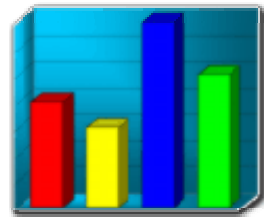

Guide to the

Student Query Program



REVISED February 2008

Medford School District 549C

For the most up-to-date information about this program, please see the [Online Help](#).

This manual was produced using *ComponentOne Doc-To-Help*.™

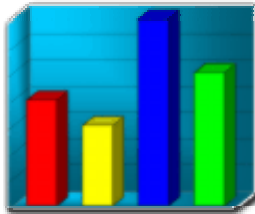
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Student Query

A Note Before Getting Started



Welcome to Medford School District's **Student Query** program!

In recent years, more and more employees have been relying on Student Query-created reports, in making decisions that affect students and schools. Student Query can be a powerful tool, providing accurate, valuable data to the user.

Suggestion:

When first learning to use the program, **practice** with some simple queries. The more you use Student Query, the more comfortable you will become with the program. Although any report generated from Student Query is based on “live” data, as of the moment the query is run, the program itself is read-only. Therefore, if you make a mistake, you can't change any data in the Student Information System with this program. So there is no “danger” in practicing!

Important !!

A reasonable comfort level with Microsoft Excel is necessary, in order to benefit the most from Student Query.

Another Suggestion:

Make use of the [Reasons for Unexpected Results](#) section of this manual (see page 41). It contains information about why you might be getting unexpected results in your query, as well as tips on specific selection and report items.

Purpose

Student Query was created as a tool to allow users to create ad hoc reports using current data from 549C's Student Information System.

Important !!

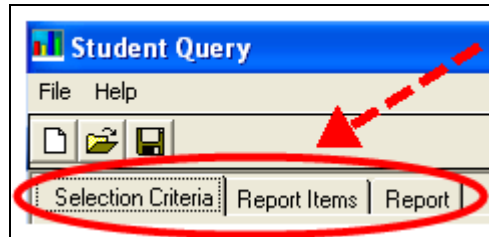
The program always uses *current data*. Therefore, a report that is run at 2:00 P.M. can (and often will) result in different data than a report that is run at 2:05 P.M.

Helpful Hints!

- Make use of the [Reasons for Unexpected Results](#) section of this manual (see page 41). It contains information about why you might be getting unexpected results in your query, as well as tips on specific selection and report items.
- Can't find the Selection or Report Item you're looking for? See [How Can I Find the Selection/Report Item I Need?](#) on page 14.

Overview

The Student Query program is divided into three main parts, which are basically the three steps involved in using the program:



1. **Selection Criteria**
2. **Report Items**
3. **Report**

There is also the option of creating an Excel spreadsheet. It would be beneficial to learn Excel for determining summary, or total count information. Excel also offers the ability to manipulate how the data displays, by sorting, filtering, etc.

The Student Query program is capable of reporting on all students who have been enrolled in the District during the **current** school year.

Helpful Hints!

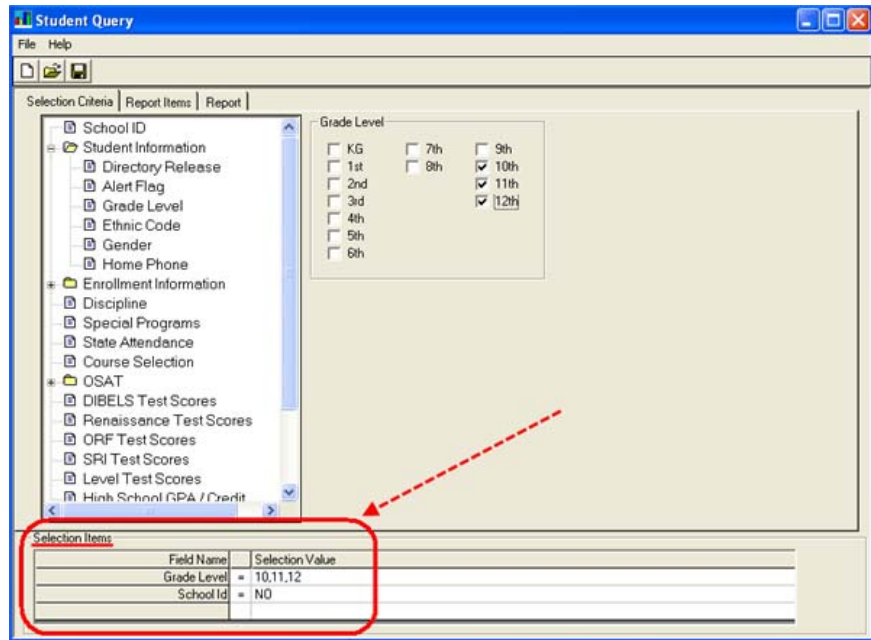
- Make use of the [Reasons for Unexpected Results](#) section of this manual (see page 41). It contains information about why you might be getting unexpected results in your query, as well as tips on specific selection and report items.
- Can't find the Selection or Report Item you're looking for? See [How Can I Find the Selection/Report Item I Need?](#) on page 14.

Selection Criteria

The **Selection Criteria** allows you to choose a “pool” of students. The choice can be as simple as all high school students. The Selection Criteria could also be 11th grade students at South who are female, Hispanic, took the OSAT test last year and met Total Reading standards.

When determining what your Selection Criteria should be, you might ask yourself “What group of students do I want to know about?”

As you make selections, your choices will appear at the bottom of your screen:



See [Choosing Your Selection Criteria](#) on page 6 for detailed information.

Operators

Some Selection Criteria items offer **operators**, for you to narrow your selection. These symbols are defined as follows:

- = Equal to
- > Greater than
- < Less than
- >= Greater than or equal to
- <= Less than or equal to
- <> Not equal to *see note below
- >< In between *see note below

***IMPORTANT NOTE:** For some selections, the **Not equal to (<>)** and **In between (><)** operators require input that is in the same format as the data in the Student Information System. For example, when selecting SRI test scores between 1 and 500, you will get zero results. However, if you select SRI test scores between 001 and 500, you will get results. Therefore, if you find that results based on these operators do not appear accurate, double-check the format of the numbers that are input.

Report Items

The **Report Items** determine what information is to be reported on from the students selected. If you select all high school students, you might choose to see their gender and ethnic codes. Or, you could take your group of Hispanic females who met the Total Reading OSAT standards, find out their names and what they look like (if pictures are available).

When determining what report items you will want, the question to ask yourself is “What do I want to know about the students I have selected?,” or “What column headings do I want on my Excel worksheet?”

Important !!



Another consideration in choosing your Report Items might be “How might I want to sort the worksheet, once I have exported the data to Excel?”

See [Choosing Your Report Items](#) on page 8 and [A Very Important Consideration!](#) on page 9 for detailed information.

Report

Once you have chosen your Selection Criteria and Report Items, the Student Query program can generate a Report. This will appear on your screen as a grid listing the report item data; it will not count or total the data in the columns. If you have changed your mind about a report item, it is possible to go back and make changes to the Selection Criteria or Report Items. If you go back and make changes, you will need to generate another report

If you have chosen the picture field as a report item, after generating your report, you may then click on the **Student Pictures** tab to display all students who met the selection criteria and have a picture available.

You can create an Excel Spreadsheet, and the data you have selected will be moved into Excel. You can now manipulate it as you wish, i.e. make graphs, charts, etc., limited only by the parameters of Excel.

See [Running the Report](#) on page 10 for detailed information.

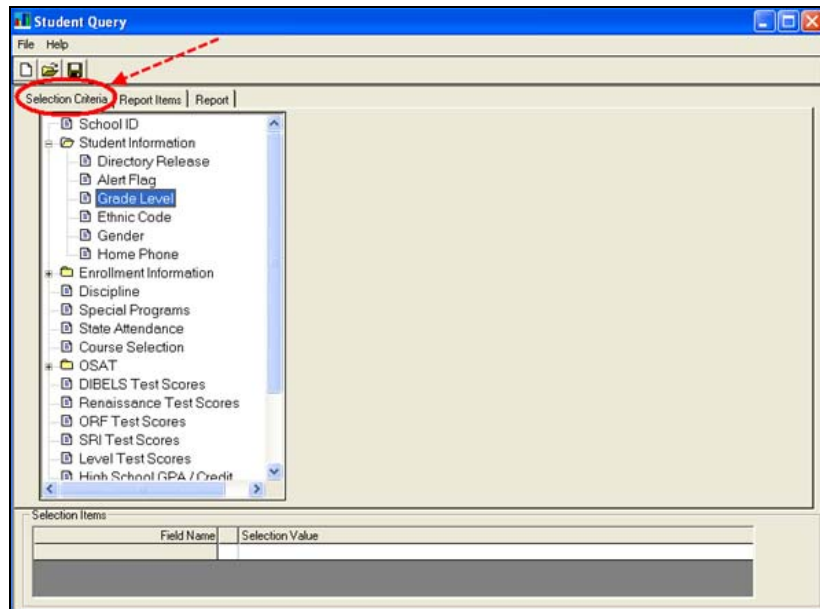
Helpful Hints!

- Make use of the [Reasons for Unexpected Results](#) section of this manual (see page 41). It contains information about why you might be getting unexpected results in your query, as well as tips on specific selection and report items.
- Can't find the Selection or Report Item you're looking for? See [How Can I Find the Selection/Report Item I Need?](#) on page 14.

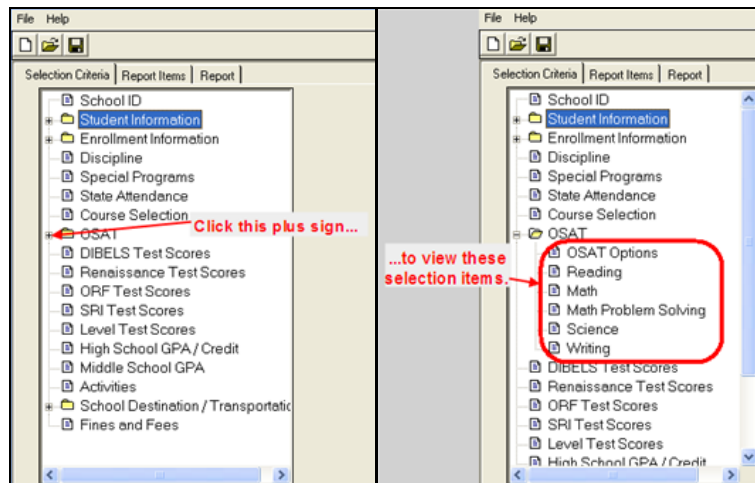
Using the Program

Choosing Your Selection Criteria

The Student Query program opens to the **Selection Criteria** page:



Begin using the program by choosing your selection criteria. The display is a standard “tree view.” Therefore, items with a plus sign to the left are categories only, and the selection items within those categories can be seen when the plus sign is clicked:

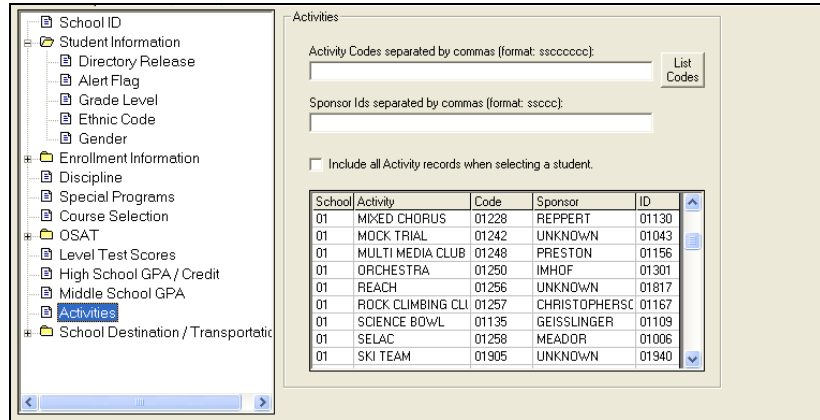


As you click on a selection item to the left, your selection choices will be displayed to the right. Choose your selection criteria by clicking each item you wish to include, on the right side of the screen, so that a checkmark is displayed next to each

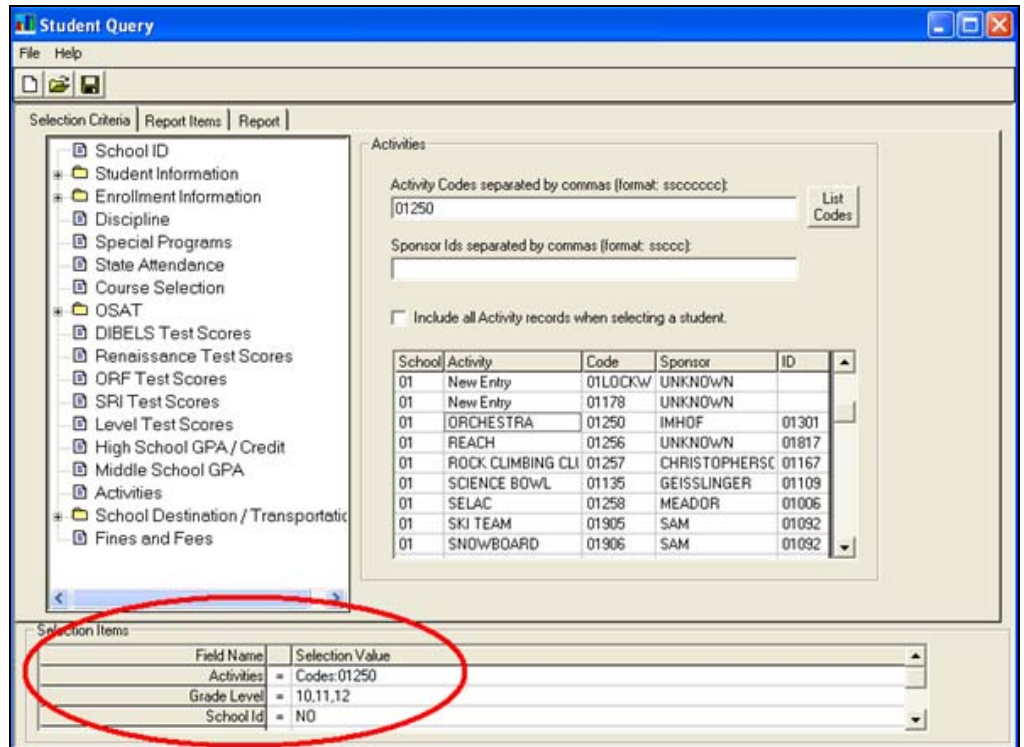
item selected. To de-select an item, click the checkmark, so that it is removed. Each selection item will display in the lower portion of the screen.

Some selection items offer drop-down lists from which you may make your selections.

Some selection items offer buttons which you may click to display all available options for that selection item. For example, if you want to select students who are in Orchestra, but do not know the activity code for Orchestra, click on the **List Codes** button to see all activity codes, and select the correct one:



In the example below, all North High 10th, 11th and 12th graders who are in Orchestra are selected:



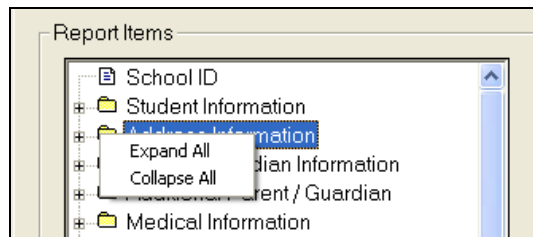
To view lists of all available Selection Criteria, see page 15 [D2HLink 25341](#).

Choosing Your Report Items

Once you have determined your selection criteria, click the **Report Items** tab. This is where you will indicate which items you want to include in the report, about the students you have selected under **Selection Criteria**. Each **Report Item** chosen will be a column in the resulting worksheet.

Each category of Report Items must be “expanded” to view and select the available report items within that category. This is accomplished by either of the following two methods:

- Right-click on the file folder to the left of the Category Name, and select **Expand All** from the displayed options (**Collapse All** is the second option):



Or:

- Click the plus sign next to the categories that would contain the report items to be included.

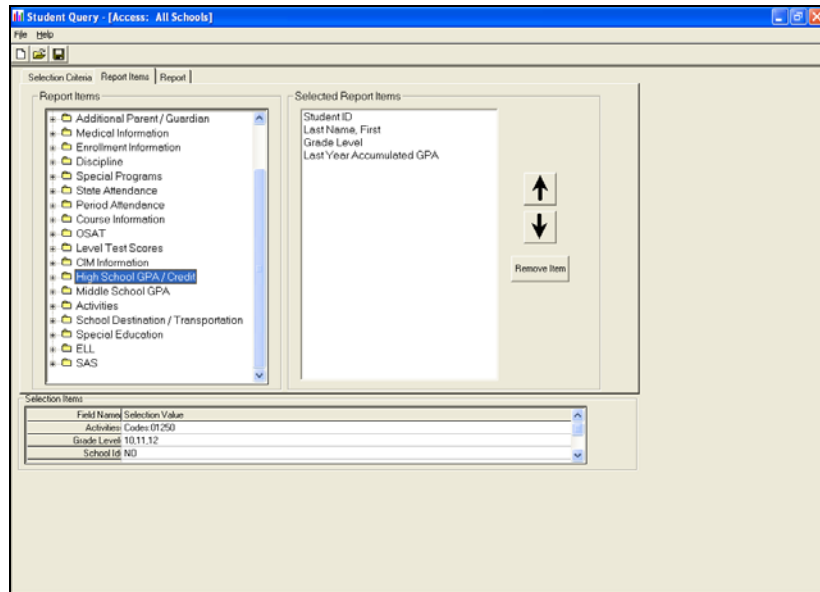
Within each category, click any report items you wish to have included in the report. Each selected report item will be displayed to the right of the screen.

To view lists of all available Report Items, and their categories, see page 23 [D2HLink 25344](#).

Note: The columns in the Query report and Excel worksheet will display, from left to right, in the order listed under **Selected Report Items**, from top to bottom. See [Change or Remove Report Items](#) on page 9.

In the example on the next page, the following Report Items have been chosen:

- Student ID
- Last Name,First
- Grade Level
- Last Year Accumulated GPA



Notice that the Selection Criteria (all North High 10th, 11th and 12th graders in Orchestra) is still displayed at the bottom of the screen.

Therefore, if the query is run just as it is displayed in the screen print above, it will answer the question:

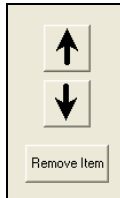
“What are the ID number, name, grade level and last year’s GPA of all North High 10th, 11th, and 12th graders currently in Orchestra?”

A Very Important Consideration!

Important !!
⇒⇒

It is generally a good idea to include certain “key fields” in the Report Items that you choose. Examples might be Student ID Number, or Teacher Name or ID. If, for example, you are creating an Excel worksheet that you will be forwarding to someone else, that person may need the Student ID numbers of the students listed, to look up additional information. Or, if you are creating reports to send to teachers, including the Teacher Name and/or ID number allows you to see which teachers to send which reports to.

Change or Remove Report Items

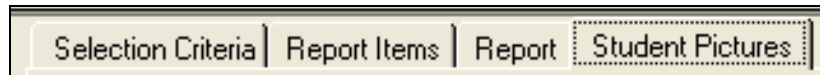


To remove a report item, highlight (by clicking) that item, and click the **Remove Item button**, on the right side of the screen.

To change the order, highlight any of the items you wish to change, and click either the **Up** or **Down** arrow.

Student Pictures

If **Picture** (under Student Information) is chosen as a report item, an additional tab will be displayed at the top of the screen, **Student Pictures**:



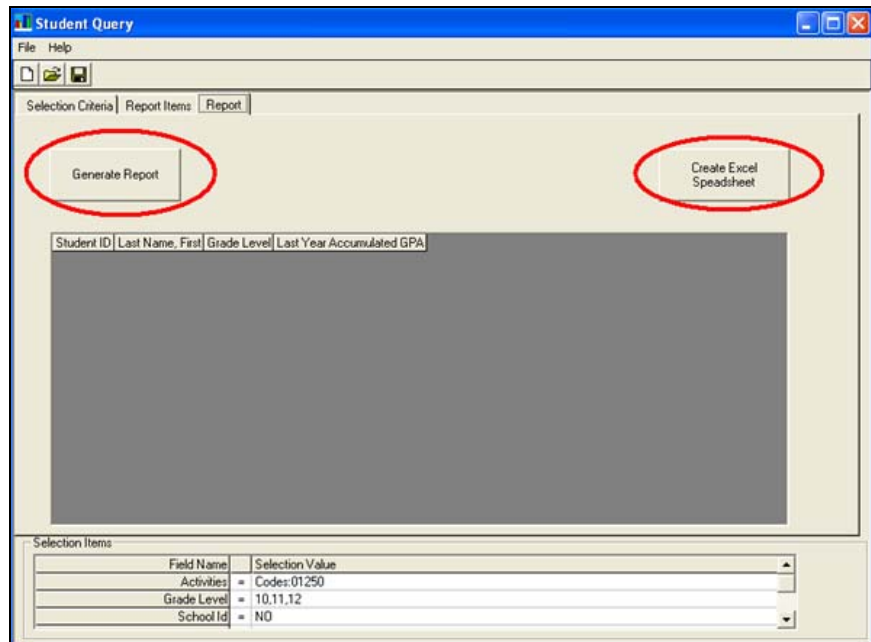
See [View Student Pictures](#) on page 11.

Running the Report

Once the Selection Criteria and Report Items have been chosen, click on the **Report** tab at the top of the screen.

Notice that the Selection Criteria (all North High 10th, 11th and 12th graders in Orchestra) is still displayed at the bottom of the screen.

The Report Items are also displayed here, in the center of the screen. There are two buttons available: **Generate Report** and **Create Excel Spreadsheet**.



To run the report, click the **Generate Report** button.

The Generate Report button will briefly be labeled **Cancel Report**. Click this button to cancel the report before it is finished generating, if necessary.

Once the report has run, the Report Items will display on-screen. If necessary, there will be scroll bars available to view additional information.

Column widths can be changed by placing your cursor over a vertical separator line between the column headings, and clicking and dragging the column edge to the width of your choice.

Column headings can be moved to the right or left, by clicking and dragging. The data will be sorted by the left-most column heading.

To export the report data to Excel, click the **Create Excel Spreadsheet** button.

Helpful Hints!

- Make use of the [Reasons for Unexpected Results](#) section of this manual (see page 41). It contains information about why you might be getting unexpected results in your query, as well as tips on specific selection and report items.
- Can't find the Selection or Report Item you're looking for? See [How Can I Find the Selection/Report Item I Need?](#) on page 14.

Excel Formattling

Important !!



An Excel spreadsheet can not be created until *after* the query report has been generated.

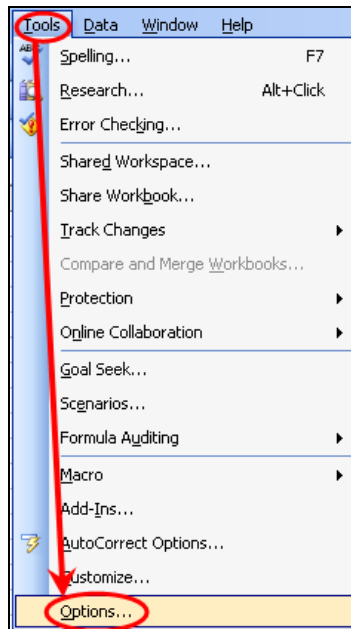
Once the file is opened in Excel, you will notice a red triangle that will be displayed in cell A1. That indicates that the spreadsheet is generated from the Student Query program. Hovering your cursor over cell A1 will cause the query's selection criteria to be displayed.

IMPORTANT NOTE REGARDING FORMATTING OF THE EXCEL

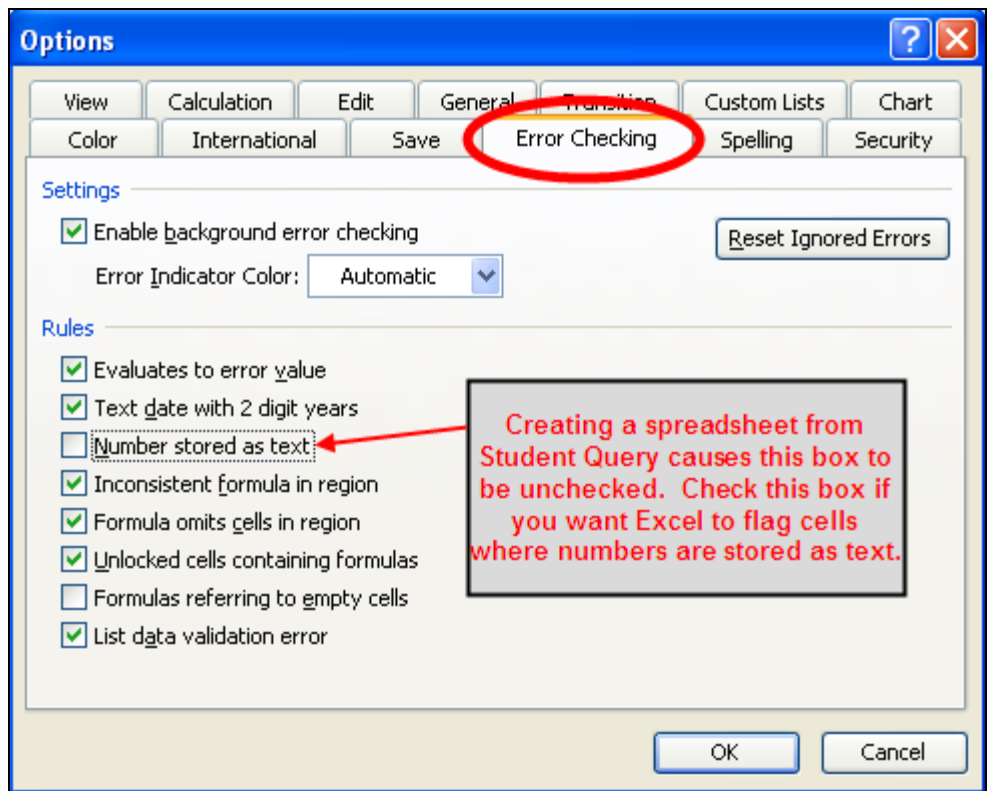
SPREADSHEET: In order for the resulting Excel spreadsheet to display properly, several formatting settings are adjusted as part of the transfer to Excel, such as **bolded headings, correct number of decimals displaying, some numbers fomatted as text**, etc. These changes are made only to the open worksheet, and do not affect other Excel worksheets you have saved.

However, one of the “Error Checking” settings may be changed, and may affect your Excel program overall. If you wish to reset this setting, follow these steps:

1. In Excel, click on **Tools**, then **Options**:



2. In the Options window, click on the **Error Checking** tab, and place a checkmark in the **Number stored as text** checkbox:



View Student Pictures

If Student Pictures is included as a report item, a column labeled **Picture** will be displayed in the query report. The data in the column will be either Yes or blank. To view a student's picture, click **Yes**, and the student's picture will be displayed at the top of the screen.

Alternately, to view all of the students' pictures that are available, click on the **Student Pictures** tab. On this screen, as you hover your cursor over a student picture, the data from the query, that applies to that student, will be displayed at the top of the screen.

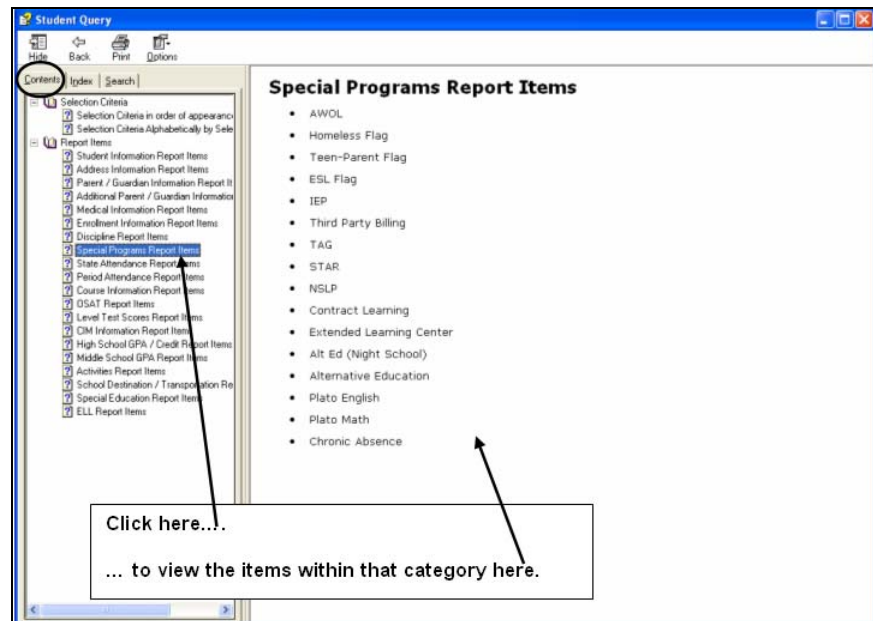
Finding Selection and Report Items

How Can I Find the Selection/Report Item I Need?

One of the most common difficulties users have with the Student Query program is locating the Selection or Report Items they need for their query.

This manual includes lists of all of the Selection Criteria and Report Items available in the Student Query program.

- [D2HLink 25354](#) See page 15 to view a list of all available Selection Criteria, in order of appearance in the Student Query program.
- [D2HLink 25355](#) See page 19 to view all available Selection Criteria, listed alphabetically.
- The Index can be used to look up any Selection Criteria or Report Item.
- If you are trying to find a particular Report Item, and you have an idea of the category under which it falls, you can click on the category in the Online Help **Contents**:



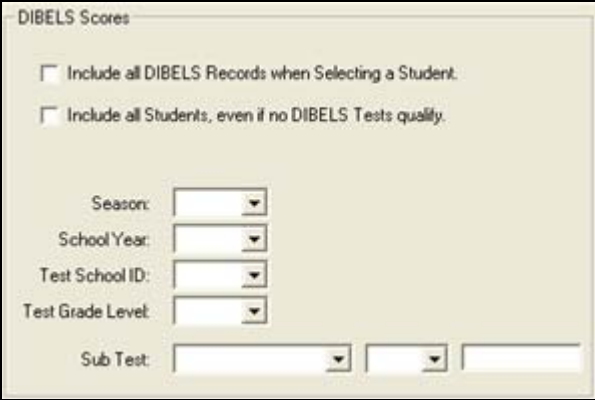
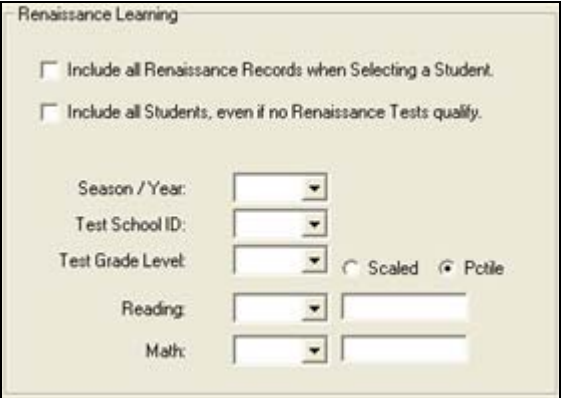
You will then see a list of all items in that category, on the right side of the Help screen, and see whether the item you are trying to find does, in fact, fall under that category.

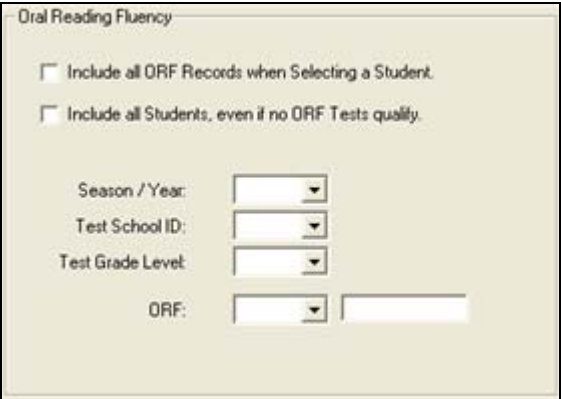
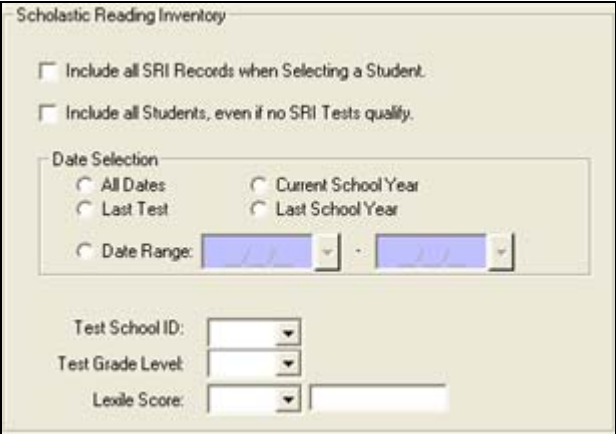
Selection Criteria List

Selection Criteria in order of appearance in Student Query

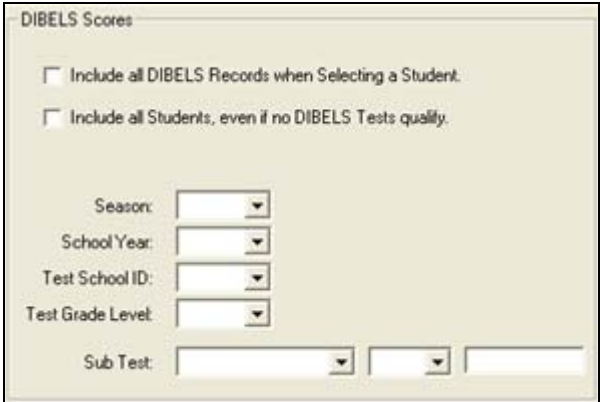
Selection Criteria:	Found Under the Following Category:
Directory Release	Student Information
Alert Flag	Student Information
Grade Level	Student Information
Ethnic Code	Student Information
Gender	Student Information
Home Phone	Student Information (Within Home Phone, the option to print Unlisted Home Phone numbers is included)
Student Status	Enrollment Information... select from the following: <ul style="list-style-type: none"> • All Students (includes withdrawn students) • Active Students (exclude WT) • Active Students (include WT) • Withdrawn Students • WT Students • Active Transfer Approvals
Counselor ID	Enrollment Information (Clicking the Load Counselors button will cause all Counselors (or teachers, at the elementary level) for the schools to which the user has access, to load. Clicking the drop-down arrow allows the list to be seen. At this point, the list can be sorted by any of the column headings, by clicking on the column heading.)
Discipline	Discipline (Within Discipline, there are detailed selection options available, such as dates, offenses, consequences, etc.)


Selection Criteria:	Found Under the Following Category:
Special Programs	<p>Special Programs</p> <p>Within Special Programs, the following specific Special Programs may be selected:</p> <ul style="list-style-type: none"> • Teen-Parent • ELL (Active) • ELL (Monitored) • IEP • TAG • Homeless • Section 504 • Site-Based Special Ed • AWOL • Attendance Intervention • STAR • Contract Learning • Extended Learning Center • Plato English • Plato Math • Chronic Absences • Kids Unlimited
State Attendance	<p>State Attendance</p> <p>(State Attendance options include All Year, Individual Terms, or user-specified Date Range)</p>
Course Selection	<p>Course Selection</p> <p>Within Course Selection, there are detailed selection options available, such as specific Courses, Teachers, Period Attendance, Mark Information, etc.</p> <p>To limit your report to Active courses only, you must specify a course term or period.</p> <p>There are also the following two checkboxes available:</p> <p>Include all Course Records when Selecting a Student; checking this box will cause the report to include all courses, both active and inactive, for each student in the resulting query.</p> <p>Include inactive classes (if the above 'Include all Course Records...' box is checked, checking this box is redundant); checking this box will cause the report to include both active and inactive records for the specified course(s).</p>
OSAT Options	<p>OSAT</p> <p>(OSAT Options include selecting which students, which test records and which benchmark or non-benchmark grade level.)</p>
OSAT Reading (Reading/Literature)	<p>OSAT</p> <p>(OSAT Reading selections include Test Season/Year, Test School, Test Grade Level, and specific score and percentile criteria within individual Reading / Literature Subskills.)</p>
OSAT Math (Math Multiple Choice)	<p>OSAT</p> <p>(OSAT Math selections include Test Season/Year, Test School, Test Grade Level, and specific score and percentile criteria within individual Math Subskills.)</p>
OSAT Math Problem Solving	<p>OSAT</p> <p>(OSAT Math Problem Solving selections include Test Season/Year, Test School, Test Grade Level, and specific composite score criteria.)</p>

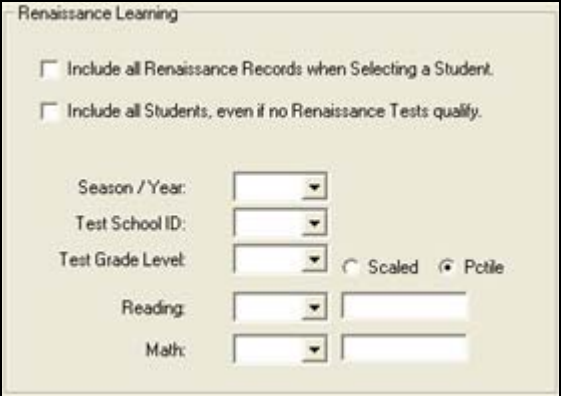
Selection Criteria:	Found Under the Following Category:
OSAT Science	OSAT (OSAT Science selections include Test Season/Year, Test School, Test Grade Level, and specific score and percentile criteria.)
OSAT ELPA	OSAT (OSAT ELPA selections include Test Season/Year, Test School, Test Grade Level, and specific score and percentile criteria within individual ELPA Subskills.)
OSAT Writing	OSAT (OSAT Writing selections include Test Season/Year, Test School, Test Grade Level, and specific score and percentile criteria.)
DIBELS Test Scores	DIBELS Test Scores Selection options:  <p>The screenshot shows a form titled "DIBELS Scores" with the following elements:</p> <ul style="list-style-type: none"> Two checkboxes: "Include all DIBELS Records when Selecting a Student." and "Include all Students, even if no DIBELS Tests qualify." Five dropdown menus: "Season:", "School Year:", "Test School ID:", "Test Grade Level:", and "Sub Test:".
Renaissance Test Scores	Renaissance Test Scores Selection Options:  <p>The screenshot shows a form titled "Renaissance Learning" with the following elements:</p> <ul style="list-style-type: none"> Two checkboxes: "Include all Renaissance Records when Selecting a Student." and "Include all Students, even if no Renaissance Tests qualify." Three dropdown menus: "Season / Year:", "Test School ID:", and "Test Grade Level:". Two radio buttons: "Scaled" and "Pctile", with "Pctile" selected. Two dropdown menus: "Reading:" and "Math:", each followed by a text input field.

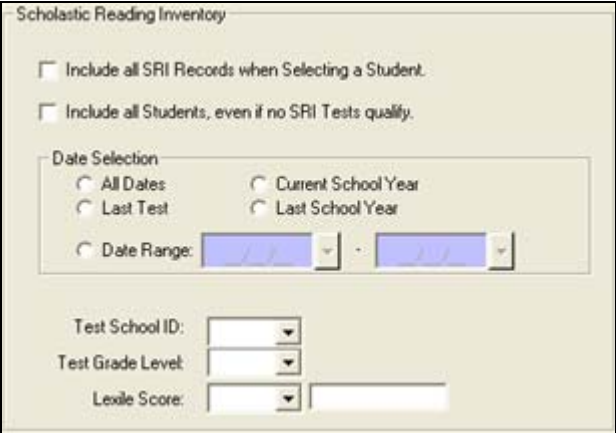
Selection Criteria:	Found Under the Following Category:
ORF (Oral Reading Fluency) Test Scores	ORF (Oral Reading Fluency) Test Scores Selection Options:  <p>The screenshot shows a window titled "Oral Reading Fluency" with the following options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Include all ORF Records when Selecting a Student. <input type="checkbox"/> Include all Students, even if no ORF Tests qualify. Season / Year: [dropdown] Test School ID: [dropdown] Test Grade Level: [dropdown] ORF: [dropdown] [input field]
SRI Test Scores	SRI (Scholastic Reading Inventory) Test Scores Selection Options:  <p>The screenshot shows a window titled "Scholastic Reading Inventory" with the following options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Include all SRI Records when Selecting a Student. <input type="checkbox"/> Include all Students, even if no SRI Tests qualify. Date Selection: <ul style="list-style-type: none"> <input type="radio"/> All Dates <input type="radio"/> Last Test <input type="radio"/> Date Range: [date picker] - [date picker] <input type="radio"/> Current School Year <input type="radio"/> Last School Year Test School ID: [dropdown] Test Grade Level: [dropdown] Lexile Score: [dropdown] [input field]
Level Test Scores	Level Test Scores
High School GPA/Credit	High School GPA/Credit
Middle School GPA	Middle School GPA/CITZ
Middle School Citizenship	Middle School GPA/CITZ
Activities	Activities
AM Bus	School Destination/Transportation
Fines and Fees	Fines and Fees (Within Fines and Fees, there are detailed selection options available, such as dates, accounts, amounts, filtering, etc.)

Selection Criteria Alphabetically by Selection Item

Selection Criteria:	Found Under the Following Category:
Activities	Activities
Alert Flag	Student Information
AM Bus	School Destination/Transportation
Counselor ID	Enrollment Information
Course Selection	<p>Course Selection</p> <p>Within Course Selection, there are detailed selection options available, such as specific Courses, Teachers, Period Attendance, Mark Information, etc.</p> <p>To limit your report to Active courses only, you must specify a course term or period.</p> <p>There are also the following two checkboxes available:</p> <p>Include all Course Records when Selecting a Student; checking this box will cause the report to include all courses, both active and inactive, for each student in the resulting query.</p> <p>Include Inactive classes (if the above 'Include all Course Records...' box is checked, checking this box is redundant); checking this box will cause the report to include both active and inactive records for the specified course(s).</p>
DIBELS Test Scores	<p>DIBELS Test Scores</p> <p>Selection options:</p> 
Directory Release	Student Information
Discipline	<p>Discipline</p> <p>(Within Discipline, there are detailed selection options available, such as dates, offenses, consequences, etc.)</p>
Ethnic Code	Student Information
Fines and Fees	<p>Fines and Fees</p> <p>(Within Fines and Fees, there are detailed selection options available, such as dates, accounts, amounts, filtering, etc.)</p>
Gender	Student Information
Grade Level	Student Information
High School GPA/Credit	High School GPA/Credit
Home Phone	<p>Student Information</p> <p>(Within Home Phone, the option to print Unlisted Home Phone numbers is included)</p>
Level Test Scores	Level Test Scores

Selection Criteria:	Found Under the Following Category:
Middle School Citizenship	Middle School GPA/CITZ
Middle School GPA	Middle School GPACITZ
ORF (Oral Reading Fluency) Test Scores	<p>ORF (Oral Reading Fluency) Test Scores</p> <p>Selection Options:</p> 
OSAT ELPA	<p>OSAT</p> <p>(OSAT ELPA selections include Test Season/Year, Test School, Test Grade Level, and specific score and percentile criteria within individual ELPA Subskills.)</p>
OSAT Math (Math Multiple Choice)	<p>OSAT</p> <p>(OSAT Math selections include Test Season/Year, Test School, Test Grade Level, and specific score and percentile criteria within individual Math Subskills.)</p>
OSAT Math Problem Solving	<p>OSAT</p> <p>(OSAT Math Problem Solving selections include Test Season/Year, Test School, Test Grade Level, and specific composite score criteria.)</p>
OSAT Options	<p>OSAT</p> <p>(OSAT Options include selecting which students, which test records and which benchmark or non-benchmark grade level.)</p>
OSAT Reading (Reading/Literature)	<p>OSAT</p> <p>(OSAT Reading selections include Test Season/Year, Test School, Test Grade Level, and specific score and percentile criteria within individual Reading / Literature Subskills.)</p>
OSAT Science	<p>OSAT</p> <p>(OSAT Science selections include Test Season/Year, Test School, Test Grade Level, and specific score and percentile criteria.)</p>
OSAT Writing	<p>OSAT</p> <p>(OSAT Writing selections include Test Season/Year, Test School, Test Grade Level, and specific score and percentile criteria.)</p>

Selection Criteria:	Found Under the Following Category:
Renaissance Test Scores	<p>Renaissance Test Scores</p> <p>Selection Options:</p> 
Special Programs	<p>Special Programs</p> <p>Within Special Programs, the following specific Special Programs may be selected:</p> <ul style="list-style-type: none"> • Teen-Parent • ELL (Active) • ELL (Monitored) • IEP • TAG • Homeless • Section 504 • Site-Based Special Ed • AWOL • Attendance Intervention • STAR • Contract Learning • Extended Learning Center • Plato English • Plato Math • Chronic Absences • Kids Unlimited

Selection Criteria:	Found Under the Following Category:
SRI Test Scores	<p>SRI (Scholastic Reading Inventory) Test Scores</p> <p>Selection Options:</p> 
State Attendance	<p>State Attendance</p> <p>(State Attendance options include All Year, Individual Terms, or user-specified Date Range)</p>
Student Status	<p>Enrollment Information... select from the following:</p> <ul style="list-style-type: none"> • All Students (used to de-select a Student Status selected in error) • Active Students (exclude WT) • Active Students (include WT) • Withdrawn Students • WT Students • Active Transfer Approvals

Report Items List by Category

Student Information Report Items

- Student ID
- First Name
- Last Name
- Middle Initial
- Last Name, First
- Directory Release
- Alert Flag
- Grade Level
- Ethnic Code
- Gender
- Birth Date
- Birth City
- Picture
- Home Phone
- Social Security Number
- State Student ID
- Locker Number
- Locker Combination
- Lock Number
- Cam Strand

Address Information Report Items

- Salutation
- Street Name
- Address
- City, State, Zip
- Mailing Address
- Mailing City, State, Zip

Parent / Guardian Information Report Items

- Head of House Name
- Spouse Name
- Home Communication
- Home Language
- E-Mail Address

Additional Parent / Guardian Information Report Items

- Addtl Head of House Name
- Addtl Spouse Name
- Addtl Address
- Addtl City, State, Zip
- Addtl Mailing Address
- Addtl Mailing City, State, Zip

Medical Information Report Items

- Medicaid ID

Enrollment Information Report Items

- Student Status
- Counselor ID
- Counselor Name
- Enrollment Date
- Enrollment Code

- Withdrawal Date
- Withdrawal Code
- Retain/Promote Flag
- Team ID
- Prior Year School
- Enrollment History Flag
 - Definitions of Enrollment History Flag:
 - **KG**; Student is currently in Kindergarten
 - **Only Medford**; September enrollment in every grade level from 1st grade to current grade level
 - **Mostly Medford**; Enrolled part of every year from 1st grade to current grade level
 - **HS Medford**; Neither 'Only Medford' nor 'Mostly Medford' applies, and enrolled in September from 9th grade to current grade level
 - **Multiple Districts**; Used if none of the above apply

Discipline Report Items

- Offense Date
- Offense School
- Offense Code – Primary
- Offense Desc
- Offense Refer by
- Consequence Code – Primary
- Consequence Desc
- Time of Day Code
- Time of Day Description
- Location Code
- Location Description
- Citation Flag
- Days
- Discipline Count
- Major Offense
- Motivation
- Motivation Desc

Special Programs Report Items

- AWOL

- Homeless Flag
- Teen-Parent Flag
- Teen-Parent Program
- ESL Flag
- IEP
- Third Party Billing
- TAG
- STAR
- NSLP
- Contract Learning
- Extended Learning Center
- Alt Ed (Night School)
- Alternative Education
- Plato English
- Plato Math
- Chronic Absence
- Kids Unlimited
- Attendance Intervention

State Attendance Report Items

- Number of AM Abs (For Specific Terms and/or YTD)
- Number of PM Abs (For Specific Terms and/or YTD)
- Number of All Day Abs (For Specific Terms and/or YTD)
- Tardies (For Specific Terms and/or YTD)
- YTD Enrollment Days *see note below
- YTD Absences *see note below
- YTD Attendance Pct *see note below
- Daily Attendance Information
- Attendance Date
- Attendance Code
- Att Date (CCYYMMDD)

***IMPORTANT NOTE:** If a date range is specified under Selection Criteria **State Attendance**, that date range will be used in calculating **Report Items YTD Absences, YTD Enrollment Days** and **YTD Attendance Pct.**

Period Attendance Report Items

- Date (CCYYMMDD format)
- Date
- Term
- Periods 0 through 9, individually

Course Information Report Items

- Course ID
- Teacher ID
- Course Name
- Status (Active or Inactive)
- Curriculum Area
- Department
- Room
- Periods
- Terms
- Teacher Name
- Period Attendance
- Unexc. Abs (For Specific Terms and/or YTD)
- Total Abs (For Specific Terms and/or YTD)
- Tardies (For Specific Terms and/or YTD)
- Mark Information
- Mark (For Specific Terms)
- F Reason (For Specific Terms)
- Progress Report
- Progress Mark (For Specific Terms)

OSAT Report Items

- Reading
 - Season/Year
 - Grade Level
 - School ID
 - Exemptions & Modifications-R
 - Benchmark Reading
 - PL Total Reading/Literature

- RIT Total Reading/Literature
- PCT Total Reading
- RIT Word Meanings
- RIT Location Information
- RIT Literal Comprehension
- RIT Inferential Comprehension
- RIT Evaluative Comprehension
- RIT Literary Forms
- RIT Literary Elements/Devices
- PL Word Meanings
- PL Locating Information
- PL Literal Comprehension
- PL Inferential Comprehension
- PL Evaluative Comprehension
- PL Literary Forms
- PL Literary Elements/Devices
- Lexile Score
- Math
 - Season/Year
 - Grade Level
 - School ID
 - Benchmark Math
 - Exemptions & Modifications-M
 - RIT Total Math
 - PCT Total Math
 - PL Total Math
 - RIT Calc/Estimation
 - RIT Measurements
 - RIT Statistics/Probability
 - RIT Algebraic Relations
 - RIT Geometry
 - PL Calc/Estimation
 - PL Measurements
 - PL Statistics/Probability
 - PL Algebraic Relations
 - PL Geometry

- Math Problem Solving
 - Season/Year
 - Grade Level
 - School ID
 - Benchmark Prob Solv
 - PL Prob Solv
 - Composite
 - Conceptual Understanding
 - Conceptual Understanding-Reader 1
 - Conceptual Understanding-Reader 2
 - Process & Strategies
 - Process & Strategies-Reader 1
 - Process & Strategies-Reader 2
 - Verification
 - Verification-Reader 1
 - Verification-Reader 2
 - Communication
 - Communication-Reader 1
 - Communication-Reader 2
 - Accuracy
 - Accuracy-Reader 1
 - Accuracy-Reader 2
- Science
 - Season/Year
 - Grade Level
 - School ID
 - Benchmark Science
 - Exemptions & Modifications-S
 - RIT Total Science
 - PCT Total Science
 - PL Total Science
 - RIT Concepts and Processes
 - RIT Physical Science
 - RIT Life Science
 - RIT Earth Science
 - RIT Scientific Inquiry

- ELPA
 - Season/Year
 - Grade Level
 - School ID
 - Benchmark ELPA
 - Exemptions & Modifications-E
 - RIT Total ELPA
 - PCT Total ELPA
 - PL Total ELPA
 - RIT Reading
 - RIT Writing
 - RIT Listening
 - RIT Speaking
 - RIT Comprehension
 - PL Reading
 - PL Writing
 - PL Listening
 - PL Speaking
 - PL Comprehension
- Writing
 - Season/Year
 - Grade Level
 - School ID
 - Benchmark Writing
 - Performance Level
 - Mode
 - Composite
 - Ideas
 - Organization
 - Voice
 - Word Choice
 - Sentence Fluency
 - Conventions
 - Ideas-Reader 1
 - Ideas-Reader 2
 - Organization-Reader 1

- Organization-Reader 2
- Voice-Reader 1
- Voice-Reader 2
- Word Choice-Reader 1
- Word Choice-Reader 2
- Sentence Fluency-Reader 1
- Sentence Fluency-Reader 2
- Conventions-Reader 1
- Conventions-Reader 2

DIBELS Test Scores Report Items

- Grade Level
- School Year
- Fall
 - Fall – School
 - Fall – Initial Sound
 - Fall – Letter Naming Fluency
 - Fall – Phonemic Segmentation Fluency
 - Fall – Nonsense Word Fluency
 - Fall – Oral Reading Fluency
- Mid-Year
 - Mid-Year – School
 - Mid-Year – Initial Sound
 - Mid-Year – Letter Naming Fluency
 - Mid-Year – Phonemic Segmentation Fluency
 - Mid-Year – Nonsense Word Fluency
 - Mid-Year – Oral Reading Fluency
- Spring
 - Spring – School
 - Spring – Initial Sound
 - Spring – Letter Naming Fluency
 - Spring – Phonemic Segmentation Fluency
 - Spring – Nonsense Word Fluency
 - Spring – Oral Reading Fluency

Renaissance Test Scores Report Items

- Reading Scores
 - Season/Year
 - Grade Level
 - School ID
 - Teacher Name
 - Star Reading Percent
 - Star Reading Scaled
- Math Scores
 - Season/Year
 - Grade Level
 - School ID
 - Teacher Name
 - Star Math Percent
 - Star Math Scaled

ORF (Oral Reading Fluency) Test Scores Report Items

- ORF Season/Year
- ORF Grade Level
- ORF School ID
- ORF Teacher Name
- ORF Score

SRI (Scholastic Reading Inventory) Test Scores Report Items

- SRI Test Date
- SRI Grade Level
- SRI School ID
- SRI Lexile Score
- SRI Percentile

Level Test Scores Report Items

- Season/Year
- Grade Level

- School ID
- Teacher Name
- Reading Scores
 - RIT Total Reading
 - PCT total Reading
 - RIT Word Knowledge
 - RIT Literal Comprehension
 - RIT Interpretive Comprehension
 - RIT Evaluative Comprehension
- Math Scores
 - RIT Total Math
 - PCT Total Math
 - RIT Calc/Estimation
 - RIT Measurements
 - RIT Statistics/Probability
 - RIT Algebraic Relations
 - RIT Geometry
 - RIT Problem Solving
- Language Usage
 - RIT Total language
 - PCT Total Language
 - RIT Composition
 - RIT Conventions: Grammar
 - RIT Conventions: Punctuation

CIM Information Report Items

- Benchmark 1
 - CIM-Benchmark 1
 - CIM Reading-Benchmark 1
 - CIM Math-Benchmark 1
 - CIM Writing-Benchmark 1
 - CIM Speaking-Benchmark 1
 - CIM Science-Benchmark 1
- Benchmark 2
 - CIM-Benchmark 2
 - CIM Reading-Benchmark 2

- CIM Math-Benchmark 2
- CIM Writing-Benchmark 2
- CIM Speaking-Benchmark 2
- CIM Science-Benchmark 2
- Benchmark 3
 - CIM-Benchmark 3
 - CIM Reading-Benchmark 3
 - CIM Math-Benchmark 3
 - CIM Writing-Benchmark 3
 - CIM Speaking-Benchmark 3
 - CIM Science-Benchmark 3
- Benchmark 4
 - CIM-Benchmark 4
 - CIM Reading-Benchmark 4
 - CIM Math-Benchmark 4
 - CIM Writing-Benchmark 4
 - CIM Speaking-Benchmark 4
 - CIM Science-Benchmark 4

High School GPA / Credit Report Items

- Accumulated GPA
- Accumulated Citizenship
- Last Year Accumulated GPA
- Last Year Accum Citizenship
- GPA (for individual terms)
- Credit (for individual terms)
- Citizenship (for individual terms)
- Graduation Credit

Middle School GPA/CITZ Report Items

- Accumulated MSGPA
- Last Year Accumulated MSGPA
- MSGPA (for individual terms)
- Accumulated MSCITZ
- Last Year Accumulated MSCITZ

- MSCITZ (for individual terms)

Activities Report Items

- Activity Code
- Activity Name
- Sponsor Id
- Sponsor Name
- Activity Type

School Destination / Transportation Report Items

- Next School
- Elementary School Area
 - (**note:** This is the Elementary School Area in which the student's residence address is located. It is **NOT** the Student Residence Code that is displayed in the .01 Student Demographic screen.)
- Middle School
- High School
- AM bus
- PM bus
- Bus Code of Conduct Flag
- Bus Eligibility
- Field Trip

Special Education Report Items

- SE School ID
- District Placement
- District Placement Desc.
- Eligibility Date
- Exit Date
- Exit Reason
- SE Hours
- Time Receiving Services
- Primary Provider Id
- Primary Provider Name
- Handicap Conditions

- Primary Handicap
- Primary Handicap – Desc
- Secondary Handicap 1
- Secondary Handicap 1 – Desc
- Secondary Handicap 2
- Secondary Handicap 2 – Desc
- Secondary Handicap 3
- Secondary Handicap 3 – Desc
- Secondary Handicap 4
- Secondary Handicap 4 – Desc
- Related Services
 - Psychological Services
 - School Social Work
 - Occupational Therapy
 - Speech/Language Therapy
 - Audiology Services
 - Recreation Services
 - Physical Therapy
 - Transportation Services
 - Counseling Services
 - Medical Services
 - Assistive Technology
 - Other Related Services
 - Other Related Service – Desc
 - ESL Services
- IEP
 - Specially Designed Instruction
 - Description
 - Hours
 - Minutes
 - Frequency
 - Minutes Per Week
 - Related Services
 - Description
 - Hours
 - Minutes

- Frequency
- Minutes Per Week

ELL Report Items

- Referral Date
- Eligibility Date
- Entry Date
- Exit Date
- Exit Reason
- ELL Program
- LAS Scores
 - LAS-O Date
 - LAS-O Form
 - LAS-O Score
 - LAS-R Date
 - LAS-R Form
 - LAS-R Score
 - LAS-W Date
 - LAS-W Form
 - LAS-W Score
 - LAS-O Date Spanish
 - LAS-O Form Spanish
 - LAS-O Score Spanish
 - LAS-C Date
 - LAS-C Form
 - LAS-C Score

SAS Report Items

- Student
 - SAS Grade
 - SAS Counselor
 - Sched Status
 - Sas Team
 - Credit Fill
- Requests

- Course Id
- Course Name
- Section
- Status
- Request Type
- Terms Requested
- Terms Assigned
- Sched Priority
- Recom Area

Elementary Report Card Report Items

Note: Each of the subjects and sub-skills are available for each term.

- Reading/Literature
 - Effort/Work Completion
 - Decoding/Word Recognition
 - Vocabulary
 - Comprehension
- Writing
 - Effort/Work Completion
 - Handwriting
 - Ideas/Content
 - Organization
 - Sentence Fluency
 - Conventions: Spelling
 - Conventions: Mech/Grammer
- Speaking
 - Effort/Work Completion
 - Ideas/Content
 - Organization
 - Language
 - Delivery
- Mathematics
 - Effort/Work Completion
 - Number Facts
 - Calculation/Estimation

- Measurement
- Statistics/Probability
- Algebraic Relationships
- Geometry
- Problem Solving
 - Conceptual Understanding
 - Processes/Strategies
 - Verification
 - Communication
 - Accuracy
- Science
 - Effort/Work Completion
 - Understanding Content

Fines and Fees Report Items

- Account Balance
- Amount Due
- Refund Amount
- Fines/Fees Transactions
 - School
 - Date
 - Code
 - Type
 - Amount
 - Comment
 - Book Bar Code
 - Receipt No.
 - Receipt Account
 - Receipt Acct Desc.

Saving Student Queries

To Save or Not to Save?

If you create a Student Query that you will want to run on a regular basis, it is a good idea to save it. Then, every time you run the query, it will produce data that is up-to-date as of the time you run the query.

If you are just looking for data at a moment in time, and don't anticipate needing to run the same query again, there is no need to save it.

Save a New Query

Once the query has been set up exactly the way you want it, use the standard Windows Save method of your choice.

When the "Save As..." dialog box displays, you will notice that the file extension is **.sis**. You will need to determine the best location for saving your queries.

Important !!



It is recommended that you create a new folder on either your PC's C: drive, or your school's server (the S: drive), specifically for Student Queries. This will make it much easier to locate your queries in the future.

Open a Saved Query

Once a Student Query has been saved, to open it:

- Open the Student Query program.
- Select File, Open.
- The first time you do this, you may need to navigate to the folder where you have chosen to save your queries. After the first time, the **Open...** dialog box will automatically go that that folder.
- Double-click on the query you wish to open.

Create a New Query

When the Student Query program is first opened, it is ready for you to create a new query. If you wish to create a new query while having one already open, simply select **File, New**, or click on the **New File** icon:



Reasons for Unexpected Results

If your query results in data that you are certain is “wrong,” there are several things you may want to check.

- **PROBLEM: Selection Criteria narrows the search too much**

Remember, the Selection Criteria is how the “pool” of students is determined. Therefore, if your selection criteria includes only 10th grade Hispanic girls with a GPA of 3.5 or higher, your resulting report is based only on that group of students. Any student who does not meet **all** of your selection criteria will be excluded from the results.

Important !!

If a query displays questionable results, double-check your selection criteria.

- **PROBLEM: Selection Criteria does not narrow the search as expected**

Perhaps you are trying to create a report listing the best CIM Level Reading/Literature RIT scores for all of your school’s current 10th graders. Your school has approximately 450 10th graders currently enrolled, but your report includes thousands of records! You may have forgotten to specify Benchmark 4 under OSAT Options, or you may not have specified 10th graders only.

Important !!

Narrowing your selection criteria enough is as important as not narrowing it too much!

- **PROBLEM: The resulting report seems almost like ‘gibberish;’ it doesn’t answer the question the query is meant to answer at all.**

Be careful not to query selection criteria that conflicts or contradicts itself. The best way to avoid this situation is to keep your queries simple. For example, if you want to see a list of students who have not paid for their yearbooks (by using ‘exclude account’ as a selection item under Fines and Fees), don’t try to combine that with a list of all students who owe a particular fee. Run one query for one purpose; a second query for another purpose.

Important !!

Keep your queries simple; trying to end up with a report that tells you everything will usually result in a report that tells you nothing.

- **PROBLEM: Too much data in the report, to be meaningful**

This occurs quite often when too many Report Items are chosen. Once you have properly narrowed your Selection Criteria and selected your Report Items, it is easy

to decide “Oh, I’ll add this report item, too, and this one, and this one…!!” The next thing you know, the resulting data appears so convoluted, it is virtually meaningless.

Important !!

Keeping a reasonable balance between too many and too few report items is important! If you are looking for OSAT performance level data in all subjects, at all grade levels, you might want to consider creating separate queries for each subject and/or grade level. You can always combine the data as you choose to, when you are working with the resulting Excel worksheets.

- **PROBLEM: Results of a re-run query vary greatly from the last time it was run.**

Remember, Student Query is based on current student data. Data changes; therefore, Student Query results change.

Important !!

Once the results of a Student Query are saved into Excel, that worksheet is only accurate as of that moment in time. Student Query is based on current student data; Excel is not!

- **PROBLEM: The same students are repeated on several rows.**

This occurs often when a Report Item that is chosen is something that each selected student has several of. For example, choosing Report Item “*Teacher ID*,” without carefully narrowing the Selection Criteria, can result in each student being listed once for each teacher he/she has been assigned. Remember, secondary students have several teachers!

Important !!

Report Items will be included for each student who meets the Selection Criteria you have chosen. If you include a Report Item that students have several of, such as course-section, or teacher, or period, there will be one entry (or row) listed for each item, for all students who meet the Selection Criteria.

- **PROBLEM: You get zero results, yet you are certain there are students who meet your selection criteria.**

Are you using **operators** such as “in between” or “not equal to” in your Selection Criteria? See the Important Note below:

Important !!

For some selections, the Not equal to (<>) and In between (><) operators require input that is in the same format as the data in the Student Information System. For example, when selecting SRI test scores between 1 and 500, you will get zero results. However, if you select SRI test scores between 001 and 500, you will get results. Therefore, if you find that results based on these operators do not appear accurate, double-check the format of the numbers that are input

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