

# SISK12: Family Listing Report

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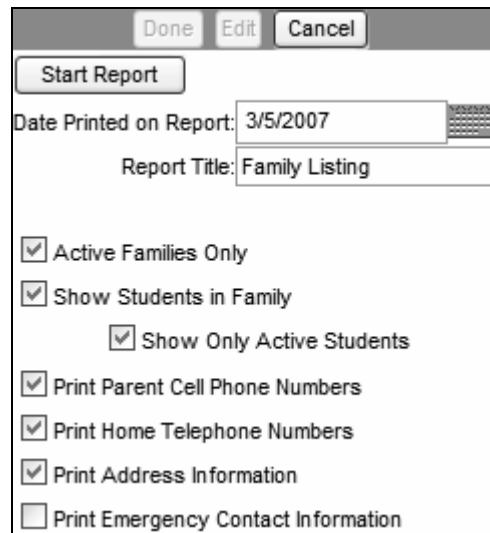
**Path:** Click **Reports** → **Database** → **Family Listing**

## Overview

This report displays the following family information:

- Primary parent names, relationship, cell phone, work phone, portal agreement date, proper mailing name, 911 address, home phone(s), and alternate phone(s)
- Student names, gender, birth date, age, site, enrollment date, residency code, and withdrawal date

## Generate a District-wide Family Listing



The screenshot shows a dialog box for generating a report. At the top are buttons for 'Done', 'Edit', and 'Cancel'. Below them is a 'Start Report' button. The 'Date Printed on Report' field is set to '3/5/2007' with a calendar icon. The 'Report Title' field is set to 'Family Listing'. Below these are several checkboxes, all of which are checked: 'Active Families Only', 'Show Students in Family', 'Show Only Active Students', 'Print Parent Cell Phone Numbers', 'Print Home Telephone Numbers', and 'Print Address Information'. The 'Print Emergency Contact Information' checkbox is unchecked.

1. From the **Staff Home** screen, click **Actions** → **My Login Site-Year** and select the Central Office site-year.
2. Click **Reports** → **Database** → **Family Listing**.
3. The **Date Printed on Report** defaults to today's date but may be changed by typing a date or using the calendar wizard.
4. The **Report Title** defaults to **Family Listing**, but may be changed.
5. Uncheck **Active Families Only** to include inactive families in the report.
6. Uncheck **Show Students in Family** to list primary parents without students.
7. Uncheck **Show Only Active Students** to include students from all sites.
8. Uncheck **Print Parent Cell Phone Numbers** to exclude this from the report.

9. Uncheck **Print Home Telephone Numbers** to exclude this from the report.
10. Uncheck **Print Address Information** to exclude this from the report.
11. Check **Print Emergency Contact Information** to include this in the report.
12. Click **Start Report**. The **Display Reports** screen displays.

## Generate a Site-level Family Listing

1. From the **Staff Home** screen, click **Actions** → **My Login Site-Year** and select the appropriate site-year.
2. Click **Reports** → **Database** → **Family Listing**.
3. Follow steps 1-7 above.

Show Siblings not in this Site

4. Uncheck **Show Siblings not in this Site** to include inactive siblings and siblings enrolled in other sites.
5. Follow steps 8-12 above.

## Display Reports screen

The screenshot shows the 'Display Reports' interface for Edwards High School. The report is titled 'Family Listing' and is for the site 'ZZHS0607'. The report date is 3/6/2007 12:00:00 A. The report includes the following information:

**Family Listing:**

Name	Relation	Cell Phone	Work Phone	Portal-Dt
Addams, Silvia	Parent Mother	(555)314-3051	(555)314-3286	

**Students:**





Name	Gender	BirthDate	Age	Site	Enrollment	Withdrawal
Addams, Owen M	Female	04/22/89	17-11 Yrs	ZZHS	08/23/06	10
Addams, Jennifer K	Female	08/28/88	18-7 Yrs	ZZHS	08/23/06	10

**Family Listing (continued):**

Name	Relation	Cell Phone	Work Phone	Portal-Dt
Affton, Shane	Parent Father	(555)314-9761	(555)314-2332	
Affton, Jill	Spouse Mother	(555)314-3527	(555)314-0844	

**Students (continued):**

Name	Gender	BirthDate	Age	Site	Enrollment	Withdrawal
Affton, Shane	Male	04/22/89	17-11 Yrs	ZZHS	08/23/06	10
Affton, Jill	Female	08/28/88	18-7 Yrs	ZZHS	08/23/06	10

- ◆ The save  icon allows you to save a copy of the report.
  - ◆ The print  icon allows you to print the report.
  - ◆ The email  icon allows you to e-mail the report.
  - ◆ The search  icon allows you to search within the report.
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