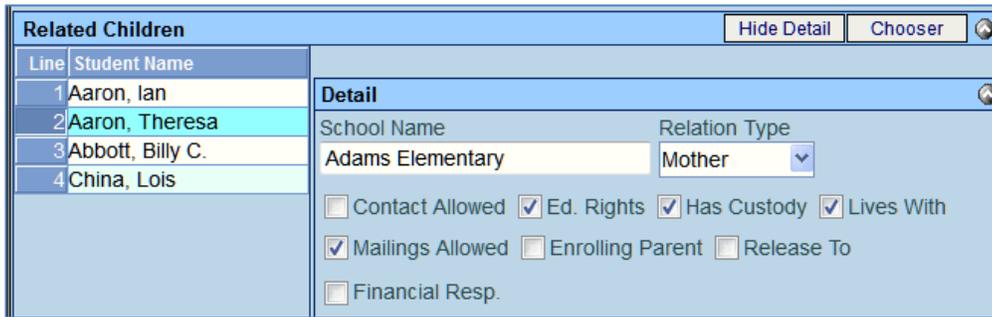
Figure 5-6 Parent Screen Children Tab Detailed Screen

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:
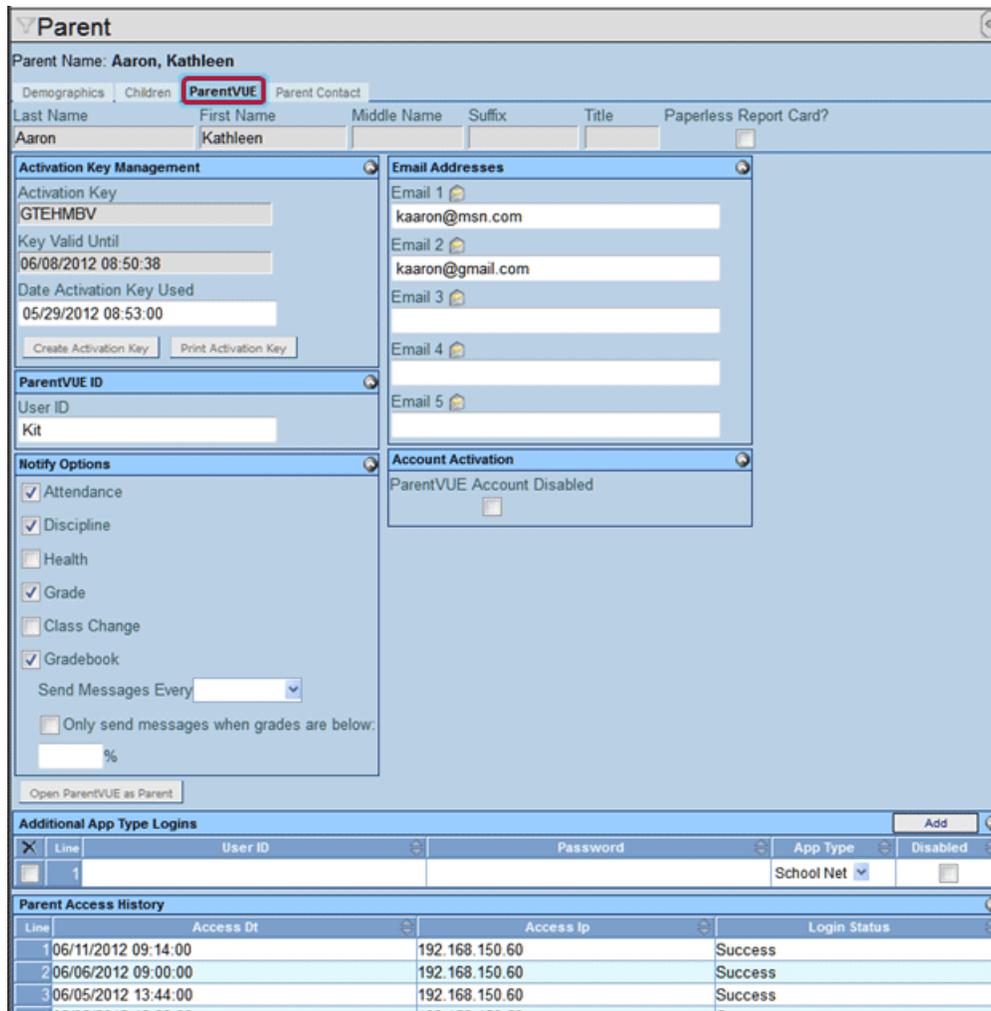
Figure 5-7 Parent Screen ParentVUE Tab

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:
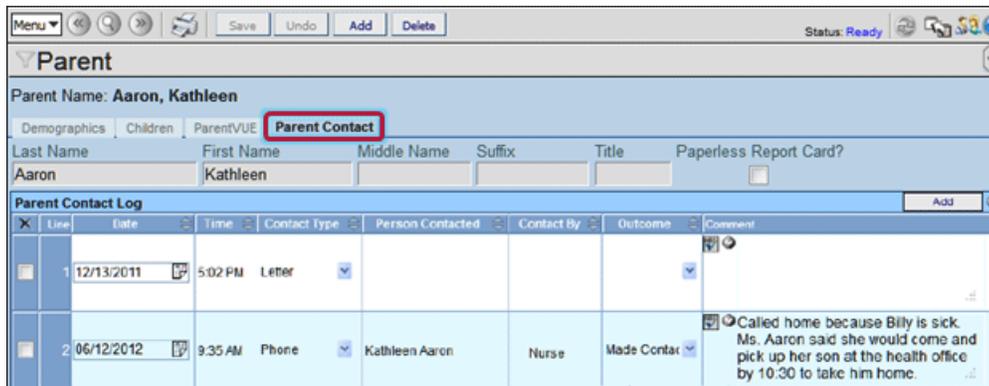
Figure 5-8 Parent Screen Parent Contact Tab

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 right-hand corner where it says Form Status.

DEMOGRAPHICS

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.
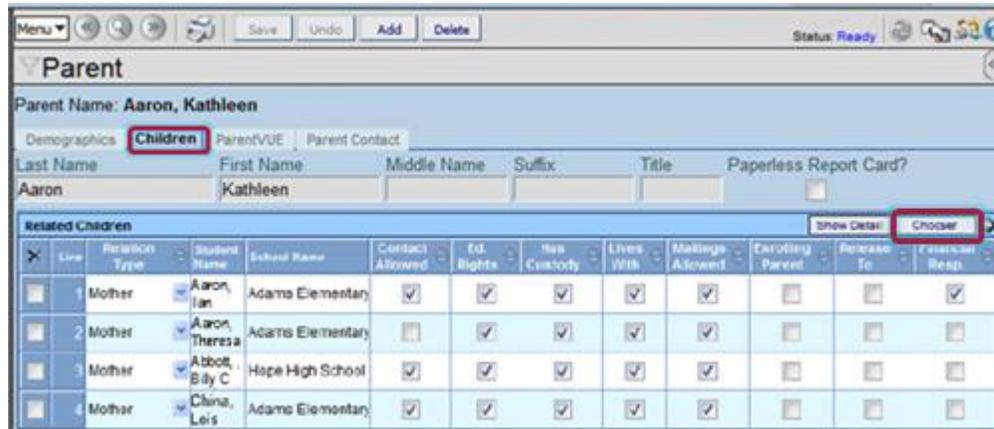
Figure 5-11 Parent Screen Children Tab

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,
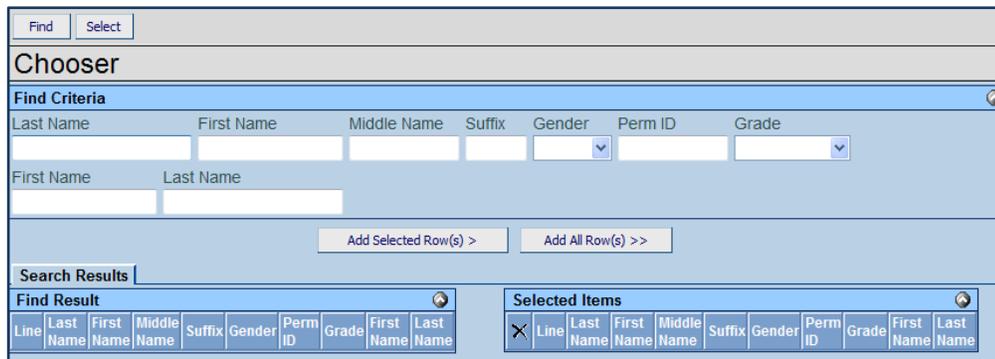
Figure 5-12 Chooser Screen

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.
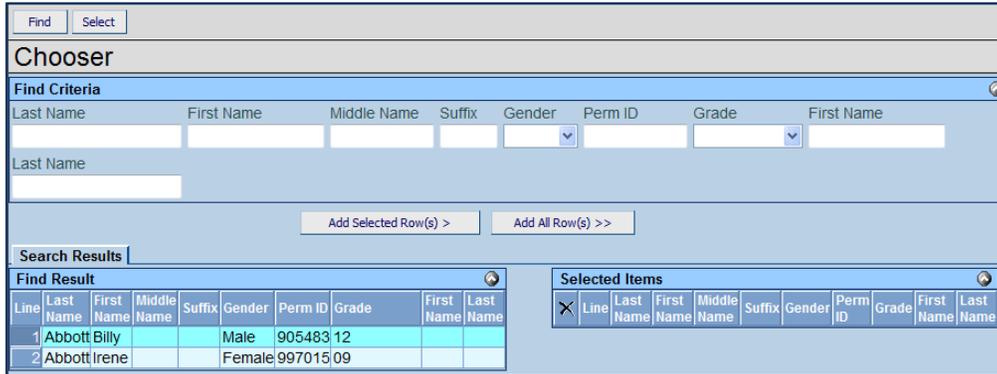
Figure 5-13 Chooser Screen

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.
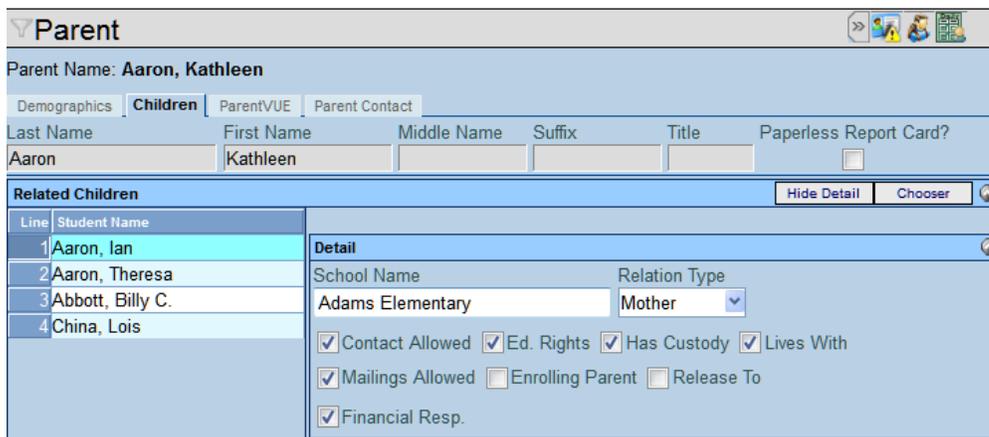
Figure 5-14 Parent Screen Children Tab

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*.
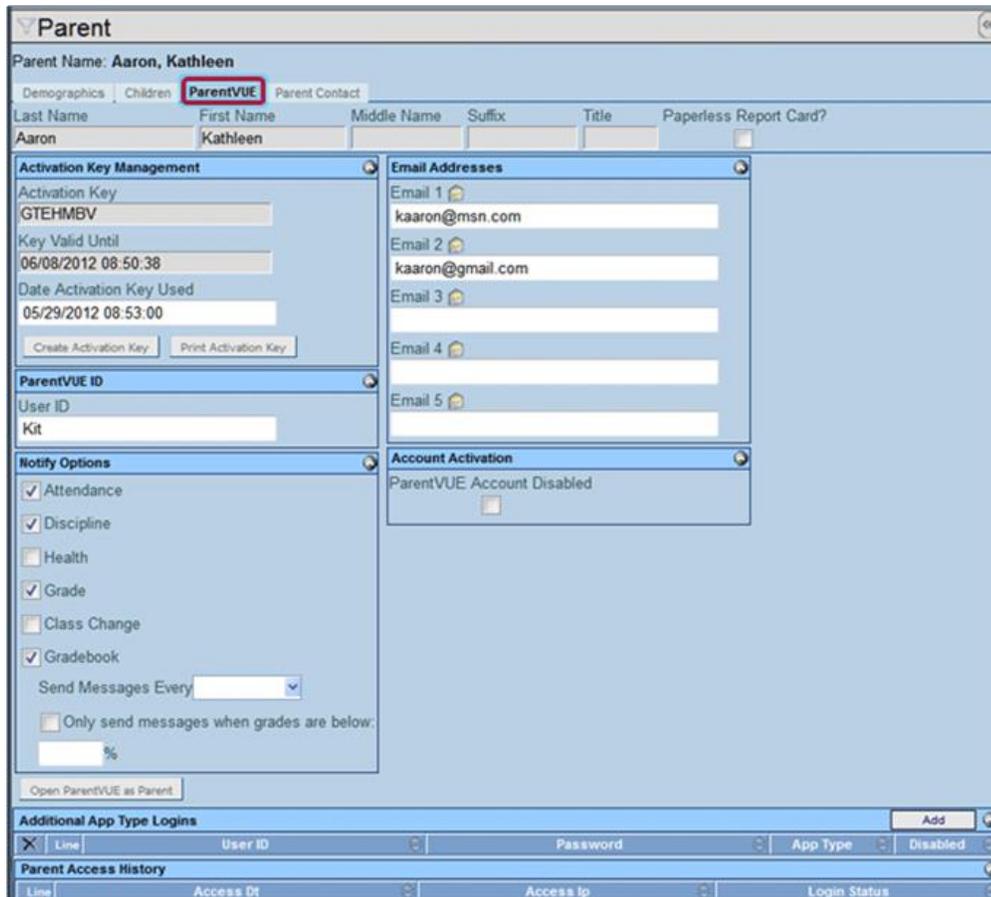
Figure 5-15 Parent Screen ParentVUE Tab

PARENT CONTACT

1. To add a record of contact with the parent, click the **Parent Contact tab**.
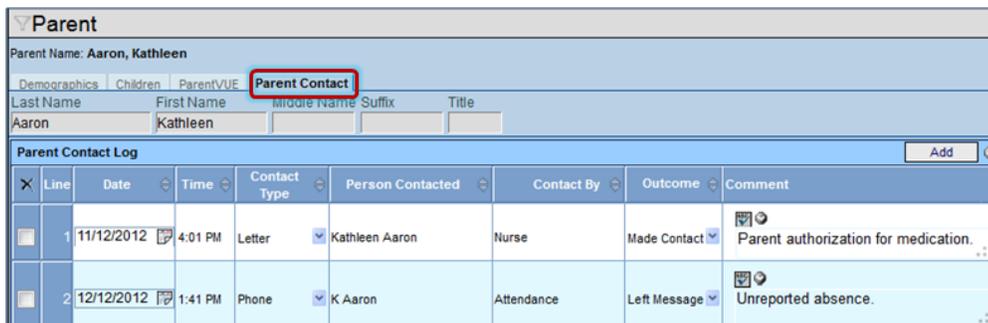
Figure 5-16 Parent Contact Tab

2. Click **Add**. A blank line displays and the contact information can be entered.

3. Check ⌧ to delete an undesired record.

4. Once the changes have been completed, click **Save** or **Undo**.

DELETE PARENT RECORD

1. Remove all children from the parent's record.
2. Click **Delete** at the top of the screen.
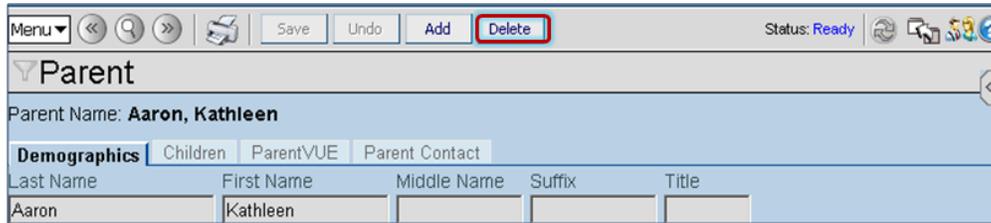
Figure 5-17 Parent Screen

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.

Figure 5-18 New Parent Screen

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.

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**.

Figure 5-20 New Parent Screen Race and Ethnicity

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

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.

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 *Edit Parent Records* section earlier in this chapter.

PARENT SCREEN MENU OPTIONS

The **Menu** provides access to additional parent information.
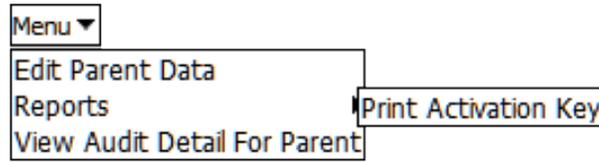
Figure 5-23 Parent Screen Menu Options

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 *Edit Parent Records* 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*.
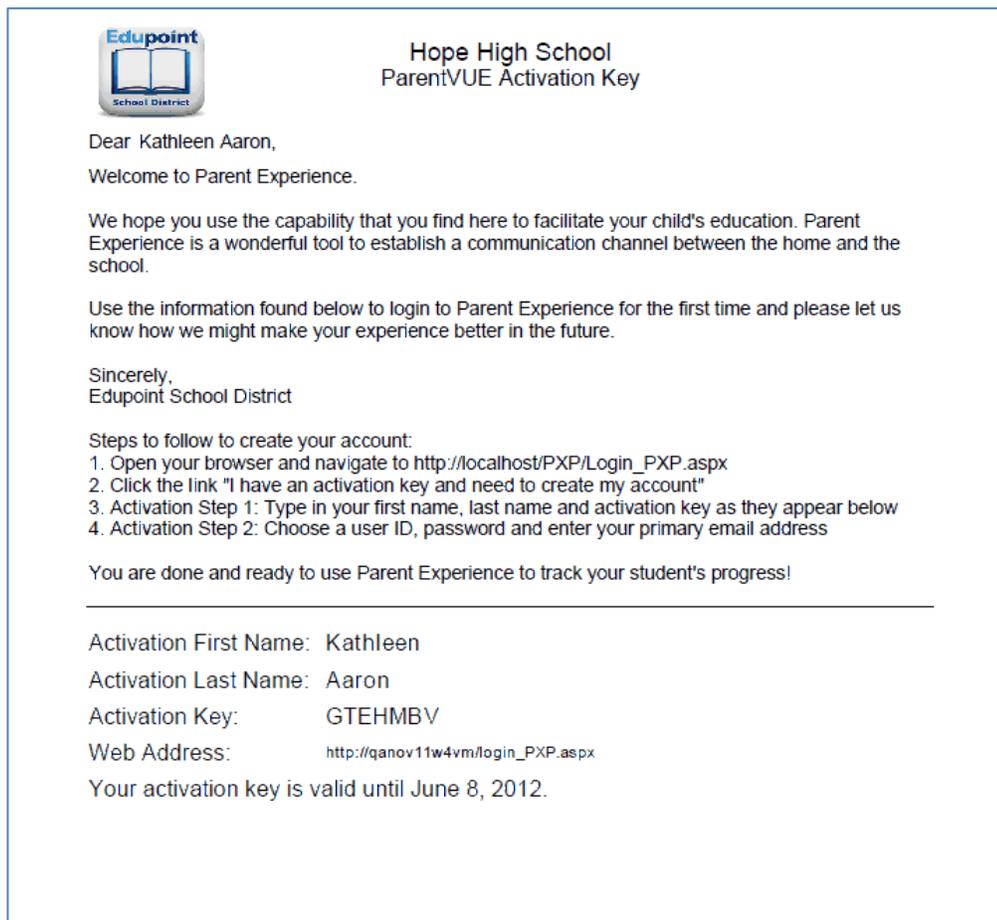
Figure 5-24 ParentVUE Activation Key Letter

- **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.

Figure 5-25 Parent Audit Trail History 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**.

Figure 6-2 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 **Parent** or click on the **blue triangle** pointing next to it.
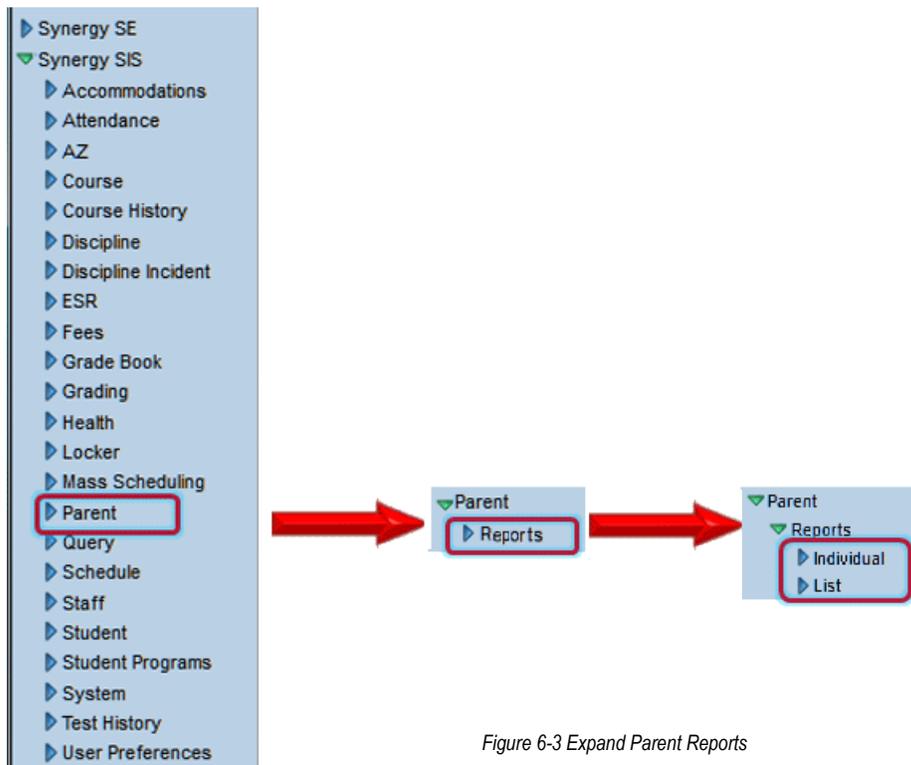
Figure 6-3 Expand Parent Reports

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.
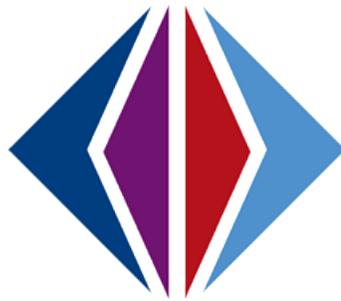
PVU202 – ParentVUE Activation Key Letter

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.

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.

Hope High School
ParentVUE Activation Key

Dear Kathleen Aaron,

Welcome to Parent Experience.

We hope you use the capability that you find here to facilitate your child's education. Parent Experience is a wonderful tool to establish a communication channel between the home and the school.

Use the information found below to login to Parent Experience for the first time and please let us know how we might make your experience better in the future.

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 Parent Experience to track your student's progress!

Activation First Name: **Kathleen**

Activation Last Name: **Aaron**

Activation Key: **ZJQPPMZ**

Web Address: **http://localhost/PXP/Login_PXP.aspx**

Your activation key is valid until 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.

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.

Edupoint	Hope High School **Parent/Student Portal Activity** As of 04/22/2011	Year: 2010-2011 Report: PVU401

Staff Name		Section ID		Period	CourseID	Course Title		Room Name
Aderson, Gordon		**0140**		**1**	**MA40**	**Algebra II**		**128**

Student Name	Relation	Parent Name	Account Created?	Last Login	Total Logins
Adams, Larry A.			No		
	Father	Adams, Steve	No		
	Mother	Adams, Jacqueline	No		
Bingham, Janice			No		
	Father	Bingham, Timothy	No		
	Mother	Bingham, Susan	No		
Bowser, Kathryn J.			No		
	Father	Bowser, Lawrence	No		
	Mother	Bowser, Julia	No		
Cabrera, Daniel C.			No		
	Mother	Cervantes, Joyce	No		
	Step-Father	Cervantes, Jose	No		
Clark, Martha K.			No		
	Father	Clark, Lawrence	No		
	Mother	Clark, Sarah	No		
Damiani, Juan T.			No		
	Father	Damiani, Peter	No		
	Mother	Damiani, Kelly	No		
Gardner, Adam L.			No		
	Father	Gardner, Jeffrey	No		
	Mother	Gardner, Kimberly	No		
Grimm, Timothy D.			No		
	Mother	Grimm, Denise	No		
Hamblin, Christina L.			No		
	Father	Hamblin, Lawrence	No		
	Mother	Hamblin, Donna	No		
Ingham, Stephanie B.			No		
	Father	Ingham, Martin	No		
	Mother	Ingham, Annie	No		
Jennings, Jacqueline E.			No		
	Father	Jennings, Steven	No		
	Mother	Jennings, Frances	No		
John, Mildred E.			No		
	Father	John, Eric	No		
	Mother	John, Barbara	No		
Johnson, Bobby E.			No		
	Father	Johnson, Henry	No		
	Mother	Johnson, Lisa	No		
Johnston, Joan J.			No		
	Father	Johnston, Frank	No		
McPeck, Joshua A.			No		
	Grandfather	Norman, Henry	No		
	Grandmother	Mary, Stephanie	No		
Miilu, Kelly A.			No		
	Father	Miilu, Gregory	No		
	Mother	Miilu, Ruby	No		
Miller, Steve R.			No		

Printed by Admin User at 04/22/2011 12:52 PM	Edupoint School District	Page 1 of 20

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.

Figure 6-5 Expand Synergy SIS Folder

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.
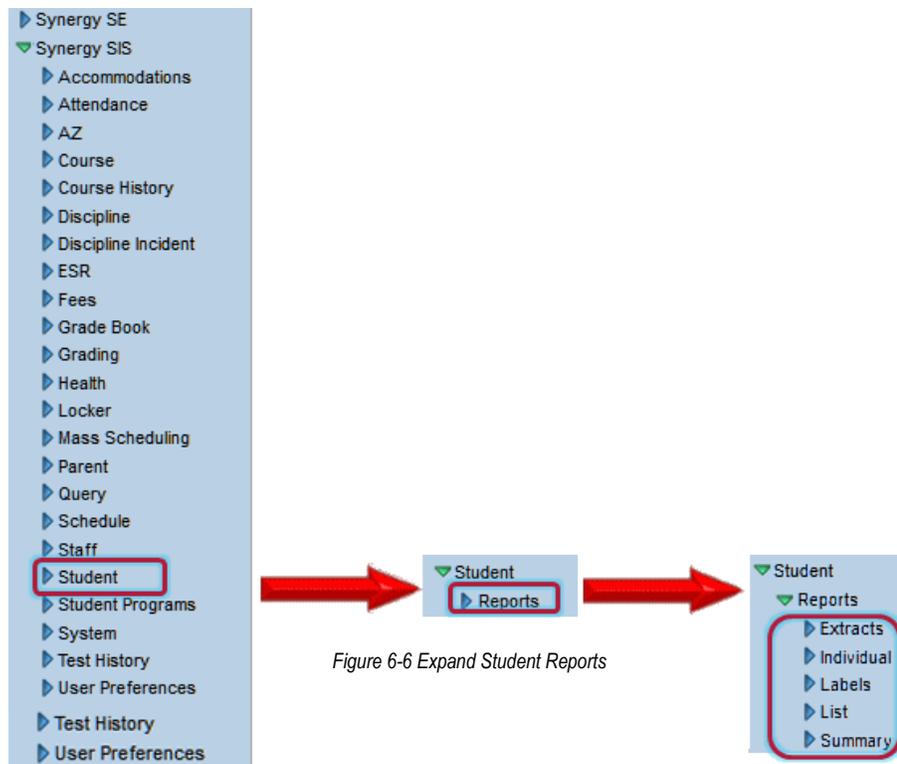
Figure 6-6 Expand Student Reports

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.
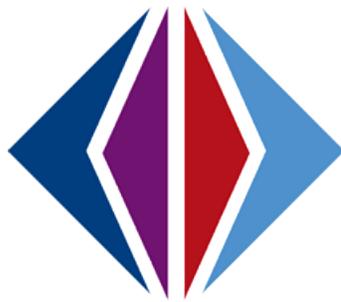
CNF201 – Student Conference Profile

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 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.

Hope High School
Student Conference Profile

Year: 2010-2011
Report: CNF201

Abbott, Billy C.

General Information

Student Name:	Perm ID:	Gen:	Grade:	Enter Date:	Leave Date:
Abbott, Billy C.	905483	M	12	08/31/2010	

Last Name Goes By:	Nick Name:	Birth Date:	Address:
		05/12/1993	1954 S Val Vista Dr

Phone:	Home Language:	Resolved	Mesa, AZ 85234
480-555-1214	Spanish	White	

Conference Information

Description	Meeting Date	Referred By	Staff
Parent Meeting	02/01/2008		McGrew, Tom

Referral Date	Followup Date	Notification Date	

Comment
Discussed Billy's continued lack of effort to complete homework assignments.

Description	Meeting Date	Referred By	Staff
Course Requests	02/11/2008		McGrew, Tom

Referral Date	Followup Date	Notification Date	

Comment
Discussed student's next year requests

Description	Meeting Date	Referred By	Staff
Parent Meeting	03/06/2008		McGrew, Tom

Referral Date	Followup Date	Notification Date	

Comment
Discussed Billy's lack of effort. Parents are going to institute a series of rewards/punishments at home.

Description	Meeting Date	Referred By	Staff
Student Meeting	08/26/2009		McGrew, Tom

Referral Date	Followup Date	Notification Date	
	10/28/2010		

Comment
Student wanted to get out of class

Description	Meeting Date	Referred By	Staff
Parent Meeting	10/28/2010		Vesta, Cindy

Referral Date	Followup Date	Notification Date	
	11/01/2010		

Comment
Met to discuss current schedule. Decided to put Billy into different math class.

Printed by Admin User at 04/19/2011 4:50 PM   Edupoint School District   Page 1 of 1

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 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.

Adams Elementary
Student Conference Summary
From 08/30/2010 to 04/22/2011

Year: 2010-2011
Report: CNF601

Reason For Visit	01			02			03			04			05			06			Total
	Female	Male	Total	Female	Male	Total	Female	Male	Total	Female	Male	Total	Female	Male	Total	Female	Male	Total	Total
Concepts										0	1	1							1
Emotional Issue							0	1	1							1	0	1	2
Graduation Review	1	1	2	0	2	2	0	3	3	2	0	2	3	1	4	2	4	6	19
Groups							1	0	1				0	1	1	1	2	3	5
Instruction	0	1	1				0	3	3				0	1	1	3	0	3	8
Parent Meeting										0	1	1							1
Schedule Change	1	0	1													3	0	3	4
Totals	2	2	4	0	2	2	1	7	8	2	2	4	3	3	6	10	6	16	40

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 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.

Hope High School
Student Group Profile

Year: 2010-2011
Report: GRP201

Student Information

Student Name	Perm ID	Gender	Grade	Track	Address
Abbott, Billy C.	**905483**	**M**	**12**	**Tra**	**1954 S Val Vista Dr**

Last Name Goes By	Nick Name	Birth Date	Mesa, AZ 85234
		05/12/1993	

Phone	Home Language	Resolved	Enter Date	Leave Date
480-555-1214	**Spanish**	**White**	**08/31/2010**	

Custodial Information

Mother	Phone Type	Phone	Extension
Aaron, Kathleen	**H**	**480-555-1214**	

☐ Contact Allowed   ☐ Has Custody   ☐ Lives With   ☐ Ed. Rights   ☐ Mailings Allowed

Father	Phone Type	Phone	Extension
Aaron, Phillip	**C**	**480-555-6767**	

☐ Contact Allowed   ☐ Has Custody   ☐ Lives With   ☐ Ed. Rights   ☐ Mailings Allowed

Baseball

Enter Date:	Leave Date:	
11/10/2010	**02/09/2011**	
Eligibility Status:	Eligibility Reason:	

Basketball

Enter Date:	Leave Date:	
08/11/2010	**02/09/2011**	**Davis, Paul**
Eligibility Status: **Eligible**	Eligibility Reason:	

Chess Club

Enter Date:	Leave Date:	
11/18/2010	**02/09/2011**	

Football

Enter Date:	Leave Date:	
08/11/2010	**02/09/2011**	
Eligibility Status:	Eligibility Reason:	

National Honor Scty

Enter Date:	Leave Date:	
08/11/2010	**02/09/2011**	

Test Group

Enter Date:	Leave Date:	
03/15/2011		

Abbott, Billy C.

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 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.

Hope High School
Student Group History

Year: 2010-2011
Report: GRP202

General Information

Student Name:	Perm ID:	Gend	Grade:	Enter Date:	Leave Date:
Abbott, Billy C.	**905483**	**M**	**12**	**08/31/2010**	

Last Name Goes By:	Nick Name:		Birth Date:	Address:
			05/12/1993	**1954 S Val Vista Dr**
480-555-1214	Home Language: **Spanish**	Resolved **Two or More**		**Mesa, AZ 85234**

2010-2011 Hope High School, Grade 12

Enter Date	Leave Date	Student Group	Lettered	Eligibility Status
06/27/2011		Kathy's Group Test	☐	
06/17/2011		AVID	☐	
03/01/2011	04/01/2011	Test Group	☐	
11/18/2010	02/09/2011	Chess Club	☐	
11/10/2010	02/09/2011	Baseball	☐	
08/11/2010	02/09/2011	Basketball	☑	Eligible

Award Date	Award - Comment
07/11/2011	Year Pin

Enter Date	Leave Date	Student Group	Lettered	Eligibility Status
08/11/2010	02/09/2011	Football	☐	
08/11/2010	02/09/2011	National 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.

REPORT OPTIONS:

Groups:

Check boxes of groups to print.

Hope High School
Student Group List Report

Year: 2010-2011
Report: GRP401

Code:	Description:
BASE	**Baseball**

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

Printed by Admin User at 04/21/2011 4:12 PM   Edupoint School 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 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.

Hope High School
Group Eligibility

Year: 2010-2011
Report: GRP402

Group Information

Code:	Description:			
BASE	**Baseball**			

Staff Name:		Begin Date: **08/09/2010**	End Date:	Season:

Acevedo, Andrew

Perm ID: **886630**	Gender: **M**	Grade: **11**	Birth Date: **03/03/1994**	Enter Date: **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.**

Ackley, Brian R.

Perm ID: **913948**	Gender: **M**	Grade: **12**	Birth Date: **05/09/1993**	Enter Date: **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, Eugene A.

Perm ID: **873921**	Gender: **M**	Grade: **12**	Birth Date: **10/05/1993**	Enter Date: **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, John A.

Perm ID: **150265**	Gender: **M**	Grade: **11**	Birth Date: **10/14/1994**	Enter Date: **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.**

Acunia, Kenneth O.

Perm ID: **110412**	Gender: **M**	Grade: **10**	Birth Date: **09/18/1995**	Enter Date: **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.**

Printed by Admin User at 04/21/2011 4:13 PM   Edupoint School District   Page 1 of 329

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.

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.

Hope High School
Student Letter Purchasing Report
Varsity Basketball Letters

Year: 2010-2011
Report: GRP410

Student Name	Perm ID	Activities	Letter Purchased	Date Purchased
Abbott, Billy C.	905483	Basketball	☐	
Fairclough, Janice H.	996862	Basketball	☐	

Total Varsity Basketball Letters Required: 2

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.
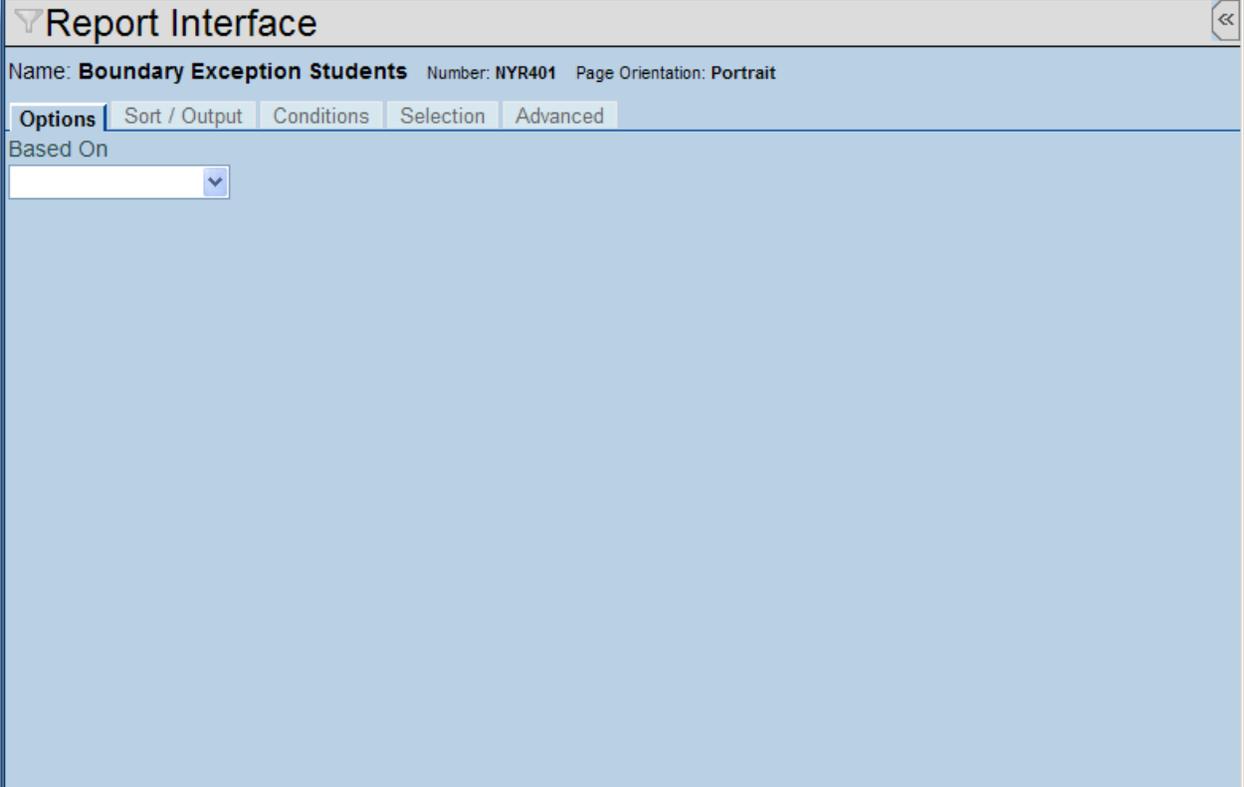
REPORT OPTIONS:

Based On:

Filter report output to include the selected school year.

Adams Elementary
Boundary Exception Students
Based on Current School Year

Year: 2010-2011
Report: NYR401

Student Name	Gender	Grade	Next Grade	Grid Code	Address	City, State Zip Code	Next School
Adams, Paul	Male	PS	PS	99999	1440 S Val Vista Dr	Mesa, AZ 85204	Adams Elementary
Aguilar, Jose	Male	04	K	M232D	604 W 8th Av #235	Tempe, AZ 85661	
Alcala, Nicole A.	Female	PS	K	M253A	1666 S Extension #12108	Tempe, AZ 85661	
(Allen, Kathy R.)	Female	04	K	M240C	1050 S Longmore #258	Mesa, AZ 85614	
Alonzo, Andrew O.	Male	K	K	M239D	1030 S Stewart #w1137	Mesa, AZ 85614	
(Alvarado, Janet)	Female	PS	K	M232A	745 W 5th Av #4	Tempe, AZ 85661	
(Alvarado, Ruby M.)	Female	04	K	99999	Cps	Mesa, AZ 85614	
Amaya, Willie L. JR	Male	03	K	99999	1734 W Drake Ci	Mesa, AZ 85614	
(Appleton, Jerry)	Male	PS	K	M239D	1033 S Longmore #3024	Mesa, AZ 85614	
Armas Del Campo, Daniel D.	Male	PS	K	M215D	1024 W Main St #67	Mesa, AZ 85612	
Armas Rueda, Walter	Male	PS	K	M232B	546 S Country Club #2079	Tempe, AZ 85661	
Armenta, Sandra	Female	PS	K	99999	1031 N Stewart #1095	Mesa, AZ 85614	
Arroyo, Frank M.	Male	K	K	M240C	1050 S Longmore #137	Mesa, AZ 85614	
(Arthur, Charles)	Male	K	K	M239D	1030 S Stewart #1149	Mesa, AZ 85614	
Avalos Vazquez, Jessica A.	Female	04	K	M240C	1050 S Longmore #239	Mesa, AZ 85614	
Azpeitia, Andrea	Female	05	K	M239C	1031 S Stewart #2018	Mesa, AZ 85614	
Azpeitia, Barbara	Female	06	K	M239C	1031 S Stewart #2018	Mesa, AZ 85614	
Azzarello, Carolyn L.	Female	06	K	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	K	M284A	2611 N Yucca St	Phoenix, AZ 85691	
Baucom, Samuel D.	Male	02	K	99999	P O Box 41821	Phoenix, AZ 85694	
Begay, Bruce K.	Male	06	K	M239C	1031 S Stewart #2062	Mesa, AZ 85614	
Begay, Lisa M.	Female	01	K	M239C	1031 S Stewart #1085	Mesa, AZ 85614	
Begay, Nicholas N.	Male	K	K	M239C	1031 S Stewart #s1085	Mesa, AZ 85614	
Beltran, Andrea	Female	K	K	M253A	1666 S Extension #2204	Tempe, AZ 85661	
Benitez, Amy	Female	K	K	M249A	235 W Southern Av	Tempe, AZ 85661	
Benitez, Lawrence	Male	01	K	M249A	235 W Southern Av #160	Tempe, AZ 85661	
(Berrieault, Kathleen)	Female	PS	K	M254B	1857 S Ash	Mesa, AZ 85614	
(Betancourt, Michael L.)	Male	PS	K	M815A	9507 E Decatur St	Tempe, AZ 85625	
(Betancourt, Roger J.)	Male	PS	K	M815A	9507 E Decatur St	Tempe, AZ 85625	
(Blanton, Bruce R.)	Male	04	K	M260A	1820 W Lindner Av #253	Mesa, AZ 85614	
Bogan, Carlos E.	Male	03	K	M601A	5135 E Evergreen #1189	Mesa, AZ 85606	
(Bogan, Clarence)	Male	01	K	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 Walker, Steve A.)	Male	K	K	M232D	604 W 8th Av #266	Tempe, AZ 85661	
(Bohlman, Jonathan A.)	Male	04	K	M232D	747 S Extension #108	Tempe, AZ 85661	
Boyd, Kevin R. JR	Male	K	K	99999	8877 S Myrtle Av	Phoenix, AZ 85694	
Bradley, Linda R.	Female	03	K	M240C	1050 S Longmore #426	Mesa, AZ 85614	
Brown, David D.	Male	04	K	M239C	1031 S Stewart #1221	Mesa, AZ 85614	
Bryant, Jose T.	Male	K	K	M239C	1031 S Stewart #1205	Mesa, AZ 85614	
Bryant, Samuel M.	Male	01	K	M239C	1031 S Stewart #1205	Mesa, AZ 85614	
Buchanon, Angela T.	Female	04	K	M232D	604 W 8th Av #261	Tempe, AZ 85661	
Burgess, Bruce L.	Male	05	K	M214A	1433 W University #90	Mesa, AZ 85612	
(Burns, Martin S.)	Male	01	01	M243B	4037 S Lebanon Ln	Fountain Valley, AZ 85707	Adams Elementary

Printed by Admin User at 04/22/2011 9:04 AM   Edupoint School District   Page 1 of 7

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.

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.

Hope High School
StudentVUE Activation Key

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 us 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**

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 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.

Edupoint School District
Permanent Record

Year: 2010-2011
Report: REC201

Last Name: **Abbott**	First Name: **Billy**	Middle Name: **C**	Suffix:	Perm ID: **905483**	Gender: **M**

Birth State: **California**	Birth Place: **Mesa**	Birth Date: **05/12/1993**	Birth Verification: **Birth Certificate or Affidavit**	Home Language: **Spanish**

Student Language Preferred:	Date Language Screened:	Date Screened for Special Services: **09/26/2000**	Psychological Report Available (date):

Parent Name	Relation Type	Lives With	Parent Name	Relation Type	Lives With
Aaron, Kathleen	Mother	Y			
Aaron, Phillip	Father	N			

Elementary Schools Attended / Attendance / Scholarship

School Year	School	Date Entered	Home Room Teacher	Grade	Present	Absent	Date Withdrawn	Reading	Comm.	Math	Science	Soc. Studies	Student Status

Junior High Schools Attended

School Year	School	Date Entered	Grade	Age	Pres.	Abs.	Date Withdrawn	School Year	School	Date Entered	Grade	Age	Pres.	Abs.	Date Withdrawn

7th Grade Record

Title	Course #	Teacher	Grade	School #

8th Grade Record

Title	Course #	Teacher	Grade	School #

GRADE POSTING INSTRUCTIONS

KG – GRADES NOT POSTED – ASSIGNED TO

GRADES 1-3 POST AVERAGED GRADES FOR READING, COMMUNICATION, AND MATH

GRADES 4-6 – POST AVERAGED GRADES FOR READING, COMMUNICATION, MATH, SCIENCE AND SOCIAL STUDIES

EXPLANATION OF GRADES

A – Outstanding Achievement
B – High Achievement
C – Satisfactory Achievement
D – Minimal Achievement
F – Serious Difficulty

SERVICES RECEIVED

	DATE ENTERED	DATE WITHDRAWN	DATE ENTERED	DATE WITHDRAWN
ELD				
SPECIAL EDUCATION				
SPEECH LANG.				
504				

GIFTED EVALUATION
DATES FOLLOWING TESTS WERE ADMINISTERED

COGAT	OTIS-LENNON
WISC-R	QUALIFIED YES NO

SKILL PERFORMANCE

4 – Proficient
3 – Developing Proficiency
2 – Limited Proficiency
1 – Does not yet understand concepts/skills
R – Resource program

Printed by Admin User at 04/21/2011 3:59 PM   Edupoint School District   Page 1 of 1

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.

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.

Hope High School
Student Profile
Abbott, Billy C. -- Homeroom: 230
Teacher: Nunes, Kathy

Year: 2010-2011
Report: STU201

General Information

Student Name	Perm ID	Gender	Grade
Abbott, Billy C.	**905483**	**M**	**12**

State ID	Last Name Goes By	Nick Name
0001341311		

Birth Date	Birth Place	Leave Date	Enter Date
05/12/1993	**Mesa**		**08/31/2010**

Home Phone	Home Language	Resolved Race/Ethnicity
480-555-1214	**Spanish**	**White**

Home Address	Mailing Address
1954 S Val Vista Dr **Mesa, AZ 85234**	**1954 S Val Vista Dr** **Mesa, AZ 85234**

Bus Routes:
AM Bus: _____   AM K bus to home: _____
PM Bus: _____   PM K bus to school: _____   Day Care: _____

Custodial Information

Mother	Employer	
Aaron, Kathleen		☑ Lives With ☑ Contact Allowed ☑ Mailings Allowed ☑ Has Custody ☑ Ed. Rights

Address:	E-Mail:
1954 S Val Vista Dr **Mesa, AZ 85234**	

Phone Type:	Phone:	Extension:			
Cell	**480-555-3456**		☐ Primary	☑ Not Listed	☐ Contact Phone
Home	**480-555-1214**		☑ Primary	☑ Not Listed	☐ Contact Phone

Father	Employer	
Aaron, Phillip		☐ Lives With ☑ Contact Allowed ☑ Mailings Allowed ☐ Has Custody ☐ Ed. Rights

Address:	E-Mail:
1954 S Val Vista Dr **Mesa, AZ 85234**	

Phone Type:	Phone:	Extension:			
Home	**480-555-1214**		☐ Primary	☐ Not Listed	☐ Contact Phone
Work	**602-333-4874**		☐ Primary	☐ Not Listed	☐ Contact Phone
Cell	**480-555-6767**		☑ Primary	☐ Not Listed	☐ Contact Phone

Health Conditions

Condition	Start Date
Medical Alert	**08/15/2007**

Comment
ADHD

Condition	Start Date
Medical Alert	

Comment
OCCASIONAL ASTHMA, SCOLIOSIS, ADHD

Condition	Start Date
Medical Alert	**08/20/2007**

Printed by Admin User at 04/21/2011 4:01 PM   Edupoint School District   Page 1 of 2

STU202 – Student Schedule

PAD Location: Synergy SIS>Schedule>Reports>Individual

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.

Hope High School
Student Schedule

Year: 2010-2011
Report: STU202

Student Information

Student Name		Perm ID	Gender	Grade	Track	Address	
Zuniga, Kathleen		**117756**	**F**	**11**		**758 N Oracle**	
Last Name Goes By	Nick Name		Birth Date			**Mesa, AZ 85620**	
			06/16/1994				
Phone	Home Language		Resolved Race/Ethnicity		Enter Date		Leave Date
480-555-1964	**Russian**		**Two or More**		**08/31/2010**		

Zuniga, Kathleen

Schedule Information

Per	Term	Section ID	Course	Meet Days	Teacher	Room
Fall						
1	S1	0169	SS76 - Psychology I	M T	Jackson, K.	216
2	S1	0246	MA27 - Algebra I	M T	Keyes, J.	306
3	YR	0335	FS53 - Teacher Trn Prg	M T	Patenge, S.	131
4	S1	0466	SS34 - Amer History I	M T	Ernst, G.	219
5	S1	0521	EN34 - Prin Eng II	M T	Petersen, A.	228
6	S1	0016	SC70 - Cons Chemistry	M T	Blasdell W., W.	124
Spring						
1	S2	1971	HE92 - Sports Medicine	M T	Blackburn M., M.	ANNX
2	S2	1012	SC702 - Con Chemistry	M T	Blasdell W., W.	116
3	YR	0335	FS53 - Teacher Trn Prg	M T	Patenge, S.	131
4	S2	1476	SS35 - Amer History II	M T	Wong, L.	218
5	S2	1546	MA272 - Algebra I	M T	Keyes, J.	306
6	S2	1616	EN62 - World Lit	M T	Gordon, K.	231

Parent Information

Parent Name	Phone	Extension	Type
Zuniga, Annie	480-555-2890		Work
Zuniga, Victor	480-555-1964		Home

Printed by Admin User at 04/21/2011 4:00 PM				Edupoint School District				Part 1 of 1 / Page 1 of 1

STU203 – Secondary Withdrawal Slip

PAD Location: Synergy SIS>Schedule>Reports>Individual

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.

Hope High School
Secondary Withdrawal Slip
123 Main St, Phoenix, AZ 85694
(District CTD #: 123456 School #: 273)

Year: 2010-2011
Report: STU203

Student Information

Student Name	Perm ID	Gend	Grade	Track	Address
Abbott, Billy C.	**905483**	**M**	**12**	**Tra**	**1954 S Val Vista Dr**

Last Name Goes By	Nick Name	Age	Birth Date	Mesa, AZ 85234
		17	**05/12/1993**	

Phone	Home Language	Resolved	Enter Date	Leave Date
480-555-1214	**Spanish**	**White**	**08/31/2010**	**04/21/2011**

Withdrawal Reason	Leave Code	Days Present	Days Abs	State Student Number
		129.00	**17.00**	**0001341311**

Room	Course ID	Course Title	Staff Name	Refund Amount	Classroom Book Clearance	Grade to Date of Withdrawal	Semester Grade
230	EN60	Eng (brit) Lit	Nunes, Kathy	_____	_____	_____	_____
403	AR54	Beg Jewelry	Sullivan, Joe	_____	_____	_____	_____
P-10	EN45	Col Prep Wrt	Bunger T., Thomas	_____	_____	_____	_____
231	EN46	Prin Eng III	Gordon, Kim	_____	_____	_____	_____
230	EN60	Eng (brit) Lit	Nunes, Kathy	_____	_____	_____	_____
P-13	SS51	Am Govt 123	Davis, Jeffrey	_____	_____	_____	_____
131	FS77	Prin&prac Econ	Brandt P., Paula	_____	_____	_____	_____

Clearance Record

Counselor	Bookstore	Nurse
Librarian	Career Center	Registrar
Activity	Sports	

Comments:

_____

Signatures

_____ _____   _____ _____
Signature of School Official   Date   Parent/Guardian Signature or Reason Not Obtained   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 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.

Official Notice of Pupil Withdrawal

Arizona Public Schools

Student Information			
1. Student's Legal Last Name **Abbott**	2. Student's Legal First Name **Billy**	3. Middle Name **C**	4. Sr/Jr/2nd/3rd
5. SAIS Student ID **0001341311**	6. School Student ID **905483**	7. Grade Level **12**	8. Gender ☑Male ☐Female	9. Date of Birth (mm/dd/yyyy) **05/12/1993**

10a. Primary Withdrawal Type

Select the following that best describes why the student is withdrawing from school:

☐W1 ☐S1 Transfer to another school
☐W2 ☐S2 Illness
☐W3 ☐S3 Expelled or long term suspension
☐W4 ☐S4 Absence or status unknown
☐W5 ☐S5 Dropout
☐W6 ☐S6 Age
☐W7 ☐S7 Graduated
☐W8 ☐S8 Deceased
☐W9 ☐S9 Transfer to be home taught
☐W10 ☐S10 Transfer to detention
☐W11 ☐S11 GED
☐W12 ☐S12 Continuing studies at vocational or technical school
☐W13 ☐S13 Completed course requirements but did not pass AIMS
☐S99 Summer transfer within District

10b. Additional Withdrawal Reason

(Optional) Select one of the following only if applicable:

☐WR1 School identified for Federal School Improvement[1]
☐WR2 School identified as persistently dangerous[1]
☐WR3 Individual Transfer Option (victim of a violent criminal offense)[1]
☐WR4 Pregnancy / Biological Parent of a Child[2]

[1] In accordance with No Child Left Behind and State Board of Education Policy

[2] In accordance with A.R.S. §15-1042(H)

Note for WR1 and WR2
If a school does not have this designation, or if a student transfers to another school with the same designation, then this withdrawal reason is invalid

11a. Data in SMS Added by: (initials) **A.U.**	11b. Date Added (mm/dd/yyyy) **04/21/2011**	11c. Last Day of Attendance or Summer Withdrawal Date (mm/dd/yyyy)
12. Parent/Guardian Signature		13. Date (mm/dd/yyyy) / /

Information is certified correct according to School records

14. School **Hope High School**	15. District / Charter# (CTD) **123456**	16. School # (S) **273**	17. Withdrawal Code (based on 10a.)
18. School Official Signature			19. Date (mm/dd/yyyy) / /

Note: If parent or guardian is unable to sign this form, the school district should indicate the reason the signature was not obtainable.

20. SPED
Check all that apply.

☐A	☑HI	☐MOMR	☐PSD	☐SMR
☐DD	☐MD/MDSSI	☐OHI	☐SLD	☐TBI
☐ED/EDP	☐MIMR	☐OI	☐SLI	☐VI

21. ELL

	Overall Composite Proficiency Level	Overall Assessment Result In SAIS	If Applicable, Language Program in which Student Participated At Your District / Charter
Most Recent Assessment Date (mm/dd/yyyy) **12/06/2010**	☐PE ☑E ☐B ☐I ☐P	☐RFEP ☐IFEP ☐ELLAR ☐ELL ☐CFEP Y1 ☐CFEP Y2	☐SEI ☐B1 ☐B2 ☐B3 ☐I
Total Composite Scaled Score (3-digit number) **75**			

Check box if student was withdrawn from the Language Program with a Language Program Exit Reason of:

☐Reclassified as FEP by Reassessment
☐Withdrawn by parent request
☐Withdrawn due to SPED Criteria

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 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.

Hope High School
Student Enrollment Profile

Year: 2010-2011
Report: STU207

Student Information

Student Name		Perm ID		Gender	Grade		Address	
Abbott, Billy C.		**905483**		**M**	**12**		**1954 S Val Vista Dr**	
Last Name Goes By	Nick Name			Birth Date			**Mesa, AZ 85234**	
				05/12/1993				
Phone	Home Language		Resolved		Enter Date		Leave Date	
480-555-1214	**Spanish**		**White**		**08/31/2010**			

Abbott, Billy C.

Enrollment History

Year	School	Enter Date	Enter Code	Leave Date	Leave Code	Grade	ADA/ADM
2005-2006	Eisenhower Middle School	08/08/2005	E6			170	
2006-2007	Eisenhower Middle School	08/14/2006	E1			180	
2007-2008	Hope High School	08/13/2007	E2			09	
2008-2009	Hope High School	08/11/2008	E1			10	
2009-2010	Hope High School	08/17/2009	E1			11	
2010-2011	Hope High School	08/31/2010	E1			12	

Leave Date is the summer withdrawal date for a 'No Show' record

Printed by Admin User at 04/21/2011 4:04 PM   Edupoint School District   Page 1 of 1

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.

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.

Hope High School
Student List

Year: 2010-2011
Report: 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, Cheryl L.)	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, Stephen J.	901622	10	Male	07/10/1995	Allen, Donald J.	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	Female	05/06/1993	Allen, Elizabeth	886019	11	Female	08/17/1994
Aelvoet, Jesse J.	944233	12	Male	07/13/1993	Allen, Eugene C.	887238	11	Male	01/31/1994
Aguado, Bobby J.	943822	10	Male	12/31/1994	Allen, Helen L.	874910	12	Female	01/19/1993
Aguado, Karen C.	135319	12	Female	08/29/1993	Allen, Jeremy S.	879216	10	Male	06/22/1995
Aguilar, Carolyn C.	902692	10	Female	12/19/1995	Allen, Judith D.	903040	10	Female	01/04/1995
(Aguilar, Kathleen G.)	132888	10	Female	06/06/1995	Allen, Karen	891989	11	Female	09/10/1994
Aguilar, Roger F.	991071	12	Male	02/23/1993	Allen, Karen	873986	12	Female	01/27/1993
Aguilar, Stephen A.	108367	11	Male	07/21/1994	Allen, Karen T.	871328	12	Female	07/07/1993
Aguirre, Jason K.	952357	12	Male	11/04/1993	Allen, Ruby D.	888116	11	Female	01/25/1994
Aguirre, Mary R.	952375	11	Female	07/18/1994	Allen, Sandra E.	901631	10	Female	06/18/1995
Ahlstrom, Jack M.	888112	11	Male	01/19/1994	Allen, Shawn C.	877993	12	Male	06/29/1993
Ahlstrom, Linda K.	120451	10	Female	07/26/1995	Allen, Tammy	901931	10	Female	04/17/1995
Aitchison, Alice E.	871731	12	Female	11/09/1993	Allinder, Benjamin R.	887820	11	Male	01/18/1994
Aitchison, Karen L.	902998	10	Female	01/31/1995	Allison, Kenneth B.	992737	11	Male	07/23/1994
Akagawa, Adam H.	165923	11	Male	04/09/1994	Allison, Pamela D.	992672	12	Female	06/07/1993
Ake, Joshua J.	889794	11	Male	01/11/1994	Allred, David A.	888126	11	Male	03/16/1994
Akin, Andrea E.	902875	10	Female	09/08/1995	(Allred, Edward L.)	904916	10	Male	11/13/1995
(Akpan, Tina N.)	165110	10	Female	02/25/1995	Alnas, Kelly M.	966707	11	Female	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

Information contained within this report is confidential and should not be shared with anyone.

Printed by Admin User at 04/21/2011 4:20 PM   Edupoint School District   Page 1 of 42

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 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.

Adams Elementary
Student and Parent Directory

Year: 2010-2011
Report: STU402

| Section: 0102 | Teacher: Carroll, Natalie | Room: 0002 |

Student Name	Perm ID	Grd	Gen	Birth Date	Phone	Address	Relation	Parent Name	Type	Phone	Extn
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, James D.	105613	03	M	02/09/2003	480-555-8343	901 S Dobson Rd #1221	Father	Antonio, Willie			
						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, Howard	115224	03	M	10/27/2003	480-555-3615	1248 W 6th Av	Father	Cervantes, Jonathan	Home	480-555-3615	
						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	

Printed by Admin User at 04/22/2011 8:43 AM | Edupoint School District | Page 11 of 84

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 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.

Edupoint
School District

Adams Elementary
Student Directory By Street Address

Year: 2010-2011
Report: STU403

Street Address	City	St	Zip	Student Name	Perm ID	Grd	Gen	Type	Phone	Extn
10th										
510 E 10th Dr	Mesa	AZ	85604	Griego, Daniel R.	979449	05	M	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	M	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	M	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	M	Home	480-555-6649	
1233 W 6th Dr	Mesa	AZ	85614	Bahena Ramirez, Betty	169077	K	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	K	F	Home	480-555-3615	
1248 W 6th Av	Mesa	AZ	85614	Cervantes Vazque,	115224	03	M	Home	480-555-3615	
1248 W 6th Av	Mesa	AZ	85614	Cervantes Vazque,	974797	05	M	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	M	Home	480-555-2461	
1307 W 6th Av	Mesa	AZ	85614	Moreno, Gerald J.	112285	02	M	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	M	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	M	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	M	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	M	Home	480-555-8238	
1323 W 6th Dr	Mesa	AZ	85614	Mora, Steven	978578	05	M	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	AZ	85614	Escobedo Bailon,	136163	02	M	Home	480-555-9600	
1334 W 6th Dr	Mesa	AZ	85614	Rivas, Phillip	992303	05	M	Home	480-555-9600	

Printed by Admin User at 04/22/2011 8:45 AM   Edupoint School District   Page 1 of 26

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 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.

Adams Elementary
Student Birthday List
Birthdays in February

Year: 2010-2011
Report: STU404

Section: 0102	Teacher: Carroll, 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
9	Antonio Gonzalez, James D.	03	M	8	0002	901 S Dobson Rd #1221	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.
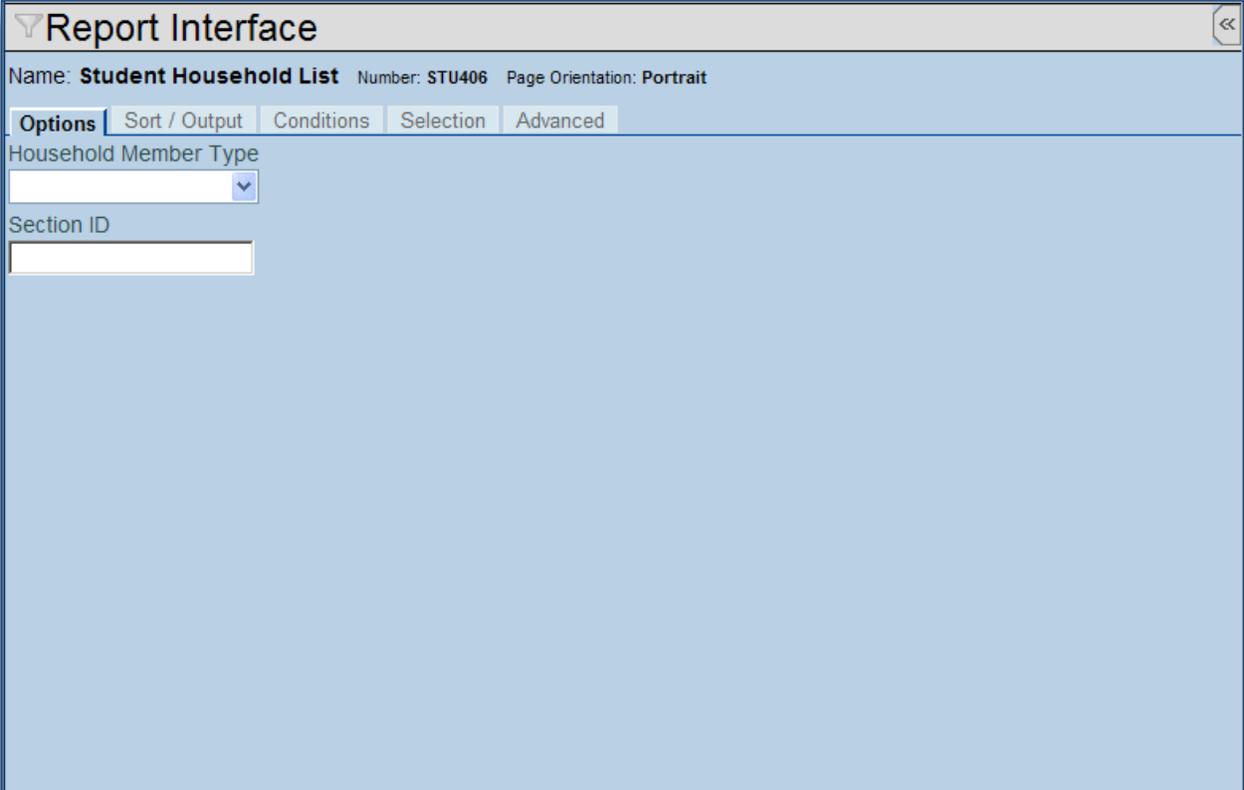
REPORT OPTIONS:

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.

Adams Elementary
Student Household List
Youngest or Only Household Member

Year: 2010-2011
Report: STU406

Section: 0102	Teacher: Carroll, Natalie	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

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.
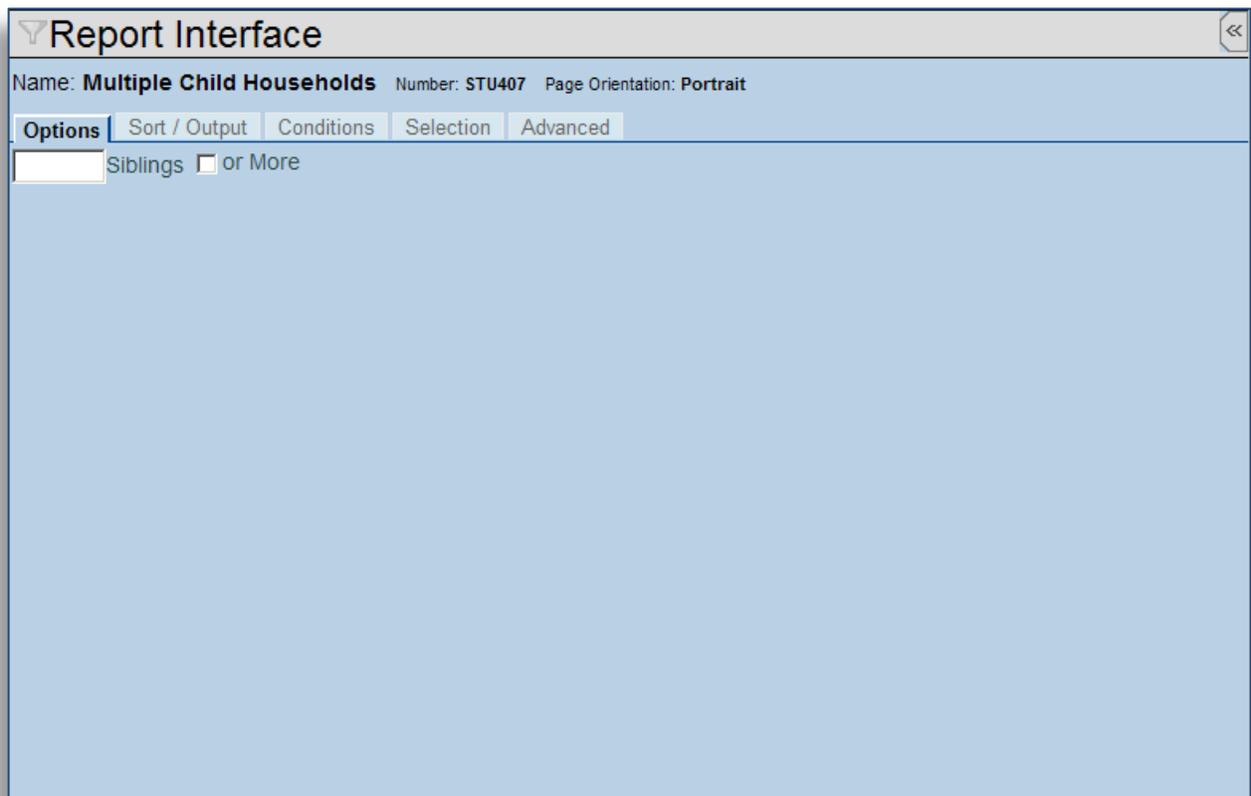
REPORT OPTIONS:

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.

Adams Elementary
Multiple 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.	K	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.	K	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

Printed by Admin User at 04/22/2011 8:49 AM   Edupoint School District   Page 1 of 12

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.

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.

Edupoint
School District

Adams Elementary
Emergency Contact Directory

Year: 2010-2011
Report: STU410

Section: N/A				Teacher: 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 Information				
						Mesa, AZ 85234	Father	Aaron, Phillip	Cell	480-555-6767	
							Mother	Aaron, Kathleen	Home	480-555-1214	
							Emergency Contacts				
(Acosta, Teresa B.)	144281	02	F	10/22/2003	602-555-3318	850 S Longmore #255	Parent Information				
						Mesa, AZ 85614	Father	Acosta, Victor	Home	602-555-3318	
							Mother	Ponce, Michelle	Home	602-555-3318	
							Emergency Contacts				
							Aunt	Julio Ortega	Home	480-797-8332	
(Acosta Mendivil, Lisa)	129443	02	F	05/21/2003		449 S Stewart	Parent Information				
						Mesa, AZ 85614	Father	Acosta Herrera, Kenneth	Work	480-555-5649	
							Mother	Mendivil Beltran, Susan			
							Emergency Contacts				
								Ahmed Herrera, Francisc	Home	480-574-7964	
								Jeremiah Herrera, Magda	Home	480-282-2649	
(Adame, Lori R.)	147525	01	F	12/12/2004	602-555-4738	1840 W Emelita Av #2077	Parent Information				
						Mesa, AZ 85614	Father	Adame Iii, Carlos	Cell	602-555-4738	
							Mother	Adame, Wanda	Work	602-555-3738	
							Emergency Contacts				
							Grandparents	Rae And Oscar Adame	Home	480-698-5759	
(Adams, Aaron E.)	154705	PS	M	05/03/2006	480-555-3217	1666 S Extension #2105	Parent Information				
						Tempe, AZ 85661	Mother in Hom	Adams, Paula	Home	480-555-3217	
							Emergency Contacts				
(Adams, Bruce)	142724	K	M	11/04/2005	480-555-0818	718 S Alma School #217	Parent Information				
						Tempe, AZ 85661	Mother in Hom	Slan, Lisa	Home	480-555-0818	
							Emergency Contacts				

Printed by Admin User at 04/22/2011 8:56 AM	Edupoint School District	Page 1 of 238

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 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.

Adams Elementary
Student Add/Drop

Year:　2010-2011
Report: STU412

Teacher Name:
Berriz, Cynthia

Add / Drop from 08/30/2010 to 04/22/2011

Prd	Section	Term	Course	Student	Perm ID	Gen	Grd	Date	Action
1	0451	YR	Kind Am	(Franklin, Samuel)	165082	M	K	08/31/2010	Add
				Ahumada, Gary	120684	M	02	08/31/2010	Add
				Alvarez Saucedo, Carlos	162994	M	K	08/31/2010	Add
				Bryant, Jose T.	163681	M	K	08/31/2010	Add
				Cabrera Ramos, Marilyn K.	163683	F	K	08/31/2010	Add
				Cardenas Lopez, David O.	163690	M	K	08/31/2010	Add
				Castillo, Aaron G.	163693	M	K	08/31/2010	Add
				Cortez Romero, Sara A.	154689	F	K	08/31/2010	Add
				Galindo, Marilyn Y.	163711	F	K	08/31/2010	Add
				Galindo, Raymond D.	163713	M	K	08/31/2010	Add
				Guillen, Teresa	154694	F	K	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	M	02	08/31/2010	Add
				Hernandez Maldon, Anthony D.	129689	M	02	08/31/2010	Add
				Hernandez, Katherine	129638	F	02	08/31/2010	Add
				Holguin, Samuel G.	124717	M	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	M	K	09/01/2010	Add
				(Arthur, Charles)	154707	M	K	09/07/2010	Withdrawn
				Freeman, James L. JR	170084	M	K	09/16/2010	Add
				Gallagher, Terry M.	170075	M	K	09/16/2010	Add
				(Franklin, Samuel)	165082	M	K	10/19/2010	Withdrawn
				Ahumada, Gary	120684	M	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.
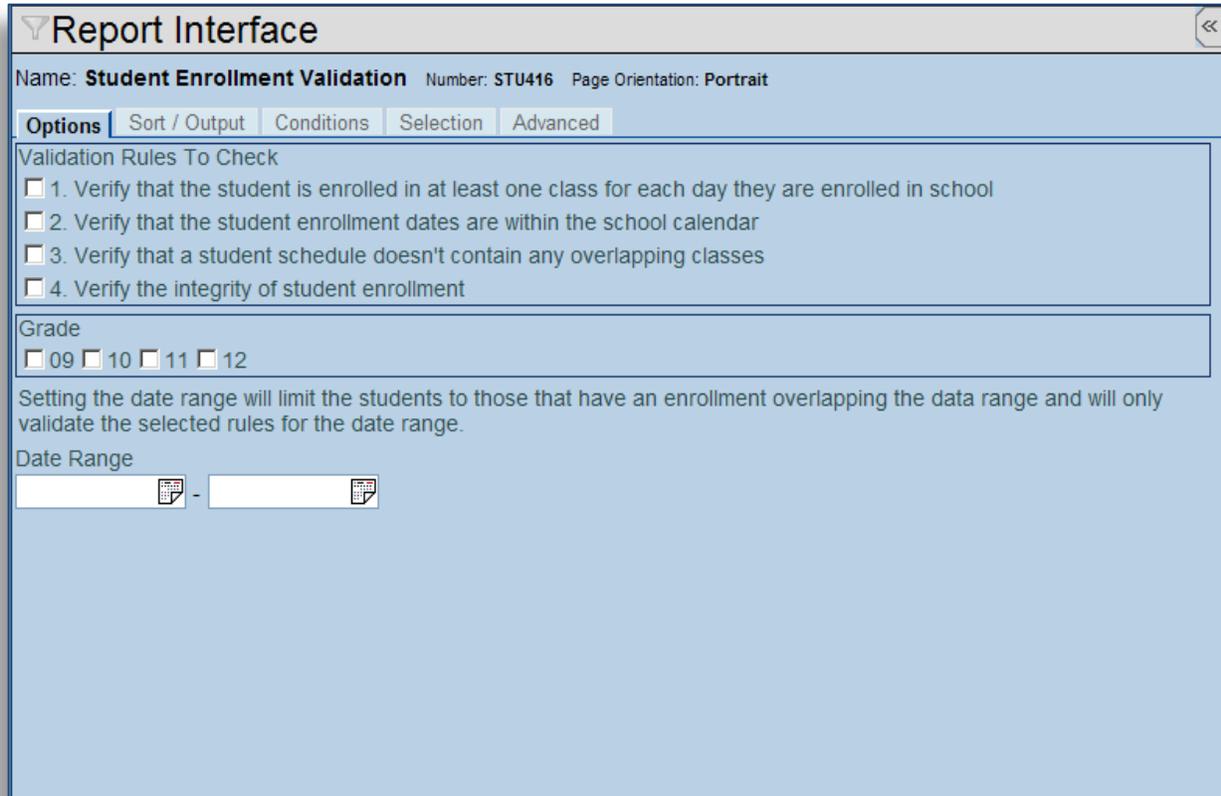
REPORT OPTIONS:

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.

Adams Elementary
Student Enrollment Validation

Year: 2010-2011
Report: STU416

Date	Error Type	Error Message		
Meza, Juan A.	150581		M	PS
08/31/2010-03/25/2011	No Class Enrollment	Enrolled in school; no class enrollment		
Montgomery, Larry K.	150593		M	PS
08/31/2010-03/25/2011	No Class Enrollment	Enrolled in school; no class enrollment		
Morales, Alice J.	153078		F	PS
08/31/2010-03/25/2011	No Class Enrollment	Enrolled in school; no class enrollment		
Morales Garcia, Cheryl C.	150596		F	PS
08/31/2010-03/25/2011	No Class Enrollment	Enrolled in school; no class enrollment		
Morales MacEdo, Martha Y.	153132		F	PS
08/31/2010-03/25/2011	No Class Enrollment	Enrolled in school; no class enrollment		
Oliveros Saldana, Diane D.	150633		F	PS
08/31/2010-03/25/2011	No Class Enrollment	Enrolled in school; no class enrollment		
Perez, Robert A.	153076		M	PS
08/31/2010-03/25/2011	No Class Enrollment	Enrolled in school; no class enrollment		
Ramirez, Amy	154699		F	PS
08/31/2010-03/25/2011	No Class Enrollment	Enrolled in school; no class enrollment		
Ray, Carolyn	157186		F	PS
08/31/2010-03/25/2011	No Class Enrollment	Enrolled in school; no class enrollment		
Rojas, Lisa	154702		F	PS
08/31/2010-03/25/2011	No Class Enrollment	Enrolled in school; no class enrollment		
Staton, Elizabeth	155641		F	PS
08/31/2010-03/25/2011	No Class Enrollment	Enrolled in school; no class enrollment		
Towner, Roy	154280		M	PS
08/31/2010-03/25/2011	No Class Enrollment	Enrolled in school; no class enrollment		
Valle, Jane L.	152380		F	03
11/01/2010-05/27/2011	Schedule Overlap	Period 2 for section 0102 overlaps with section 9002		
Vanetten, Shirley N.	129844		F	03
11/01/2010-05/27/2011	Schedule Overlap	Period 2 for section 0102 overlaps with section 9002		
Vasquez, Julia M.	151778		F	PS
08/31/2010-03/25/2011	No Class Enrollment	Enrolled in school; no class enrollment		
Vega Gonzalez, Justin D.	143418		M	03
11/01/2010-05/27/2011	Schedule Overlap	Period 2 for section 0102 overlaps with section 9002		
Vela, Bonnie M.	126823		F	03
11/01/2010-05/27/2011	Schedule Overlap	Period 2 for section 0102 overlaps with section 9002		
Villanueva, Evelyn A.	149861		F	03
11/01/2010-05/27/2011	Schedule Overlap	Period 2 for section 0102 overlaps with section 9002		
Vista, Avalon	997009		F	K
03/31/2011	No Class Enrollment	Enrolled in school; no class enrollment		
Vu, Justin	150572		M	PS
08/31/2010-03/25/2011	No Class Enrollment	Enrolled in school; no class enrollment		
Walker, Jean C.	150747		F	03
11/01/2010-05/27/2011	Schedule Overlap	Period 2 for section 0102 overlaps with section 9002		
Werito, Gerald L.	145377		M	03
11/01/2010-05/27/2011	Schedule Overlap	Period 2 for section 0102 overlaps with section 9002		
Wilder, Bruce M.	150586		M	PS
08/31/2010-03/25/2011	No Class Enrollment	Enrolled in school; no class enrollment		
Williams, Eugene	139100		M	03
11/01/2010-05/27/2011	Schedule Overlap	Period 2 for section 0102 overlaps with section 9002		
Williams, Gerald	140197		M	PS
08/31/2010-03/25/2011	No Class Enrollment	Enrolled in school; no class enrollment		

Printed by Admin User at 04/22/2011 8:59 AM   Edupoint School District   Page 3 of 4

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 OPTIONS:

Grade:

Filter the report output to display only student for the selected grade(s).

Custom Colors – Grade:

Select the grade for which to assign a custom color set.

Custom Colors – Color Set:
Select the color set to be assigned to the selected grade.

School Mascot:

Enter the name of the school mascot to display on the ID card.

Reverse Header:

Enter the text to appear as the header on the reverse side of the ID card.

Reverse Content:

Enter the text to appear below the header on the reverse side of the ID card.

Adams Elementary

Fountain Valley, AZ
2010-2011
Grade: 04   Room: 0026

Aaron, Ian
129442

Adams Elementary

Fountain Valley, AZ
2010-2011
Grade: K   Room: 0030

Aaron, Susan
41

Adams Elementary

Fountain Valley, AZ
2010-2011
Grade: 01   Room:

Aaron, Theresa
126855

Adams Elementary

Fountain Valley, AZ
2010-2011
Grade: 02   Room: 0028

Abdulbari, Kathy A.
135578

Adams Elementary

Fountain Valley, AZ
2010-2011
Grade: PS   Room: 0053

Acosta, John
170135

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.

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.

Edupoint School District			Hope High School Student Add/Drop by Section As of: 8/24/2012 - 8/24/2013 : Add and Drop			Year: 2012-2013 Report: STU421	

Section	Term	Period	Course ID	Course		Teacher	
0001	S2	4	SC422	Life Science		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	M	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	M	White			12/31/2012	06/17/2013	115
Roberts, Fred H.	867185	10	M	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	M	Hispanic			12/31/2012	06/17/2013	115
								Student Total	25

Printed by Admin User at 05/07/2013 10:21 AM   Edupoint School District   Page 1 of 1012

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.

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.

	Hope High School	
Edupoint School District	**Student Add/Drop by Teacher** As of: 8/24/2012 - 8/24/2013 : Add and Drop	Year: 2012-2013 Report: STU422

Teacher
Aderson, Gordon

Prd	Section	Term	Course	Student Name	SIS Number	Grd	Gen	Ethnicity	ELL/ELP Level	Special Ed Primary Disability	Add Date	Drop Date
1	0140	YR	Algebra II	Abel Jones Holbrook, Albert Joseph R.	132683	12	M	White	Early Advanced		09/03/2012	06/17/2013
1	0140	YR	Algebra II	Adams, Larry A.	889314	11	M	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Bingham, Janice	125138	11	F	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Bowser, Kathryn J.	920454	10	F	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Cabrera, Daniel C.	115459	10	M	Hispanic			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Clark, Martha K.	101651	11	F	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Damiani, Juan T.	886827	11	M	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Gardner, Adam L.	903175	10	M	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Grimm, Timothy D.	892592	11	M	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Hamblin, Christina L.	888178	11	F	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Ingham, Stephanie B.	886414	11	F	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Jennings, Jacqueline E.	123020	10	F	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	John, Mildred E.	995845	11	F	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Johnson, Bobby E.	163912	11	M	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Johnston, Joan J.	171732	10	F	American Indian			11/05/2012	12/14/2012
1	0140	YR	Algebra II	Lee, Jenny	18	09	F	Asian - Chinese			01/18/2013	06/17/2013
1	0140	YR	Algebra II	McPeck, Joshua A.	901999	10	M	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Miilu, Kelly A.	966444	11	F	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Miller, Steve R.	888061	11	M	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Mortensen, Matthew K.	901880	10	M	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Nielsen, Robert J. JR	981787	10	M	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Palmer, Shawn R.	888146	11	M	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Pollard, Wanda N.	138183	11	F	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Richardson, Linda B.	889234	11	F	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Rider, Angela M.	154392	11	F	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Rohde, Jack S.	888781	11	M	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Schwalb, Robert T.	867189	11	M	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Stine, Nancy R.	889741	11	F	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Tilton, Marilyn N.	938024	11	F	White			08/28/2012	12/14/2012
1	0140	YR	Algebra II	Wamboldt, Albert R.	903451	10	M	White			08/28/2012	12/14/2012

Printed by Admin User at 05/07/2013 10:40 AM	Edupoint School District	Page 1 of 762

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 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	C	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	A	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	N	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	C	273
07/26/1995	Scott	10	Adams	923 E Hale St	Tempe, AZ 85662	M	273
05/20/1995	Sean	11	Adams	3940 E Menlo Ci	Tempe, AZ 85663	B	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	M	273
05/04/1995	Paula	12	Addington	2527 E Fox St	Tempe, AZ 85662	M	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	M	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 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.

Edupoint
School District

Adams Elementary
Student Totals
As of: 04/22/2011

Year: 2010-2011
Report: STU601

Grade		Active	Inactive	Total
PS	Female	24	6	30
	Male	25	12	37
	Total	49	18	**67**
K	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**

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 OPTIONS:

As Of:

Date of report.

Ethnicity Type:

Ethnicity type to include on report.

Ethnic Codes:

Ethnic code(s) to report.

Adams Elementary
Student Ethnic Distribution List
As of: 04/22/2011

Year: 2010-2011
Report: STU602

Grade	Gender	Hispanic	Two or More	White	Black	American Indian	Asian - Other	Pacific Islander - Other	Declined to State	Other	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
K	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	9	9	5	0	0	0	19	71
	Male	31	0	14	12	9	0	1	0	27	94
	Total	60	0	23	21	14	0	1	0	46	165
04	Female	22	0	13	6	6	0	0	0	14	61
	Male	22	0	6	6	7	0	0	0	21	62
	Total	44	0	19	12	13	0	0	0	35	123
05	Female	24	0	9	4	2	0	0	0	13	52
	Male	16	0	5	4	6	0	0	0	17	48
	Total	40	0	14	8	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
	Total	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

Printed by Admin User at 04/22/2011 9:06 AM   Edupoint School District   Page 1 of 1

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.

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.

Date: 04/22/2011   Daily Enrollment Totals Detail   Page: 1 of 3
Time: 9:06 A4/P4   Report: STU604

School I.S. Teacher	Grade	Track	04/22	04/26	04/27	04/28	04/29	05/02	05/03	05/04	05/05	05/06
Adams Elementary												
Regular												
Favia, S.	PS		8	8	8	8	8	8	8	8	8	8
Staff, S.	PS		4	4	4	4	4	4	4	4	4	4
Wrenn, A.	PS		27	27	27	27	27	27	27	27	27	27
Berriz, C.	K		8	8	8	8	8	8	8	8	8	8
Berriz, C.	K		11	11	11	11	11	11	11	11	11	11
Beverlin, C.	K		4	4	4	4	4	4	4	4	4	4
Bingham, C.	K		1	1	1	1	1	1	1	1	1	1
Holliman, S.	K		10	10	10	10	10	10	10	10	10	10
Holliman, S.	K		9	9	9	9	9	9	9	9	9	9
Keough, S.	K		4	4	4	4	4	4	4	4	4	4
Keough, S.	K		3	3	3	3	3	3	3	3	3	3
Richardson, K.	K		5	5	5	5	5	5	5	5	5	5
Richardson, K.	K		6	6	6	6	6	6	6	6	6	6
Staff, S.	K		9	9	9	9	9	9	9	9	9	9
Berriz, C.	01		24	24	24	24	24	24	24	24	24	24
Beverlin, C.	01		9	9	9	9	9	9	9	9	9	9
Bingham, C.	01		5	5	5	5	5	5	5	5	5	5
Carrera-Wilbu, M.	01		3	3	3	3	3	3	3	3	3	3
Favia, S.	01		14	14	14	14	14	14	14	14	14	14
Fry, E.	01		17	17	17	17	17	17	17	17	17	17
Hanna, T.	01		6	6	6	6	6	6	6	6	6	6
Holliman, S.	01		2	2	2	2	2	2	2	2	2	2
Keough, S.	01		9	9	9	9	9	9	9	9	9	9
Locatis, A.	01		16	16	16	16	16	16	16	16	16	16
Martinez, A.	01		6	6	6	6	6	6	6	6	6	6
Medina, S.	01		7	7	7	7	7	7	7	7	7	7
Pursley, T.	01		3	3	3	3	3	3	3	3	3	3
Quinn, M.	01		1	1	1	1	1	1	1	1	1	1
Rapisura, M.	01		4	4	4	4	4	4	4	4	4	4
Staff, S.	01		4	4	4	4	4	4	4	4	4	4
Berriz, C.	02		9	9	9	9	9	9	9	9	9	9
Beverlin, C.	02		4	4	4	4	4	4	4	4	4	4
Bingham, C.	02		12	12	12	12	12	12	12	12	12	12
Carrera-Wilbu, M.	02		13	13	13	13	13	13	13	13	13	13
Fry, E.	02		4	4	4	4	4	4	4	4	4	4
Locatis, A.	02		6	6	6	6	6	6	6	6	6	6
Martinez, A.	02		1	1	1	1	1	1	1	1	1	1
Medina, S.	02		6	6	6	6	6	6	6	6	6	6
Pursley, T.	02		8	8	8	8	8	8	8	8	8	8
Quinn, M.	02		9	9	9	9	9	9	9	9	9	9
Rapisura, M.	02		12	12	12	12	12	12	12	12	12	12
Staff, S.	02		24	24	24	24	24	24	24	24	24	24
Carrera-Wilbu, M.	03		2	2	2	2	2	2	2	2	2	2
Carroll, N.	03		27	27	27	27	27	27	27	27	27	27
Hathcock, E.	03		28	28	28	28	28	28	28	28	28	28
Kruer, E.	03		28	28	28	28	28	28	28	28	28	28
Mantle, N.	03		25	25	25	25	25	25	25	25	25	25
Pursley, T.	03		13	13	12	12	12	12	12	12	12	12
Quinn, M.	03		1	1	1	1	1	1	1	1	1	1
Rapisura, M.	03		5	5	5	5	5	5	5	5	5	5

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.
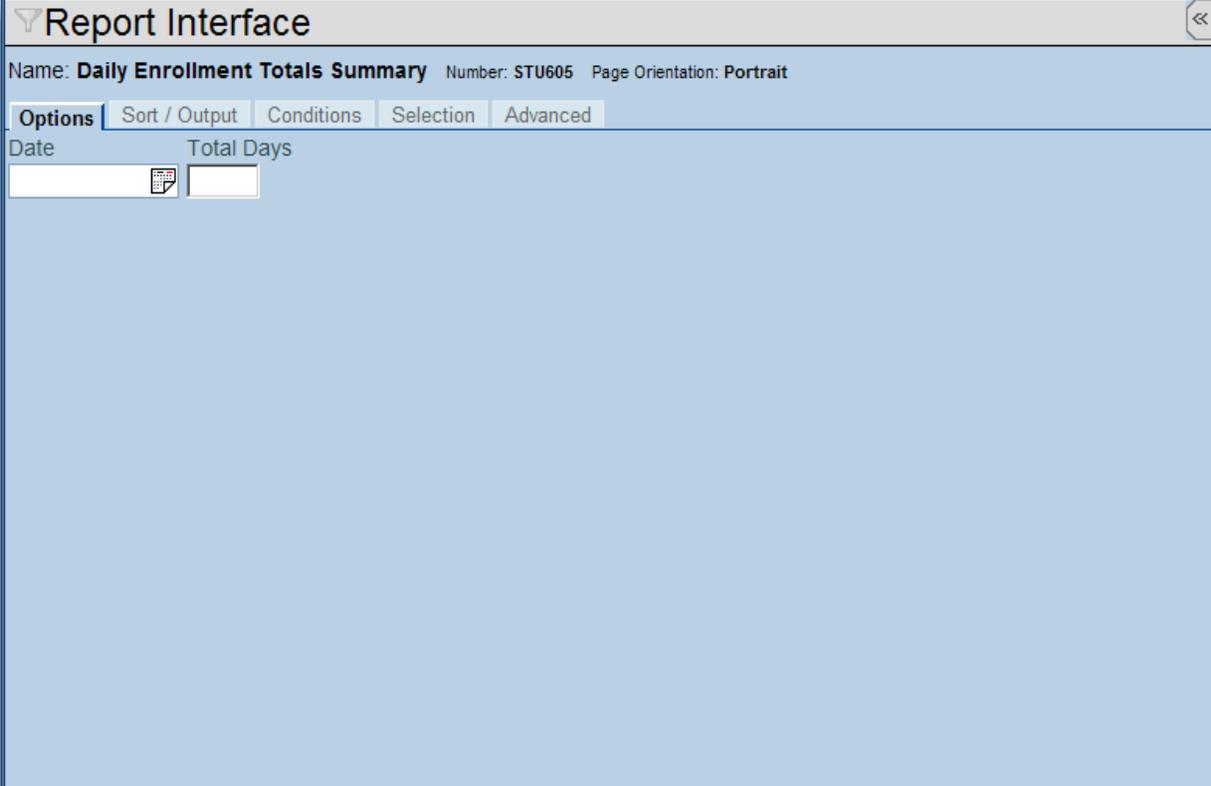
REPORT OPTIONS:

Date:

Filter report output to display the selected date.

Total Days:

Total number of days the report output will display.

Date: 04/22/2011   **Daily Enrollment Totals Summary**   Page: 1 of 1
Time: 9:07 A4/P4   Report: 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	53	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 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.

Hope High School
Withdrawal/Entry Slip
123 Main St, Phoenix, AZ 85694
(District CTD #: 123456 School #: 273)

Year: 2010-2011
Report: STU801

Abbott, Billy C.

Student Information

Student Name		Perm ID		Gender	Grade	Track	Address
Abbott, Billy C.		905483		M	12	Tra	1954 S Val Vista Dr

Last Name Goes By	Nick Name		Age	Birth Date	
			17	05/12/1993	Mesa, AZ 85234

Phone	Home Language	Resolved	
480-555-1214	Spanish	White	

State Student Number	Days Present	Days Absent	Enter Date	Leave Date
0001341311	129.00	17.00	08/31/2010	

Custodial Information

Mother	Type	Phone	Extension
Aaron, Kathleen	Home	480-555-1214	

☑ Contact Allowed ☑ Has Custody ☑ Lives With ☑ Ed. Rights ☑ Mailings Allowed

Father	Type	Phone	Extension
Aaron, Phillip	Cell	480-555-6767	

☑ Contact Allowed ☐ Has Custody ☐ Lives With ☐ Ed. Rights ☑ Mailings Allowed

Transfer Information

School Name	Withdrawal Reason
School Address	
City	State	Zip Code	

Parent/Guardian Signature

STUDENT INFORMATION

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

_____

_____

_____

_____

Check if the student was in the following

☐ Title I/District Reading   ☐ Title I Math
☐ Resource   ☐ PIPO
☐ Speech   ☐ ESL

Clearance Record

Leave Code		
Library	Report Card	Teacher
Text Books	Cafeteria	

Permanent Record Complete

_____

Signature of School Official

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 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 Cerv:
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 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
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

Rachel/Louis 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

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.
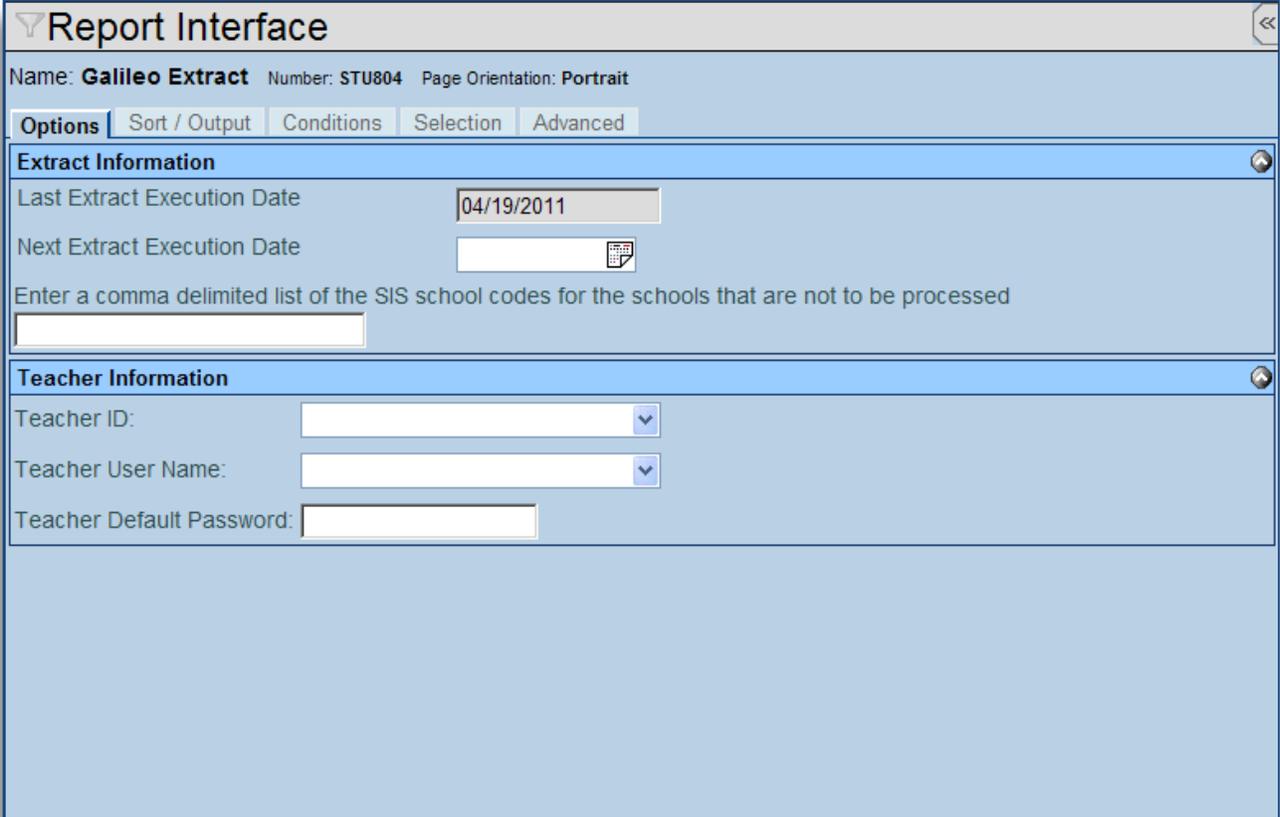
REPORT OPTIONS:

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.

```
StudentID,StateID,FirstName,LastName,BirthDate,Ethnicity,GradeLevel,Gender,PrimaryLanguag
e,SpecialEducation,Title1,EnglishLanguageProficiency,SchoolID,SchoolName,TermCode,Course
Code,CourseName,CourseGradeLevel,SectionID,EnrollmentAction,TeacherID,TeacherFirstName
,TeacherLastName,TeacherUserName,TeacherPassword
String,String,String,String,Date,String,String,String,String,String,String,String,String,String,String,
String,String,String,String,String,String,String,String,String,String,String
129442,0010685150,Ian,Aaron,04/14/1996,White,04,M,Spanish,,0,0,123456101,Adams
Elementary,YR,0123,1/2/3 Multi-Age,01,0102,0,,Natalie,Carroll,,
902870,0001247316,Anne,Abernethy,11/10/1989,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,English,,0,,,Hope High
School,S1,SC49,Biology,09,0751,0,,Cheryl,Dunham C,,
902870,0001247316,Anne,Abernethy,11/10/1989,White,10,F,English,,0,,,Hope High
School,S1,MA31,Alt Geometry,10,0351,0,,Rita,Sedani-Apt R,,
886630,0001218156,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,,0,,,Hope High
School,S1,SS21,World Hist/g,09,0567,0,,Kristin,Craft K,,
886630,0001218156,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,,
901830,0001230477,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,English,,0,,,Hope High
School,S1,MA31,Alt 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,White,12,M,French,,0,,,Hope High
School,S1,NC901,Rel Time A Hr,10,0870,0,,Rel Time,Rel Time,,
913948,0001346307,Brian,Ackley,05/10/1988,White,12,M,French,,0,,,Hope High
School,S1,MA40,Algebra Ii,09,0643,0,,Rachel,Harder R,,
913948,0001346307,Brian,Ackley,05/10/1988,White,12,M,French,,0,,,Hope High
School,S1,SS57,Prinprac Econ,12,0165,0,,Ted,Wischhusen T,,
913948,0001346307,Brian,Ackley,05/10/1988,White,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 Ii,09,0356,0,,Randy,Vogl R,,
873921,0001208627,Eugene,Acosta,10/06/1987,Hispanic,12,M,German,,0,,,Hope High
School,S1,SS57,Prinprac 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,,
150265,0020901578,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,Acosta,10/15/1989,Hispanic,11,M,Spanish,,0,,,Hope High
School,S1,SS21,World Hist/g,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,Alt Geometry,10,0651,0,,Rita,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.

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.

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: Synergy-noreply@edupoint.com [mailto:Synergy-noreply@edupoint.com]
Sent: Monday, May 06, 2013, 9:00 AM
To: email@edupoint.com
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: 5th Grade
Period 1

Student	Absence
Alvarez Saucedo, Martin Grade: 05 Phone: ###-###-####	H - Health
Amonsont, Betty, L Grade: 05 Phone: 480-456-7897	H - Health
Arjona, Terry J. Grade: 05 Phone: 480-765-5555	H - Health
Barraza, Chistopher A. Grade: 05 Phone: 480-665-4455	H - Health
Bradley, Mildred Grade: 05 Phone: 480-633-0074	H - Health
Casteneda, Dennis A. Grade: 05 Phone: 480-645-9123	H - Health
Cox, Shawn R. Grade: 05 Phone: 480-633-6589	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 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.

Hope High School
Library Extract

Year: 2010-2011
Report: STU814

Staff Extract

Execution Time	00:00:00.4687470
Records Exported	177

Student Extract

Execution Time	00:01:28.9056810
Records Exported	3043

Time	Event Type	Message
11/22/2010 15:56:35	Message	Extract Completed, No Errors

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.

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.

King High School
Student Enrollment by Teacher
As of Date: 02/28/2012, For Period(s): 1 ,2 ,3 ,4 ,5 ,6 ,7 ,8 ,9 ,10

Year: 2011-2012
Report: TCH601

Teacher Name	Grade 09 F	Grade 09 M	Grade 09 Tot	Grade 10 F	Grade 10 M	Grade 10 Tot	Grade 11 F	Grade 11 M	Grade 11 Tot	Grade 12 F	Grade 12 M	Grade 12 Tot	Total F	Total M	Total 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 Cen				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

Printed by Admin User at 02/28/2012 10:44 AM   Edupoint School District   Page 1 of 7

INDEX

INDEX OF SCREENS