#### Once logged into FACTS please select Report Manager



#### Select Create a Report > Create a Report Student

Category Favorites ★ Academics Accounting Activity Logs Administration Admissions 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
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## Click the Double Arrows to move all Students to "Selected List" and Click View Report

Year 2020-2021 ▼ Status Homeroom Class	Filter District Wide Next Year ALL- Dual-Enrolled Enrolled	Selection List Doe, John Abraham, George Allison, Gabrielle Allison, Sebastian Alvarado, Hannah	*	Selected List Doe, John Abraham, George Allison, Gabrielle Allison, Sebastian Alvarado, Hannah
Activity Admissions	Graduate Inactive Distance Learning Full Day Grade: 01 Grade: 02 Grade: 03	<ul> <li>Alvarez, cheodore Alvarez, Ellie Alvarez, Raelynn Andersen, Jade 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</li> </ul>	>>> <<	Alvara Alvara Alvare Anders Anders Andersen, zun Andrews, Damian Andrews, Diana Emilia Andrews, Nicholas Atwood, Sadie Bachman, Andrea Bachman, Kayla Barnett, Josephine Bates, Leo Benavides, Greyson Records: 372
Advanced Filter				
		View Report	Click View R	Report

### Select Add Fields



# Select Dropdown for Parents > All Parents > Contact Inormation and Select Home Phone and Cell Phone. Select Done



# Select Display Results



If Home Phone is blank, a Home Phone will need to be entered for the Parent in FACTS SIS. *\*Please Note: Enter Cell Phone if no Land Line is Used* Select Export to Excel to Save Report as an Excel Document

		Select			
					"No" Means Custody Has NOT Been Assigned
В	ack to Filters	Export to Excel	Export to CSV	Print	
	LastName, Fi	rstName Grade L	evel Home phone	Cell phone	
1.	Adams, Frank	01		817-	
2.	Adams, Frank	01	•	947	
3.	Adams, John	03		817-	
4.	Adams, John	03		817-555-2395	
5.	Akins, Maggie	08	402-770-6474	402-770-6474	
6.	Akins, Melissa	PK3	402-770-6474	402-770-6474	