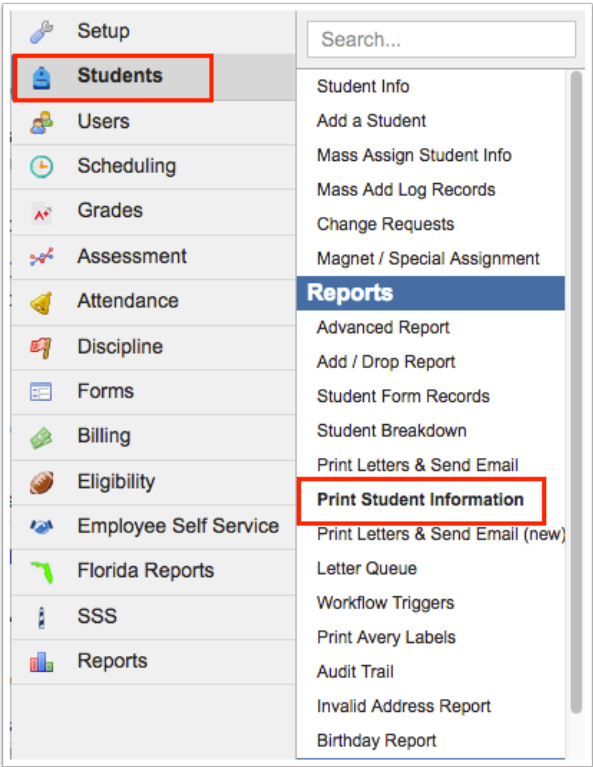


# Print Student Information

The Print Student Information screen is used to print information from specific [Student Info](#) categories for one or multiple students.

## Printing Student Information

1. In the **Students** menu, click **Print Student Information**.



2. Click **More Search Options** to use the options that will define a specific subset of students for which information will be printed. More Search Options allows you to specify *who* you need to pull into the report.

12.0.27 **FOCUS** Writers2

Select Student/Staff ▼ Print Student Information

Lizette Garcia Focus High School - 0041 SIS  
Admin ▼ 2022-20... ▼ 4th 9 Wee... ▼ ERP

Q Student Search More Search Options

Student Group ▼

☐ Search All Schools

☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

Use Legacy Search Continue ...

Please select the category or categories to print:

☐ Check/Uncheck All

☐ 504 ☐ Address ☐ Addresses & Contacts  
☐ Admin Notes ☐ Application Courses ☐ Athletics  
☐ Behavior Screening ☐ Classified ☐ Controlled School Choice

a. Click **More Search Options** to use the options that will define a specific subset of students for the Advanced Report. More Search Options allows you to specify *who* you need to pull into the report.

Q Student Search More Search Options

Student Group ▼

☐ Search All Schools

☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

Use Legacy Search Continue ...

i. The **More Search Options** feature displays as a pull-down where all applicable menu and menu options are displayed and can be used to conduct a search. Once a specific menu option is selected, additional search options can be entered or selected to conduct the search.

Student Search

More Search Options

Search...

Absences

Daily Attendance

Period Attendance

Calendar

Contact Info

Course History

Discipline

Eligibility

Florida Fields

Grade Level

Grades/GPA/Class Rank/Honor Roll

Student Group

Search All Schools

Include Inactive

Previous Years

Use Most Recent Enrollment

Please select the category or categories you want to search:

Check/Uncheck All

504

Admin Notes

Behavior Screening

Counselor Notes

Address

Application Courses

Classified

Crisis Intervention

Athletics

Controlled School Choice

DOP

Use Legacy Search

Continue ...

💡 Type the name of a field in the **Search** text box to quickly find a menu or information by which you want to filter/search. For example, you can type in "code" to yield results in Discipline, Florida Fields, and Student Fields.

Student Search

More Search Options

code

Discipline→ Action/Disposition Code

Discipline→ Other Discipline Code(s)

Discipline→ Primary Discipline Code

Discipline→ Teacher Code

Florida Fields→ Course Catalog→ Cost Reporting Code

Florida Fields→ Course Catalog→ Local EOC [Test - Part (Subject Code)]

Florida Fields→ Master/Student Schedule→ Apprenticeship Sponsor Code

Florida Fields→ Master/Student Schedule→ Completion Point Code 1

Florida Fields→ Master/Student Schedule→ Completion Point Code 1 Date

Student Group

Search All Schools

Include Inactive

Previous Years

Use Most Recent Enrollment

Please select the category or categories you want to search:

Check/Uncheck All

504

Admin Notes

Application Courses

Athletics

In the example shown, Absences > Daily Attendance has been selected allowing you to choose **Absent Codes**, set a **Timeframe Between** to dates, and **Days Absent Between** two dates.

Student Group

☐ Search All Schools

☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

Daily Attendance

Absent Codes

Timeframe Between  and

Days Absent Between  and

[Use Legacy Search](#)

ii. Click the **More Search Options** pull-down to select as many search filters as needed. In the example shown, **Test History** has also been selected.

Student Group

☐ Search All Schools

☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

Daily Attendance

Absent Codes

Timeframe Between  and

Days Absent Between  and

Test History  Part  Taken

Score Type  Between  and  Only the Most Recent Administration

Administration Date Between  and

Test School Year

Test Grade Level

Test LEP Info

[Use Legacy Search](#)

iii. To remove a filter, click the black **minus sign** (delete button).

Student Group

☐ Search All Schools

☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

Daily Attendance  
Absent Codes   
Timeframe Between  and   
Days Absent Between  and

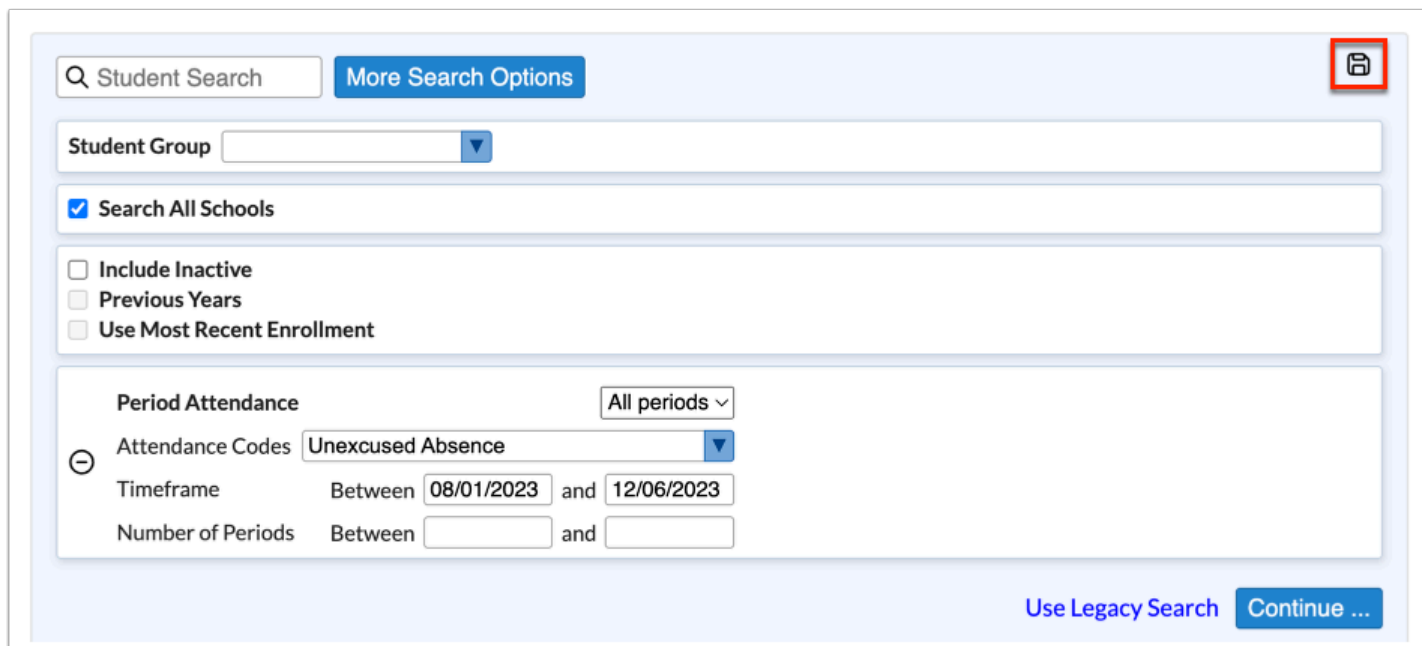
Test History  Part  Taken   
Score Type  Between  and  Only the Most Recent Administration   
Administration Date Between  and   
Test School Year   
Test Grade Level   
Test LEP Info


iv. Some filters will allow you to duplicate the data. Click the black **plus sign** (add on) to duplicate the filter and filter by different data.

Daily Attendance  
Absent Codes   
Timeframe Between  and   
Days Absent Between  and

Test History  Part  Taken   
Score Type  Between  and  Only the Most Recent Administration   
Administration Date Between  and   
Test School Year   
Test Grade Level   
Test LEP Info

You also have the ability to save searches, create student groups, and apply previously saved searches here. See [Searching for Students](#) for details.



Q Student Search [More Search Options](#) 

Student Group

☒ Search All Schools

☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment


Period Attendance

Attendance Codes

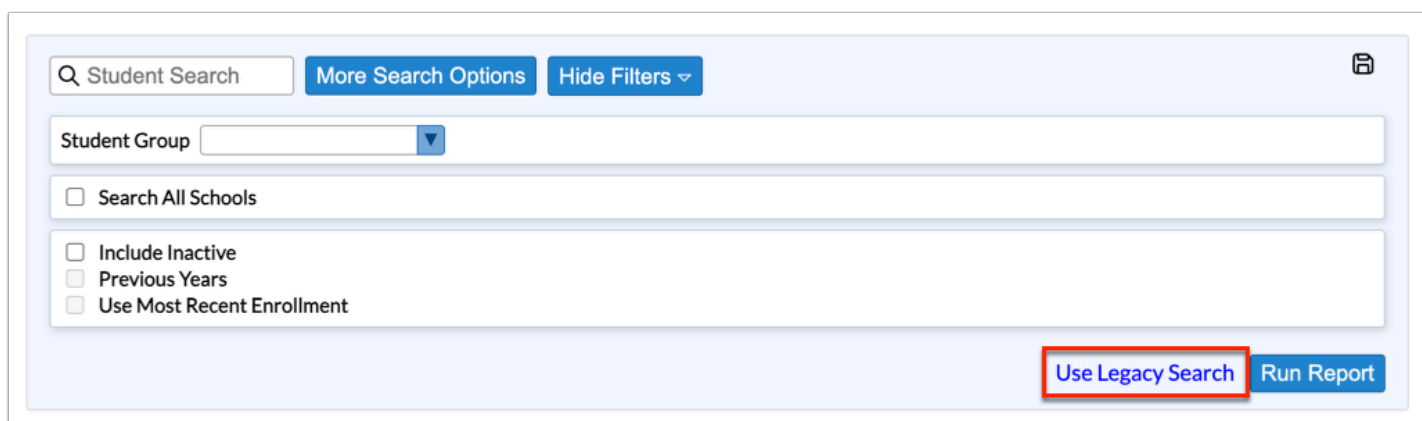
Timeframe Between  and


Number of Periods Between  and

[Use Legacy Search](#) [Continue ...](#)

 If the [Default User Preferences](#) and/or [My Preferences](#) setting, "Use Legacy Search," is enabled, you have the option to use the legacy search or to use the new search. The Legacy Search is available by default to users on v.11; if the district is on v.11, the New Search will not display.

In the Student Search, to use the original search screen, click **Use Legacy Search**.



Q Student Search [More Search Options](#) [Hide Filters](#) 

Student Group

☐ Search All Schools

☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

[Use Legacy Search](#) [Run Report](#)

**3.** To run the parameters against a **Student Group**, select the applicable group from the corresponding pull-down.

Q Student Search More Search Options Hide Filters ▾

Student Group Perfect Attendance ▾

☐ Search All Schools

☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

Use Legacy Search Run Report

4. Select the **Search All Schools** check box to include students from all schools in your search.

Q Student Search More Search Options Hide Filters ▾

Student Group ▾

☒ Search All Schools

☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment



When you search all schools, and select a student, the student's primary school is selected from the Schools pull-down located in the header automatically.

5. Select the **Include Inactive** check box to include students who do not have an active enrollment record at the selected school or all schools (if Search All Schools is selected).
6. Select the **Previous Years** check box to include previous year of inactive data in your search.
7. Select the **Use Most Recent Enrollment** check box to use the most recent enrollment records when conducting a search that includes inactive students.

Student Group

☐ Search All Schools

☒ Include Inactive  
☒ Previous Years  
☐ Use Most Recent Enrollment

Daily Attendance  
 Absent Codes

Timeframe Between  and

Days Absent Between  and

8. At the bottom of the screen, select the category or categories to print. These categories may differ depending on district setup.

12.0.27  
**FOCUS**  
 Writers02

Select Student/Staff 
 Print Student Information

Lizette Garcia Focus High School - 0041 SIS  
 Admin 2022-20... 4th 9 Wee... ERP

☐ Previous Years  
☐ Use Most Recent Enrollment

Period Attendance

Attendance Codes

Timeframe Between  and

Number of Periods Between  and

Please select the category or categories to print:

☐ Check/Uncheck All

<input type="checkbox"/> 504	<input type="checkbox"/> Address	<input type="checkbox"/> Addresses & Contacts
<input type="checkbox"/> Admin Notes	<input type="checkbox"/> Application Courses	<input type="checkbox"/> Athletics
<input type="checkbox"/> Behavior Screening	<input type="checkbox"/> Classified	<input type="checkbox"/> Controlled School Choice
<input type="checkbox"/> Counselor Notes	<input type="checkbox"/> Crisis Intervention	<input type="checkbox"/> DOP
<input type="checkbox"/> Document Management	<input type="checkbox"/> ELL	<input type="checkbox"/> ESE
<input type="checkbox"/> Edit Rules & Workflow	<input type="checkbox"/> Enrollment	<input type="checkbox"/> FASTER
<input type="checkbox"/> Fed State	<input type="checkbox"/> Federal/State Compensatory	<input type="checkbox"/> Food Service
<input type="checkbox"/> Forms	<input type="checkbox"/> General Demographics	<input type="checkbox"/> Gifted
<input type="checkbox"/> Graduation	<input type="checkbox"/> Health Daily Health Screener	<input type="checkbox"/> Health Daily Visit Log
<input type="checkbox"/> Health Immunizations	<input type="checkbox"/> Health Medical	<input type="checkbox"/> Health Medication Administration

9. Select **Insert a Page Break before each new report**, if needed.

10. Select **Print All Logging Fields in Expanded View** to print logging fields in an expanded view format for easier viewing.



12.0.27 **FOCUS** Writers02

Select Student/Staff ▼ Print Student Information Lizette Garcia Focus High School - 0041 SIS Admin ▼ 2022-20... ▼ 4th 9 Wee... ▼ ERP

<input type="checkbox"/> Check/Uncheck All	<input type="checkbox"/> Address	<input type="checkbox"/> Addresses & Contacts
<input type="checkbox"/> 504	<input type="checkbox"/> Application Courses	<input type="checkbox"/> Athletics
<input type="checkbox"/> Admin Notes	<input type="checkbox"/> Classified	<input type="checkbox"/> Controlled School Choice
<input type="checkbox"/> Behavior Screening	<input type="checkbox"/> Crisis Intervention	<input type="checkbox"/> DOP
<input type="checkbox"/> Counselor Notes	<input type="checkbox"/> ELL	<input type="checkbox"/> ESE
<input type="checkbox"/> Document Management	<input type="checkbox"/> Enrollment	<input type="checkbox"/> FASTER
<input type="checkbox"/> Edit Rules & Workflow	<input type="checkbox"/> Federal/State Compensatory	<input type="checkbox"/> Food Service
<input type="checkbox"/> Fed State	<input type="checkbox"/> General Demographics	<input type="checkbox"/> Gifted
<input type="checkbox"/> Forms	<input type="checkbox"/> Health Daily Health Screener	<input type="checkbox"/> Health Daily Visit Log
<input checked="" type="checkbox"/> Graduation	<input type="checkbox"/> Health Medical	<input type="checkbox"/> Health Medication Administration
<input type="checkbox"/> Health Immunizations	<input type="checkbox"/> ISP	<input type="checkbox"/> Letter Logging
<input type="checkbox"/> Homeless	<input type="checkbox"/> Magnet/Special Assignment	<input type="checkbox"/> Medical (System)
<input type="checkbox"/> MTSS	<input type="checkbox"/> N/A	<input type="checkbox"/> Placement
<input type="checkbox"/> Migrant	<input checked="" type="checkbox"/> Primary Info	<input type="checkbox"/> Progression
<input type="checkbox"/> Pre-K	<input type="checkbox"/> Re-enrollment Restrictions	<input type="checkbox"/> SAR
<input type="checkbox"/> Re-enrollment	<input type="checkbox"/> Special Ed	<input type="checkbox"/> Student Documentation
<input type="checkbox"/> Social Workers	<input type="checkbox"/> Test	<input type="checkbox"/> Threat Assessment
<input type="checkbox"/> Technical Education	<input type="checkbox"/> Transportation	<input type="checkbox"/> Victims
<input type="checkbox"/> Title 1 SES		

Other Options

☒ Insert a Page Break before each new report

☐ Print All Logging Fields in Expanded View

Print ▼ Help Logout

11. Click **Continue...**

12.0.27 **FOCUS** Writers02

Select Student/Staff ▼ Print Student Information Lizette Garcia Focus High School - 0041 SIS Admin ▼ 2022-20... ▼ 4th 9 Wee... ▼ ERP

☒ Search All Schools

☐ Include Inactive

☐ Previous Years

☐ Use Most Recent Enrollment

Period Attendance All periods ▼

Attendance Codes Unexcused Absence ▼

Timeframe Between 08/01/2023 and 12/06/2023

Number of Periods Between and

Use Legacy Search **Continue ...**

Please select the category or categories to print:

<input type="checkbox"/> Check/Uncheck All	<input type="checkbox"/> Address	<input checked="" type="checkbox"/> Addresses & Contacts
<input type="checkbox"/> 504	<input type="checkbox"/> Application Courses	<input type="checkbox"/> Athletics
<input type="checkbox"/> Admin Notes	<input type="checkbox"/> Classified	<input type="checkbox"/> Controlled School Choice
<input type="checkbox"/> Behavior Screening	<input type="checkbox"/> Crisis Intervention	<input type="checkbox"/> DOP
<input type="checkbox"/> Counselor Notes	<input type="checkbox"/> ELL	<input type="checkbox"/> ESE
<input type="checkbox"/> Document Management		

A list of students returned in the search are listed.

12. Select the check box next to each student to print, or click **Check All** to select all students in the list.

Please select the records that you wish to print. You may print a maximum of 100 at a time. Note: To select/deselect a range of results, hold Shift while checking boxes.

[◀ Prev](#)
Page:  / 68
[Next ▶](#)
1,346 Records
[Export](#)



<a href="#">Check All</a> <a href="#">Uncheck All</a> <a href="#">Invert Selected</a> <a href="#">Check First 100</a>			
	Student ID	Grade	Name
<input checked="" type="checkbox"/>	055879	10	Abe, Charlie Noel
<input checked="" type="checkbox"/>	061843	10	Abregan, Kenna Joy
<input type="checkbox"/>	023057	09	Acevedo, Diem Donna
<input type="checkbox"/>	056443	12	Acevedo, Emerald Vonn
<input checked="" type="checkbox"/>	086685	10	Acosta, Dexter D
<input checked="" type="checkbox"/>	033917	31	Acosta, Giavanna Thomas
<input type="checkbox"/>	058780	10	Acosta, Harry P
<input checked="" type="checkbox"/>	081751	01	Acosta, Jerry
<input type="checkbox"/>	086498	KG	Acosta, Samantha K
<input type="checkbox"/>	086684	PK	Acosta, Sandra
<input type="checkbox"/>	023897	03	Adams, Argento
<input type="checkbox"/>	087615	31	Adams, Debra Morgan
<input type="checkbox"/>	020236	10	Adams, Peter Kavinsky

💡 The **Invert Selected** option is useful if you want to print most of the students in the list, except for a few students. Select the check boxes next to the students you do not want to print, and then click **Invert Selected**. The check boxes for the students you do not want to print are cleared, while the check boxes next to the rest of the students in the list become selected.

**13.** Click **Prepare Report** at the bottom of the screen.

12.0.27  
**FOCUS**  
Writers02

Select Student/Staff ▼

Print Student Information

Lizette Garcia  
Admin ▼

Focus High School - 0041  
2022-20... ▼

SIS  
ERP

4th 9 Wee... ▼

<input checked="" type="checkbox"/>	086685	10	Acosta, Dexter D
<input checked="" type="checkbox"/>	033917	31	Acosta, Giavanna Thomas
<input type="checkbox"/>	058780	10	Acosta, Harry P
<input checked="" type="checkbox"/>	081751	01	Acosta, Jerry
<input type="checkbox"/>	086498	KG	Acosta, Samantha K
<input type="checkbox"/>	086684	PK	Acosta, Sandra
<input type="checkbox"/>	023897	03	Adams, Argento
<input type="checkbox"/>	087615	31	Adams, Debra Morgan
<input type="checkbox"/>	020236	10	Adams, Peter Kavinsky
<input type="checkbox"/>	086404	09	Adams, Ponyboy Henry
<input type="checkbox"/>	077170	02	Ages, Jennie
<input type="checkbox"/>	060059	12	Agregor, Abe Sebastian
<input type="checkbox"/>	022481	12	Aguilar, Emily Dickinson
<input type="checkbox"/>	077172	02	Aguilar, Pastora Monet
<input type="checkbox"/>	057667	10	Aguilar, Sherwood Anderson
<input type="checkbox"/>	057390	12	Ahrens, Edgar Allan
Total selected:			5

< Prev
Page: 1 / 68
Next >

Prepare Report

Return to Search

After the report is finished generating, a confirmation message is displayed at the bottom of the screen.

#### 14. Click **Print Report**.

Prepare Report

or

Return to Search

Your report is ready!

Print Report

Please note: Rendering this report can take time. Please be patient.

#### 15. Follow the prompts from your computer to view or print the report.

12/6/21, 1:25 PM

Print Student Information

Abe, Charlie Noel

055879 - Grade 10

Address

1234 Love Lane  
St. Petersburg, FL 33701  
(727) 555-8275

Address

123 Central Ave  
St. Petersburg, FL 33701

Contacts at this Address

#1 - Brown, Mel

RelationshipMother

Emaillizeleg@focusschoolsoftware.com

Cell Phone(727) 677-6275

Contact's Priority1

Contact #2

Samson, Eugene

eusamson502@yahoo.com

(No Address)

Contact Details:

1: Cell Phone

(727) 909-8899

Contact's Priority

2

Other

Graduation

18 Credit Permission Form	
Graduation Plan	24 Credit Standard HS Options (1)
Post Secondary Educational Plans	None of the above (06)
Early Admission to College Flag	Z
Diploma Type	Not applicable (ZZZ)
Diploma Date	
Certificate of Completion	Not applicable (ZZZ)
Certificate of Completion Date	

Print

10 sheets of paper

Destination

HP ENVY 4500 series

Pages

All

Copies

1

Layout

Portrait

Color

Color

More settings

Cancel

Print

**i** If Protected students are selected for printing student data, and you have the profile permission to **View Protected Students**, you will not see any changes. If you do not have permission to **View Protected Students**, but you have permission to **Edit Student Addresses** and **Edit Student Contacts**, you will not see any changes. If you do not have permission to **View Protected Students** and you do not have **Edit Student Addresses** or **Edit Student Contacts**, you will see not be able to see Address & Contacts information when printing but can still print other student data. For more information about how to set up a Protected Student, see [Student Fields: Protected Student](#).

## Did You Know?

The first five numbers in student Social Security numbers are masked with asterisks. The profile permission **View Full SSN**, enabled via Users > [Profiles](#) > Students tab, allows users to view the full Social Security number for students