

Missing Contacts Report

- Run this report to verify that all students have Emergency Contact information. Every student must have at least one Contact with "Lives Here" and "Mail Here" values. If students are left without contact information the student will not be included when printing labels or report cards. *Student Data>Add/Mass Update> Update>Missing Contacts*

Update Student's Counselor

- Every student in your district must have a value in the Counselor field on the Student's Personal Tab or the students will not appear on reports. Even if a student does not have a counselor, a staff member can be created named "No Counselor" and this value can be mass updated into a location or for selected students. *Student Data>Add/Mass Update>Update>Counselor*

Transfer Issues Report

- This report will display students that have incorrect transfer information with a link to correct the student's transfer. If this data is not corrected the students will not appear correctly in enrollments, ASSA and NJ Smart submissions. *Student Data>Add/Mass Update>Transfers>Review Transfer Issues*

Enrollment Reports

- All of our state reporting is based on the execution of an enrollment report. Verifying that each location's enrollment is correct will prepare the district for state reporting. *Student Data>Reports> Enrollment Reports*