

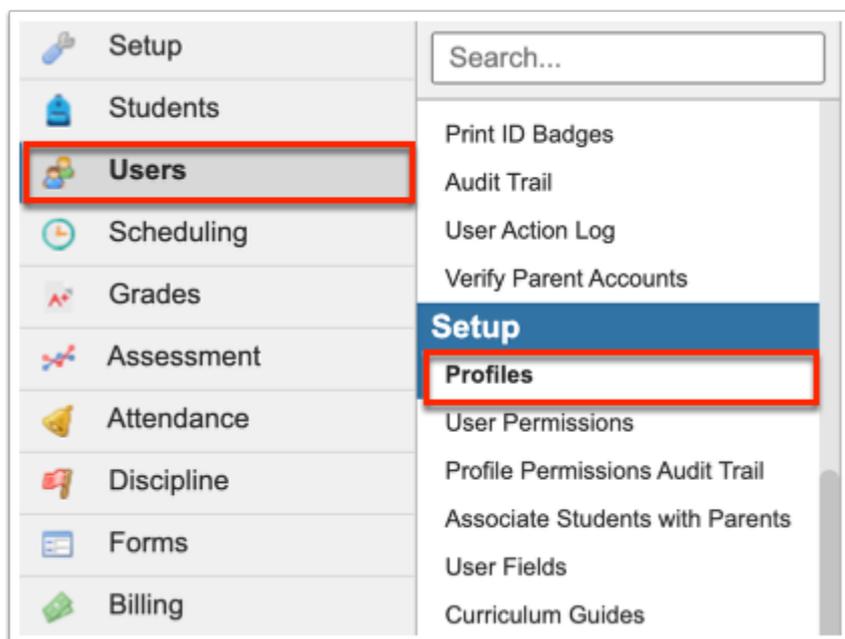
# Communication Reports

The Communication Reports screen displays a log of all sent messages including the Date the message was sent, Type of message, Message preview, Source, From, To, Regarding Student, and more.

- i** The report includes information about SMS, Text-to-Speech, and Phone Call, if the district has purchased and enabled the Call Out System. For more information on purchasing the Call Out System add-on module, contact your district's representative to set up a demonstration.

## Setting Profile Permissions for Administrative Users

1. In the **Users** menu, click **Profiles**.



2. From the Permissions tab, select **Menu** from the **Permission Type** pull-down. Select **Admin** from the **Role** pull-down. Select the applicable **Profiles** from the corresponding pull-down.

Focus High School - 0041  
Lizette Garcia  
2022-2023  
4th 9 Weeks  
SIS  
ERP

Select Student/Staff Profiles

Permissions | Module Report | Profile Report | Permission Report

Permission Type: Menu | Role: Admin | Profiles: System Administrator

Submit Save

3. Click **Submit**.

Permissions | Module Report | Profile Report | Permission Report

Permission Type: Menu | Role: Admin | Profiles: System Administrator

Submit Save

4. Click the **Students** tab.

Permissions | Module Report | Profile Report | Permission Report

Permission Type: Menu | Role: Admin | Profiles: System Administrator

Submit Save

Find

Setup

**Students**

Users

Scheduling

Grades

Assessment

Attendance

| Students                      | View                                | Edit                                | Require Approval         |
|-------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Student Info                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Login As Students             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Unlock Student                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| View Enrollment               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit Previous Year Enrollment | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| View Addresses & Contacts     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Edit Addresses                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit Primary Residence        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit Contacts                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit Inactive Students        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit Student Photo            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

5. In the Communication section, select the applicable check boxes for the Communication Reports permissions.

The screenshot shows the 'Profiles' page in the FOCUS Writers02 system. The top navigation bar includes the version '12.0.29', the 'FOCUS Writers02' logo, and a dropdown menu for 'Select Student/Staff'. The main content area is a table of permissions for profile users. The 'Communication Reports' section, including 'View All Users' and 'Flag Messages', is highlighted with a red border.

| Permission                         | Check Box 1                         | Check Box 2                         |
|------------------------------------|-------------------------------------|-------------------------------------|
| Unprocessed Applications           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Unsubmitted                        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Unsubmitted Applications           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Processed                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>Seating Charts</b>              |                                     |                                     |
| Seating Charts                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Magnet / Special Assignment</b> |                                     |                                     |
| Magnet / Special Assignment        | <input checked="" type="checkbox"/> |                                     |
| Magnet                             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| SPA                                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Choice                             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Communication Reports</b>       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| View All Users                     | <input checked="" type="checkbox"/> |                                     |
| Flag Messages                      | <input checked="" type="checkbox"/> |                                     |
| <b>Title I Eligibility</b>         | <input checked="" type="checkbox"/> |                                     |

### Communication Reports:

Select the **View** check box to grant the profile users permission to the Communication Reports screen.

### View All Users:

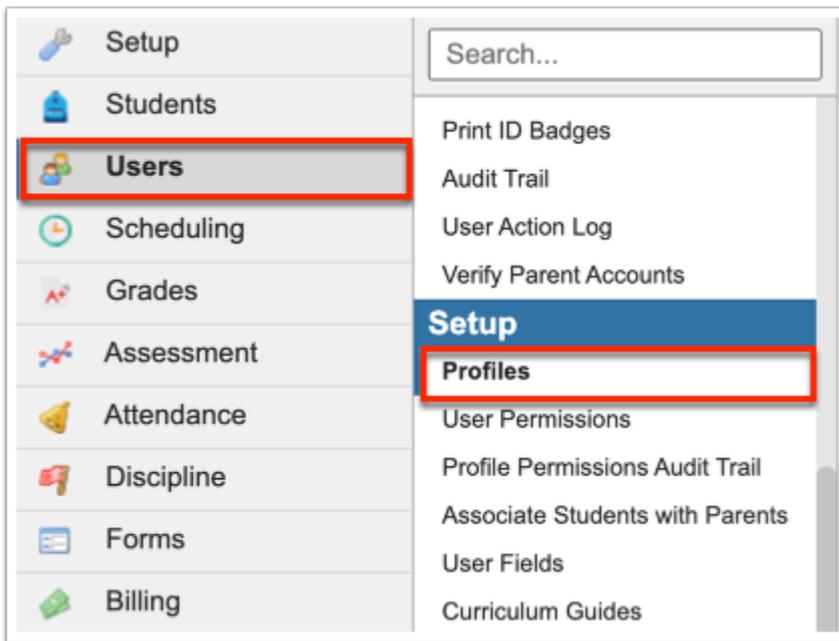
Select the **View** check box to allow profile users to view records of messages sent by other users. The messages viewable is limited to the school(s) in which the profile users have access.

### Flag Messages:

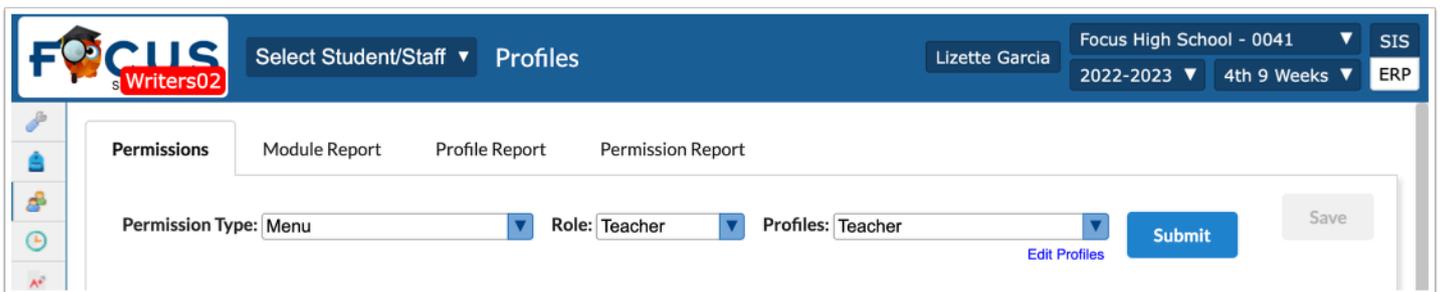
Select the **View** check box to allow profile users the ability to Flag messages from the report. Once flagged, users can create referrals, as needed.

## Setting Profile Permissions for Teachers

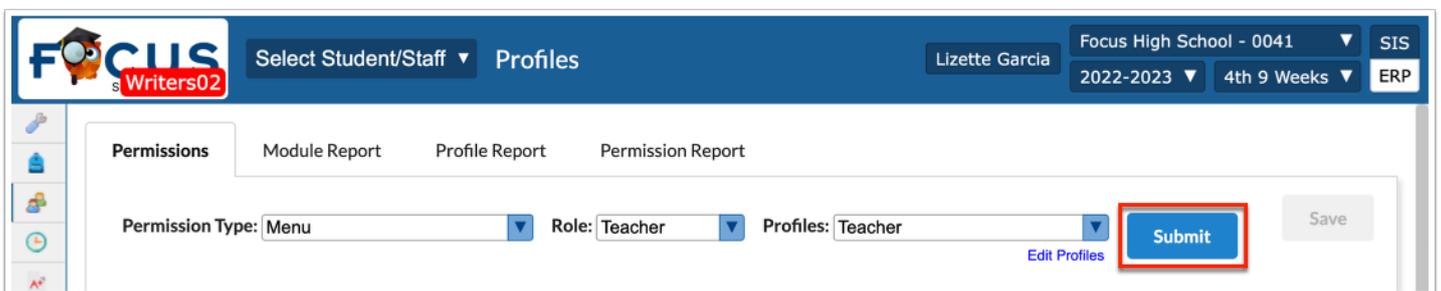
1. In the **Users** menu, click [Profiles](#).



2. From the Permissions tab, select **Menu** from the **Permission Type** pull-down. Select **Teacher** from the **Role** pull-down. Select the applicable **Profiles** from the corresponding pull-down.



3. Click **Submit**.



4. Click the **Students** tab.

The screenshot shows the 'Profiles' page in the Focus SIS system. The user is logged in as Lizette Garcia at Focus High School - 0041 for the 2022-2023 school year, 4th 9 Weeks. The 'Permissions' tab is active, and the 'Students' permission is selected in the left sidebar. The main area shows a table of permissions for the 'Teacher' role. The 'Students' section is highlighted with a red box.

| Students                     | View                                | Edit                     | Require Approval         |
|------------------------------|-------------------------------------|--------------------------|--------------------------|
| <b>Student Info</b>          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| View Enrollment              | <input checked="" type="checkbox"/> |                          |                          |
| View Addresses & Contacts    | <input checked="" type="checkbox"/> |                          |                          |
| Edit Addresses               |                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit Primary Residence       |                                     | <input type="checkbox"/> |                          |
| Edit Contacts                |                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit Inactive Students       |                                     | <input type="checkbox"/> |                          |
| Edit Previous Years Inactive |                                     |                          |                          |

5. In the Communication Reports section, select the applicable check boxes for permission.

The screenshot shows the 'Profiles' page in the Focus SIS system, specifically the 'Communication Reports' section. The 'Communication Reports' permission is highlighted with a red box. The 'View' check box is selected for this permission.

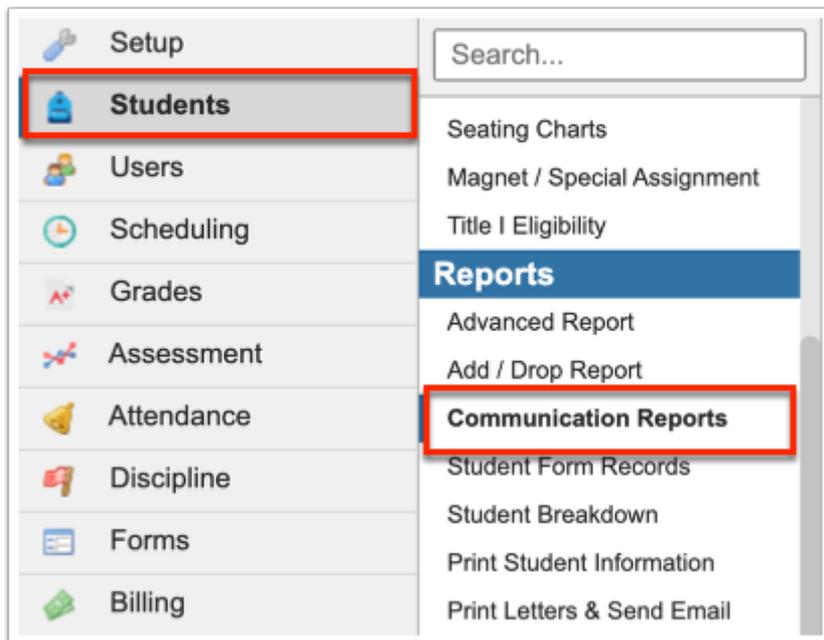
|  |                                     |
|--|-------------------------------------|
| Student Reauthorization                    | <input checked="" type="checkbox"/> |
| Allow Teacher to Make Reauthorizations     | <input type="checkbox"/>            |
| <b>Final Grades, GPA, &amp; Class Rank</b> | <input checked="" type="checkbox"/> |
| View Grade Details                         | <input checked="" type="checkbox"/> |
| View GPA                                   | <input checked="" type="checkbox"/> |
| View Weighted GPA                          | <input checked="" type="checkbox"/> |
| View Gradebook Assignments & Grades        | <input checked="" type="checkbox"/> |
| <b>Progression Plan</b>                    | <input checked="" type="checkbox"/> |
| <b>Graduation Requirements Report</b>      | <input checked="" type="checkbox"/> |
| <b>Mass Add Log Records</b>                | <input checked="" type="checkbox"/> |
| <b>Student Breakdown</b>                   | <input checked="" type="checkbox"/> |
| <b>Print Avery Labels</b>                  | <input checked="" type="checkbox"/> |
| <b>Advanced Report</b>                     | <input checked="" type="checkbox"/> |
| <b>Test History</b>                        | <input checked="" type="checkbox"/> |
| <b>Test History Report</b>                 | <input checked="" type="checkbox"/> |
| <b>Communication Reports</b>               | <input checked="" type="checkbox"/> |

### Communication Reports:

Select the **View** check box to grant the profile users permission to view the Communication Reports screen.

# Communication Reports

1. In the **Students** menu, click **Communication Reports**.



2. To run the report based on specific criteria, enter and select the applicable filters including:

- a. Select a **Type** of message from the pull-down to filter the report to display the type of messages selected; options include All, Email, SMS, TTS (Text-to-Speech), Recorded (Phone Calls), Push Notifications. You can select one or multiple.
- b. Select the **Schools** from the pull-down to determine which data should be pulled into the report; the pull-down defaults to All schools.
- c. Enter a **Start Date** and an **End Date** to filter the report based on messages sent over the specific time frame. You can also enter just a Start Date or just an End Date to filter the report.
- d. Select the **Secure** check box to display sent messages that have been marked as secure either by a teacher or by an administrative user.
- e. Select the **Emergency** check box to display messages that were sent as an emergency call (Phone Call or Text-to-Speech) from the [Call](#) tab of the [Communication](#) screen.
- f. Select the **Flagged** check box to display sent messages that have been flagged either by a teacher or by an administrative user. Selecting this check box displays all messages Flagged and Admin Flagged.
- g. Select the **Include Attendance** check box to display attendance messages in the report.
- h. Select the **View All Users** check box to view all messages sent by all users in the school or district depending on your accessibility.

**FOCUS** Writers02 | Select Student/Staff | Communication Reports | Lizette Garcia | Focus High School - 0041 | SIS | Admin | 2022-2023 | 4th 9 Weeks | ERP

**Communication History**

Type: All | Schools: All | Start Date: 06/01/2023 | End Date: | Secure:  | Emergency:  | Flagged:  | Include Attendance:  | View All Users:  | Search

5 Records | Export | Filter: OFF | Toggle Columns | Page Size: 20

| Date              | Type  | Message                                    | Source  | From            | To          | Regarding Student | Total | Sent | Pending | Expired | Errors | Attendance | Secure |
|-------------------|-------|--|---------|-----------------|-------------|-------------------|-------|------|---------|---------|--------|------------|--------|
| 08/11/23 10:22 am | Email | Sure. No problem. You're really putting... | Student | Abe, Charlie    | Fridda Roxy | Abe Charlie       | 1     | 1    |         |         |        |            |        |
| 07/31/23 04:12 pm | Email | Can you stop by and che...                 | User    | Garcia, Lizette | Fridda Roxy |                   | 1     | 1    |         |         |        |            |        |

### 3. Click Search.

**Communication History**

Type: All | Schools: All | Start Date: 06/01/2023 | End Date: | Secure:  | Emergency:  | Flagged:  | Include Attendance:  | View All Users:  | Search

5 Records | Export | Filter: OFF | Toggle Columns | Page Size: 20

| Source   | From            | To           | Regarding Student | Total | Sent | Pending | Expired | Errors | Attendance | Secure | Emergency | Flagged                             | Admin Flagged | Referral |
|----------|-----------------|--------------|-------------------|-------|------|---------|---------|--------|------------|--------|-----------|-------------------------------------|---------------|----------|
| Student  | Abe, Charlie    | Fridda Roxy  | Abe Charlie       | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> |               | + Add    |
| User     | Garcia, Lizette | Fridda Roxy  |                   | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> |               |          |
| Student  | Abe, Charlie    | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> |               | View     |
| Student  | Abe, Charlie    | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> |               | + Add    |
| Student  | Abe, Charlie    | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> |               | View     |
| On Page: |                 |              |                   | 5     | 5    | 0       | 0       | 0      |            |        |           |                                     |               |          |
| Total:   |                 |              |                   | 5     | 5    | 0       | 0       | 0      |            |        |           |                                     |               |          |

The Communication History tab displays a log of all sent messages including the Date the message was sent, the Type of message, the Message, Source, From, To, Regarding Student, Total, Sent, Pending, Expired, Errors, Attendance, Secure, Emergency, Flagged, Admin Flagged, and Referral.

**Communication History**

Type: All | Schools: All | Start Date: 04/04/2023 | End Date: | Secure:  | Emergency:  | Flagged:  | Include Attendance:  | View All Users:  | Search

13 Records | Export | Filter: OFF | Toggle Columns | Page Size: 20

| Date              | Type  | Message                                     | Source  | From            | To           | Regarding Student | Total | Sent | Pending | Expired | Errors | Attendance | Secure |
|-------------------|-------|---|---------|-----------------|--------------|-------------------|-------|------|---------|---------|--------|------------|--------|
| 07/31/23 04:12 pm | Email | Can you stop by and check                   | User    | Garcia, Lizette | Fridda Roxy  |                   | 1     | 1    |         |         |        |            |        |
| 08/11/23 10:22 am | Email | Sure. No problem. You're really putting...  | Student | Abe, Charlie    | Fridda Roxy  | Abe Charlie       | 1     | 1    |         |         |        |            |        |
| 05/25/23 09:17 am | Email | Dirty WordsLet's vote for bad words.Real... | Student | Acevedo, Diem   | 1 Recipients | Acevedo Diem      | 1     | 1    |         |         |        |            |        |
| 05/23/23 10:07 am | Email | May I ask what the matter is regarding?     | User    | Roxy, Fridda    | 1 Recipients |                   | 1     | 1    |         |         |        |            |        |
| 05/23/23 11:23 am | Email | Will do! Thank you, Ms. Roxy.               | Student | Abe, Charlie    | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |
| 06/08/23 08:26 am | Email | Hi Ms. Roxy. I attached the homework in...  | Student | Abe, Charlie    | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |
| 06/14/23 08:44 am | Email | Oh, great! Happy to help.                   | Student | Abe, Charlie    | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |
| 06/13/23 09:18 am | Email | Hi! Yes, I will be on vacation from June... | Student | Abe, Charlie    | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |
| 05/31/23 03:34 pm | Email | Thank you! We had a great time yesterday... | Student | Abe, Charlie    | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |
| 05/25/23 09:17 am | Email | Hi, Ms. Roxy. My poem contains some inap... | Student | Acevedo, Diem   | 1 Recipients | Acevedo Diem      | 1     | 1    |         |         |        |            |        |
| 05/31/23 03:18 pm | Email | This is a reminder that all grades are d... | User    | Garcia, Lizette | 8 Recipients |                   | 8     | 8    |         |         |        |            |        |
| 05/31/23 03:18 pm | SMS   | This is a reminder that all grades are d... | User    | Garcia, Lizette | 8 Recipients |                   | 8     | 8    |         |         |        |            |        |
| 05/31/23 03:18 pm | TTS   | This is a reminder that all grades are d... | User    | Garcia, Lizette | 8 Recipients |                   | 8     | 8    |         |         |        |            |        |
| On Page:          |       |   |         |                 |              |                   | 34    | 34   | 0       | 0       | 0      |            |        |
| Total:            |       |   |         |                 |              |                   | 34    | 34   | 0       | 0       | 0      |            |        |

If the message was created and sent as "Send as District," the message displays in the report where the **Source** displays **District**.

**Communication History**

Type: All Schools: All Start Date: 08/02/2023 End Date: Secure:  Emergency:  Flagged:

Include Attendance:  View All Users:  Search: [Search]

9 Records Export Filter: OFF Toggle Columns Page Size: 25

| Date              | Type     | Message                                     | Source   | From               | To            | Regarding Student | Total | Sent | Expired | Errors |  |
|-------------------|----------|---|----------|--------------------|---------------|-------------------|-------|------|---------|--------|--|
| 09/25/23 09:50 am | Email    | Odyssey of the Mind                         | District | Owl County Schools | 7 Recipients  |                   | 7     | 1    |         |        |  |
| 09/05/23 11:32 am | Email    | New School Year: Volunteers Needed          | User     | Roxy, Fridda       | 91 Recipients |                   | 91    | 8    |         | 8      |  |
| 09/05/23 11:30 am | Recorded | ▶ Play Audio                                | User     | Garcia, Lizette    | Charlie Abe   | Abe Charlie       | 1     |      | 1       |        |  |
| 09/05/23 11:30 am | Email    | Safety Patrol                               | User     | Garcia, Lizette    | Charlie Abe   | Abe Charlie       | 1     | 1    |         |        |  |
| 08/18/23 02:13 pm | Email    | Test  | User     | Roxy, Fridda       | 91 Recipients |                   | 91    |      | 91      |        |  |
| 08/11/23 11:34 am | Email    | Hello. Please remember to sign your stud... | User     | Garcia, Lizette    | 2 Recipients  | Abe Charlie       | 2     | 2    |         |        |  |
| 08/11/23 09:56 am | Email    | This message is for parents and students... | User     | Garcia, Lizette    | 3 Recipients  | Abe Charlie       | 3     | 3    |         |        |  |
| 08/07/23 08:52 am | Recorded |   | User     | Garcia, Lizette    | 3 Recipients  |                   | 3     |      | 3       |        |  |
| 08/03/23 08:21 am | Email    | Hi, Charlie and Kenna. Please be sure to... | User     | Garcia, Lizette    | 2 Recipients  |                   | 2     |      |         |        |  |
| On Page:          |          |   |          |                    |               |                   | 201   | 15   | 95      | 9      |  |
| Total:            |          |   |          |                    |               |                   | 201   | 15   | 95      | 9      |  |

**i** The **District** source displays as a **School** source if the school as been excluded from communication via Setup > [School Info](#) > Exclude from Communication. See [Did You Know?](#) for additional info on the impacts of the exclusion.

11 Records Export Filter: OFF Toggle Columns Page Size: 25

| Date              | Type     | Message                                     | Source | From                     |
|-------------------|----------|---|--------|--------------------------|
| 11/14/23 11:07 am | Email    | New School Year: Volunteers Needed          | User   | Fridda Roxy              |
| 09/25/23 09:50 am | Email    | Odyssey of the Mind                         | School | Focus High School - 0041 |
| 09/05/23 11:32 am | Email    | New School Year: Volunteers Needed          | User   | Fridda Roxy              |
| 09/05/23 11:30 am | Recorded | ▶ Play Audio                                | User   | Lizette Garcia           |
| 09/05/23 11:30 am | Email    | Safety Patrol                               | User   | Lizette Garcia           |
| 08/18/23 02:13 pm | Email    | Test  | User   | Fridda Roxy              |
| 08/11/23 11:34 am | Email    | Hello. Please remember to sign your stud... | User   | Lizette Garcia           |
| 08/11/23 09:56 am | Email    | This message is for parents and students... | User   | Lizette Garcia           |

If a message was sent with an attached Text-to-Speech message, SMS, or Phone Call, each sent message and attachment displays as a separate entry in the table. In the example displayed, an Email was sent out with an attached SMS and Text-to-Speech.

| Communication History  |         |   |          |                          |                          |                                     |                                     |                                     |         |         |        |            |        |
|--|---------|---|----------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---------|---------|--------|------------|--------|
| Type   | Schools | Start Date                                  | End Date | Secure                   | Emergency                | Flagged                             | Include Attendance                  | View All Users                      |         |         |        |            |        |
| All  | All     | 04/04/2023                                  |          | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |         |         |        |            |        |
| 13 Records <span>Export</span> <span>Filter: OFF</span> <span>Toggle Columns</span> <span>Page Size: 20</span> |         |   |          |                          |                          |                                     |                                     |                                     |         |         |        |            |        |
| Date   | Type    | Message                                     | Source   | From                     | To                       | Regarding Student                   | Total                               | Sent                                | Pending | Expired | Errors | Attendance | Secure |
| 07/31/23 04:12 pm  | Email   | Can you stop by and chec                    | User     | Garcia, Lizette          | Fridda Roxy              |                                     | 1                                   | 1                                   |         |         |        |            |        |
| 05/23/23 10:07 am  | Email   | May I ask what the matter is regarding?     | User     | Roxy, Fridda             | 1 Recipients             |                                     | 1                                   | 1                                   |         |         |        |            |        |
| 05/31/23 03:18 pm  | Email   | This is a reminder that all grades are d... | User     | Garcia, Lizette          | 8 Recipients             |                                     | 8                                   | 8                                   |         |         |        |            |        |
| 05/31/23 03:18 pm  | SMS     | This is a reminder that all grades are d... | User     | Garcia, Lizette          | 8 Recipients             |                                     | 8                                   | 8                                   |         |         |        |            |        |
| 05/31/23 03:18 pm  | TTS     | This is a reminder that all grades are d... | User     | Garcia, Lizette          | 8 Recipients             |                                     | 8                                   | 8                                   |         |         |        |            |        |
| 08/11/23 10:22 am  | Email   | Sure. No problem. You're really putting...  | Student  | Abe, Charlie             | Fridda Roxy              | Abe Charlie                         | 1                                   | 1                                   |         |         |        |            |        |
| 05/25/23 09:17 am  | Email   | Dirty WordsLet's vote for bad words.Real... | Student  | Acevedo, Diem            | 1 Recipients             | Acevedo Diem                        | 1                                   | 1                                   |         |         |        |            |        |
| 05/23/23 11:23 am  | Email   | Will do! Thank you, Ms. Roxy.               | Student  | Abe, Charlie             | 1 Recipients             | Abe Charlie                         | 1                                   | 1                                   |         |         |        |            |        |
| 06/08/23 08:26 am  | Email   | Hi Ms. Roxy. I attached the homework in...  | Student  | Abe, Charlie             | 1 Recipients             | Abe Charlie                         | 1                                   | 1                                   |         |         |        |            |        |
| 06/14/23 08:44 am  | Email   | Oh, great! Happy to help.                   | Student  | Abe, Charlie             | 1 Recipients             | Abe Charlie                         | 1                                   | 1                                   |         |         |        |            |        |
| 06/13/23 09:18 am  | Email   | Hi! Yes, I will be on vacation from June... | Student  | Abe, Charlie             | 1 Recipients             | Abe Charlie                         | 1                                   | 1                                   |         |         |        |            |        |
| 05/31/23 03:34 pm  | Email   | Thank you! We had a great time yesterday... | Student  | Abe, Charlie             | 1 Recipients             | Abe Charlie                         | 1                                   | 1                                   |         |         |        |            |        |
| 05/25/23 09:17 am  | Email   | Hi, Ms. Roxy. My poem contains some inap... | Student  | Acevedo, Diem            | 1 Recipients             | Acevedo Diem                        | 1                                   | 1                                   |         |         |        |            |        |
|  |         |   |          |                          |                          |                                     | On Page:                            | 34                                  | 34      | 0       | 0      | 0          |        |
|  |         |   |          |                          |                          |                                     | Total:                              | 34                                  | 34      | 0       | 0      | 0          |        |

The Total, Sent, Pending, Expired, and Errors columns are driven by the Communication Queue scheduled job.

- The **Total** represents the total sent from the Communication screen.
- The **Sent** represents the number of messages received by the recipients.
- The **Pending** represents the number of messages waiting to be sent in the communication queue.
- The **Expired** represents the number of messages that were waiting to be sent and were never completed, which are now marked as expired.
- The **Errors** represents the number of messages not received by recipients due to an invalid phone number or email address.

 See [Scheduled Jobs](#) and/or [Communication](#) for details on the Communication Queue scheduled job.

The **Attendance** check mark displays if the message was sent as an attendance-based message created in Communication > Settings > [Attendance](#) section.

**Communication History**

Type: All Schools: All Start Date: 09/05/2023 End Date: Secure:  Emergency:  Flagged:  Include Attendance:  View All Users:

Search

Page: 1 / 5 83 Records Filter: OFF Toggle Columns Page Size: 20

|                         | Source | From                     | To           | Regarding Student | Total | Sent | Pending | Expired | Errors | Attendance                          | Secure | Emergency |
|-------------------------|--------|--------------------------|--------------|-------------------|-------|------|---------|---------|--------|-------------------------------------|--------|-----------|
| cs was marked Absent... | School | Focus High School - 0101 | Robert Jones | Methot Branson    | 1     | 1    |         |         |        | <input checked="" type="checkbox"/> |        |           |
| cs was marked Absent... | School | Focus High School - 0101 | Robert Jones | Methot Branson    | 1     | 1    |         |         |        | <input checked="" type="checkbox"/> |        |           |
| cs was marked Absent... | School | Focus High School - 0101 | Robert Jones | Methot Branson    | 1     | 1    |         |         |        | <input checked="" type="checkbox"/> |        |           |
| cs was marked Absent... | School | Focus High School - 0101 | Robert Jones | Methot Branson    | 1     | 1    |         |         |        | <input checked="" type="checkbox"/> |        |           |
| cs was marked Absent... | School | Focus High School - 0101 | Robert Jones | Methot Branson    | 1     | 1    |         |         |        | <input checked="" type="checkbox"/> |        |           |
| cs was marked Absent... | School | Focus High School - 0101 | Robert Jones | Methot Branson    | 1     | 1    |         |         |        | <input checked="" type="checkbox"/> |        |           |
| cs was marked Absent... | School | Focus High School - 0101 | Robert Jones | Methot Branson    | 1     | 1    |         |         |        | <input checked="" type="checkbox"/> |        |           |
| cs was marked Absent... | School | Focus High School - 0101 | Robert Jones | Methot Branson    | 1     | 1    |         |         |        | <input checked="" type="checkbox"/> |        |           |
| cs was marked Absent... | School | Focus High School - 0101 | Robert Jones | Methot Branson    | 1     | 1    |         |         |        | <input checked="" type="checkbox"/> |        |           |

The **Emergency** check mark displays if the message was sent as an emergency call (Phone Call or Text-to-Speech) from the [Call](#) tab of the [Communication](#) screen. Note: In order for users to send emergency calls, they must have the applicable profile permission.

**Communication History**

Type: All Schools: All Start Date: 07/03/2023 End Date: Secure:  Emergency:  Flagged:  Include Attendance:  View All Users:

Search

1 Records Filter: OFF Toggle Columns Page Size: 20

| Message                                 | Source | From            | To           | Regarding Student | Total | Sent | Pending | Expired | Errors | Attendance | Secure | Emergency                           | Flagged |
|---|--------|-----------------|--------------|-------------------|-------|------|---------|---------|--------|------------|--------|-------------------------------------|---------|
| Emergency Faculty Meeting at 2pm today! | User   | Garcia, Lizette | 3 Recipients |                   | 3     | 3    |         |         |        |            |        | <input checked="" type="checkbox"/> |         |
| On Page:                                |        |                 |              |                   | 3     | 3    | 0       | 0       | 0      |            |        |                                     |         |
| Total:                                  |        |                 |              |                   | 3     | 3    | 0       | 0       | 0      |            |        |                                     |         |

The **Flagged** message check mark displays if the message was flagged from the [Communication](#) screen by a teacher.

**Communication History**

Type: All Schools: All Start Date: 06/01/2023 End Date: Secure:  Emergency:  Flagged:  Include Attendance:  View All Users:

Search

5 Records Filter: OFF Toggle Columns Page Size: 20

|                        | Source  | From            | To           | Regarding Student | Total | Sent | Pending | Expired | Errors | Attendance | Secure | Emergency | Flagged                             | Admin Flagged                       | Referral |
|------------------------|---------|-----------------|--------------|-------------------|-------|------|---------|---------|--------|------------|--------|-----------|-------------------------------------|-------------------------------------|----------|
| check on ti            | User    | Garcia, Lizette | Fridda Roxy  |                   | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> |                                     |          |
| u're really putting... | Student | Abe, Charlie    | Fridda Roxy  | Abe Charlie       | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> |                                     | + Add    |
| ed the homework in...  | Student | Abe, Charlie    | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | View     |
| help.                  | Student | Abe, Charlie    | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> |                                     | View     |
| acation from June...   | Student | Abe, Charlie    | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | + Add    |
| On Page:               |         |                 |              |                   | 5     | 5    | 0       | 0       | 0      |            |        |           |                                     |                                     |          |
| Total:                 |         |                 |              |                   | 5     | 5    | 0       | 0       | 0      |            |        |           |                                     |                                     |          |

The **Admin Flagged** message check mark displays if the message was flagged from the [Communication](#) screen by an administrative user and a referral was added. Once a referral is added, the admin flag is locked and cannot be changed. However, if a message was flagged from this report, the **Admin Flagged** check box displays as selected until a referral is added.

Communication History

Type: All Schools: All Start Date: 05/02/2023 End Date: Secure: Emergency:  Flagged: Include Attendance: View All Users: Search

13 Records Export Filter: OFF Toggle Columns Page Size: 20

|                      | Source  | From            | To           | Regarding Student | Total | Sent | Pending | Expired | Errors | Attendance | Secure | Emergency | Flagged                             | Admin Flagged                       | Referral |
|----------------------|---------|-----------------|--------------|-------------------|-------|------|---------|---------|--------|------------|--------|-----------|-------------------------------------|-------------------------------------|----------|
| kon th               | User    | Garcia, Lizette | Fridda Roxy  |                   | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> |                                     |          |
| r is regarding?      | User    | Roxy, Fridda    | 1 Recipients |                   | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> |                                     |          |
| grades are d...      | User    | Garcia, Lizette | 8 Recipients |                   | 8     | 8    |         |         |        |            |        |           |                                     | <input checked="" type="checkbox"/> |          |
| grades are d...      | User    | Garcia, Lizette | 8 Recipients |                   | 8     | 8    |         |         |        |            |        |           |                                     | <input checked="" type="checkbox"/> |          |
| grades are d...      | User    | Garcia, Lizette | 8 Recipients |                   | 8     | 8    |         |         |        |            |        |           |                                     | <input checked="" type="checkbox"/> |          |
| really putting...    | Student | Abe, Charlie    | Fridda Roxy  | Abe Charlie       | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> |                                     | + Add    |
| bad words.Real...    | Student | Acevedo, Diem   | 1 Recipients | Acevedo Diem      | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> |                                     | + Add    |
| oxy.                 | Student | Abe, Charlie    | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> |                                     | + Add    |
| e homework in...     | Student | Abe, Charlie    | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | View     |
|                      | Student | Abe, Charlie    | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> |                                     | View     |
| on from June...      | Student | Abe, Charlie    | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |          |
| at time yesterday... | Student | Abe, Charlie    | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | View     |
| ntains some inap...  | Student | Acevedo, Diem   | 1 Recipients | Acevedo Diem      | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | + Add    |
| On Page:             |         |                 |              |                   | 34    | 34   | 0       | 0       | 0      |            |        |           |                                     |                                     |          |
| Total:               |         |                 |              |                   | 34    | 34   | 0       | 0       | 0      |            |        |           |                                     |                                     |          |

4. Click the **From** name to view [User Info](#) or [Student Info](#).

Communication History

Type: All Schools: All Start Date: 05/02/2023 End Date: Secure: Emergency:  Flagged: Include Attendance: View All Users: Search

13 Records Export Filter: OFF Toggle Columns Page Size: 20

| Date              | Type  | Message                                     | Source | From            | To           | Regarding Student | Total | Sent | Pending | Expired | Errors | Attendance | Secure |
|-------------------|-------|---|--------|-----------------|--------------|-------------------|-------|------|---------|---------|--------|------------|--------|
| 07/31/23 04:12 pm | Email | Can you stop by and che...                  | User   | Garcia, Lizette | Fridda Roxy  |                   | 1     | 1    |         |         |        |            |        |
| 05/23/23 10:07 am | Email | May I ask what the matter is regarding?     | User   | Roxy, Fridda    | 1 Recipients |                   | 1     | 1    |         |         |        |            |        |
| 05/31/23 03:18 pm | Email | This is a reminder that all grades are d... | User   | Garcia, Lizette | 8 Recipients |                   | 8     | 8    |         |         |        |            |        |
| 05/31/23 03:18 pm | SMS   | This is a reminder that all grades are d... | User   | Garcia, Lizette | 8 Recipients |                   | 8     | 8    |         |         |        |            |        |

**User Info** window for Lizette Garcia, Focus High School - 0041, SIS, Admin, 2022-2023, 4th 9 Weeks, ERP

Permissions table:

|      | SIS Profiles              | ERP Profiles                 | Schools    | Start Date | End Date   | Comment        |
|------|---------------------------|------------------------------|------------|------------|------------|----------------|
| View | School Guidance Counselor | Activities                   | Focus ...  | 04/05/2023 | 06/16/2023 | Temp. access f |
| View | Teacher                   | Teacher                      | Focus ...  | 07/01/2015 |            |                |
| View | ERP-MCSD Employee         | ERP-Internal Account Sponsor | 1111 - ... | 07/01/2015 |            |                |

5. Click **To** to view all recipients' information in a pop-up window; this is helpful when there are multiple recipients so you can view each recipients that received the message.

The Recipients pop-up window displays Last Update, Status, Type, Name, Destination, Regarding Student, Message, Expiration, and Error.

Communication History

Type: All Schools: All Start Date: 07/04/2023 End Date: Secure: Emergency: Flagged: Include Attendance: View All Users: Search

10 Records Export Filter: OFF Toggle Columns Page Size: 20

| Date              | Type  | Message                                     | Source  | From            | To            | Regarding Student | Total | Sent | Pending | Expired | Errors | Attendance | Secure |
|-------------------|-------|---|---------|-----------------|---------------|-------------------|-------|------|---------|---------|--------|------------|--------|
| 08/18/23 02:13 pm | Email | Test  | User    | Roxy, Fridda    | 91 Recipients |                   | 91    |      |         | 91      |        |            |        |
| 08/11/23 11:34 am | Email | Hello. Please remember to sign your stud... | User    | Garcia, Lizette | 2 Recipients  |                   | 2     | 2    |         |         |        |            |        |
| 08/11/23 10:22 am | Email | Sure. No problem. You're really putting...  | Student | Abe, Charlie    | Fridda Roxy   | Abe Charlie       | 1     | 1    |         |         |        |            |        |
| 08/11/23 09:56 am | Email | This message is for parents and students... | User    | Garcia, Lizette | 3 Recipients  |                   | 3     | 3    |         |         |        |            |        |
| 08/07/23 10:28 am | Email | First Day of School                         | User    | Roxy, Fridda    | 2 Recipients  |                   | 2     | 1    |         |         | 1      |            |        |
| 08/07/23 10:28 am | Email | First Day of School                         | User    | Roxy, Fridda    | 2 Recipients  |                   | 2     | 1    |         |         | 3      | 3          |        |
| 08/03/23 10:28 am | Email | First Day of School                         | User    | Roxy, Fridda    | 2 Recipients  |                   | 2     | 1    |         |         | 2      |            |        |
| 07/31/23 10:28 am | Email | First Day of School                         | User    | Roxy, Fridda    | 2 Recipients  |                   | 2     | 1    |         |         |        |            |        |
| 07/31/23 10:28 am | Email | First Day of School                         | User    | Roxy, Fridda    | 2 Recipients  |                   | 2     | 1    |         |         |        |            |        |
| 07/05/23 10:28 am | Email | First Day of School                         | User    | Roxy, Fridda    | 2 Recipients  |                   | 2     | 1    |         |         |        |            |        |

Recipients

3 Records Export Filter: OFF Toggle Columns Page Size: 20

| Last Update    | Status | Type    | Name         | Destination                      | Regarding Student | Message                                     | Expiration | Error |
|----------------|--------|---------|--------------|----------------------------------|-------------------|---|------------|-------|
| 08/11 09:58 am | Sent   | Student | Charlie Abe  | lizetemartinez824@gmail.com      | Charlie Abe       | This message is for parents and students... |            |       |
| 08/11 09:58 am | Sent   | User    | Mel Brown    | lizetteg@focusschoolsoftware.com | Charlie Abe       | This message is for parents and students... |            | 94 6  |
| 08/11 09:58 am | Sent   | Contact | Eugene Smith | lizetemartinez824@gmail.com      | Charlie Abe       | This message is for parents and students... |            | 94 6  |

**i** The **Status** displays as **Duplicate** if "Once Per Family" was selected from the recipient type pull-down to duplicate messages based on the recipient's contact details, such as email or phone number. Although queue records will still be generated for duplicate entries, they won't result in actual email/call transmissions.

Recipients

4 Records Export Filter: OFF Toggle Columns Page Size: 20

| Last Update    | Status    | Type    | Name          | Destination                     | Regarding Student | Message | Expiration     | Error            |
|----------------|-----------|---------|---------------|---------------------------------|-------------------|---------|----------------|------------------|
| 09/11 12:19 pm | Error     | Contact | Parent Parent |                                 | Anna Layfield     | Focus   | 09/12 12:05 pm | No email address |
| 09/11 12:19 pm | Sent      | User    | Focus Methot  | monicam@focusschoolsoftware.com | Anna Layfield     | Focus   | 09/12 12:05 pm |                  |
| 09/11 12:19 pm | Duplicate | Contact | Parent Parent |                                 | Zoe Layfield      | Focus   | 09/12 12:05 pm |                  |
| 09/11 12:19 pm | Duplicate | User    | Focus Parent  | monicam@focusschoolsoftware.com | Zoe Layfield      | Focus   | 09/12 12:05 pm |                  |

a. Click the **Name** to view [User Info](#) or [Student Info](#).

**Recipients**

3 Records    Export    Filter: OFF    Toggle Columns    Page Size: 20

| Last Update    | Status | Type    | Name         | Destination                      | Regarding Student | Message                                     | Expiration | Error |
|----------------|--------|---------|--------------|----------------------------------|-------------------|---|------------|-------|
| 08/11 09:58 am | Sent   | Student | Charlie Abe  | lizettemartinez824@gmail.com     | Charlie Abe       | This message is for parents and students... |            |       |
| 08/11 09:58 am | Sent   | User    | Mel Brown    | lizetteg@focusschoolsoftware.com | Charlie Abe       | This message is for parents and students... |            |       |
| 08/11 09:58 am | Sent   | Contact | Eugene Smith | lizettemartinez824@gmail.com     | Charlie Abe       | This message is for parents and students... |            |       |

b. Click the **Message** to view the entire message in a message content pop-up window.

**Recipients**

3 Records    Export    Filter: OFF    Toggle Columns    Page Size: 20

| Last Update    | Status | Type    | Name         | Destination                      | Regarding Student | Message                                     | Expiration | Error |
|----------------|--------|---------|--------------|----------------------------------|-------------------|---|------------|-------|
| 08/11 09:58 am | Sent   | Student | Charlie Abe  | lizettemartinez824@gmail.com     | Charlie Abe       | This message is for parents and students... |            |       |
| 08/11 09:58 am | Sent   | User    | Mel Brown    | lizetteg@focusschoolsoftware.com | Charlie Abe       | This message is for parents and students... |            |       |
| 08/11 09:58 am | Sent   | Contact | Eugene Smith | lizettemartinez824@gmail.com     | Charlie Abe       | This message is for parents and students... |            |       |

i. Click the white **X** to close the message content pop-up window.

**X** This message is for parents and students...

This message is for parents and students. We made it through our first day of school and have some suggestions for next week: our first full week back.

1. Please arrive between 7:55am-8:10 for Car Loop Lane 1: Grades 9-10
2. Please arrive between 8:05am-8:15 for Car Loop Lane 2: Grades 11-12
3. Ensure your students have their lunch ID numbers

c. Click the **modal** icon to view the row of data in a pop-up.

**Recipients**

3 Records    Export    Filter: OFF    Toggle Columns    Page Size: 20

| Last Update    | Status | Type    | Name         | Destination                      | Regarding Student | Message                                     | Expiration | Error |
|----------------|--------|---------|--------------|----------------------------------|-------------------|---|------------|-------|
| 08/11 09:58 am | Sent   | Student | Charlie Abe  | lizettemartinez824@gmail.com     | Charlie Abe       | This message is for parents and students... |            |       |
| 08/11 09:58 am | Sent   | User    | Mel Brown    | lizetteg@focusschoolsoftware.com | Charlie Abe       | This message is for parents and students... |            |       |
| 08/11 09:58 am | Sent   | Contact | Eugene Smith | lizettemartinez824@gmail.com     | Charlie Abe       | This message is for parents and students... |            |       |

Pop-up window details:

|             |   |                   |             |
|-------------|---|-------------------|-------------|
| Last Update | 08/11 09:58 am                              | Status            | Sent        |
| Type        | Student                                     | Name              | Charlie Abe |
| Destination | lizettemartinez824@gmail.com                | Regarding Student | Charlie Abe |
| Message     | This message is for parents and students... |                   |             |

Navigation: ◀ ▶ Close

- i. Click the arrows to navigate to the previous and next entries in the table.
- ii. Click **Close** to close the pop-up window.

|             |   |                   |             |
|-------------|---|-------------------|-------------|
| Last Update | 08/11 09:58 am                              | Status            | Sent        |
| Type        | User  | Name              | Mel Brown   |
| Destination | lizetteg@focusschoolsoftware.com            | Regarding Student | Charlie Abe |
| Message     | This message is for parents and students... |                   |             |

Navigation: ◀ ▶ Close

- d. Click the white X to close the pop-up window.

**Recipients**

3 Records    Export    Filter: OFF    Toggle Columns    Page Size: 20

| Last Update    | Status | Type    | Name         | Destination                      |
|----------------|--------|---------|--------------|----------------------------------|
| 08/11 09:58 am | Sent   | Student | Charlie Abe  | lizettemartinez824@gmail.com     |
| 08/11 09:58 am | Sent   | User    | Mel Brown    | lizetteg@focusschoolsoftware.com |
| 08/11 09:58 am | Sent   | Contact | Eugene Smith | lizettemartinez824@gmail.com     |

- 6a. Click the **Message** to view the entire message in a message content pop-up window.

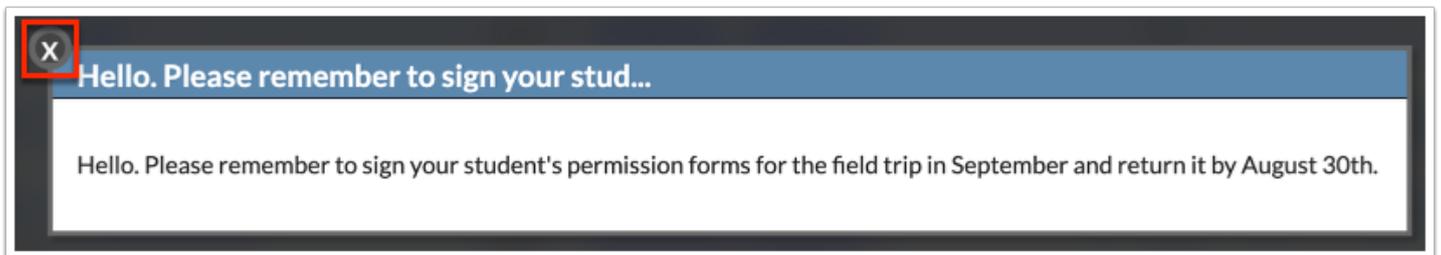
**Communication History**

Type: All Schools: All Start Date: 07/04/2023 End Date: Secure: Emergency: Flagged: Include Attendance: View All Users: Search

10 Records Export Filter: OFF Toggle Columns Page Size: 20

| Date              | Type     | Message                                     | Source  | From            | To            | Regarding Student | Total | Sent | Pending | Expired | Errors | Attendance | Secure |
|-------------------|----------|---|---------|-----------------|---------------|-------------------|-------|------|---------|---------|--------|------------|--------|
| 08/18/23 02:13 pm | Email    | Test  | User    | Roxy, Fridda    | 91 Recipients |                   | 91    |      |         | 91      |        |            |        |
| 08/11/23 11:34 am | Email    | Hello. Please remember to sign your stud... | User    | Garcia, Lizette | 2 Recipients  |                   | 2     | 2    |         |         |        |            |        |
| 08/11/23 10:22 am | Email    | Sure. No problem. You're really putting...  | Student | Abe, Charlie    | Fridda Roxy   | Abe Charlie       | 1     | 1    |         |         |        |            |        |
| 08/11/23 09:56 am | Email    | This message is for parents and students... | User    | Garcia, Lizette | 3 Recipients  |                   | 3     | 3    |         |         |        |            |        |
| 08/07/23 10:28 am | Email    | First Day of School                         | User    | Roxy, Fridda    | 2 Recipients  |                   | 2     | 1    |         |         | 1      |            |        |
| 08/07/23 08:52 am | Recorded |   | User    | Garcia, Lizette | 3 Recipients  |                   | 3     |      |         | 3       | 3      |            |        |
| 08/03/23 08:21 am | Email    | Hi, Charlie and Kenna. Please be sure to... | User    | Garcia, Lizette | 2 Recipients  |                   | 2     |      |         |         | 2      |            |        |
| 07/31/23 04:14 pm | Email    | Hi, Ms. Roxy. I grabbed the sign out of...  | Student | Abe, Charlie    | Fridda Roxy   | Abe Charlie       | 1     | 1    |         |         |        |            |        |
| 07/31/23 04:12 pm | Email    | Can you stop by and check on t!             | User    | Garcia, Lizette | Fridda Roxy   |                   | 1     | 1    |         |         |        |            |        |
| 07/05/23 10:04 am | TTS      | Emergency Faculty Meeting at 2pm today!...  | User    | Garcia, Lizette | 3 Recipients  |                   | 3     | 3    |         |         |        |            |        |
| On Page:          |          |   |         |                 |               |                   | 109   | 12   | 0       | 94      | 6      |            |        |
| Total:            |          |   |         |                 |               |                   | 109   | 12   | 0       | 94      | 6      |            |        |

a. Click the white X to close the message content pop-up window.



6b. Click **Play Audio** to listen to the Phone Call sent out.

**Communication History**

Type: All Schools: All Start Date: 08/29/2023 End Date: Secure: Emergency: Flagged: Include Attendance: View All Users: Search

3 Records Export Filter: OFF Toggle Columns Page Size: 20

| Date              | Type     | Message                            | Source | From            | To            | Regarding Student | Total | Sent | Pending | Expired | Errors | Attendance | Secure | Eme |
|-------------------|----------|------------------------------------|--------|-----------------|---------------|-------------------|-------|------|---------|---------|--------|------------|--------|-----|
| 09/05/23 11:32 am | Email    | New School Year: Volunteers Needed | User   | Roxy, Fridda    | 91 Recipients |                   | 91    | 8    |         |         | 83     |            |        |     |
| 09/05/23 11:30 am | Recorded | ▶ Play Audio                       | User   | Garcia, Lizette | Charlie Abe   | Abe Charlie       | 1     |      |         |         | 1      |            |        |     |
| 09/05/23 11:30 am | Email    | Safety Patrol                      | User   | Garcia, Lizette | Charlie Abe   | Abe Charlie       | 1     | 1    |         |         |        |            |        |     |
| On Page:          |          |                                    |        |                 |               |                   | 93    | 9    | 0       | 0       | 84     |            |        |     |
| Total:            |          |                                    |        |                 |               |                   | 93    | 9    | 0       | 0       | 84     |            |        |     |

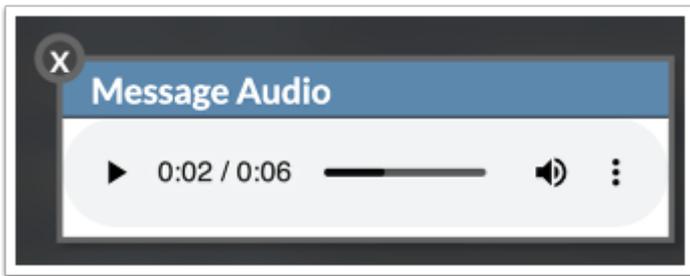
The message starts playing automatically.

a. Click **Pause** and **Play** to start and stop the message.

b. Click the **Volume** button to change the level of the volume.

c. Click the three dots for additional options, including **Download** to download the message to your computer and **Playback speed**, which allows you to alter to speed at which the message is played.

d. Click the white **X** to close the Message Audio pop-up window.



7. Select the **Admin Flagged** check box to flag the message upon reviewing the message from this report. All other messages already flagged from this report by you or other administrative users display as selected. If the message was already flagged and a referral was already added, a check mark displays that cannot be removed.

If a message is flagged by a teacher, administrative users cannot flag the message; i.e. the Admin Flagged check box doesn't display.

Communication History

Type: All Schools: All Start Date: 08/29/2023 End Date: Secure:  Emergency:  Flagged:  Include Attendance:  View All Users:  Search

3 Records Export Filter: OFF Toggle Columns Page Size: 20

|                   | Source | From            | To            | Regarding Student | Total | Sent | Pending | Expired | Errors | Attendance | Secure | Emergency | Flagged | Admin Flagged            | Referral |
|-------------------|--------|-----------------|---------------|-------------------|-------|------|---------|---------|--------|------------|--------|-----------|---------|--------------------------|----------|
| Volunteers Needed | User   | Roxy, Frida     | 91 Recipients |                   | 91    | 8    |         |         | 83     |            |        |           |         | <input type="checkbox"/> |          |
|                   | User   | Garcia, Lizette | Charlie Abe   | Abe Charlie       | 1     |      |         |         | 1      |            |        |           |         | <input type="checkbox"/> |          |
|                   | User   | Garcia, Lizette | Charlie Abe   | Abe Charlie       | 1     | 1    |         |         |        |            |        |           |         | <input type="checkbox"/> |          |
| On Page:          |        |                 |               |                   | 93    | 9    | 0       | 0       | 84     |            |        |           |         |                          |          |
| Total:            |        |                 |               |                   | 93    | 9    | 0       | 0       | 84     |            |        |           |         |                          |          |

If you select the **Admin Flagged** check box, the check box is automatically selected for all entries of the same message. For example, if you select the Admin Flagged check box for the Email, the attached SMS, Text-to-Speech, and Phone Call check boxes are automatically selected, as well since they are all a part of the same message.

**Communication History**

Type: All Schools: All Start Date: 03/01/2023 End Date: Secure:  Emergency:  Flagged:  Include Attendance:  View All Users:  Search

6 Records Export Filter: OFF Toggle Columns Page Size: 20

|                                    | Source  | From            | To           | Regarding Student | Total | Sent | Pending | Expired | Errors | Attendance | Secure | Emergency | Flagged                             | Admin Flagged                       |
|------------------------------------|---------|-----------------|--------------|-------------------|-------|------|---------|---------|--------|------------|--------|-----------|-------------------------------------|-------------------------------------|
| op by and chec                     | User    | Garcia, Lizette | Fridda Roxy  |                   | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> |                                     |
| ! We had a great time yesterday... | Student | Abe, Charlie    | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| minder that all grades are d...    | User    | Garcia, Lizette | 8 Recipients |                   | 8     | 8    |         |         |        |            |        |           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| minder that all grades are d...    | User    | Garcia, Lizette | 8 Recipients |                   | 8     | 8    |         |         |        |            |        |           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| minder that all grades are d...    | User    | Garcia, Lizette | 8 Recipients |                   | 8     | 8    |         |         |        |            |        |           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| what the matter is regarding?      | User    | Roxy, Fridda    | 1 Recipients |                   | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> |                                     |
| On Page:                           |         |                 |              |                   | 27    | 27   | 0       | 0       | 0      |            |        |           |                                     |                                     |
| Total:                             |         |                 |              |                   | 27    | 27   | 0       | 0       | 0      |            |        |           |                                     |                                     |

8. If a message was flagged by a teacher, but a referral was not added, you can click **+ Add** to add a referral. If you or another administrative user selected the Admin Flagged check box, you can also click **+ Add** to add a referral.

**Communication History**

Type: All Schools: All Start Date: 02/01/2023 End Date: Secure:  Emergency:  Flagged:  Include Attendance:  View All Users:  Search

12 Records Export Filter: OFF Toggle Columns Page Size: 20

|                      | Source  | From            | To           | Regarding Student | Total | Sent | Pending | Expired | Errors | Attendance | Secure | Emergency | Flagged                             | Admin Flagged                       | Referral     |
|----------------------|---------|-----------------|--------------|-------------------|-------|------|---------|---------|--------|------------|--------|-----------|-------------------------------------|-------------------------------------|--------------|
| really putting...    | Student | Abe, Charlie    | Fridda Roxy  | Abe Charlie       | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> |                                     | <b>+ Add</b> |
| k on t!              | User    | Garcia, Lizette | Fridda Roxy  |                   | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> |                                     | View         |
| e homework in...     | Student | Abe, Charlie    | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | View         |
| at time yesterday... | Student | Abe, Charlie    | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | View         |
| grades are d...      | User    | Garcia, Lizette | 8 Recipients |                   | 8     | 8    |         |         |        |            |        |           | <input checked="" type="checkbox"/> |                                     |              |
| grades are d...      | User    | Garcia, Lizette | 8 Recipients |                   | 8     | 8    |         |         |        |            |        |           | <input checked="" type="checkbox"/> |                                     |              |

**i** The **+ Add** button only displays when a message from a student is flagged. All messages from different types of users can be flagged as well, but the **+ Add** button doesn't display because a referral is not applicable.

a. In the pop-up window, select the applicable options and follow the steps for adding a referral to complete the process. Then, click **Save**. See [Add Referral](#) for details.

X
Add Referral
Save

|                 |                                    |   |                          |
|-----------------|------------------------------------|---|--------------------------|
| Student         | Abe, Charlie Noel                  | * Reporter                              | Garcia, Lizette          |
| * Incident Date | 06/29/2023                         | Bus Number                              |                          |
| Submission Date | 06/29/2023                         | Reviewed By Admin                       | <input type="checkbox"/> |
| Closed          | <span style="color: red;">✘</span> | Minor Infraction - No administrative... | <input type="checkbox"/> |
| Teacher Code    |                                    |   |                          |

\* Time of Day Incident Occurred

**Action Record(s)**

Export Filter: OFF

| Days Completed | Resultant Action | Date Decided | Date Begins | Date Ends | Length of Action | Attendance Code | Administere |
|----------------|------------------|--------------|-------------|-----------|------------------|-----------------|-------------|
|                |                  |              |             |           |                  |                 |             |

Zero-Tolerance:Expulsion The student was not expelled.[Z]

School-Related Arrests No, the student was not arrested [N]

\* Primary Discipline Code

Other Discipline Code(s)

? Involved in Bullying  N/A  No  Yes

- ✘ Primary Discipline code must not be blank.
- ✘ Others Involved
- ✘ Parent Contact
- ✘ Primary Discipline Code
- ✘ Time of Day Incident Occurred
- ✘ Location
- ✘ Incident Description
- ✘ Teacher Action/Intervention

9. If a referral was created as a result of being flagged, click **View** to review the referral from the [Referrals](#) screen.

**Communication History**

Type: All Schools: All Start Date: 02/01/2023 End Date: Secure:  Emergency:  Flagged:  Include Attendance:  View All Users:  Search

12 Records Export Filter: OFF Toggle Columns Page Size: 20

|          | Source               | From    | To              | Regarding Student | Total        | Sent | Pending | Expired | Errors | Attendance | Secure | Emergency | Flagged                             | Admin Flagged                       | Referral |
|----------|----------------------|---------|-----------------|-------------------|--------------|------|---------|---------|--------|------------|--------|-----------|-------------------------------------|-------------------------------------|----------|
|          | really putting...    | Student | Abe, Charlie    | Fridda Roxy       | Abe Charlie  | 1    | 1       |         |        |            |        |           | <input checked="" type="checkbox"/> |                                     | + Add    |
|          | k on the             | User    | Garcia, Lizette | Fridda Roxy       |              | 1    | 1       |         |        |            |        |           | <input checked="" type="checkbox"/> |                                     |          |
|          |                      | Student | Abe, Charlie    | 1 Recipients      | Abe Charlie  | 1    | 1       |         |        |            |        |           | <input checked="" type="checkbox"/> |                                     | View     |
|          | e homework in...     | Student | Abe, Charlie    | 1 Recipients      | Abe Charlie  | 1    | 1       |         |        |            |        |           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | View     |
|          | at time yesterday... | Student | Abe, Charlie    | 1 Recipients      | Abe Charlie  | 1    | 1       |         |        |            |        |           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | View     |
|          | grades are d...      | User    | Garcia, Lizette | 8 Recipients      |              | 8    | 8       |         |        |            |        |           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
|          | grades are d...      | User    | Garcia, Lizette | 8 Recipients      |              | 8    | 8       |         |        |            |        |           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
|          | grades are d...      | User    | Garcia, Lizette | 8 Recipients      |              | 8    | 8       |         |        |            |        |           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
|          | 'bad words.Real...   | Student | Acevedo, Diem   | 1 Recipients      | Acevedo Diem | 1    | 1       |         |        |            |        |           | <input checked="" type="checkbox"/> |                                     | + Add    |
|          | ntains some inap...  | Student | Acevedo, Diem   | 1 Recipients      | Acevedo Diem | 1    | 1       |         |        |            |        |           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | + Add    |
|          | oxy.                 | Student | Abe, Charlie    | 1 Recipients      | Abe Charlie  | 1    | 1       |         |        |            |        |           | <input checked="" type="checkbox"/> |                                     | + Add    |
|          | r is regarding?      | User    | Roxy, Fridda    | 1 Recipients      |              | 1    | 1       |         |        |            |        |           | <input checked="" type="checkbox"/> |                                     |          |
| On Page: |                      |         |                 |                   | 33           | 33   | 0       | 0       | 0      |            |        |           |                                     |                                     |          |
| Total:   |                      |         |                 |                   | 33           | 33   | 0       | 0       | 0      |            |        |           |                                     |                                     |          |

## Additional Features

If multiple pages of records are displayed in the report, click the **Prev** and **Next** buttons to navigate between pages. You can also type the page number in the **Page** text area to jump to a specific page.

**Communication History**

Type: All Schools: All Start Date: 12/01/2022 End Date: Secure:  Emergency:  Flagged:  Include Attendance:  View All Users:  Search

Page: 2 / 6 55 Records Export Filter: OFF Toggle Columns Page Size: 10

| Date              | Type  | Message                                     | Source  | From            | To           | Regarding Student | Total | Sent | Pending | Expired | Errors | Attendance | Secure |
|-------------------|-------|---|---------|-----------------|--------------|-------------------|-------|------|---------|---------|--------|------------|--------|
| 05/23/23 10:07 am | Email | May I ask what the matter is regarding?     | User    | Roxy, Fridda    | 1 Recipients |                   | 1     | 1    |         |         |        |            |        |
| 05/23/23 11:23 am | Email | Will do! Thank you, Ms. Roxy.               | Student | Abe, Charlie    | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |
| 05/25/23 09:17 am | Email | Hi, Ms. Roxy. My poem contains some inap... | Student | Acevedo, Diem   | 1 Recipients | Acevedo Diem      | 1     | 1    |         |         |        |            |        |
| 05/25/23 09:17 am | Email | Dirty WordsLet's vote for bad words.Real... | Student | Acevedo, Diem   | 1 Recipients | Acevedo Diem      | 1     | 1    |         |         |        |            |        |
| 05/31/23 03:09 pm | Email | Thanks for the suggestion about the book... | User    | Roxy, Fridda    | 1 Recipients |                   | 1     | 1    |         |         |        |            |        |
| 05/31/23 03:11 pm | Email | Hi, Lizette. I've been getting a lot of...  | User    | Abernathy, Nora | 1 Recipients |                   | 1     | 1    |         |         |        |            |        |
| 05/31/23 03:26 pm | Email | Please be sure we have a good phone numb... | User    | Garcia, Lizette | 1 Recipients |                   | 1     | 1    |         |         |        |            |        |
| 05/31/23 03:34 pm | Email | Thank you! We had a great time yesterday... | Student | Abe, Charlie    | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |
| 05/31/23 04:05 pm | Email | Testing                                     | User    | Garcia, Lizette | 1 Recipients |                   | 1     | 1    |         |         |        |            |        |
| 06/07/23 10:22 am | Email | We look forward to the changes you'll br... | User    | Garcia, Lizette | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |
| On Page:          |       |   |         |                 |              |                   | 10    | 10   | 0       | 0       | 0      |            |        |
| Total:            |       |   |         |                 |              |                   | 1795  | 1613 | 0       | 94      | 91     |            |        |

Page: 2 / 6

Click the **Excel** icon in the Export section to export the table of data to an Excel spreadsheet, which can then be saved to your computer.

Click the **Printer** icon to print the table of data.

**Communication History**

Type: All Schools: All Start Date: 12/01/2022 End Date:

Page: 1 / 3 55 Records Export Filter: OFF Toggle

| Date              | Type     | Message                                     | Source | From            |
|-------------------|----------|---|--------|-----------------|
| 09/05/23 11:32 am | Email    | New School Year: Volunteers Needed          | User   | Roxy, Fridda    |
| 08/07/23 08:52 am | Recorded |   | User   | Garcia, Lizette |
| 08/03/23 08:21 am | Email    | Hi, Charlie and Kenna. Please be sure to... | User   | Garcia, Lizette |
| 09/05/23 11:32 am | Email    | Testing                                     | User   | Roxy, Fridda    |
| 09/05/23 11:30 am | Recorded | ▶ Play Audio                                | User   | Garcia, Lizette |
| 08/07/23 10:28 am | Email    | First Day of School                         | User   | Roxy, Fridda    |

Click **Filters** to filter data and apply filter rules.

**Communication History**

Type: All Schools: All Start Date: 02/01/2023 End Date: Secure: Emergency: Flagged: Include Attendance: View All Users: Search

2 Records Export Filter: ON Toggle Columns Page Size: 20

| Date              | Type | Message                                     | To           | Regarding Student | Total | Sent | Pending | Expired | Errors | Atte |
|-------------------|------|---|--------------|-------------------|-------|------|---------|---------|--------|------|
| 05/31/23 03:18 pm | TTS  | This is a reminder that all grades are d... | 8 Recipients |                   | 8     | 8    |         |         |        |      |
| 05/31/23 03:18 pm | SMS  | This is a reminder that all grades are d... | 8 Recipients |                   | 8     | 8    |         |         |        |      |
| On Page:          |      |   |              |                   | 16    | 16   | 0       | 0       | 0      |      |
| Total:            |      |   |              |                   | 16    | 16   | 0       | 0       | 0      |      |

a. To add more than one filter to a column, click on the **green plus sign**.

b. To delete an added filter, click on the **red minus sign**.

c. Click the **gray arrow** for additional filtering rules.

Click **Toggle Columns** to customize the columns displayed in the report.

a. Clear the selected check boxes to hide the columns from the report. Once the check box is cleared, to add the column back to the report, the check box must be selected again.

**Communication History**

Type: All Schools: All Start Date: 12/01/2022 End Date: Secure: Emergency: Flagged: Include Attendance: View All Users: Search

Filter: OFF Toggle Columns Page Size: 10

**Toggle Columns**

- Date
- Type
- Message
- Source
- From
- To
- Regarding Student
- Total
- Sent
- Pending
- Expired
- Errors
- Attendance
- Secure
- Emergency
- Flagged
- Admin Flagged
- Referral

| Date              | Type  | Source  | From            | To           | Regarding Student | Total | Sent | Pending | Expired | Errors | Attendance | Secure |
|-------------------|-------|---------|-----------------|--------------|-------------------|-------|------|---------|---------|--------|------------|--------|
| 05/23/23 10:07 am | Email | User    | Roxy, Fridda    | 1 Recipients |                   | 1     | 1    |         |         |        |            |        |
| 05/23/23 11:23 am | Email | Student | Abe, Charlie    | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |
| 05/25/23 09:17 am | Email | Student | Acevedo, Diem   | 1 Recipients | Acevedo Diem      | 1     | 1    |         |         |        |            |        |
| 05/25/23 09:17 am | Email | Student | Acevedo, Diem   | 1 Recipients | Acevedo Diem      | 1     | 1    |         |         |        |            |        |
| 05/31/23 03:09 pm | Email | User    | Roxy, Fridda    | 1 Recipients |                   | 1     | 1    |         |         |        |            |        |
| 05/31/23 03:11 pm | Email | User    | Abernathy, Nora | 1 Recipients |                   | 1     | 1    |         |         |        |            |        |
| 05/31/23 03:26 pm | Email | User    | Garcia, Lizette | 1 Recipients |                   | 1     | 1    |         |         |        |            |        |
| 05/31/23 03:34 pm | Email | Student | Abe, Charlie    | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |
| 05/31/23 04:05 pm | Email | User    | Garcia, Lizette | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |
| 06/07/23 10:22 am | Email | User    | Garcia, Lizette | 1 Recipients | Abe Charlie       | 1     | 1    |         |         |        |            |        |
| On Page:          |       |         |                 |              |                   | 10    | 10   | 0       | 0       | 0      |            |        |
| Total:            |       |         |                 |              |                   | 1795  | 1613 | 0       | 94      | 91     |            |        |

**!** If a column is hidden from the report, the column will remain hidden until the check box is re-selected from the **Toggle Columns** pop-up window.

The Page Size determines the number of records displayed per page. The default is 20 records. To display more or less records per page, enter the desired number in the **Page Size** text area.

**Communication History**

Type: All Schools: All Start Date: 12/01/2022 End Date: Secure: Emergency: Flagged: Include Attendance: View All Users:  Search

Page: 1 / 6 55 Records Filter: OFF Toggle Columns Page Size: 10

| Date              | Type     | Message                                     | Source | From            | To            | Regarding Student | Total | Sent | Pending | Expired | Errors | Attendance | Secure |
|-------------------|----------|---|--------|-----------------|---------------|-------------------|-------|------|---------|---------|--------|------------|--------|
| 09/05/23 11:32 am | Email    | New School Year: Volunteers Needed          | User   | Roxy, Fridda    | 91 Recipients |                   | 91    | 8    |         |         | 83     |            |        |
| 08/07/23 08:52 am | Recorded |   | User   | Garcia, Lizette | 3 Recipients  |                   | 3     |      |         | 3       | 3      |            |        |
| 08/03/23 08:21 am | Email    | Hi, Charlie and Kenna. Please be sure to... | User   | Garcia, Lizette | 2 Recipients  |                   | 2     |      |         |         | 2      |            |        |
| 09/05/23 11:32 am | Email    | Testing                                     | User   | Roxy, Fridda    | Debbie Barron | Barron Debbie     | 1     |      |         |         | 1      |            |        |
| 09/05/23 11:30 am | Recorded | ▶ Play Audio                                | User   | Garcia, Lizette | Charlie Abe   | Abe Charlie       | 1     |      |         |         | 1      |            |        |
| 08/07/23 10:28 am | Email    | First Day of School                         | User   | Roxy, Fridda    | 2 Recipients  |                   | 2     | 1    |         |         | 1      |            |        |
| 08/18/23 02:13 pm | Email    | Test  | User   | Roxy, Fridda    | 91 Recipients |                   | 91    |      |         | 91      |        |            |        |
| 04/25/23 01:38 pm | Email    | Hi, Fridda. Can we schedule a time to me... | User   | Garcia, Lizette | 1 Recipients  |                   | 1     | 1    |         |         |        |            |        |
| 04/25/23 01:44 pm | Email    | Absolutely! I'm free next week after 2pm.   | User   | Roxy, Fridda    | 1 Recipients  |                   | 1     | 1    |         |         |        |            |        |
| 05/23/23 09:52 am | Email    | There is an urgent matter I need to disc... | User   | Garcia, Lizette | 1 Recipients  |                   | 1     | 1    |         |         |        |            |        |
| On Page:          |          |   |        |                 |               |                   | 194   | 12   | 0       | 94      | 91     |            |        |
| Total:            |          |   |        |                 |               |                   | 1795  | 1613 | 0       | 94      | 91     |            |        |

Page: 1 / 6

**i** The number of records displayed (default is set to 20) determines the number of pages in the report.

Click any of the headers to sort data. Click once for ascending results; click twice for descending results.

**Communication History**

Type: All Schools: All Start Date: 12/01/2022 End Date: Secure: Emergency: Flagged: Include Attendance: View All Users:  Search

Page: 1 / 3 55 Records Filter: OFF Toggle Columns Page Size: 20

| Date              | Type     | Message                                     | Source | From            | To            | Regarding Student | Total | Sent | Pending | Expired | Errors | Attendance | Sec |
|-------------------|----------|---|--------|-----------------|---------------|-------------------|-------|------|---------|---------|--------|------------|-----|
| 09/05/23 11:32 am | Email    | New School Year: Volunteers Needed          | User   | Roxy, Fridda    | 91 Recipients |                   | 91    | 8    |         |         | 83     |            |     |
| 08/07/23 08:52 am | Recorded |   | User   | Garcia, Lizette | 3 Recipients  |                   | 3     |      |         | 3       | 3      |            |     |
| 08/03/23 08:21 am | Email    | Hi, Charlie and Kenna. Please be sure to... | User   | Garcia, Lizette | 2 Recipients  |                   | 2     |      |         |         | 2      |            |     |
| 09/05/23 11:32 am | Email    | Testing                                     | User   | Roxy, Fridda    | Debbie Barron | Barron Debbie     | 1     |      |         |         | 1      |            |     |
| 09/05/23 11:30 am | Recorded | ▶ Play Audio                                | User   | Garcia, Lizette | Charlie Abe   | Abe Charlie       | 1     |      |         |         | 1      |            |     |
| 08/07/23 10:28 am | Email    | First Day of School                         | User   | Roxy, Fridda    | 2 Recipients  |                   | 2     | 1    |         |         | 1      |            |     |
| 08/18/23 02:13 pm | Email    | Test  | User   | Roxy, Fridda    | 91 Recipients |                   | 91    |      |         | 91      |        |            |     |
| 04/25/23 01:38 pm | Email    | Hi, Fridda. Can we schedule a time to me... | User   | Garcia, Lizette | 1 Recipients  |                   | 1     | 1    |         |         |        |            |     |
| 04/25/23 01:44 pm | Email    | Absolutely! I'm free next week after 2pm.   | User   | Roxy, Fridda    | 1 Recipients  |                   | 1     | 1    |         |         |        |            |     |
| 05/23/23 09:52 am | Email    | There is an urgent matter I need to disc... | User   | Garcia, Lizette | 1 Recipients  |                   | 1     | 1    |         |         |        |            |     |
| 05/23/23 10:07 am | Email    | May I ask what the matter is regarding?     | User   | Roxy, Fridda    | 1 Recipients  |                   | 1     | 1    |         |         |        |            |     |

Click the **modal** icon to view individual records from a data table in a pop-up modal to alleviate having to scroll horizontally on large tables.

**Communication History**

Type: All Schools: All Start Date: 12/01/2022 End Date: Secure: Emergency: Flagged: Include Attendance: View All Users:  Search

Page: 1 / 3 55 Records Export Filter: OFF Toggle Columns Page Size: 20

| Date              | Type     | Message                                     | Source  | From            | To            | Regarding Student | Total | Sent | Pending | Expired | Errors | Attendance | Sec |
|-------------------|----------|---|---------|-----------------|---------------|-------------------|-------|------|---------|---------|--------|------------|-----|
| 09/05/23 11:32 am | Email    | New School Year: Volunteers Needed          | User    | Roxy, Frida     | 91 Recipients | Acevedo Diem      | 91    | 8    |         |         | 83     |            |     |
| 08/07/23 08:52 am | Recorded |   | User    | Garcia, Lizette | 3 Recipients  |                   | 3     |      |         |         | 3      |            |     |
| 08/03/23 08:52 am |          |   |         |                 |               |                   |       |      |         |         |        |            |     |
| 09/05/23 11:32 am |          |   |         |                 |               |                   |       |      |         |         |        |            |     |
| 09/05/23 11:32 am |          |   |         |                 |               |                   |       |      |         |         |        |            |     |
| 08/07/23 10:25 am |          |   |         |                 |               |                   |       |      |         |         |        |            |     |
| 08/18/23 02:52 am |          |   |         |                 |               |                   |       |      |         |         |        |            |     |
| 04/25/23 01:45 am |          |   |         |                 |               |                   |       |      |         |         |        |            |     |
| 04/25/23 01:45 am |          |   |         |                 |               |                   |       |      |         |         |        |            |     |
| 05/23/23 09:17 am |          |   |         |                 |               |                   |       |      |         |         |        |            |     |
| 05/23/23 10:09 am |          |   |         |                 |               |                   |       |      |         |         |        |            |     |
| 05/23/23 11:32 am |          |   |         |                 |               |                   |       |      |         |         |        |            |     |
| 05/25/23 09:17 am | Email    | Dirty WordsLet's vote for bad words.Real... | Student | Acevedo, Diem   | 1 Recipients  | Acevedo Diem      | 1     | 1    |         |         |        |            |     |
| 05/31/23 03:09 pm | Email    | Thanks for the suggestion about the book... | User    | Roxy, Frida     | 1 Recipients  |                   | 1     | 1    |         |         |        |            |     |

Click the white arrows to navigate through the list of records.

|               |                          |         |                          |
|---------------|--------------------------|---------|--------------------------|
| Date          | 08/07/23 08:52 am        | Type    | Recorded                 |
| Source        | User                     | From    | Garcia, Lizette          |
| To            | 3 Recipients             | Total   | 3                        |
| Expired       | 3                        | Errors  | 3                        |
| Attendance    | <input type="checkbox"/> | Secure  | <input type="checkbox"/> |
| Emergency     | <input type="checkbox"/> | Flagged | <input type="checkbox"/> |
| Admin Flagged | <input type="checkbox"/> |         |                          |

Click **Close** to close the pop-up window.

## Did You Know?

The system field titled, **Exclude from Communication**, can be enabled via Setup > [School Fields](#) and added to School Information. By default, this field is disabled, with no permissions enabled upon installation. To enable from Setup > [School Info](#), you can select the **Exclude from Communication** check box.

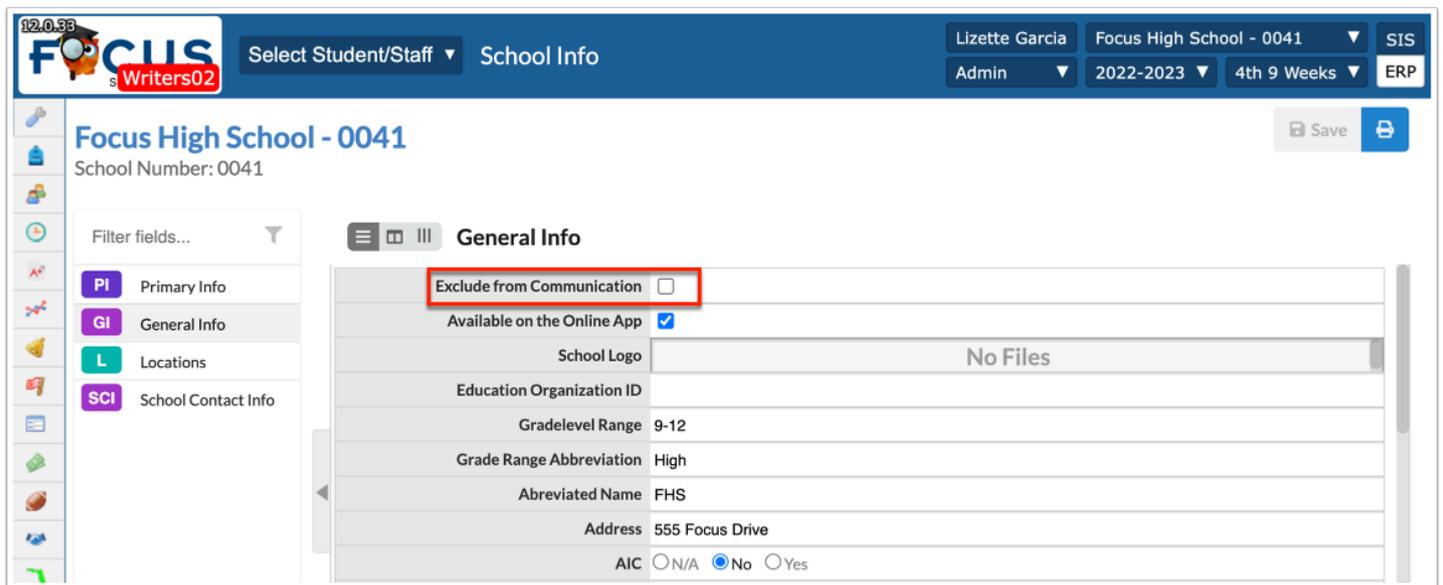
Activating this feature has several implications. Primarily, it removes the excluded school from district-wide communication. This means users and students of the excluded school will no longer appear in the recipient pull-down in [Communication](#). Additionally, users associated

with these schools lose access to Callout, SMS, or Attendance Communication Platform expansion features.

For schools marked as excluded, communication is restricted to within the school. Features like SMS and phone calls are disabled, and the **Send as District** option is modified to **Send as School**. This change ensures that any communication sent displays the school's title and logo, rather than the district's.

Furthermore, announcement emails sent from these schools will list the school's title as the **From Name**.

In the Communication Report, these emails will show **School** as the source and the school title under the **From** field.



The screenshot displays the user interface for Focus High School - 0041. The top navigation bar includes the user name 'Lizette Garcia', the school name 'Focus High School - 0041', and system information like 'SIS', 'Admin', '2022-2023', and '4th 9 Weeks'. The main content area is titled 'Focus High School - 0041' with 'School Number: 0041'. A sidebar on the left offers navigation options: 'PI Primary Info', 'GI General Info', 'L Locations', and 'SCI School Contact Info'. The 'General Info' section is active, showing a table of school details. The 'Exclude from Communication' checkbox is highlighted with a red box and is currently unchecked. Other fields include 'Available on the Online App' (checked), 'School Logo' (No Files), 'Education Organization ID', 'Gradelevel Range' (9-12), 'Grade Range Abbreviation' (High), 'Abbreviated Name' (FHS), 'Address' (555 Focus Drive), and 'AIC' (No selected).

| General Info                |   |
|-----------------------------|---|
| Exclude from Communication  | <input type="checkbox"/>  |
| Available on the Online App | <input checked="" type="checkbox"/>   |
| School Logo                 | No Files  |
| Education Organization ID   |   |
| Gradelevel Range            | 9-12  |
| Grade Range Abbreviation    | High  |
| Abbreviated Name            | FHS   |
| Address                     | 555 Focus Drive   |
| AIC                         | <input type="radio"/> N/A <input checked="" type="radio"/> No <input type="radio"/> Yes |