

InformationNOW – Reports

About this Guide

This Quick Reference Guide provides an overview of the reports available in *InformationNOW* under the **Reports** menu bar for **All Reports** and **District Reports**.

All Reports

Below is a list of the reports available in *InformationNOW* under **Reports | All Reports**. The additional sub-menus where the reports may be generated are listed. For example, the Birthday Listing report may be generated under **Reports | Birthday Listing** or under **Students | Reports**.

Name	Description
A+ Eligibility	A report of students with selected A+ Activity Types. Missouri Only. Also available: <ul style="list-style-type: none">• Under Students Reports.• On the individual student record. Click the <i>A+ Tracking</i> manage menu.
Birthday Listing	A list of student birthdays by month or by calendar year. Also available under: <ul style="list-style-type: none">• Students Reports.• From the teacher's Grade Book screen under the <i>Reports</i> menu on the left.
Counseling Session	A report of data entered on student's counseling link. Also available: <ul style="list-style-type: none">• Under Students Reports.• On the individual student record under the <i>Counseling</i> manage menu.
Diploma Requirement Checking	A list of students and their current progress towards an assigned goal. Also available on the individual student record. Click Goals Sought and then select Goal Checking under the <i>Reports</i> menu at left.
Eligibility	A list of eligible students based on grades, credits, discipline, attendance criteria or a combination thereof. Also available under Students Reports .
Enrollment History	A list of student enrollment records based on selected enrollment codes and/or a specified date range. Also available under Students Reports .
Grade Label	A student grade label. Also available under Grades Reports and from the individual student Grades screen.
Permanent Record Header Label	A label to affix to a file folder that contains student name, address, student number, academic session, guardian, DOB, homeroom, gender, ethnicity, entry date, phone number and transportation code. Also available under Students Reports .

Name	Description
Profile	<p>A one-per-student demographic report. Options of data to include are student contact, parent/guardian contact, locker, transportation, medical school programs, special education, services, special instructions, enrollment, graduation goals and parent/guardian signature line. Ideal to print to use at registration to confirm demographic data. Also available:</p> <ul style="list-style-type: none"> • Under Students Reports. • On the individual student record under the <i>Reports</i> menu.
Returning Students	<p>A summary of returning students by grade level. A student is ‘returning’ if he/she was enrolled on the <i>Date to Check</i> of the previous academic session and, in the current academic session, falls under one of the following conditions: <i>Currently Enrolled</i>; <i>Registered</i> (optional selection for user); <i>Withdrawn</i> (optional selection for user). Also available under Students Reports.</p>
Standardized Tests	<p>A report of student standardized test results including the option to print only those who have met the requirements, those who have not met the requirements, or both. Also available under:</p> <ul style="list-style-type: none"> • Students Reports. • From the teacher’s Grade Book screen under the <i>Reports</i> menu on the left. • On the individual student record under the <i>Reports</i> menu or under the <i>Standardized Tests</i> manage menu.
Student Envelopes	<p>Student envelopes using the standard #10 envelope.</p> <ul style="list-style-type: none"> • Students Reports. • On the individual student record under the <i>Reports</i> menu.
Student Forms	<p>A listing of all forms assigned to students. Includes the ability to print those with a selected form, those without all selected forms, or those who are missing any of the selected forms. Also available under:</p> <ul style="list-style-type: none"> • Students Reports. • On the individual student record under the <i>Reports</i> menu or under the <i>Forms</i> manage menu.
Student Labels	<p>Student Mailing (<i>Name/Address</i>), Records (<i>Name, Grade</i>), or Name/Number (<i>Name, File No.</i>). Also available under:</p> <ul style="list-style-type: none"> • Students Reports. • On the individual student record under the <i>Reports</i> menu.
Student Letters	<p>Student letters utilizing MS Word and merge tags from data within <i>InformationNOW</i>. Also available under Students Reports.</p>
Student Listing	<p>A list of students with options to include Ethnicity, Student Photograph, Lunch Program, and Unlisted phone/address. Also available under:</p> <ul style="list-style-type: none"> • Students Reports. • Classroom Reports • From the teacher’s Grade Book screen under the <i>Reports</i> menu on the left.
Student Summary Count	<p>A count of students by grade level or homeroom and ethnicity who are enrolled as of a specified date. Also available under Students Reports.</p>
Student Truancy	<p>A listing of students who have reached a truancy activity level as outlined under Attendance Setup Settings tab. Also available under Students Reports.</p>
Immunization Compliance	<p>A report of students and their immunization statuses (compliant, in progress, medical, noncompliant, personal or religious objection). Also available:</p> <ul style="list-style-type: none"> • Under Students Reports • On the individual student record under the <i>Medical</i> manage menu. • Under Students Medical from the edit student screen.

Name	Description
Receipts Journal	A report of receipts for a specified date range. Also available under Fees Reports .
Student Balance	A report of students and their current fee balance with the ability to specify a minimum balance. Includes an option to include Guardian Information. Also available under Fees Reports .
Student Fee Activity Listing	A listing report of all fee activity for a specified date range. Also available: <ul style="list-style-type: none"> • Under Fees Reports • On the individual student record under the <i>Fees</i> manage menu.
Student Fee Statement	A one-per-student fee statement. Includes option to print for just those students with a minimum balance and to print <i>To The Guardian Of</i> . Also available: <ul style="list-style-type: none"> • Under Fees Reports • On the individual student record under the <i>Fees</i> manage menu.
Permanent Record Labels	A grade label for a selected grading period of the current academic session. Includes options to print class graduation credits, cumulative graduation credits, attendance information, cumulative GPA, alpha grade only, and class rank information.
Transcript Report	A historical transcript report. Also available on the individual student record under the <i>Transcript</i> manage menu and under the <i>Reports</i> menu on the left.
Transcript Report Landscape	A landscape-oriented historical transcript report. Also available on the individual student record under the <i>Transcript</i> manage menu and under the <i>Reports</i> menu on the left.
ADA/ADM	The average daily attendance and average daily membership. Also available under Attendance Reports .
ADA/ADM by Hours	The average daily attendance and average daily membership by hours. Also available under Attendance Reports .
Attendance Letters	Student attendance letters utilizing MS Word and merge tags from data within <i>InformationNOW</i> . Also available under Attendance Reports .
Attendance Profile	A one-per-student report including student daily attendance. Includes options to print period records, check in/out records, reason totals, unlisted phone and address information as well as attendance notes. Also available under: <ul style="list-style-type: none"> • Attendance Reports. • On the individual student record under the <i>Reports</i> menu at left or under the <i>Attendance</i> manage menu. • From the teacher's Classroom Attendance screen when editing a class and under the <i>Reports</i> menu.
Check In/Out Report	A report of student check in/out records. Also available: <ul style="list-style-type: none"> • Under Attendance Reports. • On the individual student record under the <i>Attendance</i> manage menu.
Cumulative Absence Report	A report of absences and/or tardies equal to or greater than a specified number. Also available under Attendance Reports .
Daily Absence Listing	A list of student absences for a specified single date. Also available: <ul style="list-style-type: none"> • Under Attendance Reports. • From the teacher's Classroom Grade Book screen. • From the teacher's Classroom Grades screen. • From the teacher's Classroom Lunch Count screen. • From the teacher's Classroom Roster screen.

Name	Description
Perfect Attendance List	A list of students without an absence record for a specified date range and list of absence reasons. Includes the ability to ignore excused or unexcused and the option to include unlisted phone/address, student photo, or to ignore tardies. Also available under Attendance Reports .
Period Absence List	A list of student period absences for a specified date range. Includes options to include unlisted info, student photo, or include totals only. Also available: <ul style="list-style-type: none"> • Under Attendance Reports. • On the individual student record under the <i>Attendance</i> manage menu.
Unposted Attendance	A report of teachers who have not yet posted attendance for a specific date and period. Also available under Attendance Reports and from Management Console Console .
Discipline Letters	Student discipline letters utilizing MS Word and merge tags from data within <i>InformationNOW</i> . Also available under Discipline Reports .
Discipline Report	A report of students with a discipline record meeting the criteria of start/end dates as well as selected infractions and/or dispositions. Also available: <ul style="list-style-type: none"> • Under Discipline Reports. • On the individual student record under the <i>Discipline</i> manage menu.
Discipline Statistics	A statistical report by ethnicity and gender of discipline records. Also available under Discipline Reports .
Incident Detail	A report of discipline Incident Number, Date, Time, Location, and Infraction Name. Also includes ability to include Statute Violations, Board Violations, Actions Taken, Incident Notes, and Students Involved. Also available under Discipline Reports .
Incident Summary	This report will include Incident #, Date, Time, Incident Description, Location, and Infraction Name. Also available under Discipline Reports .
Course Listing	A listing of all available courses for the current academic session. Includes options to print for starting/ending grade levels, for a specific gender, or a course type as well as an option to print only credit bearing courses. Also available under Scheduling Reports .
Course Request Errors	An error report of course requests listing students who have No Requests, Invalid Section, Invalid Grade Level, Too May Requests, Credit Already Received, Not Enough Requests or for those who have not met Prerequisite requirements. Also available under Scheduling Reports and Students Student Maintenance from the student's Request screen.
Course Request Matrix	A Matrix or List format report of student requests. Includes option to include alternate requests. Also available under Scheduling Reports .
Course Request Roster	A list of student requests. Includes options to add alternate requests, unscheduled requests only, primary requests. Also available under Scheduling Reports and from the <i>Edit Course Request Roster</i> screen.
Course Request Tally	A breakdown by gender and grade level showing each course and the number of requests. Options include <i>Simple List</i> , which displays only the course number and the number of requests. Also includes options to print <i>Number of Courses Linked</i> , <i>Alternate</i> , <i>Required</i> as well as the ability to include the <i>Number of Students Actually Scheduled</i> . Also available under Scheduling Reports .

Name	Description
Course Request Verification	<p>A report by student of requests.</p> <ul style="list-style-type: none"> • <u>T</u>: The number of terms requested • <u>S</u>: Starting term requested. <i>A</i> indicates <i>Any</i> term. • <u>Inst</u>: The number of instances requested. If a student must take PE twice in one year to make up for failing the previous year, a two would be entered on the request and a 2 would display on the report. • <u>L</u>: Indicates if course is linked to another course. • <u>P</u>: Indicates priority level assigned to the request. • <u>R</u>: Indicates if the request for the course is considered required. • <u>A</u>: Indicates if the request is an alternate for a different course. <p>Also available:</p> <ul style="list-style-type: none"> • Under Scheduling Reports • On the individual student record under the <i>Requests</i> manage menu and the <i>Reports</i> menu at left.
Course Roster	<p>A report of students currently enrolled in the course. Also available:</p> <ul style="list-style-type: none"> • Under Scheduling Reports and from the master schedule section edit screen under the <i>Roster</i> manage menu. • From the teacher's Classroom Roster screen when editing a class and from the <i>Reports</i> menu on the left.
Free Room	<p>A report of rooms to which no course has been assigned for a specific period of the day. Also available under Scheduling Reports.</p>
Free Teacher	<p>A report of teachers to which no course has been assigned for a specific period of the day. Also available under Scheduling Reports.</p>
Incomplete Student Schedules	<p>A listing of students with either incomplete or no schedules. Also available under Scheduling Reports.</p>
Master Schedule Error Report	<p>A report of section, staff and room errors from the master schedule. Also available under Scheduling Reports.</p>
Master Schedule List	<p>A listing report of the master schedule including section number, name, teacher, grade levels, period, terms, room, credit, day met, student count and student capacity. Also available under Scheduling Reports.</p>
Master Schedule Matrix	<p>A matrix report of the master schedule including options to group by term, teacher, course type and day type. Grouping by teacher will print a teacher schedule. May also include section number, room number, enrolled/capacity, grade range, additional teachers, course type, withdrawn students (in the count). Also available from Scheduling Reports.</p>
Master Schedule Summary	<p>A count report by section including student totals by ethnicity, lunch, and grade level. Also available under Scheduling Reports.</p>
Room-Teacher Utilization	<p>A report of a schedule by teacher or by room. Options include details as well as a count of students involved for the selected day/term. Also available under Scheduling Reports.</p>
Student Schedule List	<p>A student schedule report in a list format. Options include contact info and student photograph. Also available:</p> <ul style="list-style-type: none"> • Under Scheduling Reports. • On the individual student record under the reports menu as well as under the <i>Schedule</i> manage menu.
Student Schedule Matrix	<p>Student schedules in a matrix format. Options include contact info and student photograph. Also available under Scheduling Reports.</p>
Class Rank	<p>A listing of students' class ranking. Also available under Grades Reports.</p>

Name	Description
Failure Listing	A listing of students who have received a specified grade within the selected grading period. Also available under Grades Reports .
Grade Distribution	A list of grades issued by a teacher. May group by teacher or course type. Options include breakdown by gender, economic status (lunch), ethnic group and grade level. Also available under Grades Reports .
Grade Verification Report	A listing of grades by course. Also available under Grades Reports .
Honor Roll	A report of students who have received a minimum number of a specified grade within a selected grading period. Also available under Grades Reports .
Missing Grades	A summary or list report of students who do not have a grade for a selected grading period and graded item. Also available under Grades Reports .
Portrait Style Report Card	<p>A one-per-student report of grades by student that prints in portrait rather than landscape. Also available under:</p> <ul style="list-style-type: none"> • Students Reports • The individual student's Grades screen • Grades Reports • Classroom Gradebook. Select to View a section. Go to Reports.
Report Card	<p>A one-per-student report of grades by student for the selected grading period. Options include ability to print picture, notes, year-to-date grades, attendance detail, credit and a parent signature line. Also available under:</p> <ul style="list-style-type: none"> • Grades Reports. • From the teacher's Grade Book screen under the <i>Reports</i> menu on the left. • On the individual student record under the <i>Grades</i> manage menu.
Two Column Report Card	<p>A one-per-student report of grades printed in a grid format. Options include the ability to print attendance summary, notes, parent signature, announcements, merit/demerit summary, grading scale legend, withdrawn students, standards, YTD info, standards grading scale legend, withdrawn sections, promotion status, comment legend or photograph. Also available under:</p> <ul style="list-style-type: none"> • Grades Reports. • From the teacher's Grade Book screen under the <i>Reports</i> menu on the left. • On the individual student record under the <i>Reports</i> menu on the left or under the <i>Grades</i> manage menu. <p style="text-align: right; border: 1px solid black; padding: 2px;">Note: If the Web browser language is set to Spanish, the two-column report card will print in Spanish instead of English.</p>
Comprehensive Progress	<p>A one-per-student report of grades along with activity grades for a selected grading period. Options include the ability to print student mailing address, comment, signature line, photo, total points earned from the Grade Book, total points by category (ex. <i>Quiz, Test, Homework</i>), period attendance, and class average. Also available under:</p> <ul style="list-style-type: none"> • Classroom Reports. • From the teacher's Grade Book screen under the <i>Reports</i> menu on the left. • On the individual student record under the <i>Reports</i> menu on the left.
Lesson Plan	A report of a teacher's lesson plan for a selected course and date range. Also available under Classroom Reports and from the teacher's Grade Book screen under the <i>Reports</i> menu on the left.
Lunch Counts	A listing of posted student lunches for a selected date range. Also available under Classroom Reports .

Name	Description
Unposted Grades	A list of sections for which grades have not yet been posted for a selected grading period. Also available under Classroom Reports or from Management Console Console .
Missing Standards	A detailed or simple report of students with missing standards.
Standards Bank	A listing of standards by course. Also available on the individual course record under Scheduling Valid Courses .
Standards Report Card	A one-per-student report of standards along with the assigned student mark. Also available: <ul style="list-style-type: none"> • Under Classroom Grade Book Standards tab. • From the teacher's Grade Book screen under the <i>Reports</i> menu on the left. • On the individual student record under the <i>Reports</i> menu at left.
Staff Attendance	A listing of staff members and their attendance records. Also available under Staff Reports .
Staff Listing	A report of staff. Also available under Staff Reports .
Staff Mailing Labels	Staff Mailing (<i>Name/Address</i>) or Name/Number (<i>Name, File No.</i>). Also available under Staff Reports .
Attendance Calendar Report	A report of the calendar as entered under School/District School and under the school's <i>Academic Session</i> tab. Also available under Attendance Reports or School/District Reports .
Bus List	A list-style report of busses. Also available under System Preferences Setup . Select <i>Bus</i> from the lookup list and click Refresh .
Bus Roster	A list of students assigned to a bus ordered by student name or by bus stop. Also available under System Preferences Setup . Select <i>Bus</i> from the lookup list and click Refresh .
Transport Method	A list of students with a specified transportation code within a given date range.
Transport Method History	A list of students with transportation code changes within a given date range including the date the student was added and/or dropped from a specific transportation code.
Family Directory	Includes a list of Heads of Household (<i>Guardians</i>) and the students that are marked as Family who share the same physical address. Also available under Census Reports .
Family Mailing Label	Prints a label for each family unit. The report may be accessed from either Reports All Reports or Census Reports .

The following reports are available from menus other than the **Reports | All Reports** menu.

Name	Description
Check In/Out Admit Slip	A report that may be generated listing the detail of the student's check in/out record. Also includes an option to include Note and to include a sign-off table for periods missed. Report may be generated from: <ul style="list-style-type: none"> • Attendance Check In/Out Add Check In/Out • Attendance Check In/Out Edit Check In/Out History • Students Student Maintenance. Select to view a student and click Attendance Check In/Out Add Check In/Out History. • Students Student Maintenance. Select to view a student and click Attendance Check In/Out Edit Check In/Out History.

Name	Description
Grade Book	A report of the teacher's selected Grade Book. Includes option to print activities for a specified date range and to include summary/detail, letter grade, total points, student average and to suppress student name. Report may be generated from: <ul style="list-style-type: none"> • Classroom Reports • The teacher's Grade Book screen under the <i>Reports</i> menu on the left.
Master Schedule Builder Error Report	A listing of errors resulting from the build of a master schedule under Scheduling Build Master Schedule .
Missing Assignments	A report of assignments for which no grade has been entered. Includes an option to consider a 0 (zero) grade as a missed assignment. Report may be generated from: <ul style="list-style-type: none"> • Classroom Reports • The individual student record under the <i>Reports</i> menu at left. • The teacher's Grade Book screen under the <i>Reports</i> menu at left.
Progress Report	A one-page per student report of details from the teacher's Grade Book. Includes options to print attendance details, class average, total points, a signature line, category averages, letter grade equivalent and student comments. Report may be generated from the teacher's Grade Book screen under the <i>Reports</i> menu on the left.
Seating Chart	A report of the seating chart for the selected class. Report may be generated from: <ul style="list-style-type: none"> • The teacher's Grade Book screen under the <i>Reports</i> menu on the left. • The teacher's Classroom Attendance screen when editing a class and under the <i>Reports</i> menu. • The teacher's Classroom Grades screen when editing a class and under the <i>Reports</i> menu.
Worksheet Report	A report of students from the teacher Grade Book. Teacher may select to include scores from specific activities along with the student's running average, letter grade and student name. Report may be printed from the teacher's Grade Book screen under the <i>Reports</i> menu on the left.

District Reports

Below is a list of the reports available in *InformationNOW* under **Reports | District Reports**.

For more detailed instructions regarding District Reports, please refer to the *InformationNOW – District Reports Quick Reference Guide*, which is available on the STI Support Web site at <http://support.sti-k12.com>.

Name	Description
District Absence Counts	District totals and a breakdown by school of absence counts for the specified date range. Includes options to filter by ethnicity, gender, residency status, grade level, LEP Status, LRE, lunch status, migrant family and primary exceptionality. Also includes ability to group data by 504 Status, ethnicity, gender, LEP, LRE, lunch code, migrant, primary exceptionality and residency status.
District ADA Counts	A district-wide count of ADA (<i>Average Daily Attendance</i>) totals. Includes options to filter by ethnicity, gender residency status, grade levels, LEP Status, LRE, lunch status, migrant family and primary exceptionality. Also includes ability to group data by 504 status, ethnicity, gender, LEP, LRE, lunch code, migrant, primary exceptionality and residency status.

Name	Description
District ADM Counts	A district-wide count of ADM (<i>Average Daily Membership</i>) totals. Includes options to filter by ethnicity, gender residency status, grade levels, LEP Status, LRE, lunch status, migrant family and primary exceptionality. Also includes ability to group data by 504 status, ethnicity, gender, LEP, LRE, lunch code, migrant, primary exceptionality and residency status.
District Attendance Counts	District totals and a breakdown by school of attendance counts for the specified date range. Includes options to filter by ethnicity, gender, residency status, grade level, LEP Status, LRE, lunch status, migrant family and primary exceptionality. Also includes ability to group data by 504 Status, ethnicity, gender, LEP, LRE, lunch code, migrant, primary exceptionality and residency status.