

Students Without Lockers Report [.2124 - .2219]

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The Student without Lockers report prints students who do not have locker assignments based on the criteria selected.

Image 1: Students Without Lockers Report

Report Logic

The Students without Lockers Report prints a list of students who do not have a locker assigned as of the entered Enrollment/Locker Assignment Effective Date. Actively enrolled students will be included on the report. Students marked as No Show on enrollment records will not be included in the report, even if they do not have locker assignments and match the entered criteria.

To be included in the report, the student must have the following:

- An active enrollment record in the year and school selected in the Campus toolbar on the date entered.
- No locker assignment in the selected school year/school in the Campus toolbar as of the

effective date. This is based on the End Date associated with the [Student Locker](#) tool.

The student may have a locker assignment at another school. The student is included only when there is no locker assignment for that student in the selected school and school year.

Report Editor

The following defines the report options available.

Field	Description
Sort By	Sorts the students on the report by Student (alphabetical by last name) or by Grade/Student (numeric by the student's Grade Level and then student Last name).
Include students in the following grades	Selection indicates which students are included in the report by grade level. Available grade levels are based on the school selected in the Campus toolbar.
Include students who do not have a locker of the following type	Selection indicates the Locker Type to include on the report (academic, Phys Ed, etc.). Meaning, the report returns students who are not assigned that particular locker type. Locker Types are created in the Custom Attribute/Dictionary .
Ad hoc filter	Only those students included in the filter are part of the report.
Enrollment Locker Assignment Effective Date	Date associated with the assignment of the locker. A date is required in order to generate the report. Dates are entered in <i>mmdyy</i> format or can be selected by using the calendar icon. Any student who has an active enrollment as of the entered effective date and does not have a locker assigned will be returned.
Report Format	Indicates the format in which the report generates - PDF or DOCX.

Generate the Students without Lockers Report

1. Select how the report should be sorted by selecting the appropriate option from the **Sort By** dropdown list.
2. Select which grade level to include in the report by selecting the grade level from the **Include students in the following grades** dropdown list.
3. Select the locker type from the **Include students who do not have a locker of the following type** dropdown list.
4. Select an **Ad hoc Filter** from the dropdown list to include students from an ad hoc filter.
5. Enter an **Enrollment/Locker Assignment Effective Date** for the report.

6. Select the **Report Format**.
7. Click the **Print Report** button. The report will display in an adobe (PDF) document, listing the students who are not assigned a certain type of locker.

2017-18 High School <small>Generated on 04/18/2019 03:09:02 PM Page 1 of 3</small>	Students Without Lockers Report <small>Grade: 12 Type: Activity Students: 345 Effective Date: 04/18/2018</small>
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Student Number	Student Name	Grade
345678	Student, Ari L	11
123456	Student, Ashley Marie	12
234567	Student, Luis Alberto	11
567890	Student, Lynn	10
456789	Student, Robert	09

Image 2: PDF Report Example

2017-18 High School <small>Generated on 04/18/2019 03:12:40 PM Page 1 of 3</small>	Students Without Lockers Report <small>Grade: 12 Type: Activity Students: 345 Effective Date: 04/18/2018</small>
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Student Number	Student Name	Grade	Student Number	Student Name	Grade
123456	Student, Amy	12	654321	Student, Ginger	12
234567	Student, Ben	12	765432	Student, Henry	12
345678	Student, Carrie	12	654321	Student, Isaac	12
456789	Student, David	12	543210	Student, Jenna	12
567890	Student, Erin	12	432109	Student, Kevin	12
678901	Student, Frank	12	321098	Student, Lisa	12

Image 3: DOCX Report Example