Once logged into FACTS please select Report Manager



Select Create a Report > Create a Report Student

| ategory Favorites ★ Academics Accounting Activity Logs Administration Admissions Attendance Behavior Child Care Class | Reports Create a Report - Mail Merge: Student Create a Report: Application and Enrollment Create a Report: Staff Create a Report: Student Create a Report: Student Report Student |
|---|---|
|---|---|

Click the Double Arrows to move all Students to "Selected List" and Click View Report

| Year 2020-2021 V | Filter | Selection List Doe, John | | Selected List |
|---|--|---|------------|--|
| Status Homeroom Class | -ALL- Dual-Enrolled Enrolled | Abraham, George Allison, Gabrielle Allison, Sebastian Alvarado, Hannah | | Abraham, George Allison, Gabrielle Allison, Sebastian Alvarado, Hannah |
| ActivityAdmissions | Graduate Inactive | Alvarado, meddore Alvarez, Ellie Alvarez, Raelynn Andersen, Jade | > | Alvare: Click the |
| | Distance Learning Full Day Grade: 01 Grade: 02 Grade: 03 | Andersen, Zuri Andrews, Damian Andrews, Diana Emilia Andrews, Nicholas Atwood, Sadie Bachman, Andrea Bachman, Kayla Barnett, Alexandra Barnett, Josephine Bates, Leo Benavides, Greyson Records: 372 | < << | Andersen, zun Andrews, Damian Andrews, Diana Emilia Andrews, Nicholas Atwood, Sadie Bachman, Andrea Bachman, Kayla Barnett, Alexandra Barnett, Josephine Bates, Leo Benavides, Greyson |
| Advanced Filter | | | | |
| | | View Report | Click View | Report |

Select Add Fields





Select Done



Select Display Results



"No" Means Custody Has NOT Been Assigned and will need to be Updated in FACTS SIS. Select Export to Excel to Save Report as an Excel Document

| | | Sel Export | ect to Excel | | | | |
|----|-----------------|---------------|-----------------|------|--------------|---------|--------------------|
| В | ack to Filters | Export | to Excel | Б | cport to CSV | Print | |
| | LastName, Fi | irstName | Grade L | evel | Has Cust | "No" M | leans Custody |
| 1. | Adams, John | | 03 | | No 🔶 | Has NOT | , Been Assigned |
| 2. | Adams, John | | 03 | | Yes | | |
| 3. | Akins, Maggie |) | 08 | | Yes | | |
| 4. | Akins, Melissa | a | PK3 | | Yes | | |
| 5. | Allison, Gabrie | elle | 07 | | No | | |

Select "Report Library" located in Right Corner of Screen



Select Report and Click on "Open"



Select "Display Results" to run Report

| | Cre | Student Data | | | Save Report Library New | |
|----------------------|----------------------------|--------------|---------|----------------------------|-------------------------------|------------------------|
| Add Fields | Display Res | sults 🔶 | Sel | Report 1 ect Results | Name: Stude | ent List by Grade Leve |
| F | ields | 1 | Filters | Param | eters Hide F | unctions Order |
| ≡ Student LastNam | / Naming / e, FirstName | None | | * | | None - None - X |

You can select to Export report to Excel or Print to your Printer

