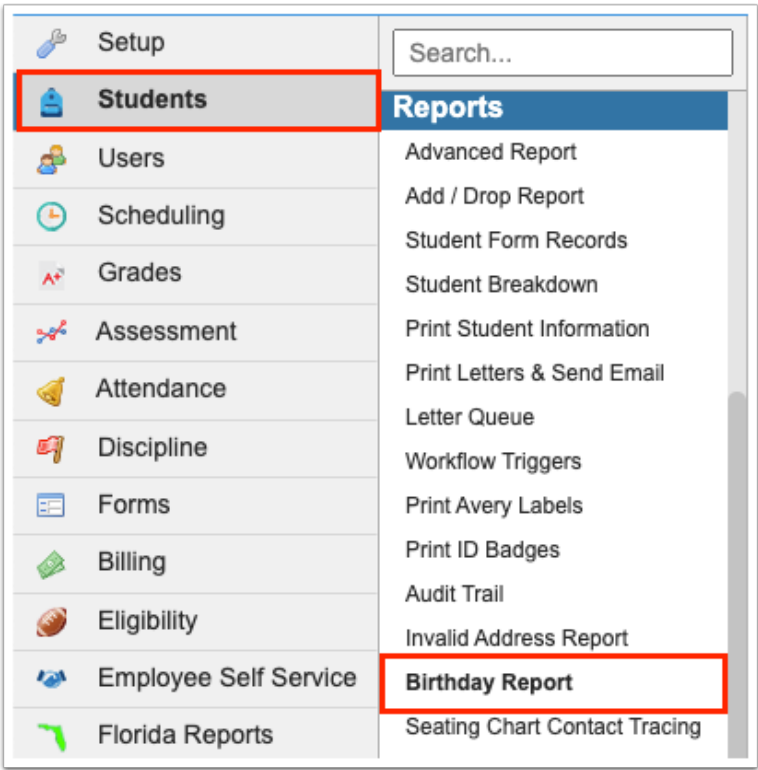



Birthday Report

The Birthday Report is a great tool for teachers and administrators to track students' birthdays. The birthday report lists all of the upcoming birthdays, which can also be broken down by a specified Month.


The Birthday Report

1. In the **Students** menu, click **Birthday Report**.



 In order to utilize the **Birthday Report**, your profile must be set up with viewing permissions via Users > [Profiles](#) > Students tab.

The Birthday Report displays the Student name, the Student ID, the students' Grade level, the students' Birth Day and Birth Year.



Select Student/Staff ▼
Birthday Report

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

Export
Filter: OFF
Month: April ▼

Student ▼	Student ID ▼	Grade ▼	Birth Day ▼	Birth Year ▼
Ahrens, Edgar Allan	057390	12	01	2007
Alvarez, Douglas Adam	075191	10	04	2006
Carter, Maria Teresa	060116	12	05	2006
Abe, Charlie Noel	055879	10	06	2007
Adams, Peter Kavinsky	020236	10	09	2007
Cannon, Celeste Veronica	056715	11	17	2007
Barron, Debbie	082679	11	20	2003

2. Select the birthday **Month** from the pull-down to view birthdays for the selected month.

Export
Filter: OFF
Month: January ▼

Student ▼	Student ID ▼	Grade ▼	Birth Day ▼	Birth Year ▼
Schmadeke, Andrew	88060	12	01	2006
Abe, Charlie Noel	55879	10	14	2004

3. Click the **Student** to open the [Student Info](#) screen.

Export
Filter: OFF
Month: April ▼

Student ▼	Student ID ▼	Grade ▼	Birth Day ▼	Birth Year ▼
Ahrens, Edgar Allan	057390	12	01	2007
Alvarez, Douglas Adam	075191	10	04	2006
Carter, Maria Teresa	060116	12	05	2006
Abe, Charlie Noel	055879	10	06	2007
Adams, Peter Kavinsky	020236	10	09	2007
Cannon, Celeste Veronica	056715	11	17	2007
Barron, Debbie	082679	11	20	2003

Abe, Charlie Noel

0055879 - 10

Student Info

Lizette Garcia

Focus High School - 0041

SIS

2022-2023

4th 9 Weeks

ERP

Enrollment

Schedule

Requests

Grades

Absences

Activities

Referrals

Test History

Audit Trail

Grad

Save

Files

SSS

Choice

Billing

Filter fields...

PI

Primary Info

5

504

A

Address

Addresses & Contacts

AN

Admin Notes

AC

Application Courses

A

Athletics

BS

Behavior Screening

C

Classified

Controlled School Choice

CN

Counselor Notes

CI

Crisis Intervention

General Demographics

Print a Form/Letter

Laptop Issue Date		Laptop Serial Number	
Acknowledgement of Admissions...	<input checked="" type="checkbox"/>	Application Complete	<input checked="" type="checkbox"/>
Parent Requirements...	<input type="radio"/> N/A <input type="radio"/> No <input checked="" type="radio"/> Yes	Parent Notes to Admissions	
I understand that I am...	<input type="checkbox"/>	Social Security	
Is your child currently bein...	<input type="radio"/> N/A <input type="radio"/> Yes	Will your child be attending...	<input type="radio"/> N/A <input type="radio"/> No <input type="radio"/> Yes
Grade-levels Previously...		Previously Retained	<input type="checkbox"/>

Violation of the Law Explanation:

Additional Features

If the report contains several pages of information, Page numbers displays along with **Prev** and **Next** buttons. Click these buttons to sift through pages. Click the **Page** text box to enter a page number. Press **Enter** to jump to that page.

Prev

Page: 1 / 4

Next


Prev

Page: 3 / 4

Next

The report is originally sorted by the Birth Day; to reorder the report, click on any of the headers. Click once for ascending results; click twice for descending results. In the image shown, results have been sorted by clicking on **Student** name twice; therefore, the listed students start with N.

Export



Filter: OFF

Month: February

Student	Student ID	Grade	Birth Day	Birth Year
Nicholson, Brian Thomas	0030451	11	08	2006
Blonde, Iris Amanda	0075779	12	28	2006
Austen, Olive Jennifer	0075329	10	22	2005
Alec, Colleen Joan	0061891	10	06	2007
Acevedo, Diem Donna	0023057	09	10	2007

To export the listed information to an Excel spreadsheet, click on the **Excel** icon in the **Export** section.

Export	Filter: OFF
Student	Student ID
Nicholson, Brian Thomas	0030451
Blonde, Iris Amanda	0075779
Austen, Olive Jennifer	0075329
Alec, Colleen Joan	0061891
Acevedo, Diem Donna	0023057

To print any of the listed information, click on the **Printer** icon in the **Export** section.

Click **Filters** to further breakdown the report when looking for data.

Export

Filter: ON

Month: February

Student	Grade	Birth Day	Birth Year
Blonde, Iris Amanda	12	28	2006
Austen, Olive Jennifer	10	22	2005
Alec, Colleen Joan	10	06	2007

- To add more than one filter to a column, click on the **green plus sign**.
- To delete an added filter, click on the **red minus sign**.
- Select the **gray arrow** for more filtering options.

 For more information see [Filters](#).

Use the **Filter** text box located at the top of the pull-down for a quick search. Begin typing the name of the desired field.

Birth Day ▲▼	Birth Y
01	2007
04	2006
05	2006
06	2007
09	2007
17	2007
20	2003

Month: April ▼

- March
- May
- April
- August
- January
- December
- November
- February
- September