Archived Health Visits Report
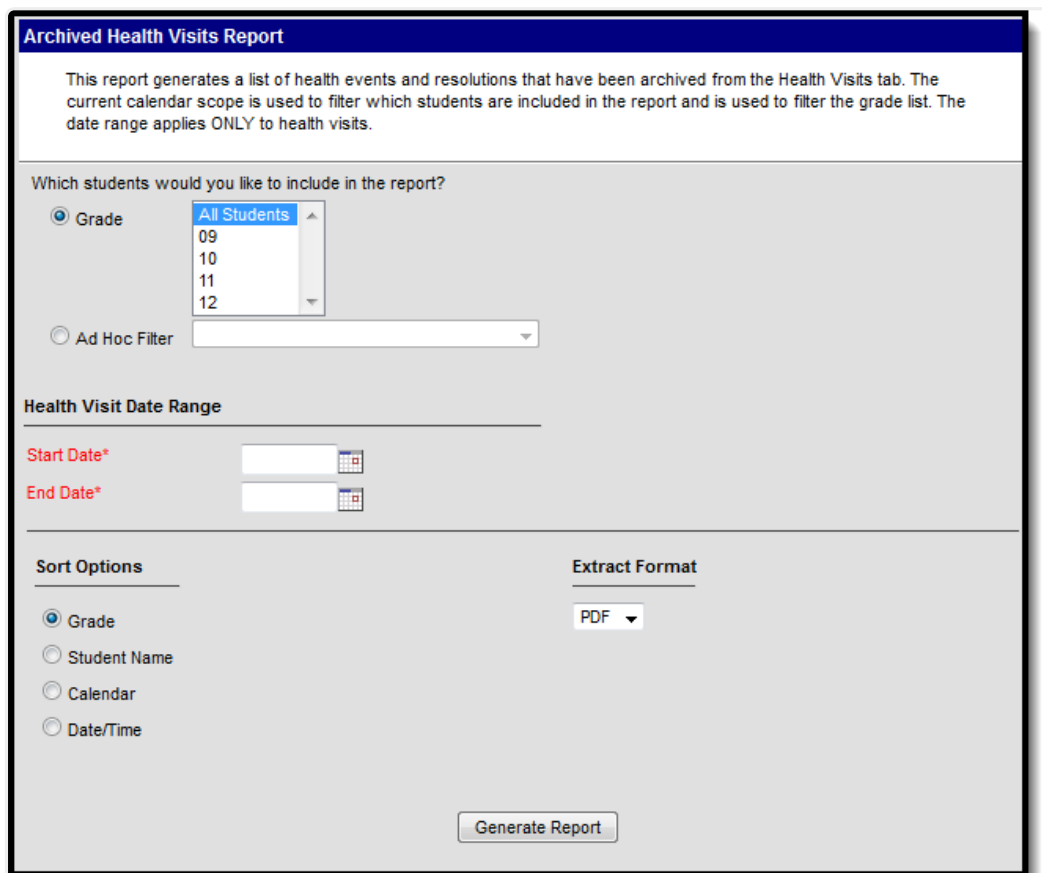
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Classic Path: Health > Reports > Archived Health Visits

Search Terms: Archived Health Visits

This report generates a list of health events and resolutions that have been archived from the Health Visits tab. The current calendar scope is used to filter which students are included in the report and is used to filter the grade list. The date range applies ONLY to health visits.

Image 1: Archived Health Visits Report editor

Report Logic

The Archived Health Visits report will provide details on information that was previously stored on the student's Health Visits tool.

> This report can also be generated from the student's Health Office Visits tool, if desired.

Report Editor

Option	Description
Grade Selection	Users are required to select grade levels of enrollment for the report, or use an Ad hoc filter that was created in the Ad hoc Filter Designer. Grade levels listed are based on the calendar selected in the Campus toolbar. Choose at least one grade level, or select All Students. Only one ad hoc filter can be selected.
Health Visit Date Ranger	Required for report generation is the determination of a start date and an end date. These dates are used to return health visit information between the entered dates. Enter dates in mmddyy format.
Sort Options	This report can be sorted by the following: • **Student Grade Level** - student in the first selected grade level will appear first • **Student Name -** students will appear alphabetical by last name • **Calendar** - if the report was generated for more than one calendar year, information will be sorted by the calendar year. • **Date/Time** - Displays student data in date/time order as it was entered on the health visits tab.
Extract Format	This report can only be generated in PDF format.

Generate the Report

1. Select the appropriate **Grade levels** to indicate which students to include in the report. Or, select an **Ad hoc Filter** from the dropdown list.
2. Enter a **Start Date** from which to begin pulling health visit data in *mmddyy* format.
3. Enter an **End Date** from which to stop pulling health visit data in *mmddyy* format.
4. Select the desired **Sort Options**.
5. Click the **Generate Report** button. The report will display in a new window in PDF format.

Image 2: Archived Health Visits Report Example