QUICK TIP
FINDING EMERGENCY CONTACT INFO & MEDIA PERMISSIONS

THIS IS NOT INTENDED TO BE A SEQUENTIAL, STEP-BY-STEP PROCEDURE BUT RATHER A QUICK TIP ON WHERE TO FIND THE INFO. PLEASE READ THROUGH THE WHOLE DOCUMENT; WHICH CONSISTS OF 2 SECTIONS: 1ST FOR INDIVIDUAL STUDENTS AND 2ND FOR ALL STUDENTS.

Log onto X2
Go to School View (if you are not there already)
Click on the Student Tab

Individual students

Click on the *Details* side tab:

Student's information

Parent's contact information

Now click on the *Address* sub Tab

This page displays all the emergency contact information entered by the parent.

To see the Doctor information and the Parent Signatures, click on the *Other Information* sub Tab:

Here you will see any medical information provided by the parents.

The bottom section constitutes the signatures.

To print the student contact information:
Go to Reports
MISC STUDENT REPORTS
Student Contact Information
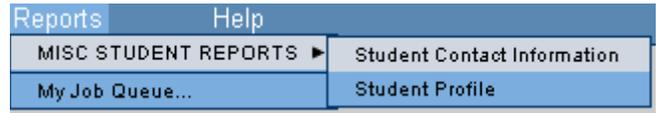
All Students (or selected group of students)
Go to School View (if you are not there already)
Click on the Student Tab
On this screen there are 2 Field Sets you can choose from that will show the contact and medial permission information.

Click on your Field Set Menu

Here you can choose either:
(note: your menu will have different items in a different order)

Contact Verification Info

Signature Pages

Each page will show abbreviated information of what is fully available in the student detail page.

If you are trying to sort out <u>only those who have information missing</u>, then go to your Filter (martini glass) and choose the *Contact Verification Missing* filter. (your menu will have different items in a different order)

This will show only those students who have some piece of information missing from any of the fields collected from the parents.

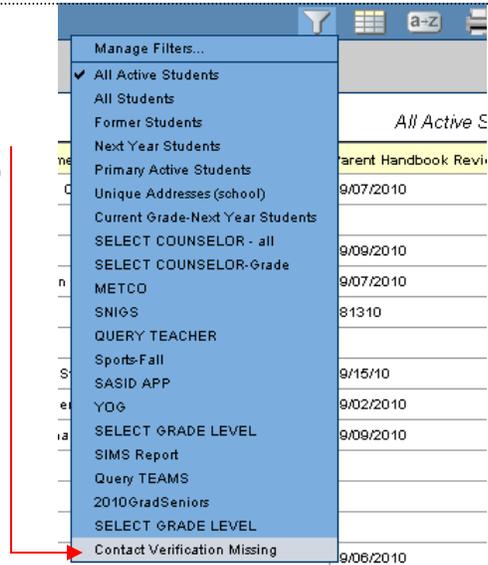|	
Manage Filters...	
✔ All Active Students	
All Students	
Former Students	*All Active S*
Next Year Students	
Primary Active Students	*arent Handbook Revi*
Unique Addresses (school)	9/07/2010
Current Grade-Next Year Students	
SELECT COUNSELOR - all	9/09/2010
SELECT COUNSELOR-Grade	9/07/2010
METCO	
SNIGS	81310
QUERY TEACHER	
Sports-Fall	9/15/10
SASID APP	
YOG	9/02/2010
SELECT GRADE LEVEL	9/09/2010
SIMS Report	
Query TEAMS	
2010GradSeniors	
SELECT GRADE LEVEL	
Contact Verification Missing	9/06/2010

To print the student contact information for all students:
Go to Reports
MISC STUDENT REPORTS
Student Contact Information

Reports	Help
BUS REPORTS ►	
Birthday List	
COURSE REQUESTS ►	
Conduct History	
Copy of Student Schedules (Sheet)	
DIRECTORY REPORTS ►	ntact 1 Phone
EXPORTS ►	9484
GUIDANCE REPORTS ►	
HOMEROOM REPORTS ►	
LABELS ►	340
MISC STUDENT REPORTS ►	
Official School Transcript	
Official School Transcript - Final	
REPORT CARDS & PROGRESS REPORTS ►	
SCHOOL REPORTS ►	
Student Request Entry Status	
Student Schedules (Matrix)	
Student Schedules (Sheet)	
Quick Report	
My Job Queue...	

MISC STUDENT REPORTS submenu
Attendance History
Locker Assignments
Student Alerts
Student Assessment Scores
Student Contact Information
Student Contacts (Short List)
Student ID Cards
Student List
Student Membership
Student Profile