



ProgressBook StudentInformation EZ Query Guide



ProgressBook®
StudentInformation

Ohio

ProgressBook StudentInformation EZ Query Guide

(This document is current for v18.2.0 or later.)

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Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation EZ Query Guide* have been made.

Product Version	Heading	Page	Reason
18.2.0	<i>"Compare Student's Home School and JVS Data"</i>	24	Updated the Shared Student Data – EMIS - FS image to reflect removed fields.
18.1.0	<i>"Compare Student's Home School and JVS Data"</i>	24	Updated images and text to reflect new Shared Student Data screen name and information displayed.
18.1.0	<i>"SIS Student Search"</i>	66	Updated images and text to reflect new parameter set feature.
18.0.0	<i>"SIS Student Search"</i>	66	Updated field names to match new names.

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Overview

The EZ Query menu provides access to StudentInformation data in read-only format.

Note: *If you have the job function of Teacher in StudentInformation security, you can see data for your students (assigned to your course sections). In order to see other students, if you have the Teacher job function, any other job function, or no job function assigned, your user account must be set up either with the associated staff member impersonations or the option to **Allow Staff Members to view all Students in EZ Query** in order for you to see this data. For more information, see the ProgressBook StudentInformation Security Guide.*

- To view data for a single student, see [“Individual Student Data.”](#)
- To view classroom management resources, see [“Tools.”](#)
- To view reports, see [“Reports.”](#)

Individual Student Data

EZ Query's **EZ Students** screens let you view data for an individual student.

Note: If you have the job function of Teacher in StudentInformation security, you can see data for your students (assigned to your course sections). In order to see other students, if you have the Teacher job function, any other job function, or no job function assigned, your user account must be set up either with the associated staff member impersonations or the option to **Allow Staff Members to view all Students in EZ Query** in order for you to see this data. For more information, see the ProgressBook StudentInformation Security Guide.

Refer to the appropriate topic as follows:

- [“View Student’s Attendance”](#)
- [“View Student’s Contacts”](#)
- [“View Student’s Course History”](#)
- [“View Student’s Course Requests”](#)
- [“View Student’s Demographic Data”](#)
- [“View Student’s Discipline Records”](#)
- [“View Student’s EMIS Reportable Data”](#)
- [“View Student’s Enrollment History”](#)
- [“View Student’s School Medical Records”](#)
- [“View Student’s Memberships and Special Education Services”](#)
- [“View Student’s Schedule”](#)
- [“Compare Student’s Home School and JVS Data”](#)
- [“View Student’s Fees”](#)
- [“View Student’s Marks”](#)

View Student’s Attendance

Note: For detailed information about student attendance, see the ProgressBook StudentInformation Attendance and Calendar Guide.

Navigation: StudentInformation – EZ Query – EZ Students – Attendance

With a student in context, the **Attendance** screen displays the student’s overall attendance rate and attendance incidents broken out by attendance code in both pie chart and table format.

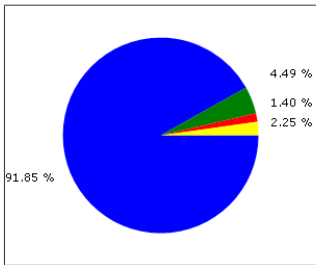
To view the student’s absence history for previous school years and buildings, click **View Absence History**.

StudentInformation > EZ Query > EZ Students > Attendance

Attendance

[View Absence History](#)

Attendance Rate



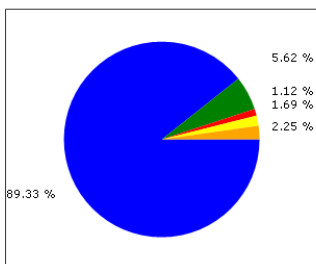
A pie chart showing the distribution of attendance status. The largest slice is blue, representing 'Present Days' at 91.85%. Other slices include 'EXCUSED - A' (green, 4.49%), 'UNEXCUSED - U' (red, 2.25%), and 'VACATION - X' (yellow, 1.40%).

Description	Value
Present Days	163.50
EXCUSED	8.00
UNEXCUSED	2.50
VACATION	4.00

Date	Type	AM/PM	Comment	Reason	Note
Sep 23, 2015	EXCUSED		Religious Holiday		
Sep 24, 2015	EXCUSED		Religious Holiday		
Sep 29, 2015	PERMIT TO LEAVE	PM			
Dec 01, 2015	EXCUSED	PM			
Dec 16, 2015	EXCUSED		Out of Town		
Dec 21, 2015	PERMIT TO LEAVE	PM			
Dec 22, 2015	UNEXCUSED		Vacation (Not Pre-Arranged)		
Jan 07, 2016	EXCUSED	PM			
Feb 04, 2016	EXCUSED	PM			
Feb 05, 2016	UNEXCUSED	PM			
Mar 17, 2016	EXCUSED				
Apr 05, 2016	UNEXCUSED				
Apr 21, 2016	EXCUSED	PM			
Apr 26, 2016	EXCUSED				
May 12, 2016	EXCUSED				
Jun 03, 2016	VACATION				
Jun 06, 2016	VACATION				
Jun 07, 2016	VACATION				
Jun 08, 2016	VACATION				

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Attendance Incidents



A pie chart showing the distribution of attendance incidents. The largest slice is blue, representing 'Perfect Days' at 89.33%. Other slices include 'EXCUSED - A' (green, 5.62%), 'PERMIT TO LEAVE - J' (red, 2.25%), 'UNEXCUSED - U' (yellow, 1.69%), and 'VACATION - X' (orange, 1.12%).

Description	Absence Type	Total
Perfect Days		159
EXCUSED	A	10
PERMIT TO LEAVE	J	2
UNEXCUSED	U	3
VACATION	X	4

Absence History

StudentInformation > EZ Query > EZ Students > Attendance					
Attendance					
Return To Attendance					
School Year	School	Days Attended	Days Absent Excused	Days Absent Unexcused	Days Partial
2015-2016		172.00	5.00	0.00	13.00

View Student's Contacts

Note: For detailed information about student contacts, see the ProgressBook StudentInformation Student and Registration Guide.

Navigation: StudentInformation – EZ Query – EZ Students – Contact

1. With a student in context, on the **Contact** screen drop-down list, select the format in which you want to display information about the student's contacts.
2. (Optional) If you want this screen to default to your display format selection each time, click **Set As Default**.

StudentInformation > EZ Query > EZ Students > Contact	
Contact	
Select a Display Format From List:	
AddressLabels	<div>Set As Default</div>
AddressLabels	
AddressLine	
AddressLine2	
AddressLineGrid	
ExpandedAddress	
AddressLabelsLocal	

The contact information displays based on the display format you selected as follows:

Display Format – AddressLabels

StudentInformation > EZ Query > EZ Students > Contact

Contact

Select a Display Format From List:

AddressLabels

Primary
Amy Jones
6770 West Snowville Road
Brecksville, OH 44141
(555) 555-5555

Matthew Jones
6770 West Snowville Road
Brecksville, OH 44141
(555) 555-5555

Relative
Brienne Jones
6770 West Snowville Road
Brecksville, OH 44141
(555) 555-5555

Display Format – AddressLine

StudentInformation > EZ Query > EZ Students > Contact

Contact

Select a Display Format From List:

AddressLine

Type:	Primary
Name:	Amy Jones
Address:	6770 West Snowville Road
City, State Zip:	Brecksville, OH 44141
Telephone:	(555) 555-5555
Email Address:	FakeAddress@Software-Answers.com

Type:	
Name:	Matthew Jones
Address:	6770 West Snowville Road
City, State Zip:	Brecksville, OH 44141
Telephone:	(550) 555-5555
Email Address:	

Type:	Relative
Name:	Brianne Jones
Address:	6770 West Snowville Road
City, State Zip:	Brecksville, OH 44141
Telephone:	(555) 555-5555
Email Address:	FakeAddress@Software-Answers.com

Display Format – AddressLine2

StudentInformation > EZ Query > EZ Students > Contact

Contact

Select a Display Format From List:

AddressLine2

Type: Primary
Name: Amy Jones
Address: 6770 West Snowville Road
City, State Zip: Brecksville, OH 44141
Telephone: (555) 555-5555
Email Address: FakeAddress@Software-Answers.com
Type:
Name: Matthew Jones
Address: 6770 West Snowville Road
City, State Zip: Brecksville, OH 44141
Telephone: (555) 555-5555
Email Address:
Type: Relative
Name: Brianne Jones
Address: 6770 West Snowville Road
City, State Zip: Brecksville, OH 44141
Telephone: (555) 555-5555
Email Address: FakeAddress@Software-Answers.com

Display Format – AddressLineGrid

StudentInformation > EZ Query > EZ Students > Contact

Contact

Select a Display Format From List:

AddressLineGrid

Type	Name	Address	City, State Zip	Telephone	Email Address
Primary	Amy Jones	6770 West Snowville Road	Brecksville, OH 44141	(555) 555-5555	FakeAddress@Software-Answers.com
	Matthew Jones	6770 West Snowville Road	Brecksville, OH 44141	(555) 555-5555	
Relative	Brianne Jones	6770 West Snowville Road	Brecksville, OH 44141	(555) 555-5555	FakeAddress@Software-Answers.com

Display Format – ExpandedAddress

StudentInformation > EZ Query > EZ Students > Contact

Contact

Select a Display Format From List:

ExpandedAddress

Type:	Primary
Name:	Amy Jones
House Number:	
Street Direction:	
Street Name:	
Street Type:	
Apartment - PO Box:	
Complex:	
City, State Zip:	Brecksville, OH 44141
Telephone:	(555) 555-5555
Email Address:	FakeAddress@Software-Answers.com

Type:	
Name:	Matthew Jones
House Number:	
Street Direction:	
Street Name:	
Street Type:	
Apartment - PO Box:	
Complex:	
City, State Zip:	Brecksville, OH 44141
Telephone:	(555) 555-5555
Email Address:	

Display Format – AddressLabelsLocal

StudentInformation > EZ Query > EZ Students > Contact

Contact

Select a Display Format From List:

AddressLabelsLocal

Primary
Amy Jones
6770 West Snowville Road
Brecksville, OH 44141
5555555555

Matthew Jones
6770 West Snowville Road
Brecksville, OH 44141
5555555555

Relative
Brienne Jones
6770 West Snowville Road
Brecksville, OH 44141
5555555555

View Student's Course History

Note: For detailed information about student course history, see the ProgressBook StudentInformation Course History, Class Rank, and Transcripts Guide.

Navigation: StudentInformation – EZ Query – EZ Students – Course History

1. With a student in context, on the **Course History** screen drop-down list, select the format in which you want to display information about the student's course history.
2. (Optional) If you want this screen to default to your display format selection each time, click **Set As Default**.

StudentInformation > EZ Query > EZ Students > Course History

Course History

Select a Display Format From List:

CourseHistoryGradesGrid

CourseHistoryGradesGrid
CourseHistoryGradesGridFinal
CourseHistoryMainGrid

The course history information displays based on the display format you selected as follows:

Display Format – CourseHistoryGradesGrid

StudentInformation > EZ Query > EZ Students > Course History

Course History

Select a Display Format From List:

CourseHistoryGradesGrid

Grade	School Year	Course Name	Course Section	School
9	2014	DECISIONS IN LIVING	28	DOHS

Mark Type	Mark	Absences	Attempted Credit	Earned Credit
GP	A	0.00	0.25	0.25
GP	A	0.00	0.25	0.25
EX	A	0.00	0.00	0.00
AVG	A	0.00	0.50	0.50
GP	A	0.00	0.25	0.25
GP	A	0.00	0.25	0.25
EX	A	0.00	0.00	0.00
AVG	A	0.00	0.50	0.50
FIN	A	0.00	1.00	1.00

Grade	School Year	Course Name	Course Section	School
9	2014	ENGLISH 9	28	DOHS

Mark Type	Mark	Absences	Attempted Credit	Earned Credit
GP	B	0.00	0.25	0.25
GP	B	0.00	0.25	0.25
EX	A	0.00	0.00	0.00
AVG	B	0.00	0.50	0.50
GP	A	0.00	0.25	0.25
GP	A	0.00	0.25	0.25
EX	A	0.00	0.00	0.00
AVG	A	0.00	0.50	0.50
FIN	A	0.00	1.00	1.00

Display Format – CourseHistoryGradesGridFinal

StudentInformation > EZ Query > EZ Students > Course History Find Student									
Course History									
Select a Display Format From List:									
CourseHistoryGradesGridFinal Set As Default									
Grade	School Year	Course Name	Course Section	School	Mark Type	Mark	Absences	Attempted Credit	Earned Credit
9	2014	DECISIONS IN LIVING	28	DOHS					
9	2014	ENGLISH 9	28	DOHS					
9	2014	HEALTH 9	30	DOHS					
9	2014	WORLD HISTORY	29	DOHS					
9	2014	PRE-ALGEBRA	29	DOHS					
9	2014	ORCHESTRA I	25	DOHS					
9	2014	PHYSICAL SCIENCE I	26	DOHS					
9	2014	SPANISH 1	21	DOHS					
10	2015	TOWARD INDEPENDENCE	28	DOHS					
10	2015	AMERICAN LITERATURE	29	DOHS					
10	2015	AMERICAN HISTORY	30	DOHS					
10	2015	ALGEBRA I	27	DOHS					
10	2015	ORCHESTRA II	27	DOHS					
10	2015	PHYSICAL EDUCATION 201	27	DOHS					
10	2015	BIOLOGY	26	DOHS					
10	2015	SPANISH 2	24	DOHS					
11	2016	ACCOUNTING I	27	DOHS					
11	2016	ENGLISH III	27	DOHS					
11	2016	GEOMETRY	28	DOHS					
11	2016	ORCHESTRA III	21	DOHS					
11	2016	CHEMISTRY	24	DOHS					
11	2016	GOVERNMENT	26	DOHS					
11	2016	SPANISH 3	23	DOHS					
12	2017	COMPUTER APPLICATION	21	DOHS					
12	2017	ECONOMICS	22	DOHS					
12	2017	COMPOSITION	27	DOHS					
12	2017	ALGEBRA II	22	DOHS					
12	2017	ORCHESTRA IV	27	DOHS					
12	2017	MICROBIOLOGY	27	DOHS					

Display Format – CourseHistoryMainGrid

StudentInformation > EZ Query > EZ Students > Course History				
Course History				
Select a Display Format From List:				
CourseHistoryMainGrid		Set As Default		
Grade	School Year	Course Name	Course Section	School
9	2014	DECISIONS IN LIVING	28	DOHS
9	2014	ENGLISH 9	28	DOHS
9	2014	HEALTH 9	30	DOHS
9	2014	WORLD HISTORY	29	DOHS
9	2014	PRE-ALGEBRA	29	DOHS
9	2014	ORCHESTRA I	25	DOHS
9	2014	PHYSICAL SCIENCE I	26	DOHS
9	2014	SPANISH 1	21	DOHS
10	2015	TOWARD INDEPENDENCE	28	DOHS
10	2015	AMERICAN LITERATURE	29	DOHS
10	2015	AMERICAN HISTORY	30	DOHS
10	2015	ALGEBRA I	27	DOHS
10	2015	ORCHESTRA II	27	DOHS
10	2015	PHYSICAL EDUCATION 201	27	DOHS
10	2015	BIOLOGY	26	DOHS
10	2015	SPANISH 2	24	DOHS
11	2016	ACCOUNTING I	27	DOHS
11	2016	ENGLISH III	27	DOHS
11	2016	GEOMETRY	28	DOHS
11	2016	ORCHESTRA III	21	DOHS
11	2016	CHEMISTRY	24	DOHS
11	2016	GOVERNMENT	26	DOHS
11	2016	SPANISH 3	23	DOHS
12	2017	COMPUTER APPLICATION	21	DOHS
12	2017	ECONOMICS	22	DOHS
12	2017	COMPOSITION	27	DOHS
12	2017	ALGEBRA II	22	DOHS
12	2017	ORCHESTRA IV	27	DOHS
12	2017	MICROBIOLOGY	27	DOHS

View Student's Course Requests

Note: For detailed information about student course history, see the ProgressBook StudentInformation Scheduling Guide.

Navigation: StudentInformation – EZ Query – EZ Students – Course Requests

With a student in context, the **Course Requests** screen displays the student's current course requests.

StudentInformation > EZ Query > EZ Students > Course Requests									
Course Requests									
School Year	Course	Course Name	Priority	Credit Units	Grade	Alternate Course	Assigned Course	Assigned Section	Status
2016-2017	145	AMERICAN HISTORY	8	1.000000	09		145	4	Approved
2016-2017	340	ALGEBRA I	9	1.000000	09		340	70	Approved
2016-2017	885	HEALTH	9	0.500000	09		885	22	Approved
2016-2017	742	FRENCH II	9	1.000000	09		742	3	Approved
2016-2017	855	CONCERT CHOIR	9	1.000000	09		855	1	Approved
2016-2017	242	PHYSICAL SCIENCE II	8	0.500000	09		242	52	Approved
2016-2017	039	ENGLISH 9	9	1.000000	09		039	6	Approved
2016-2017	241	PHYSICAL SCIENCE I	8	0.500000	09		241	51	Approved
2016-2017	079	DRAMATICS	9	0.500000	09		079	21	Approved

View Student's Demographic Data

Note: For detailed information about student demographics, see the ProgressBook StudentInformation Student and Registration Guide.


Navigation: StudentInformation – EZ Query – EZ Students – Demographic

With a student in context, the **Demographic** screen displays the student's picture, basic demographic data, and admission data.

StudentInformation > EZ Query > EZ Students > Demographic Find Students

Demographic

Address:	1361 North Ave SADoc, OH 44320-0000
Phone:	(440) 433-8700
Unlisted:	Yes
Primary Student Contact:	Maldonado, Stephanie ,
Contact Type:	Mother
Gender:	FEMALE
Birthdate:	07/16/2000
Counselor:	
EMIS Situation:	5 - Resident attending Full Time
Grade:	12
School Year:	2017-2018
Homeroom:	DOHS106 Wallace_Albert
Disability Condition:	**
Program Code:	
Locker:	
Locker Combination:	
District of Residence IRN:	300430
Diploma Date:	
Ethnicity:	W
Schedule Priority:	5



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School Year	Admitted	Admission Code	Withdraw	Withdraw Code	Withdraw To	Admitted From	Calendar
2015-2016	Jul 01, 2015	1					HS Default 2015
2016-2017	Jul 01, 2016	1					HS Default 2016
2017-2018	Jul 01, 2017	1					HS Default 2017

View Student's Discipline Records

Note: For detailed information about discipline, see the ProgressBook StudentInformation Discipline Guide.

Navigation: StudentInformation – EZ Query – EZ Students – Discipline

With a student in context on the **Discipline** screen, review the student's discipline data.

StudentInformation > EZ Query > EZ Students > Discipline Find Students Go To

Discipline

Incident Number: 122649 **Name:** Test **Date:** 04/03/2017 **Building:** Ashland High School **Grade:** 09 **Homeroom:** -

Referred By: JARED FITZPATRICK (Staff) **Place:** On School Property **Location:** GYM **Needs Letter:** No **Against Property:** No

Description: Testing

Infraction	Policy	Policy/Infraction Comment
Caught smoking	RULE 6-TOBACCO,ALCOHOL,DRUGS	

Action	Start Date	End Date	Duration	Demerits	Served	Modified Expulsion	Received Services	Action Comment
In-School Suspension			1.50		Yes	No	No	

Parent Involvement	Name	Address	Phone	Email	Date	Parent Involvement Comment
There are no records to display						

View Student's EMIS Reportable Data

Note: EMIS reportable data for years prior to FY09 is not available on this screen.

Note: For detailed information about student EMIS reportable data, see the ProgressBook StudentInformation Student and Registration Guide.

Navigation: StudentInformation – EZ Query – EZ Students – EMIS Demographic

With a student in context, on the **EMIS Demographic** screen, in the **Choose data to view** drop-down list, select the type of EMIS data you want to display for the student. The selections, with the exception of **EMIS - Student**, are based on student profile tabs containing EMIS reportable data.

The EMIS information displays based on your selection as follows:

EMIS Reportable Data – From FS - Standing Tab of Profile

StudentInformation > EZ Query > EZ Students > EMIS Demographic

Find Students | Go To

EMIS Demographic

From this screen users can view a student's EMIS data.

Choose data to view: FS - Standing

FS Standing List:

	Start Date	Withdraw Date	Withdraw Reason	EMIS Situation	District Relationship	District Of Residence	How Received	How Received IRN	Percent Of Time	Attending Building IRN	Sent To Reason 1	Sent To IRN 1	Sent To % Of Time 1
Q	7/1/2016		**	5	1	043505	*	*****	100	001081	NA	*****	0

FS Standing Detail:

Effective Start Date: 7/1/2016

EMIS Id: A27696797 State Student Id: OY3639633

District Admission Date: 11/30/2005 Admission Reason: 7 - Not newly enrolled in this school district
Admitted From IRN: ***** Withdraw Reason: ** - Not Applicable, Did not withdraw/was not truant

District Withdraw Date: *****
Withdrawn To IRN: *****

EMIS Situation: 5 - 5 - Resident attending Full Time

District Relationship: 1 - Stud. rcvg instr. in whole/part from rep. distDistrict of Residence: 043505 - Ashland City SD
How Received: * - Not Applicable How Received IRN: *****
Percent of Time: 100 Tuition Type: N - Non-tuition student (default)
Attending Building IRN: 001081 - Ashland High School Assigned Building IRN: *****
County of Residence: 03 - Ashland

Sent To 1 Reason: NA - Not sent to another district Sent To 2 Reason: NA - Not sent to another district
IRN: ***** IRN: *****
Percent of Time: 0 Percent of Time: 0

EMIS Reportable Data – From FS - Attendance Tab of Profile

StudentInformation > EZ Query > EZ Students > EMIS Demographic

Find Students | Go To

EMIS Demographic

From this screen users can view a student's EMIS data.

Choose data to view: FS - Attendance

FS Attendance List:

	Start Date	Withdraw Date	Withdraw Reason	Oct CW Attendance Days	Oct CW Excused Absence Days	Oct CW Unexcused Absence Days	School Year Attendance Days	School Year Excused Absence Days	School Year Unexcused Absence Days	Other SY Attendance Days	Other SY Excused Absence Days	Other SY Unexcused Absence Days
Q	7/1/2016		**	0.00	0.00	0.00	177.00	0.00	0.00	0.00	0.00	0.00

FS Attendance Detail:

Effective Start Date: 7/1/2016 District Withdraw Date: District Withdraw Reason: ** - Not Applicable, Did not withdraw/was not truant

October Count Week
Attendance Days: 0.00
Excused Absence Days: 0.00
Unexcused Absence Days: 0.00
Non-Attending Reason:

School Year Other Entity School Year
Attendance Days: 177.00 Attendance Days: 0.00
Excused Absence Days: 0.00 Excused Absence Days: 0.00
Unexcused Absence Days: 0.00 Unexcused Absence Days: 0.00

EMIS Reportable Data – From FD - Attributes Tab of Profile

StudentInformation > EZ Query > EZ Students > EMIS Demographic

EMIS Demographic

From this screen users can view a student's EMIS data.

Choose data to view:

FD Attributes List:

	Start Date	Withdraw Date	Withdraw Reason	St. Eq. Gr. Level	Disability	504 Plan	Disadvantage	Free/Reduced Lunch	LEP	Migrant Status	Immigrant Status	Preschool Poverty
Q	7/1/2016		**	10	**	Y	1	None	N	N	N	N

FD Attributes Detail:

Effective Start Date: 7/1/2016

District Withdraw Date: Withdraw Reason: ** - Not Applicable, Did not withdraw/was not truant
State Equivalent Grade Level: 10 - Tenth Grade

Disability Condition: ** - Not Applicable
Disadvantage: 1 - Economic Disadvantage
Limited English Proficiency: N - No, the student is not of Limited English Proficiency
Homeless Status: * - Not Applicable

Section 504 Plan: Y - Yes
Free / Reduced Lunch Status: None
LEP Reclass Date:
Homeless Unaccompanied Youth: N - No

Migrant Status: N - No
Immigrant Status: N - No

Foreign Exchange Graduation Plan: * - Not Applicable - not a foreign exchange student

Reporting Calendar: (DFLT) Default
Attendance Pattern: ** - Not Applicable

Preschool Poverty Level: N - Not a Preschool student

EMIS Reportable Data – From FN - Attributes Tab of Profile

StudentInformation > EZ Query > EZ Students > EMIS Demographic

EMIS Demographic

From this screen users can view a student's EMIS data.

Choose data to view:

FN Attributes Detail:

EMIS Grade Next Year: GR - Student will complete educational requirements
Retained Status: * - Student was not retained at the end of the previous school year
Oct Childcount IEP Outcome: **** - No Change from latest IEP reported to ODE
Military Student: A - Active Duty - Student is a dependent of a member of the Active Duty Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard)

CTE Program Area: Fiscal Year Began 9th: 2015
CTE Program of Concentration: ** - Student is not a concentrator in any CTE Program
Tech Prep Completer: N

Majority Of Attendance IRN: *****
Accountability IRN: *****

Report to EMIS: Yes

EMIS Reportable Data – From FN - Graduate Tab of Profile

StudentInformation > EZ Query > EZ Students > EMIS Demographic

EMIS Demographic

From this screen users can view a student's EMIS data.

Choose data to view:

FN Attributes Detail:

CORE Economics and Financial Literacy Requirement Met:	N - District has not determined this student met requirement
CORE Fine Arts Requirement Met:	N - District has not determined this student met requirement
CORE Graduation Requirement Exemption:	*
Exempted from Physical Education Graduation Requirement:	N - District not adopted policy or student has not met all of policy re
Graduation Date:	
Diploma Type:	* - Not Applicable
OGT Graduation Alternative:	0 - OGT Graduation Alternative
Military Compact Graduation Alternative:	0

EMIS Reportable Data – EMIS - Student (Not From Profile)

StudentInformation > EZ Query > EZ Students > EMIS Demographic

EMIS Demographic

From this screen users can view a student's EMIS data.

Choose data to view:

EMIS - Student Detail:

Legal First Name:

Legal Middle Name:

Legal Last Name:

Mother's Maiden Name:

Birthplace City:	MANSFIELD
Birthdate:	6/4/2001
Age:	16
Gender:	M - Male

Ethnicity:	W - White, Non-Hispanic
Native Language:	ENG - English (Default)
Home Language:	*** - Neither LEP nor Immigrant in current fiscal year-specific home lang

View Student's Enrollment History

Note: EMIS enrollment data for years prior to FY09 is not available on this screen.

Note: For detailed information about student enrollment, see the ProgressBook StudentInformation Student and Registration Guide.

Navigation: StudentInformation – EZ Query – EZ Students – Enrollment

With a student in context, the **Enrollment** screen displays the student's enrollment history for all school years for which the student was enrolled in a school or district using StudentInformation.

StudentInformation > EZ Query > EZ Students > Enrollment

Find Students

Go To

Enrollment

From this screen, you can view a student's enrollment information.

StudentInformation Enrollment

Year	Year Type	Date	Event	School	Calendar	Admission/Withdraw Code
2012 - 2013	Regular	Jul 01, 2012	District Admission	SADoc		
2012 - 2013	Regular	Jul 01, 2012	Building Admission	SADoc Elementary School	ES12	Only school dist attended, inc tranfer within dist
2013 - 2014	Regular	Jul 01, 2013	Building Admission	SADoc Elementary School	ES13	Only school dist attended, inc tranfer within dist
2014 - 2015	Regular	Jul 01, 2014	Building Admission	SADoc Elementary School	ES14	Only school dist attended, inc tranfer within dist
2015 - 2016	Regular	Jul 01, 2015	Building Admission	SADoc Elementary School	ES15	Only school dist attended, inc tranfer within dist
2016 - 2017	Regular	Jul 01, 2016	Building Admission	SADoc Elementary School	ES16	Only school dist attended, inc tranfer within dist
2017 - 2018	Regular	Jul 01, 2017	Building Admission	SADoc Middle School	MS17	Only school dist attended, inc

EMIS Enrollment

Start Date	Withdraw Date	Withdraw Reason	EMIS Situation	District Relationship	District Of Residence	How Received	How Received IRN	Tuition Type	Percent Of Time	Attending Building IRN	Sent To Reason 1	Sent To IRN 1	Sent To % Of Time 1	Sent To Reason 2	Sent To IRN 2	Sent To % Of Time 2
8/1/2016		**	5	1	300430	*	*****	N	100	300431	NA	*****	0	NA	*****	0
8/1/2015		**	5	1	300430	*	*****	N	100	300431	NA	*****	0	NA	*****	0
8/1/2014		**	5	1	300430	*	*****	N	100	300431	NA	*****	0	NA	*****	0
8/1/2013		**	5	1	300430	*	*****	N	100	300431	NA	*****	0	NA	*****	0
8/1/2012		**	5	1	300430	*	*****	N	100	300431	NA	*****	0	NA	*****	0

View Student's School Medical Records

Note: For detailed information about student medical information, see the ProgressBook StudentInformation Student Medical Guide.

Navigation: StudentInformation – EZ Query – EZ Students – Medical

With a student in context, the **Medical** screen displays any information about the student's medical alerts, medication to be taken at school, health screening done by the school, and immunization records.

Note: *Private Notes* do not display in the student **Medical Alerts** grid.

StudentInformation > EZ Query > EZ Students > Medical

Find Students Go To

Medical

Medical Alerts

Date	Alert Description	Priority	Starting Date	Ending Date	Author	Life Threatening
Apr 28, 2015	ALLERGY ASTHMA	5	Aug 14, 2014		ashc_vmiller	

Student Medication

Date Received	Requires Refrigeration	Medication	Dosage	Doctor	Comments	Expiration Date
There are no records to display						

Vision Screening

Exam Date	Glasses / Contacts	Eyesight	Plus Lenses	Nearsighted / Farsighted	Muscle Balance	Color Blindness	Stereopsis	Referral Date	Comments
Sep 25, 2012	N	R - 30 L - 30	N	Near - P Far - P	Near - Far -	N	N		

Scoliosis Screening

Exam Date	Result Code	Comments
Jan 17, 2014	P	
Jan 17, 2012	P	

Dental Screening

Exam Date	Private Exam	Mouthwash	Referral Date	Special Services Rendered	Findings
Sep 09, 2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>			no cavities; redness of gums, check again in 2 months

Growth Screening

Height	Weight	BMI	Blood Pressure	Exam Date	Comments
62.0	130	23.8	110/70	Feb 10, 2014	

Hearing Screening

Exam Date	Left Ear	Right Ear	Comments
Sep 25, 2012	P	P	

Immunizations

Date	Name	Comments	Waiver
Jul 07, 2011	DPT		<input type="checkbox"/>
Apr 20, 2005	TB	TB SURVEY NOT AT RISK	<input type="checkbox"/>
Jul 06, 2004	OPV	TB SURVEY NOT AT RISK	<input type="checkbox"/>
Jul 06, 2004	DPT	TB SURVEY NOT AT RISK	<input type="checkbox"/>
Jul 06, 2004	MMR	TB SURVEY NOT AT RISK	<input type="checkbox"/>
Sep 26, 2001	DPT	TB SURVEY NOT AT RISK	<input type="checkbox"/>
Apr 11, 2001	MMR	TB SURVEY NOT AT RISK	<input type="checkbox"/>
Apr 11, 2001	HEP	TB SURVEY NOT AT RISK	<input type="checkbox"/>
Oct 25, 2000	OPV	TB SURVEY NOT AT RISK	<input type="checkbox"/>
Oct 25, 2000	DPT	TB SURVEY NOT AT RISK	<input type="checkbox"/>
Aug 23, 2000	OPV	TB SURVEY NOT AT RISK	<input type="checkbox"/>
Aug 23, 2000	DPT	TB SURVEY NOT AT RISK	<input type="checkbox"/>
Aug 23, 2000	HEP	TB SURVEY NOT AT RISK	<input type="checkbox"/>
Jun 21, 2000	OPV	TB SURVEY NOT AT RISK	<input type="checkbox"/>
Jun 21, 2000	DPT	TB SURVEY NOT AT RISK	<input type="checkbox"/>
Jun 21, 2000	HEP	TB SURVEY NOT AT RISK	<input type="checkbox"/>

16 Records Displayed [Back To Top](#)

Physical Screening

Exam Date	Referral Date	Special Services Rendered	Findings	Pass Exam
There are no records to display				

View Student's Memberships and Special Education Services

Note: For detailed information about student memberships, see the ProgressBook StudentInformation Student and Registration Guide.

Navigation: StudentInformation – EZ Query – EZ Students – Membership/Service

1. With a student in context, on the **Membership/Service** screen, in the **Select a Display Format From List** drop-down list, select the format in which you want to display information about the student's memberships and special education services:

- **MembershipGrid** – Sorts by membership or special education service code (ascending), then by school year (for multiple memberships with the same code).
- **MembershipGridByMembership** – Sorts by membership or special education service code (descending), then by school year (for multiple memberships with the same code).
- **MembershipGridSchoolYearDesc** – Sorts by school year (descending), then by membership or special education service code (descending).

Note: If FY12 or earlier is in context, this screen is named **Membership**.

2. (Optional) If you want this screen to default to your display format selection each time, click **Set As Default**.

The screenshot shows the 'Membership/Service' screen. At the top, a breadcrumb trail reads 'StudentInformation > EZ Query > EZ Students > Membership/Service'. Below this, the title 'Membership/Service' is displayed. Underneath the title, the text 'Select a Display Format From List:' is followed by a dropdown menu. The dropdown menu is open, showing three options: 'MembershipGrid', 'MembershipGridByMembership', and 'MembershipGridSchoolYearDesc'. To the right of the dropdown menu is a blue button labeled 'Set As Default'.

The membership/special education information displays based on the display format you selected as follows:

**Memberships and Special Education Services –
MembershipGrid**

StudentInformation > EZ Query > EZ Students > Membership/Service

Membership/Service

Select a Display Format From List:

MembershipGrid

Membership/Service	School Year	Description
CHORUS	2012	Chorus
CHORUS	2013	Chorus
CHORUS	2014	Chorus
CHORUS	2015	Chorus
BoysBB	2016	Boy's Basketball Team
CHORUS	2016	Chorus
BoysBB	2017	Boy's Basketball Team
CHORUS	2017	Chorus

**Memberships and Special Education Services –
MembershipGridByMembership**

StudentInformation > EZ Query > EZ Students > Membership/Service

Membership/Service

Select a Display Format From List:

MembershipGridByMembership

Membership/Service	School Year	Description
CHORUS	2012	Chorus
CHORUS	2013	Chorus
CHORUS	2014	Chorus
CHORUS	2015	Chorus
CHORUS	2016	Chorus
CHORUS	2017	Chorus
BoysBB	2016	Boy's Basketball Team
BoysBB	2017	Boy's Basketball Team

Memberships and Special Education Services – MembershipGridSchoolYearDesc

StudentInformation > EZ Query > EZ Students > Membership/Service

Membership/Service

Select a Display Format From List:

MembershipGridSchoolYearDesc

Membership/Service	School Year	Description
BoysBB	2017	Boy's Basketball Team
CHORUS	2017	Chorus
BoysBB	2016	Boy's Basketball Team
CHORUS	2016	Chorus
CHORUS	2015	Chorus
CHORUS	2014	Chorus
CHORUS	2013	Chorus
CHORUS	2012	Chorus

View Student's Schedule

Note: For detailed information about student schedules, see the ProgressBook StudentInformation Student and Registration Guide and ProgressBook StudentInformation Scheduling Guide.

Navigation: StudentInformation – EZ Query – EZ Students – Schedule

1. With a student in context, on the **Schedule** screen, select the **Type(s)** of course section assignments you want to view for this student and the **Fields to Display** in the grid.
2. Click **Display**.

The student's current course schedule displays based on the options you selected.

StudentInformation > EZ Query > EZ Students > Schedule Find Students

Schedule

From this screen, you can view a student's schedule.

[Hide Filter & Display Options]

Type: ☒ Assigned ☐ Dropped ☐ Removed

Fields to Display:

☐ Group Code ☐ Group Name ☐ Group Section ☒ Course Code ☒ Course Name ☒ Course Section ☒ Meeting Time Desc ☐ Location Code ☐ Location Name

☐ Term Code ☒ Term Name ☐ Assignment Status ☒ Start Date ☒ Stop Date ☐ Period Code ☐ Period Name ☒ Teacher

Course	Course Name	Crs Sec	Mtg Time	Teacher	Term Name	Start	End
MAT101	PRE-ALGEBRA	11	Block 1 - RM 181	Lois Bradley	All Year	08/01/2016	
SCI101	PHYSICAL SCIENCE I	14	Block 2 - RM 185	Phyllis Harper	All Year	08/01/2016	
ENG101	ENGLISH 9	19	Block 3 - RM 178	Craig Snyder	All Year	08/01/2016	
HEA101	HEALTH 9	18	Block 4 - RM 189	Paula Carpenter	All Year	08/01/2016	
HIS101	WORLD HISTORY	11	Block 5 - RM 178	Craig Snyder	All Year	08/01/2016	
SP101	SPANISH 1	14	Block 6 - RM 187	Norma Riley	All Year	08/01/2016	
MUS102	CHOIR I	13	Block 7 - RM 183	Tina Andrews	All Year	08/01/2016	
CAR101	DECISIONS IN LIVING	18	Block 8 - RM 176	Jesse Carroll	All Year	08/01/2016	

Compare Student's Home School and JVS Data

Note: Before you can view and compare data from the JVS, your school district must set up the JVS as a trusted district. For information on this setup, see ["Add District Trusts."](#)

Note: Data for years prior to FY09 is not available on this screen.

Navigation: StudentInformation – EZ Query – EZ Students – Shared Student Data

1. With a student in context, on the **Shared Student Data** screen, in the **Choose trusted district and school** drop-down list, select the student's JVS district for which you want to view data about the student.

2. In the **Choose data to review** drop-down list, select one of the following types of data that you want to compare for the student:
 - Addresses and Primary Contact
 - Daily Absences
 - General/Additional
 - EMIS - FS
 - EMIS - FD
 - EMIS - FN
 - EMIS - Graduate
 - Schedule
 - Assessments
 - Course History
 - Special Education Events

StudentInformation > EZ Query > EZ Students > Shared Student Data

Choose trusted district and school: SADoc Local Schools - SADoc HIGH SCHOOL ▾

First	Middle	Last	State Student Id
JEREMIAH	JACK	ARLINGTON	KR1234567

Choose data to review: Addresses and Primary Contact ▾

The data from both your school and the student's JVS school displays for the school year in context based on the type of data you selected to compare.

If you select **Addresses and Primary Contact**, comparative residence address data displays. You can view mailing address information or primary contact information by selecting the appropriate option in the **Address or Primary Contact** drop-down list.

StudentInformation > EZ Query > EZ Students > Shared Student Data

Choose trusted district and school: SADoc Local Schools - SADoc HIGH SCHOOL ▾

First	Middle	Last	State Student Id
JEREMIAH	JACK	ARLINGTON	KR1234567

Choose data to review: Addresses and Primary Contact ▾

Address or Primary Contact: Residence Address ▾

Data Item	SADoc JVS	SADoc Local Schools - SADoc HIGH SCHOOL
Address	1234 PR 123	1234 PR 123
Address 2		
City	MILLERSBURG	MILLERSBURG
State	OH	OH
Zip	44654	44654
Is Unlisted	No	No
Home Phone	330-123-4567	330-123-4567
Email Address		

If you select **Daily Absences**, the **Attendance Hours Summary** grid displays, containing the student's data from the attendance calculator, and comparative absence data displays below this grid for the period from the master calendar's start date to today's date. You can select a different date range by entering or selecting different dates in the **Absences From** and **Absences To** fields and then clicking **Filter**.

Note: The comparative absence data does not display period absences.

Shared Student Data – Daily Absences

StudentInformation > EZ Query > EZ Students > Shared Student Data Find Students



Choose trusted district and school: SAdoc Local Schools - SAdoc HIGH SCHOOL ▾

First	Middle	Last	State Student Id
JEREMIAH	JACK	ARLINGTON	KR1234567

Choose data to review: Daily Absences ▾

Attendance Hours Summary

	Total Excused Hours	Total Unexcused Hours
ASHLAND MIDDLE SCHOOL	The student has a Percent of Time (FTE) of 0 on all FS-Standing records.	
ASHLAND-WEST HOLMES JVS	37.24	0.28
Total Hours	37.24	0.28

Absences From: 8/21/2017  Absences To: 9/19/2017  Filter

Date	SAdoc JVS					SAdoc Schools - SAdoc HIGH SCHOOL				
	Level	Type	Reason	In	Out	Level	Type	Reason	In	Out
Sep 08, 2017	Full Absence	UNEXCUSED								
Sep 07, 2017	Full Absence	UNEXCUSED								
Sep 06, 2017	Full Absence	UNEXCUSED								
Sep 05, 2017	Full Absence	UNEXCUSED								

Shared Student Data – General/Additional

StudentInformation > EZ Query > EZ Students > Shared Student Data

Choose trusted district and school: SADoc Local Schools - SADoc HIGH SCHOOL ▾

First	Middle	Last	State Student Id
JEREMIAH	JACK	ARLINGTON	KR1234567

Choose data to review: General/Additional ▾

Data Item	SADoc JVS	SADoc Local Schools - SADoc HIGH SCHOOL
Student Status:	INACTIVE	ACTIVE RES
Overall Student Status:	Inactive	Active
Ethnicity:	White	White
Gender:	M	M
Citizenship:		
Country of Origin:		
Native Language:	English (Default)	English (Default)
Home Language:	Neither LEP nor Immigrant in current fiscal year-specific home lang	Neither LEP nor Immigrant in current fiscal year-specific home lang
Birth Date	04/16/1998	04/16/1998
Birth Date Verification Code:		1
Birthplace City:	MILLERSBURG	MILLERSBURG
Building Grade Level:	12	12
Next Grade Level:	GR	Graduated
Include In Honor Roll:	Yes	Yes
Include In Ranking:	Yes	Yes
Graduation Year:		2017
Counselor	GAVINGTON, MRS.	
Program:	Satellite Construction Trades 1	
Home School IRN:	038695	
Home School Name:	SADoc High School	
Community Service Hours:		
Report To EMIS:	True	True
Legal First Name:	JEREMIAH	JEREMIAH
Legal Middle Name:	JACK	JACK
Legal Last Name:	ARLINGTON	ARLINGTON
Legal Last Name Suffix:		

Individual Student Data

If you select **EMIS - FS**, comparative data about the student's FS record displays for a particular effective date during the school year in context. To view this comparative data for a different date on which the student's FS record changed, in the **Effective Date** drop-down list, select a different date.

Shared Student Data – EMIS - FS

StudentInformation > EZ Query > EZ Students > Shared Student Data

Choose trusted district and school: SADoc Local Schools - SADoc HIGH SCHOOL ▾

First	Middle	Last	State Student Id
JEREMIAH	JACK	ARLINGTON	KR1234567

Choose data to review: EMIS - FS ▾

Effective Date: 07/01/16 - Both Districts ▾

Data Item	SADoc JVS	SADoc Local Schools - SADoc HIGH SCHOOL
Effective Start Date	07/01/2017	05/29/2018
District Admission Date	07/01/2017	05/29/2018
Admitted from IRN	*****	*****
District Withdraw Date		
Withdrawn to IRN	*****	*****
Admission Reason	1 - Student transferred from home school in Ohio	7 - Not newly enrolled in this school district
District Withdraw Reason	** - Not Applicable, Did not withdraw/was not truant	** - Not Applicable, Did not withdraw/was not truant
EMIS Situation	302 - Regular student attending JVS F/T or P/T	88 - Resident attending JVS F/T
District Relationship	1 - Stud. rcvg instr. in whole/part from rep. dist	3 - Stud. not rcvg svcs/instr from rep dist, must rep EMIS
How Received	* - Not Applicable	* - Not Applicable
Percent of Time	100	0
Attending Building IRN	222222 - SADoc JVS	333333 - SADoc High School
District of Residence	123456 - SADoc Local SD	123456 - SADoc Local SD
County Of Residence	88 - SADoc	88 - SADoc
How Received IRN	*****	*****
Tuition Type	N - Non-tuition student (default)	N - Non-tuition student (default)
Assigned Building IRN	*****	*****
Sent To 1 Reason	NA - Not sent to another district	JV - Joint Vocational School District program participant
Sent To 1 IRN	*****	222222 - SADoc JVS
Sent To 1 Percent of Time	0	0
Sent To 2 Reason	NA - Not sent to another district (default)	NA - Not sent to another district (default)
Sent To 2 IRN	*****	222222 - SADoc JVS
Sent To 2 Percent of Time	0	0
Current Entity Attendance Days	170.00	0.00
Current Entity Attendance Hours	1062.47	0.00
Current Entity Excused Absence Days	5.96	0.00
Current Entity Excused Absence Hours	37.24	0.00
Current Entity Unexcused Absence Days	0.05	0.00
Current Entity Unexcused Absence Hours	0.28	0.00
Other Entity Attendance Days	0.00	0.00
Other Entity Attendance Hours	0.00	0.00
Other Entity Excused Absence Days	0.00	0.00
Other Entity Excused Absence Hours	0.00	0.00
Other Entity Unexcused Absence Days	0.00	0.00
Other Entity Unexcused Absence Hours	0.00	0.00

If you select **EMIS - FD**, comparative data about the student's FD record displays for a particular effective date during the school year in context. To view this comparative data for a different date on which the student's FD record changed, in the **Effective Date** drop-down list, select a different date.

Shared Student Data – EMIS - FD

StudentInformation > EZ Query > EZ Students > Shared Student Data

Choose trusted district and school: SADoc Local Schools - SADoc HIGH SCHOOL ▾

First	Middle	Last	State Student Id
JEREMIAH	JACK	ARLINGTON	KR1234567

Choose data to review: EMIS - FD ▾

Effective Date: 07/01/16 - Both Districts ▾

Data Item	SADoc JVS	SADoc Local Schools - SADoc HIGH SCHOOL
Effective Start Date	07/01/2017	05/29/2018
District Withdraw Date		
District Withdraw Reason	** - Not Applicable, Did not withdraw/was not truant	** - Not Applicable, Did not withdraw/was not truant
Disability Condition	** - Not Applicable	** - Not Applicable
Disadvantage	1 - Economic Disadvantage	* - Not Applicable
Limited English Proficiency	N - No, the student is not of Limited English Proficiency	N - No, the student is not of Limited English Proficiency
LEP Reclass Date		
Homeless Status	* - Not Applicable	* - Not Applicable
Section 504 Plan	N - No	N - No
Unaccompanied Youth	N - No	N - No
Migrant Status	N - No	N - No
Immigrant Status	N - No	N - No
Foreign Exchange Graduation Plan	* - Not Applicable - not a foreign exchange student	* - Not Applicable - not a foreign exchange student
Preschool Poverty Level	N - Not a Preschool student	N - Not a Preschool student
Reporting Calendar	DFLT - Default	DFLT - Default MS
Attendance Pattern	** - Not Applicable	** - Not Applicable
State Equivalent Grade Level	11	08

Shared Student Data – EMIS - FN

StudentInformation > EZ Query > EZ Students > Shared Student Data

Choose trusted district and school: SADoc Local Schools - SADoc HIGH SCHOOL ▾

First	Middle	Last	State Student Id
JEREMIAH	JACK	ARLINGTON	KR1234567

Choose data to review: EMIS - FN ▾

Data Item	SADoc JVS	SADoc Local Schools - SADoc HIGH SCHOOL
Grade Level Next Year	12 - Twelfth Grade	09 - Ninth Grade
Oct Childcount IEP Outcome	**** - No Change from latest IEP reported to ODE	**** - No Change from latest IEP reported to ODE
Fiscal Year Began 9th	2015	2016
Majority Of Attendance IRN	*****	444444 - SADoc JVS
Military Student	* - Not Applicable (Not a Military Student)	* - Not Applicable (Not a Military Student)
CTE Program Area		
CTE Program of Concentration	** - Student is not a concentrator in any CTE Program	** - Student is not a concentrator in any CTE Program
Retained Status	* - Student was not retained at the end of the previous school year	* - Student was not retained at the end of the previous school year
TGRG Reading Diagnostic Result	** - Not Required	** - Not Required

Shared Student Data – EMIS - Graduate

StudentInformation > EZ Query > EZ Students > Shared Student Data

Choose trusted district and school: SADoc Local Schools - SADoc HIGH SCHOOL ▾

First	Middle	Last	State Student Id
JEREMIAH	JACK	ARLINGTON	KR1234567

Choose data to review: EMIS - Graduate ▾

Data Item	SADoc JVS	SADoc Local Schools - SADoc HIGH SCHOOL
CORE Economics and Financial Literacy Requirement Met	N - District has not determined this student met requirement	N - District has not determined this student met requirement
CORE Fine Arts Requirement Met	N - District has not determined this student met requirement	N - District has not determined this student met requirement
CORE Graduation Requirement Exemption	*	*
Exempted From Physical Education Graduation Requirement	N - District not adopted policy or student has not met all of policy re	N - District not adopted policy or student has not met all of policy re
Diploma Date		
Diploma Type	* - Not Applicable	* - Not Applicable
OGT Graduation Alternative	0 - OGT Graduation Alternative	0 - OGT Graduation Alternative
Military Compact Graduation Alternative	0	0

If you select **Schedule**, comparative schedule data for the student displays. If you want to filter the display, click **Show Filter & Display Options**. Then select the **Type(s)** of course section assignments you want to view for this student and the **Fields to Display** in the grid, and click **Display**.

Shared Student Data – Schedule

StudentInformation > EZ Query > EZ Students > Shared Student Data

Choose trusted district and school: SADoc Local Schools - SADoc HIGH SCHOOL ▾

First	Middle	Last	State Student Id
JEREMIAH	JACK	ARLINGTON	KR1234567

Choose data to review: Schedule ▾

[\[Show Filter & Display Options\]](#)

SADoc JVS

Course	Course Name	Section	Meeting Time	Teacher	Term Name	Start	Stop
There are no records to display							

SADoc Local Schools - SADoc HIGH SCHOOL

Course	Course Name	Section	Meeting Time	Teacher	Term Name	Start	Stop
420	English 12	1	1 (245)	Mr B Langenderfer	All Year	08/25/2016	
125	Spanish I	2	2 (249)	Mr K Benninger	All Year	08/25/2016	
444	Financial Algebra	1	3 (306)	Ms K Salinger	All Year	08/25/2016	
SH14	4 Study Hall	1	4 (253)	Ms R Turner	1st Semester Only	08/25/2016	
SH24	4 Study Hall	1	4 (253)	Ms R Turner	2nd Semester Only	01/17/2017	
Lun1	Lunch 1st sem	1	5 (XXX)	TO BE ANNOUNCED	1st Semester Only	08/25/2016	
Lun2	Lunch 2nd sem	1	5 (XXX)	TO BE ANNOUNCED	2nd Semester Only	01/17/2017	
333	Anatomy & Physiology II	1	6 (188)	Ms J Kingfisher	All Year	08/25/2016	
663	Construction Tech Lab II	1	7,8,9 (165)	Mr D Miller	All Year	08/25/2016	

Show Filter & Display Options

[\[Hide Filter & Display Options\]](#)

Type: ☒ Assigned ☐ Dropped ☐ Removed

Fields to Display:

☒ Course Code ☒ Course Name ☒ Course Section ☒ Meeting Time Desc ☐ Location Code ☐ Location Name ☒ Teacher

☐ Term Code ☒ Term Name ☐ Assignment Status ☒ Start Date ☒ Stop Date ☐ Period Code ☐ Period Name

[Display](#)

Individual Student Data

If you select **Assessments**, you can view comparative assessment score data for the student. To view this data, in the filter and display options area, select the check box beside each assessment score you want to view.

StudentInformation > EZ Query > EZ Students > Shared Student Data

Choose trusted district and school: SADoc Local Schools - SADoc HIGH SCHOOL ▾

First	Middle	Last	State Student Id
JEREMIAH	JACK	ARLINGTON	KR1234567

Choose data to review: Assessments ▾

[Hide Filter & Display Options]

■ All Assessments

■ All Early Learning Assessments

- ☐ KRA (GO)
- ☐ Preschool COS (GM)
- ☐ Preschool ELA (GB)

■ All State Assessments

- ☐ DORP/NWEA Map (GD)
- ☒ End of Course Exams (GE)
- ☐ Next Generation Grades 3-8 (GN)
- ☐ OGT (GX)
- ☒ Ohio Achievement (OAA) (GA)

■ All CTE Assessments

- ☐ CTE Industry Assessment (OCTCAWebXam GY)
- ☐ CTE Industry Credential (GW)
- ☐ WorkKeys (WK)

■ All Non-State Assessments

- ☐ ACT (AC)
- ☐ Advanced Placement Exams (AP)
- ☐ International Baccalaureate (IB)
- ☐ OELPA (GF)
- ☐ PLAN
- ☐ PSAT
- ☐ SAT (SA) Reasoning Tests
- ☐ SAT Subject Tests

SADoc JVS

End of Course Exam

Test Date	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score	Performance Level
There are no records to display						

Student Achievement

Test Date	Grade	IRN	Required Test Type	Test	Part	Score Not Reported	Accomm	Raw Score	Scaled Score	Standard	Passing
There are no records to display											

SADoc Local Schools - SADoc HIGH SCHOOL

End of Course Exam

Test Date	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score	Performance Level
4/1/2018	STR	Algebra 1	*	NO		5
4/1/2018	STR	American / United States Government	*	NO		4
4/1/2018	STR	English Language Arts 2	Y	**		
4/1/2017	STR	Biology	*	NO	709	3

Student Achievement

Test Date	Grade	IRN	Required Test Type	Test	Part	Score Not Reported	Accomm	Raw Score	Scaled Score	Standard	Passing
5/1/2014	07	001099	STR	07A	Math	*	NO	150	398	Basic	<input type="checkbox"/>
5/1/2014	07	001099	STR	07A	Reading	*	NO	180	395	Basic	<input type="checkbox"/>
5/1/2013	06	036806	STR	06A	Math	*	NO	210	404	Proficient	<input checked="" type="checkbox"/>
5/1/2013	06	036806	STR	06A	Reading	*	NO	210	408	Proficient	<input checked="" type="checkbox"/>
5/1/2012	05	036806	STR	05A	Math	*	NO	160	376	Limited	<input type="checkbox"/>
5/1/2012	05	036806	STR	05A	Reading	*	NO	220	390	Basic	<input type="checkbox"/>
5/1/2012	05	036806	STR	05A	Science	*	NO	190	384	Basic	<input type="checkbox"/>
5/1/2011	04	036806	STR	04A	Math	*	NO	200	387	Basic	<input type="checkbox"/>
5/1/2011	04	036806	STR	04A	Reading	*	NO	240	402	Proficient	<input checked="" type="checkbox"/>
5/1/2010	03	036806	STR	03A	Math	*	NO	300	392	Basic	<input type="checkbox"/>
5/1/2010	03	036806	STR	03A	Reading	*	NO	250	387	Basic	<input type="checkbox"/>
10/1/2009	03	036806	STR	03A	Reading	*	NO	150	359	Limited	<input type="checkbox"/>

If you select **Course History**, comparative course history data for the student displays for all school years and credit types. If you want to filter the display, select the school year(s) and credit type(s) to include by moving them from the associated dual listboxes on the left to the ones on the right, select the check box beside each type of manual course record you want to view (**Is High School Credit**, **Include in GPA**, and/or **Include in Total Credits**), and click **Display**.

StudentInformation > EZ Query > EZ Students > Shared Student Data

Choose trusted district and school: SADoc Local Schools - SADoc HIGH SCHOOL

First	Middle	Last	State Student Id
JEREMIAH	JACK	ARLINGTON	KR1234567

Choose data to review: Course History

[Hide Filter & Display Options]

Include School Years:

School Years Available: 2016-2017, 2015-2016, 2014-2015, 2013-2014, 2012-2013

School Years Selected:

Credit Type(Home District):

Credit Type Available: Not Used, Progress 1, Progress 2, Progress 3, Progress 4

Credit Type Selected:

Credit Type(Shared District):

Credit Type Available: Not Used, Progress 1, Progress 2, Progress 3, Progress 4

Credit Type Selected:

Show 'Is High School Credit' Courses Only: ☐ Show 'Include in GPA' Courses Only: ☐ Show 'Include in Total Credits' Courses Only: ☐

Display

SADoc JVS

School	Year	Grade	Term	Course Code	Course Name	Mark Type	Mark	Attempted Credits	Earned Credits	Course CORE Subject Area	Course Is High School Credit	Course Include in GPA	Course Include in Total Credits
There are no records to display													

SADoc Local Schools - SADoc HIGH SCHOOL

School	School Year	Grade	Term	Course Code	Course Name	Mark Type	Mark	Attempted Credits	Earned Credits	Course CORE Subject Area	Course Is High School Credit	Course Include in GPA	Course Include in Total Credits
WEST HOLMES HIGH SCHOOL	2015-2016	11	FIN	662	Construction Tech Lab I	Final	A	3.00000	3.00000	FAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WEST HOLMES HIGH SCHOOL	2015-2016	11	INT4	662	Construction Tech Lab I	Interim	A	0.00000		FAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If you select **Special Education Events**, comparative special education event data displays for the student. You can select a different date range by entering or selecting different dates in the **From Date** and **To Date** fields. You can also show previous years or inactive events by de-selecting the **Show Current Year Only** or **Active Events** check boxes, respectively. Then click **Display**.

StudentInformation > EZ Query > EZ Students > Shared Student Data

Choose trusted district and school: SADoc Local Schools - SADoc HIGH SCHOOL

First	Middle	Last	State Student Id
JEREMIAH	JACK	ARLINGTON	KR1234567

Choose data to review: Special Education Events

[Hide Filter & Display Options]

From Date: 7/1/2016 Show Current Year Only ☒

To Date: 6/30/2017 Active Events ☒

Display

SADoc HIGH SCHOOL

School	Event Date	Date Type	Start Date	End Date	IEP Test Type	Secondary Planning	Outcome
SDHS	Sep 12, 2016	RIEP - IEP Completion Date-Reevaluation	Sep 12, 2016	Sep 11, 2017	ALT	TFYG	IE15 - Special ed outside regular class more than 60% of day

SADoc JVS District - SADoc JVS

School	Event Date	Date Type	Start Date	End Date	IEP Test Type	Secondary Planning	Outcome
SDJV	Sep 12, 2016	RIEP - IEP Completion Date-Reevaluation	Sep 12, 2016	Sep 11, 2017	ALT	TFYG	IE15 - Special ed outside regular class more than 60% of day

Add District Trusts

Navigation: StudentInformation – Management – District Administration – District Trusts

District trusts are relationships you set up at the district level to designate another district (such as a JVS) as a trusted district. This type of relationship provides a read-only “window” for districts to share data about students they have in common.

Note: The only screen where districts can view information about students in common is the **Shared Student Data** screen. (See “[Compare Student’s Home School and JVS Data.](#)”)

1. On the **District Trusts** screen, click **Add District Trust**.

StudentInformation > Management > District Administration > District Trusts

District Trusts

From this screen, you can display, add, change and delete District Trusts.

Add District Trust

		District Code	District Name ▲	District IRN	Trust Type
		BLRV	Black River Local	048462	EZ Query
		CHIP	Chippewa Local Schools	050534	EZ Query
		DLTN	Dalton Local Schools	050542	EZ Query
		EHLM	East Holmes Local Schools	047688	EZ Query
		GREN	Green Local Schools	050559	EZ Query, Grad Points, DataMap
		HILL	Hillsdale Local Schools	045823	EZ Query, Grad Points
		LOPR	Loudonville-Perrysville Ex. Village Schools	045468	EZ Query
		MAPL	Mapleton Local Schools	045831	EZ Query, Grad Points
		NRWS	Northwestern Local Schools	050575	EZ Query
		NRCN	Norwayne Local Schools	050567	EZ Query
		ORVL	Orrville City Schools	044610	EZ Query
		RRBD	Reimer Road District	000188	Grad Points

The add-edit version of the screen displays.

2. In the **Trusted District** drop-down list, select the district that you want to allow to view data for your students in common.
3. In the **Trust Type** field, select the **EZ Query** check box.
4. Click **Save**. Or to continue adding district trusts, click **Save and New**.

StudentInformation > Management > District Administration > District Trusts

District Trusts

From this screen, you can display, add, change and delete District Trusts.

Trusted District:* AWHC - Ashland-West Holmes JVS District ▼

Trust Type:* ☒ EZ Query ☐ Grad Points ☐ DataMap


Save **Save and New** **Cancel**

A confirmation message displays, and the district now displays in the list of district trusts.

























StudentInformation > Management > District Administration > District Trusts

District Trusts

From this screen, you can display, add, change and delete District Trusts.

The District Trust was saved successfully 

[Add District Trust](#)

		District Code	District Name ▲	District IRN	Trust Type
		AWHC	Ashland-West Holmes JVS District	062042	EZ Query
		BLRV	Black River Local	048462	EZ Query
		CHIP	Chippewa Local Schools	050534	EZ Query
		DLTN	Dalton Local Schools	050542	EZ Query
		EHLM	East Holmes Local Schools	047688	EZ Query
		GREM	Green Local Schools	050559	EZ Query, Grad Points, DataMap
		HILL	Hillsdale Local Schools	045823	EZ Query, Grad Points
		LOPR	Loudonville-Perrysville Ex. Village Schools	045468	EZ Query
		MAPL	Mapleton Local Schools	045831	EZ Query, Grad Points
		NRWS	Northwestern Local Schools	050575	EZ Query
		NRCN	Norwayne Local Schools	050567	EZ Query
		ORVL	Orrville City Schools	044610	EZ Query

View Student's Fees

Note: For detailed information about student fees, see the ProgressBook StudentInformation Fees Guide.

Navigation: StudentInformation – EZ Query – EZ Students – Student Fees

With a student in context, the **Student Fees** screen displays fee information for the student. If you want to hide certain types of fees, in the **Fee Options** area, de-select the fees type(s).

StudentInformation > EZ Query > EZ Students > Student Fees

Find Students [] Go To []

Student Fees

This page lists all of the student's fees that have a balance or credit due

Total Fees Assessed \$70.00

P - Payment \$30.00

Overall Balance \$40.00

Fee Options

Show Fees from Past School Years: ☒

Show Fees from Future School Years: ☐

Show Fees from All Buildings: ☐

Fee Type	Fee Code	Date ▼	Course	Section	Description	Amount Assessed	Amount Paid	Amount Owed	School Code
Course Fee	SHOP	Aug 12, 2016	Metal Technology I		Metal Techn. I	\$30.00	\$0.00	\$30.00	WHHS
Course Fee	LAB	Aug 12, 2016	CP Biology		Biology	\$10.00	\$0.00	\$10.00	WHHS
Total						\$40.00	\$0.00	\$40.00	

View Student's Marks

Note: For detailed information about student current courses and marks, see the ProgressBook StudentInformation Scheduling Guide and ProgressBook StudentInformation Marks Guide.

Navigation: StudentInformation – EZ Query – EZ Students – Student Marks

With a student in context, the **Student Marks** screen displays the student's marks for each current course based on the finalized schedule of the school and school year in context.

You can select different course terms to display by moving them from the **Course Terms** dual listbox on the left to the **Selected** listbox on the right and clicking **View**.

StudentInformation > EZ Query > EZ Students > Student Marks (Find Students) 🔍

Student Marks

From this screen you can view student marks

[Hide Filter & Display Options]

Filters:

Course Terms

2nd Semester Only
1st Semester Only

Selected

All Year

View

Term	Code	Name	Sec	Status	Cred	Teach	Per	GP1	INT1	GP2	INT2	GP3	INT3	GP4	INT4	FIN
All Year	420	English 12	1	Assigned	1.00	BLAS	1									
All Year	125	Spanish I	2	Assigned	1.00	KBEA	2									
All Year	444	Financial Algebra	1	Assigned	1.00	KSMI	3									
All Year	333	Anatomy & Physiology II	1	Assigned	1.00	JEKI	6									
All Year	663	Construction Tech Lab II	1	Assigned	3.00	DMCM	7,8,9									

Tools

EZ Query's **Tools** screens provide a collection of classroom management resources.

Note: If you do not have access to these screens on the site map, these options do not display. If you do, you can access all students regardless of your job function and without using staff impersonations. For more information, see the ProgressBook StudentInformation Security Guide.

Refer to the appropriate topic as follows:

- [“View My Class Schedule”](#)
- [“Generate Student List”](#)
- [“Maintain Seating Charts”](#)
- [“Generate Absence List”](#)
- [“View Teacher Directory”](#)
- [“View Upcoming Student Birthdays”](#)

View My Class Schedule

Navigation: StudentInformation – EZ Query – Tools – Teacher Class Schedule

On the **Teacher Class Schedule** screen, you can see your own schedule or that of another teacher by class period. Select the **Teacher**, **Term**, and at least one **Day Of The Week**, and click **View Schedule**.

StudentInformation > EZ Query > Tools > Teacher Class Schedule

Teacher Class Schedule

Teacher: Term:

Day Of The Week ☒ M - Monday ☐ T - Tuesday ☐ W - Wednesday ☐ R - Thursday ☐ F - Friday

Teacher Schedule For Day: M

Period	Course	Course Name	Section	Room
5	P333A	ALGEBRA II SEM A	51	0111
2	P333B	ALGEBRA II SEM B	12	0111
3	P333B	ALGEBRA II SEM B	12	0111
1	P444	CONSUMER MATH	11	0111
5	P444	CONSUMER MATH	51	0111
4	P555A	EARTH AND SPACE SCIENCE A	41	0111
4	P666	HEALTH	41	0111
1	999	INDIVIDUAL INSTRUCTION	11	0111

Generate Student List

Navigation: StudentInformation – EZ Query – Tools – Student List

Note: If you do not have the job function of teacher in StudentInformation security, to use this option, you must have the permission to **Allow Staff Member to view all Students in EZ Query**. For more information, see the ProgressBook StudentInformation Security Guide.

On the **Student List** screen, you can view and download a list of students assigned to specific course sections as a detailed list or picture list. Select your criteria, and click **Build List**.

Note: For information on running reports, see the ProgressBook StudentInformation Getting Started Guide.

StudentInformation > EZ Query > Tools > Student List

Student List

From this screen users can view student lists at the school and school year in context

[\[Hide Filter & Display Options\]](#)

Assignment Filters: ☒ Course Section Assignment ☐ Homeroom Assignment

Assignment Date:

Teacher: ☐ Show All Teachers

Course:

Section:

Student Filters:

Gender:

Available Grade Levels

Available Grade Levels	Selected
09 - 09	
10 - 10	
11 - 11	
12 - 12	

Available Ethnicities

Available Ethnicities	Selected
A - Asian	
B - Black or African American	
H - Hispanic	
I - American Indian	

Display Options:

List Type: ☒ Detailed Information ☐ Picture List

Sort Column:

Sort Type:

File Download Options

Select A File Type Select A Download Method

Build List

If you select **Detailed Information**, student demographic details display. To view additional information about a student, click the student's name.

Student List – Detailed Information

StudentInformation > EZ Query > Tools > Student List

Student List

From this screen users can view student lists at the school and school year in context

[Show Filter & Display Options]

Assignment Date: 6/1/2017
Teacher: ERICSON, ERIC
Sort Column: Student Name
Sort Type: Ascending

Student Name	Number	Birthdate	Gender	Ethnicity	Grade	Status	Email
HARRISON, TYLER	123456	01/06/1999	M	White	12	ACTIVE RES	
Parent: JOHN/JEANETTE HARRISON		Address: 1234 MILLER ST ASHLAND OH 44805			Phone: (123) 456-7890 (Home Phone)		
COLEMAN, CONNOR	987654	05/17/2000	M	White	10	ACTIVE RES	
Parent: TAMMY COLEMAN		Address: 9876 CHESTNUT ST ASHLAND OH 44805			Phone: ()		
SHIELDS, MADISON	234567	04/08/2002	F	White	09	RES A/ELSE	FakeAddress@Software-Answers.com
Parent: JASON/CASSANDRA TURNER		Address: 3456 MAIN ST ASHLAND OH 44805			Phone: (123) 987-6540 (Work Phone)		

Student List – Picture List

StudentInformation > EZ Query > Tools > Student List

Student List

From this screen users can view student lists at the school and school year in context

[Show Filter & Display Options]

Assignment Date: 6/1/2017
Teacher: ERICSON, ERIC
Sort Column: Student Name
Sort Type: Ascending

3 Records Found

NO PHOTO AVAILABLE	NO PHOTO AVAILABLE	NO PHOTO AVAILABLE
TYLER HARRISON	CONNOR COLEMAN	MADISON TURNER

3 Records Found

Maintain Seating Charts

You can maintain classroom seating charts in StudentInformation in the following ways:

- To view an existing seating chart, see [“View Seating Charts.”](#)
- To create a new seating chart, see [“Create Seating Charts.”](#)
- To assign seats to students, see [“Assign Seats.”](#)
- To edit the setup of an existing seating chart, see [“Edit Seating Charts.”](#)
- To delete a seating chart, see [“Delete Seating Charts.”](#)

View Seating Charts

Navigation: StudentInformation – EZ Query – Tools – Seating Chart

You can see classroom seating charts for your own classes or those of another teacher.

1. On the **Seating Chart** screen, select the **Teacher** and **Date**, and click **Go**.

A list of seating charts for the indicated teacher and date displays.

StudentInformation > EZ Query > Tools > Seating Chart

Find Students [] [Go To] []

Seating Chart

From this screen, you can display, add, change and delete data pertaining to Seating Charts.

Teacher: *ERIC ERICSON Date: *09/26/2016 [] [Go]

Add Seating Chart

	Name	Scheduling Term	Period	Rotation Day	Location	Course Sections	Class Date	Active
[] []	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	08/29/2016	1	F	0111	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	Sep 30, 2016	●
[] []	INDIVIDUAL INSTRUCTION (15); ALGEBRA II SEM B (12)	08/29/2016	1	M	0111	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	Sep 26, 2016	●

☐ Show Active Only







- Click the name of the seating chart you want to view.

StudentInformation > EZ Query > Tools > Seating Chart

Seating Chart

From this screen, you can display, add, change and delete data pertaining to Seating Charts.

Teacher: *ERIC ERICSON Date: *09/26/2016

	Name	Scheduling Term	Period	Rotation Day	Location	Course Sections	Class Date	Active
 	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	08/29/2016	1	F	0111	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	Sep 30, 2016	
 	INDIVIDUAL INSTRUCTION (15); ALGEBRA II SEM B (12)	08/29/2016	1	M	0111	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	Sep 26, 2016	

☐ Show Active Only

The selected seating chart displays.

Note: For information on assigning seats to students, see [“Assign Seats.”](#)

StudentInformation > EZ Query > Tools > Seating Chart

Seating Chart

From this screen, you can display, add, change and delete data pertaining to Seating Charts.

Name: *INDIVIDUAL INSTRUCT

1

3

NO
PHOTO
AVAILABLE

COLEMAN, CONNOR

5

7

NO
PHOTO
AVAILABLE

JACKSON, HANNAH

9

2

4

NO
PHOTO
AVAILABLE

TURNER, MADISON

6

8

NO
PHOTO
AVAILABLE

HARRISON, TYLER

10

Create Seating Charts

Navigation: StudentInformation – EZ Query – Tools – Seating Chart

You can create one or more classroom seating charts per course section for your own classes or those of another teacher.

1. On the **Seating Chart** screen, select the **Teacher** and **Date**.
2. Click **Add Seating Chart**.







StudentInformation > EZ Query > Tools > Seating Chart

Seating Chart

From this screen, you can display, add, change and delete data pertaining to Seating Charts.

Teacher: *ERIC ERICSON Date: *09/19/2016 Go

Add Seating Chart

	Name	Scheduling Term	Period	Rotation Day	Location	Course Sections	Class Date	Active
 	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	08/29/2016	1	M	0111	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	Sep 26, 2016	
 	INDIVIDUAL INSTRUCTION (15); ALGEBRA II SEM B (12)	08/29/2016	1	M	0111	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	Sep 26, 2016	

☒ Show Active Only

The add-edit version of the screen displays.

3. In the **Period** drop-down list, select a class period (course section) specific to the teacher for whom you are creating the seating chart.
4. For the **Start In Corner** option, select the radio button that corresponds to the physical corner of the room where you wish to start creating the seating chart (i.e., top left, top right, bottom left, or bottom right).
5. (Optional) Specify a number of **Columns** for the seating chart.

Note: If you leave this field blank, StudentInformation calculates the number of columns based on the number of students.

6. In the **Pictures** drop-down list, select the scaling of the student picture size (from 10% to 200% of original size).
7. To make the student pictures display on the seating chart, select the **Show** check box. To hide them, de-select the check box.
8. (Optional) Select a **Collision Mode** to determine what should happen if you move a student into a seat that displaces another student:
 - **Switch target with source** – Switches the two students.
 - **Move target to end** – Moves displaced student to the end of the seating chart.
9. If the **Location** drop-down list is activated (i.e., not grayed out), select the course section location.

10. In the **Render** drop-down list, select how you want to arrange the student names and/or pictures on the seating chart (**Across** or **Up and Down**).
11. In the **Sort By** drop-down list, select how you want to sort the student names and/or pictures on the seating chart (**Student Name Ascending**, **Student Name Descending**, or **Random**).
12. (Optional) Specify a number of **Rows** for the seating chart.

Note: If you leave this field blank, StudentInformation calculates the number of rows based on the number of students.

13. Select the **Perspective** of the student seats:
 - **In Seats** – Prints the front of the classroom at the top, as if you are sitting in one of the seats.
 - **Facing Seats** – Prints the front of the classroom at the bottom, as if you are standing at the front of the classroom and facing the seats.
14. (Optional) If you want the seat number drop-down list to display on the seating chart, select the **Move Drop Down** check box.
15. Click **Generate**.

The screenshot shows the 'Seating Chart' configuration window. At the top, the breadcrumb trail is 'StudentInformation > EZ Query > Tools > Seating Chart'. The title is 'Seating Chart'. Below the title, a red message states: 'From this screen, you can display, add, change and delete data pertaining to Seating Charts.' There is a link '[Hide Grid Options]'. The form contains several fields: 'Period:*' and 'Location:*' are dropdown menus with '-- Select a Period --' selected. 'Start In Corner:' has three radio buttons, with the first one selected. 'Render:' is a dropdown menu with 'Across' selected. 'Sort By:' is a dropdown menu with 'Student Name Ascending' selected. 'Columns:' is a text input field. 'Rows:' is a text input field. 'Pictures:' has a '50%' dropdown and a checked 'Show' checkbox. 'Collision Mode:' is a dropdown menu with 'Switch target with source' selected. 'Perspective:' is a dropdown menu with 'In Seats' selected. 'Move Drop Down:' is a checked checkbox. At the bottom, there are two buttons: 'Generate' (highlighted with a red circle) and 'Cancel'.

The screen expands to display more options.

16. (Optional) If you need to make any changes to the original fields you completed, make the changes and click **Update**.
17. Enter a **Name** for this seating chart.
18. (Optional) If you do not want this seating chart to be currently active, de-select the **Is Active** check box.

19. Click **Save**.

StudentInformation > EZ Query > Tools > Seating Chart

Seating Chart

From this screen, you can display, add, change and delete data pertaining to Seating Charts.

[Hide Grid Options]

Period:* 5 - INDIVIDUAL INSTRUCTION (15)... Location:* 0111

Columns: 0 Rows: 0

Pictures: 50% ☒ Show Perspective: In Seats

Collision Mode: Switch target with source Move Drop Down: ☒

Name:* Individual Instruction ☒ Is Active

The new seating chart displays on the **Seating Chart** screen.

StudentInformation > EZ Query > Tools > Seating Chart

Seating Chart

From this screen, you can display, add, change and delete data pertaining to Seating Charts.

The Seating Chart was saved successfully

Teacher:* ERIC ERICSON Date:* 09/19/2016

	Name	Scheduling Term	Period	Rotation Day	Location	Course Sections	Class Date	Active
	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	08/29/2016	1	M	0111	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	Sep 26, 2016	
	INDIVIDUAL INSTRUCTION (15); ALGEBRA II SEM B (12)	08/29/2016	1	M	0111	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	Sep 26, 2016	
	Individual Instruction	08/29/2016	5	M	0111	INDIVIDUAL INSTRUCTION (15); CONSUMER MATH (51); ALGEBRA II SEM A (51)	Sep 19, 2016	

☒ Show Active Only

Note: You still need to assign seats to students. For information on this procedure, see ["Assign Seats."](#)

Assign Seats

Navigation: StudentInformation – EZ Query – Tools – Seating Chart

You can assign seats to students immediately after creating the seating chart (see [“Create Seating Charts.”](#)) or at a later time if new students join your class or you want to reassign seats.

1. On the **Seating Chart** screen, select the **Teacher** and **Date**, and click **Go**.

A list of seating charts matching your criteria displays.







2. Click the name of the seating chart.

StudentInformation > EZ Query > Tools > Seating Chart

Seating Chart

From this screen, you can display, add, change and delete data pertaining to Seating Charts.

Teacher: *ERIC ERICSON Date: *09/26/2016

	Name	Scheduling Term	Period	Rotation Day	Location	Course Sections	Class Date	Active
 	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	08/29/2016	1	F	0111	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	Sep 30, 2016	
 	INDIVIDUAL INSTRUCTION (15); ALGEBRA II SEM B (12)	08/29/2016	1	M	0111	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	Sep 26, 2016	

☐ Show Active Only

The seat assignment version of the screen displays.





- For any student who is new or unassigned to a seat, in the associated **New Student** drop-down list, select a seat number for the student.

StudentInformation > EZ Query > Tools > Seating Chart

Seating Chart

From this screen, you can display, add, change and delete data pertaining to Seating Charts.

Name: * INDIVIDUAL INSTRUCT

1 ▾	2 ▾
3 ▾	4 ▾
 NO PHOTO AVAILABLE	 NO PHOTO AVAILABLE
COLEMAN, CONNOR	TURNER, MADISON
5 ▾	6 ▾
7 ▾	8 ▾
 NO PHOTO AVAILABLE	 NO PHOTO AVAILABLE
JACKSON, HANNAH	HARRISON, TYLER
9 ▾	10 ▾

Cancel

StudentInformation assigns the seat(s) to the student(s).

StudentInformation > EZ Query > Tools > Seating Chart

Seating Chart

From this screen, you can display, add, change and delete data pertaining to Seating Charts.

Name: * INDIVIDUAL INSTRUCT

1 ▾	2 ▾
<div>NO PHOTO AVAILABLE</div>	
COLEMAN, CONNOR	
3 ▾	4 ▾
	<div>NO PHOTO AVAILABLE</div>
	TURNER, MADISON
5 ▾	6 ▾
7 ▾	8 ▾
<div>NO PHOTO AVAILABLE</div>	<div>NO PHOTO AVAILABLE</div>
JACKSON, HANNAH	HARRISON, TYLER
9 ▾	10 ▾

Cancel

Edit Seating Charts

Navigation: StudentInformation – EZ Query – Tools – Seating Chart

You can edit the setup of an existing seating chart.

1. On the **Seating Chart** screen, select the **Teacher** and **Date**, and click **Go**.

A list of seating charts matching your criteria displays.

StudentInformation > EZ Query > Tools > Seating Chart

Find Students [] [Go To] []

Seating Chart

From this screen, you can display, add, change and delete data pertaining to Seating Charts.

Teacher: *ERIC ERICSON Date: *09/26/2016 [] [Go]

Add Seating Chart

	Name	Scheduling Term	Period	Rotation Day	Location	Course Sections	Class Date	Active
[] []	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	08/29/2016	1	F	0111	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	Sep 30, 2016	●
[] []	INDIVIDUAL INSTRUCTION (15); ALGEBRA II SEM B (12)	08/29/2016	1	M	0111	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	Sep 26, 2016	●

☐ Show Active Only

2. In the row of the seating chart you want to edit, click [] .

StudentInformation > EZ Query > Tools > Seating Chart

Find Students [] [Go To] []

Seating Chart

From this screen, you can display, add, change and delete data pertaining to Seating Charts.

Teacher: *ERIC ERICSON Date: *09/19/2016 [] [Go]

Add Seating Chart

	Name	Scheduling Term	Period	Rotation Day	Location	Course Sections	Class Date	Active
[] []	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	08/29/2016	1	M	0111	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	Sep 26, 2016	●
[] []	INDIVIDUAL INSTRUCTION (15); ALGEBRA II SEM B (12)	08/29/2016	1	M	0111	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	Sep 26, 2016	●

☒ Show Active Only

The add-edit version of the screen displays.

3. Make any desired changes, and click **Save**.

Note: For more information about the fields on this screen, see “[Create Seating Charts](#).”

StudentInformation > EZ Query > Tools > Seating Chart

Seating Chart

From this screen, you can display, add, change and delete data pertaining to Seating Charts.

[Hide Grid Options]

Period:* 5 - INDIVIDUAL INSTRUCTION (15)... Location:* 0111

Columns: 0 Rows: 0

Pictures: 50% ☒ Show Perspective: In Seats

Collision Mode: Switch target with source Move Drop Down: ☒

Name:* Individual Instruction ☒ Is Active

Delete Seating Charts

Navigation: StudentInformation – EZ Query – Tools – Seating Chart

1. On the **Seating Chart** screen, select the **Teacher** and **Date**, and click **Go**.
A list of seating charts matching your criteria displays.

StudentInformation > EZ Query > Tools > Seating Chart


Seating Chart

From this screen, you can display, add, change and delete data pertaining to Seating Charts.

Teacher:* ERIC ERICSON Date:* 09/26/2016


	Name	Scheduling Term	Period	Rotation Day	Location	Course Sections	Class Date	Active
<input type="button" value="Delete"/> <input type="button" value="Edit"/>	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	08/29/2016	1	F	0111	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	Sep 30, 2016	<input checked="" type="checkbox"/>
<input type="button" value="Delete"/> <input type="button" value="Edit"/>	INDIVIDUAL INSTRUCTION (15); ALGEBRA II SEM B (12)	08/29/2016	1	M	0111	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	Sep 26, 2016	<input checked="" type="checkbox"/>

☐ Show Active Only







2. In the row of the seating chart you want to delete, click .

StudentInformation > EZ Query > Tools > Seating Chart

Seating Chart
From this screen, you can display, add, change and delete data pertaining to Seating Charts.

Teacher: *ERIC ERICSON Date: *09/19/2016  **Go**

Add Seating Chart

	Name	Scheduling Term	Period	Rotation Day	Location	Course Sections	Class Date	Active
 	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	08/29/2016	1	M	0111	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	Sep 26, 2016	
 	INDIVIDUAL INSTRUCTION (15); ALGEBRA II SEM B (12)	08/29/2016	1	M	0111	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	Sep 26, 2016	

☒ Show Active Only

A message displays, asking if you are sure you want to delete the seating chart.

3. Click **OK**.

StudentInformation > EZ Query > Tools > Seating Chart

Seating Chart
From this screen, you can display, add, change and delete data pertaining to Seating Charts.

Are you sure you want to deactivate the following Seating Chart?

INDIVIDUAL INSTRUCTION (15); ALGEBRA II SEM B (12)


OK Cancel

The seating chart no longer displays on the **Seating Chart** screen.




StudentInformation > EZ Query > Tools > Seating Chart

Seating Chart
From this screen, you can display, add, change and delete data pertaining to Seating Charts.

The selected Seating Chart was successfully deleted

Teacher: *ERIC ERICSON Date: *09/19/2016  **Go**

Add Seating Chart

	Name	Scheduling Term	Period	Rotation Day	Location	Course Sections	Class Date	Active
 	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	08/29/2016	1	M	0111	INDIVIDUAL INSTRUCTION (11,15); CONSUMER MATH (11)	Sep 26, 2016	

☒ Show Active Only

Generate Absence List

Navigation: StudentInformation – EZ Query – Tools – Absence List

On the **Absence List** screen, you can view and download a list of all student absences by date for the school in context. Select your criteria and click **View**.

Note: For information on running reports, see the ProgressBook StudentInformation Getting Started Guide.

Note: The **Absence Reason**, **Absence Note**, and **Absence Comments** column options do not display if your school, district, or ITC has chosen to make them unavailable. For more information, see the ProgressBook StudentInformation School Year Setup and Configuration Guide.

Absence List – Select Criteria

StudentInformation > EZ Query > Tools > Absence List


Absence List

From this screen users can view student lists at the school and school year in context

[\[Hide Filter & Display Options\]](#)

Absence Filters:

School: SADoc High School

Absence Date: * 09/15/2017 

Absence Type Selected

EXCUSED	↔	
TRUANT	↔	
NOT ABSENT	↔	
DISC CTR	↔	

Collection Periods Selected

Administrative Homeroom	↔	
-------------------------	---	--

Student Filters:

Teachers Selected

Adams, Edward	↔	
Alexander, Ryan	↔	
Allen, Betty	↔	
Alvarez, Rodney	↔	

☐ Show All Teachers

Homerooms Selected

Alexander_Ryan (RM 96)	↔	
Boyd_Brandon (RM 134)	↔	
Bryant_Ann (RM 95)	↔	
Butler_Catherine (RM 91)	↔	

☐ Show All Homerooms

Counselors Selected

	↔	
--	---	--

☐ Show All Counselors

Display Options:

Columns to Display:

<input type="checkbox"/> Student Home School IRN	<input type="checkbox"/> Student Home School Name	<input checked="" type="checkbox"/> Student Grade Level	<input checked="" type="checkbox"/> Student Name
<input checked="" type="checkbox"/> Student Calendar	<input type="checkbox"/> Student Homeroom	<input type="checkbox"/> Student Counselor	
<input checked="" type="checkbox"/> Absence Level	<input checked="" type="checkbox"/> Absence Time In	<input checked="" type="checkbox"/> Absence Time Out	<input checked="" type="checkbox"/> Absence AMPM
<input type="checkbox"/> Absence Date	<input type="checkbox"/> Absence Collection Period	<input checked="" type="checkbox"/> Absence Type	<input checked="" type="checkbox"/> Absence Reason
<input checked="" type="checkbox"/> Absence Note	<input checked="" type="checkbox"/> Absence Comments		

File Download Options

Select A File Type Select A Download Method

[View](#)

Absence List

StudentInformation > EZ Query > Tools > Absence List

Absence List

From this screen users can view student lists at the school and school year in context

[Show Filter & Display Options]

Absence Date: 10/17/2016
Absence Type: EXCUSED,TRUANT
Collection Periods:Administrative Homeroom
Homerooms: 0-111 (0111),0-222 (0222),0-333 (0333),0-444 (0444)

Grade	Student Name	Cal.	Level	Type	Reason	Note	In	Out	AM/PM	Comments
09	BARRINGTON, MEGAN	DFLT	Full Absence	EXCUSED						
09	DASHING, AUBREY	DFLT	Full Absence	EXCUSED				09:02 AM		
09	DARKLAW, CHARLENE	DFLT	Full Absence	EXCUSED						
09	FRANK, ABIGAIL	DFLT	PM Absence	EXCUSED				12:50 AM	PM	

View Teacher Directory

On the **Teacher Directory** screen, you can look up contact information for a specific teacher by selecting the **Teacher** and clicking **Lookup Teacher**.

StudentInformation > EZ Query > Tools > Teacher Directory

Teacher Directory

Teacher

Edward Adams

8036 Mill Ave
 SADoc, OH 44320-0000
 (123) 456-7890

View Upcoming Student Birthdays

Navigation: StudentInformation – EZ Query – Tools – Upcoming Birthdays

Note: If you do not have the job function of teacher in StudentInformation security, to use this option, you must have the permission to **Allow Staff Member to view all Students in EZ Query**. For more information, see the ProgressBook StudentInformation Security Guide.

You can view upcoming student birthdays by school in both list and calendar formats. See the appropriate topic as follows:

- “View Birthday List”
- “View Birthday Calendar”

View Birthday List

1. On the **Upcoming Birthdays** screen, in the drop-down list, select the school for which you want to view student birthdays.
2. Select the **List** format.
3. Click **Submit**.

StudentInformation > EZ Query > Tools > Upcoming Birthdays

Upcoming Birthdays

SADoc High School ▾ ☒ List ☐ Calendar

The screen displays a list of all birthdays of active students coming up in the next week.

4. (Optional) To change the date range of birthdays in the list, in the **Birthdate Date Range** fields, enter or select a beginning and ending date, and click **Refresh**.

StudentInformation > EZ Query > Tools > Upcoming Birthdays

Upcoming Birthdays

SADoc High School ▾ ☒ List ☐ Calendar

Birthdate Date Range: 9/19/2017 to 9/26/2017

First Name	Last Name	Birthday ▲	Birthdate	Age on Birthday	Grade	Homeroom	Homeroom Teacher	School
Marston	Weber	9/20/2017	09/20/2000	17	12	DOHS102	Ford, Juan	DOHS
Layne	Carlson	9/20/2017	09/20/2002	15	10			DOHS
Issac	Stanley	9/21/2017	09/21/2002	15	10			DOHS
Arpad	Adkins	9/22/2017	09/22/2000	17	12	DOHS107	Woods, Teresa	DOHS
Wyoming	Sherman	9/23/2017	09/23/2000	17	12	DOHS132	Crawford, Bruce	DOHS
Albion	Franklin	9/26/2017	09/26/2002	15	10			DOHS

The screen refreshes to display the upcoming birthdays for the selected date range.

StudentInformation > EZ Query > Tools > Upcoming Birthdays

Upcoming Birthdays

SADoc High School ☒ List ☐ Calendar

Birthdate Date Range: 9/19/2017 to 09/29/2017

First Name	Last Name	Birthday ▲	Birthdate	Age on Birthday	Grade	Homeroom	Homeroom Teacher	School
Marston	Weber	9/20/2017	09/20/2000	17	12	DOHS102	Ford, Juan	DOHS
Layne	Carlson	9/20/2017	09/20/2002	15	10			DOHS
Issac	Stanley	9/21/2017	09/21/2002	15	10			DOHS
Arpad	Adkins	9/22/2017	09/22/2000	17	12	DOHS107	Woods, Teresa	DOHS
Wyoming	Sherman	9/23/2017	09/23/2000	17	12	DOHS132	Crawford, Bruce	DOHS
Albion	Franklin	9/26/2017	09/26/2002	15	10			DOHS
Cathryn	Bates	9/27/2017	09/27/2002	15	10	DOHS100	Hayes, Joe	DOHS
Winema	Harvey	9/27/2017	09/27/2002	15	10			DOHS
Gabriel	Lawson	9/28/2017	09/28/2002	15	10			DOHS
Fitzgerald	Smith	9/29/2017	09/29/2000	17	12	DOHS105	Sullivan, Heather	DOHS
Salvador	Neal	9/29/2017	09/29/2002	15	10	DOHS99	Diaz, Diane	DOHS

View Birthday Calendar



1. On the **Upcoming Birthdays** screen, in the drop-down list, select the school for which you want to view student birthdays.
2. Select the **Calendar** format.
3. Click **Submit**.

StudentInformation > EZ Query > Tools > Upcoming Birthdays

Upcoming Birthdays

SADoc High School ☐ List ☒ Calendar

The screen displays a calendar showing birthdays of all active students for the current month.

4. (Optional) To display the previous or next month's birthday calendar, click  or , respectively.

StudentInformation > EZ Query > Tools > Upcoming Birthdays

Upcoming Birthdays

SADoc High School ☐ List ☒ Calendar

<
September 2017
>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	27	28	29	30	31 Laila McBride	1 Issac Paul
3		4 Milo Santiago Lillie Garrett	5 Igor Williamson	6 Asante Rowe	7 Wendy Pope	8 9
10	11 Alfie Ruiz	12 Caelyn Barrett Wanda Oliver	13	14 Flynn Smith Satchel Holland	15	16 Larissa Brady
17 Isaiah Colon	18 Finlay Smith	19	20 Marston Weber Layne Carlson	21 Issac Stanley	22 Arpad Adkins	23 Wyoming Sherman
24	25	26 Albion Franklin	27 Cathryn Bates Winema Harvey	28 Gabriel Lawson	29 Fitzgerald Smith Salvador Neal	30
1	2	3	4	5	6	7

The screen refreshes to display the birthdays for the selected month.

StudentInformation > EZ Query > Tools > Upcoming Birthdays						
Upcoming Birthdays						
SADoc High School <input type="radio"/> List <input checked="" type="radio"/> Calendar <input type="button" value="Submit"/>						
< October 2017 >						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	24	25	26	27	28	29 30
	1 Ivor Briggs	2 Fitz Smith	3	4 LeAnn Soto Malcom Baldwin	5 Israel Burke	6 7
8 Winnie Christensen	9 Garret Guerrero	10	11	12 Winona Welch Christian Hardy	13 Giles Banks	14 Slevin Lucas Farley Smith
15	16	17 Flip Smith	18	19	20 Lakeesha Sutton Marmaduke Moss	21 Ivan Fleming
22	23 Wyoming Holloway	24 Gram Alvarado Maximillian Stone	25	26	27 Willianne Pearson Corbin Walsh	28 Gerald George
29 Sharon Haynes Ferris Smith	30	31	1	2	3	4

Reports

EZ Query reports provide multiple ways to display and download student data. For information on running reports, see the *ProgressBook StudentInformation Getting Started Guide*.

Note: *If you do not have access to these screens on the site map, these options do not display. If you do, you can access all students regardless of your job function and without using staff impersonations. For more information, see the ProgressBook StudentInformation Security Guide.*

Refer to the appropriate topic as follows:

- [“Absence Graph”](#)
- [“Download Class List”](#)
- [“Download Student Address”](#)
- [“Download Student Medical History”](#)
- [“Medicaid Eligibility Rate \(MER\) Download”](#)
- [“SIS Student Search”](#)
- [“Student Membership/Services Search”](#)
- [“List of Students Without Disciplinary Incidents”](#)
- [“Weekday Attendance Percentage”](#)

Absence Graph

Navigation: StudentInformation – EZ Query – Reports – Absence Graph

You can view absences or tardies for the current school year in graph or list format.

1. On the **Absence Graph** screen, in the drop-down list, select the school for which you want to view absences or tardies.
2. (Optional) Select a **Grade** and/or **Gender** to filter results by those criteria.
3. For the **Absence Type** option, select whether to display **Absent** or **Tardy** records.

4. Select how you want to view the absence or tardy data as follows:

- **Display Graph** – Displays in graphical format.
- **Display Data** – Displays in list format.

StudentInformation > EZ Query > Reports > Absence Graph

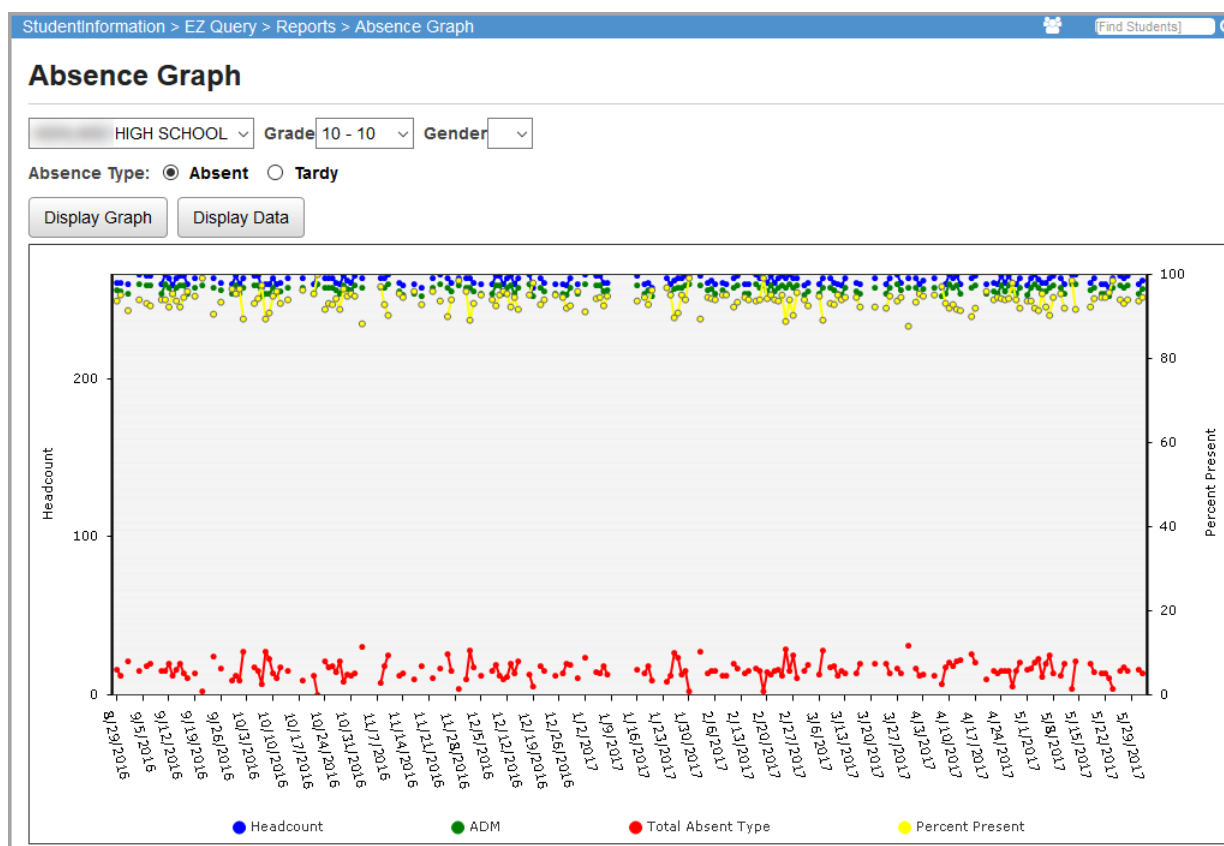
Absence Graph

All Buildings Grade Gender

Absence Type: ☒ Absent ☐ Tardy

If you click **Display Graph**, the absence or tardy data from the beginning of the school year until the current date displays in graphical format using the following data points:

- **Headcount** – Total number of active status students.
- **ADM** – Average daily membership.
- **Total Absent Type** – Total number of absences or tardies.
- **Percent Present** – Percent of students present.



If you click **Display Data**, the absence or tardy data from the beginning of the school year until the current date displays in list format by date using the following data points:

- **Date** – Date of the school day for which absence or tardy data is reported.
- **Head Count** – Total number of active status students.
- **ADM** – Average daily membership.
- **Total** – Total number of absences or tardies.
- **Average** – Average attendance.

Note: Averages for the entire date range display at the bottom of the list.

StudentInformation > EZ Query > Reports > Absence Graph

Absence Graph

HIGH SCHOOL
Grade 10 - 10
Gender

Absence Type: ☒ Absent ☐ Tardy

Display Graph
Display Data

Date	Head Count	ADM	Total	Average
Sep 04, 2017	277	0.0	0.0	0.0
Sep 01, 2017	277	273.0	0.0	100.0
Aug 29, 2017	276	272.0	6.0	97.8
Sep 10, 2017	277	0.0	0.0	0.0
Sep 07, 2017	277	273.0	0.0	100.0
Sep 13, 2017	277	273.0	0.0	100.0
Aug 30, 2017	276	272.0	6.5	97.6
Sep 02, 2017	277	0.0	0.0	0.0
Sep 08, 2017	277	273.0	0.0	100.0
Sep 05, 2017	277	273.0	0.0	100.0

Download Class List

Navigation: StudentInformation – EZ Query – Download Class List

Note: If you do not have the job function of teacher in StudentInformation security, to use this option, you must have the permission to **Allow Staff Member to view all Students in EZ Query**. For more information, see the ProgressBook StudentInformation Security Guide.

This report displays a list of the school's students and their schedules that you can further process and include in other applications.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	SchoolCode	StudentId	StateStudentId	FirstName	LastName	Gender	GradeLevelCode	HomeSchoolIRN	HomeSchool	ProgramCode	ProgramName	Status	StudentStatusCode	CourseCode
2	ASHS	6.8E+08		Max	Able	M	11					ACTIVE RES	A	39
3	ASHS	6.8E+08		Max	Able	M	11					ACTIVE RES	A	62
4	ASHS	696244	GC5806968	HUGH	ANDREWS	M	12			9 Cognitively Delayed		RES A/ELSE	R	0003B
5	ASHS	493047	QV854511	ROSE	BALL	F	9					ACTIVE RES	A	0003A
6	ASHS	790340	G89810212	ALBERTO	SALAZAR	M	12					NON-RES	N	39

	O	P	Q	R	S	T	U	V	W	X
1	CourseName	CourseTypeCode	CourseTypeDescription	SectionNumber	TermCode	TermName	LocationEx	TeacherCode	CalendarPeriodCode	RotationDays
2	ENGLISH 9	C	Class		1 ALYR	All Year	124 HALH			1 M T W R F
3	CONCERNS OF MOD SOCIETY	C	Class		21 1SEM	1st Sem Only	120 HBDS			2 M T W R F
4	ENGLISH III	C	Class		21 1SEM	1st Sem Only	300 HSMG			2 M T W R F
5	ENGLISH III	C	Class		12 1SEM	1st Sem Only	300 HSMG			1 M T W R F
6	ENGLISH 9	C	Class		1 ALYR	All Year	124 HALH			1 M T W R F

Note: The **State Student ID** only appears in the output file if you have the proper security in **Extra System Permissions – EMIS – View/Update State Student ID**. For more information, see the ProgressBook StudentInformation Security Guide.

Download Student Address

Navigation: StudentInformation – EZ Query – Reports – Download Student Address

This report displays a list of students and their addresses that you can further process and include in other applications. You can download all contact addresses for each student or just the primary address.

Download Student Address – All Addresses

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
School	SSN	Student	State	StudentName	AddressLine	City	State	Postal	TelephoneT	IsUnliste	Gr	IsPri	Add	AddressTypeNam	ContactName	TelephoneH
DAEL	887675680	70	A	BROWN, JOLENE JANE	546 S METCALF	LIMA	OH	45805	Home Phone	FALSE	KG	Yes	0	PRIMARY	BROWN, HENRY	4192237292
DAEL	897600546	14002	A	ROBERTS, JENNIFER LYNNE	742 FENCE ROW LANE	LIMA	OH	45801		FALSE	2	Yes	0	PRIMARY	ROBERTS, M/N	
DAEL	908655873	12003	A	NOTT, ALAN ROBERT	7170 GREENLAWN	LIMA	OH	45804		FALSE	4	Yes	0	PRIMARY	NOTT, ALVIN	
DAHS	998989807	7002	A	PERRY, RICHARD MATTHE (RICH)					Home Phone	FALSE	9	No	23	DENTIST	STREET	9873874629
DAHS	998989807	7002	A	PERRY, RICHARD MATTHE (RICH)					Home Phone	FALSE	9	No	23	F1	AREOPOSTALE	2455286145
DAHS	998989807	7002	A	PERRY, RICHARD MATTHE (RICH)					Home Phone	FALSE	9	No	23	ORTHODONTIST	HELPS	2453254548
DAHS	998989807	7002	A	PERRY, RICHARD MATTHE (RICH)	684376 GREEN DR.	LIMA	OH	45805		FALSE	9	No	23	ONE PARENT	PERRY, DAN	
DAHS	998989807	7002	A	PERRY, RICHARD MATTHE (RICH)	775 BROADWAY BLVD	LIMA	OH	45801		FALSE	9	Yes	0	PRIMARY	PERRY, MATTHEW	
DAHS	123098654	4005	A	WELLS, JOBETH					Home Phone	FALSE	12	No	23	DOCTOR	WEIRD	4253669872
DAHS	123098654	4005	A	WELLS, JOBETH					Home Phone	FALSE	12	No	23	ORTHODONTIST	LASER	4652565487
DAHS	123098654	4005	A	WELLS, JOBETH	375786 CUTE DR.	LANSING	MI	39947		FALSE	12	No	23	ONE PARENT	WELL, ELIZABETH	
DAHS	123098654	4005	A	WELLS, JOBETH	843 NORTHWALD DR	LIMA	OH	45801		FALSE	12	Yes	0	PRIMARY	WELLS, MITCH	
DAHS	123654123	122445	A	EYE, PRIVA	123 SECRET AVE	LIMA	OH	45804	Home Phone	FALSE	11	Yes	0	PRIMARY	EYE, BLU	4192228888
DAHS	123768453	6005	A	MAY, DAISY LEE					Home Phone	FALSE	10	No	23	F1	SEARS	3985746394
DAHS	123768453	6005	A	MAY, DAISY LEE	49577 MALL ST.	LIMA	OH	45805		FALSE	10	No	23	ONE PARENT	MAY, JOHN	
DAHS	123768453	6005	A	MAY, DAISY LEE	600 BLOOM DRIVE	LIMA	OH	45801		FALSE	10	Yes	0	PRIMARY	LEE, SHARON	
DAHS	134676456	7005	A	WILLIAMSON, RYAN SETH					Home Phone	FALSE	9	No	23	DOCTOR	WEIRD	3252598884

Download Student Address – Primary Address Only

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Schoo	SSN	Student	St	StudentName	AddressLine	City	State	Postal	TelephoneT	IsUnliste	Gr	IsPri	Add	Address	ContactName	Telephone
DAEL	498098762	1007	A	BREWER, SEAN CONORY	200 E KIBBY STREET	LIMA	OH	45804	Home Phone	FALSE	1	Yes	0	Primary	BROWN, MARY	4192256546
DAEL	28753424	14001	A	LAWSON, SHERRI ROSE	412 LAKESIDE DR	LIMA	OH	45801		FALSE	2	Yes	0	Primary	LAWSON, KEVIN	
DAEL	763241567	12002	A	NELSON, AMBER NICOLE	715 KINGSWOOD	LIMA	OH	45804		FALSE	4	Yes	0	Primary	NELSON, ADRIAN	
DAEL	756667477	13005	A	WHITE, ANTHONY JAMES	217 CIRCULAR	LIMA	OH	45804		FALSE	3	Yes	0	Primary	WHITE, CHRISTOPHER	
DAHS	458769300	4003	A	JOHNSON, GEORGE EVAN	597 STATE STREET	LIMA	OH	45801		FALSE	12	Yes	0	Primary	JOHNSON, HOWARD	
DAHS	589098456	6001	A	EYE, CORY ROBERT	12 NORTH ST	LIMA	OH	45801		FALSE	10	Yes	0	Primary	EYE, EDWARD	
DAHS	555444334	7003	A	RING, NICOLE SUZANNE	9065 BLISS RD	LIMA	OH	45801		FALSE	9	Yes	0	Primary	RING, NICHOLAS	
DAHS	678956677	1224	A	LEE, HARPER (LEE)	23 MOCKINGBIRD LANE	LIMA	OH	45804	Home Phone	FALSE	9	Yes	0	Primary	TREECE, JOLENE	4193452345
DAHS	369852369	7001	A	CONTRARY, JASON WILLIAM	90 ELM STREET	LIMA	OH	45801		FALSE	9	Yes	0	Primary	CONTRARY, MARION	
DAHS	453123789	5004	A	SPRAT, JACK JOSEPH	890 BACON TRAIL	LIMA	OH	45801	Home Phone	FALSE	9	Yes	0	Primary	TREECE, JOLENE	4192287417
DAHS	278654738	6002	A	FONT, MICHELLE LYNN	345 N FRONT ST	LIMA	OH	45801		FALSE	10	Yes	0	Primary	FONT, JANE	
DAHS	267974612	4001	A	EYE, MAGNUM P.	122 NORTH STPO Box 678	LIMA	OH	45801	Home Phone	FALSE	12	Yes	0	Primary	EYE, EDWARD	4195551234
DAHS	908987876	6004	A	LINE, TROY AARON	665 SUGAR STREET	LIMA	OH	45801		FALSE	10	Yes	0	Primary	LINE, BOB	
DAHS	376873245	5001	A	CONTRARY, MARY M.	90 ELM STREET	LIMA	OH	45801	Home Phone	FALSE	11	Yes	0	Primary	CONTRARY, MARION	4192287417
DAHS	564789874	5002	A	PERRY, MICHAEL JAY	776 BROADWAY BLVD	LIMA	OH	45801		FALSE	11	Yes	0	Primary	PERRY, MATTHEW	
DAHS	998989807	7002	A	PERRY, RICHARD MATTHE (RICH)	775 BROADWAY BLVD	LIMA	OH	45801		FALSE	9	Yes	0	Primary	PERRY, MATTHEW	

Download Student Medical History

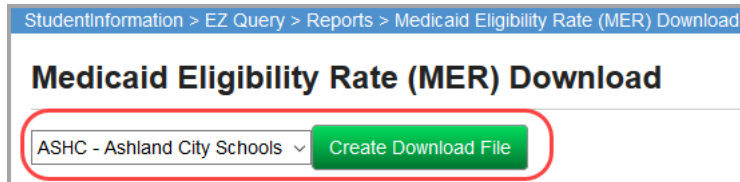
For information on this report, see the *ProgressBook StudentInformation Student Medical Guide*.

Medicaid Eligibility Rate (MER) Download

Navigation: StudentInformation – EZ Query – Reports – Medicaid Eligibility Rate (MER) Download

You can use this download to collect and report Medicaid eligibility information from the previous school year. This report creates a file that includes all students eligible for Medicaid who were enrolled at some point during reporting week of the school year in context.

1. Select the correct school to put it in context.
2. Select the correct year to be in context. This should be the year designated by your third-party billing agent.
3. On the **Medicaid Eligibility Rate (MER) Download** screen, in the drop-down list, select the school district, and click **Create Download File**.



StudentInformation generates a fixed length export file using spaces for padding. The file includes the following fields (with starting position and length indicated in parentheses):

- Student First Name (1, 20)
- Student Last Name (21, 30)
- Student Residence Zip Code (51, 5)
- Student Birth Date (56, 8) – in mmddyyyy format
- District IRN (64, 6)
- Special Education Eligibility (70, 1) – in Y/N format

BETTY	FLYNN	4461808102005050542Y
TIM	RICHARDSON	4461805292006050542Y
TARA	SLATER	4461806142006050542N
BRADLEY	MCFARLAND	4461806082005050542N
ALBERTO	FOSTER	4461802152006050542N
DANNY	SALAZAR	4461806142007050542N
HERBERT	MCFARLAND	4461802022007050542N
TROY	FERGUSON	4461807282005050542N
THELMA	ROMAN	4461805122006050542N
DORIS	FINLEY	4461811172005050542Y
ALLEN	FLYNN	4460605032005050542Y
DAVID	ASHLEY	4461802282006050542N
JOSE	BERG	4461805192005050542Y
JEREMY	HOLLOWAY	4461803052008050542N
WILLIE	WOODARD	4461805132006050542N
SHANE	ALEXANDER	4461802282006050542N
RUSSELL	PATRICK	4461811012005050542N
TODD	ROBERSON	4461803122006050542N
MATHEW	PETERS	4461804052006050542N
KATIE	CANNON	4466705172006050542N
KRISTEN	CANNON	4461807182005050542N
JEANETTE	MARKS	4461804202006050542N
SALVADOR	STEVENS	4461805042005050542N
RONNIE	MCKNIGHT	4461805212006050542N
KRISTINA	MORRISON	4463611292005050542N
KAY	WALL	4460611112005050542N
JORGE	PRICE	4461803242006050542N
PAULINE	BRADFORD	4460609242005050542N
NORMAN	FLYNN	4461806172005050542N
JUAN	BAILEY	4461803202006050542Y

SIS Student Search

Navigation: StudentInformation – EZ Query – Reports – SIS Student Search

Note: If you do not have the job function of teacher in StudentInformation security, to use this option, you must have the permission to **Allow Staff Member to view all Students in EZ Query**. For more information, see the ProgressBook StudentInformation Security Guide.

On the **SIS Student Search** screen, you can search for students using a variety of filter criteria and then download the results with numerous output field options. You can also configure and save search parameter sets so that it is easy to run the same search on a regular basis. This screen is available at both the district level and the building level.

Note: StudentInformation uses the current date as the effective date when searching EMIS records. Before the school year begins, it uses the maximum calendar master start date; after the school year ends, it uses the minimum calendar master stop date.


1. (Optional) If you have previously saved a parameter set, at the bottom of the screen in the drop-down list, select the name of the parameter set you wish to run and then click **Apply**.

The image shows a user interface element for searching. It consists of a text input field containing the text 'Search1'. To the right of the input field is a small downward-pointing arrow icon, indicating a dropdown menu. Further to the right is a blue button with a white circular arrow icon and the word 'Apply' in white text. The button is highlighted with a red circle.

Your saved selections display on each applicable tab and you can proceed to the **Summary** tab to run the search.

- If you do not have a search saved, select your search criteria as you tab through each of the options and subtabs.

Following are important notes regarding the **SIS Student Search** options.

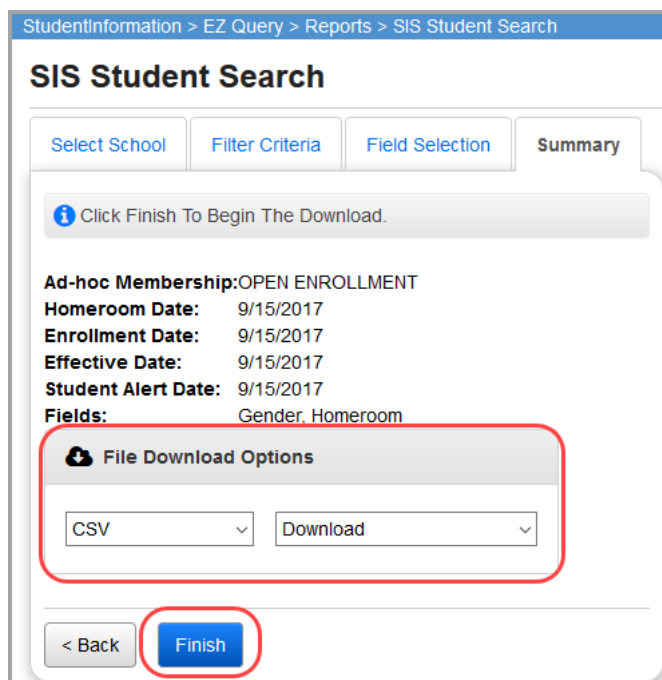
- Filter Criteria** tab's **Ad Hoc** subtab – If you select an ad-hoc membership as part of your search criteria, StudentInformation ignores all other filters on all other subtabs.
 - Filter Criteria** tab's **Students** subtab:
 - To enter only part of the name in any of the name fields, enter the first couple letters followed by %. (For example, to see all names starting with “Sa,” enter **sa%**.)
 - Enter **Student Numbers**, **Social Security Number**, and **EMIS ID** separated by commas.
 - Filter Criteria** tab's **EMIS** subtab – Enter **SSID**, **District of Residence IRN**, **Sent To IRN**, **How Received IRN**, **Attending Building IRN**, **Admitted From IRN**, and **Withdrawn to IRN** separated by commas.
 - Field Selection** tab's **EMIS** subtab – The **State Student ID (SSID)** and **Free/Reduced Lunch Status** check boxes display only if you have the proper security permissions. (For more information, see the *ProgressBook StudentInformation Security Guide*.)
- (Optional) Once you have selected all your choices, you can name and save the set of parameters to use in later searches by clicking  and then **Create**.

Enter a name for your parameter set and then click **Save**. You can now apply this parameter set and its selections when you wish to run it (see [step 1](#)).

A small dialog box with a text input field containing 'Search1'. To the right of the input field are two buttons: 'Save' (highlighted with a red circle) and 'Cancel'.

Note: The parameter sets you save are visible only to you.

4. On the **Summary** tab, review the summary of your selection criteria.
5. Select your file download options and click **Finish**.

The screenshot shows the 'SIS Student Search' interface. At the top is a breadcrumb trail: 'StudentInformation > EZ Query > Reports > SIS Student Search'. Below this is the title 'SIS Student Search'. There are four tabs: 'Select School', 'Filter Criteria', 'Field Selection', and 'Summary' (which is active). A message box says 'Click Finish To Begin The Download.' Below this, the search results are displayed: 'Ad-hoc Membership: OPEN ENROLLMENT', 'Homeroom Date: 9/15/2017', 'Enrollment Date: 9/15/2017', 'Effective Date: 9/15/2017', 'Student Alert Date: 9/15/2017', and 'Fields: Gender, Homeroom'. A 'File Download Options' section is highlighted with a red circle, containing two dropdown menus: 'CSV' and 'Download'. At the bottom, there are two buttons: '< Back' and 'Finish' (highlighted with a red circle).

The output file returns the students and fields matching your selection criteria.

	A	B	C	D	E
1	FirstName	MiddleName	LastName	StudentNumber	Homeroom
2	Max		Able	680073371	4-103
3	BILLIE		ALEXANDER	490203	
4	DARRYL		ALEXANDER	390281	
5	ERIK		ALEXANDER	490316	6-127
6	Holmvik		Anders	194063	5-106
7	DORA		ANDREWS	696429	
8	GUY		ANDREWS	696283	4-202
9	HUGH		ANDREWS	696244	3-206
10	MARLENE		ANDREWS	590242	
11	MAX		ANDREWS	190470	
12	JAY		AVERY	280016	
13	JOHNNY		AVERY	190436	
14	KELLY		AVERY	490246	5-105
15	MIGUEL		AVERY	270016	
16	SANDRA		AVERY	196066	6-145
17	DAISY		AYALA	149045	4-103
18	ALICE		BALL	790489	6-145
19	CHERYL		BALL	268294	6-135E
20	CLYDE		BALL	159024	5-208
21	DUSTIN		BALL	390290	
22	JUDITH		BALL	159015	5-213
23	JULIE		BALL	390262	6-143
24	KATHERINE		BALL	595049	
25	LEWIS		BALL	495044	5-132
26	MAURICE		BALL	496057	6-156
27	ROSE		BALL	493047	
28	AARON		BALLARD	696448	
29	DANNY		BALLARD	592052	
30	PHILLIP		BALLARD	280001	6-124

Student Membership/Services Search

Navigation: StudentInformation – EZ Query – Reports – Student Membership/Services Search

You can search for specific memberships and services and the students who are associated with them.

On the **Student Membership/Services Search** screen, select your criteria, and click **View List**.

Note: The **Special Education Services** dual listbox only displays if FY13 or later is in context. For prior years, you enter special education services on the **Edit Student Memberships** screen and select them for this report in the **Membership Code** dual listbox.

StudentInformation > EZ Query > Reports > Student Membership/Services Search

Student Membership/Services Search

List of Student Memberships

School: ASHLAND HIGH SCHOOL ▾

School Year: 2016-2017 ▾

Date Range: 08/25/2016 [calendar icon] to 05/31/2017 [calendar icon]

Grade

09 - 09	↔	
10 - 10	↔	
11 - 11	↔	
12 - 12	↔	

Membership Group

50 - 50	↔	
test - test	↔	
11 - Intervention	↔	
12 - Post-secondary Enrollment Options Program	↔	

Membership Code

Extended Learning Time (Each Week)	↔	
Guided Reading (Small Group Instruction)	↔	
Increase Reading Time	↔	
Interactive Writing	↔	

Special Education Services will not be used to filter results for school years prior to FY13.

Special Education Services

215001 - Adapted Physical Education Services	↔	
215002 - Aide Services	↔	
215003 - Attendant Services	↔	
215004 - Audiological Services	↔	

View List

A list of memberships/services and associated students displays at the bottom of the screen.

Membership Group	Membership Code ▲	Membership Name	School Code	Student ID	Last Name	Given Name	Grade	School Year	Term
C	BAND	Band	DOHS	4305011	Knight	Galina	9	2016	
C	BAND	Band	DOHS	4305012	Arnold	Guilliana	9	2016	
C	BAND	Band	DOHS	4305013	Harper	Gaby	9	2016	
C	BAND	Band	DOHS	4305014	Lawson	Gabriel	9	2016	

List of Students Without Disciplinary Incidents

Navigation: StudentInformation – EZ Query – Reports – Students Without Disciplinary Incident

You can view and download a list of all students without any disciplinary incidents.

1. On the **List Of Students Without Disciplinary Incidents** screen, in the drop-down list, select the school.
2. Select whether you want to view only **Active Students** or **All Students**.
3. (Optional) Select your file download options.

Note: If you do not select any file download options, the list displays at the bottom of the screen.

4. Click **View Summary**.


The students with no disciplinary incidents who match your search criteria display in a report or on the screen, based on your selections.

Students Without Disciplinary Incidents – Viewed on Screen

StudentInformation > EZ Query > Reports > Students Without Disciplinary Incident

List Of Students Without Disciplinary Incidents

SADoc High School ▾ ☒ Active Students ☐ All Students

 File Download Options

Select A File Type ▾ Select A Download Method ▾

[View Summary](#)

Student ID	School Code	First Name	Last Name ▲	Grade
4304027	DOHS	Arpad	Adkins	12
4314024	DOHS	Taylen	Aguilar	12
4305029	DOHS	Gram	Alvarado	12
4310015	DOHS	Calypso	Alvarez	10
4303013	DOHS	Ivana	Andrews	10
4308013	DOHS	Marc	Armstrong	10
4305012	DOHS	Gulliana	Arnold	10
4301014	DOHS	Siri	Austin	10
4308023	DOHS	Malcom	Baldwin	12
4305022	DOHS	Gloria	Ball	12

Students Without Disciplinary Incidents – Download File

	A	B	C	D	E
1	StudentID	Code	Lastname	FirstName	Grade
2	1224	DAHS	LEE	HARPER	9
3	4002	DAHS	FONT	ELLA JANE	12
4	4003	DAHS	JOHNSON	GEORGE EVAN	12
5	4004	DAHS	POTTS	JORDAN DANIEL	12
6	4005	DAHS	WELLS	JOBETH	12
7	4008	DAHS	SAWYER	THOMAS	11
8	5002	DAHS	PERRY	MICHAEL JAY	11
9	5003	DAHS	POTTS	IAN MICHAEL	11
10	5004	DAHS	SPRAT	JACK JOSEPH	11
11	5005	DAHS	WELLS	JONA RENEE	11
12	6001	DAHS	EYE	CORY ROBERT	10
13	6002	DAHS	FONT	MICHELLE LYNN	10
14	6003	DAHS	JONES	WHITNEY ANN	10
15	6004	DAHS	LINE	TROY AARON	10
16	6005	DAHS	MAY	DAISY LEE	10
17	7003	DAHS	RING	NICOLE SUZANNE	9

Weekday Attendance Percentage

Navigation: StudentInformation – EZ Query – Reports – Weekday Attendance Percentage

You can view a school's absence and tardy percentages broken out by day of the week so you can track student absence trends.

1. On the **Weekday Attendance Percentage** screen, in the drop-down list, select the school for which you want to view absence or tardy percentages.
2. (Optional) Select a **Grade** and/or **Gender** to filter results by those criteria.
3. For the **Absence Type** option, select whether to display **Absent** or **Tardy** percentages.
4. Click **Display**.

StudentInformation > EZ Query > Reports > Weekday Attendance Percentage

Weekday Attendance Percentage

SADoc High School ▾ Grade ▾ Gender ▾

Absence Type: ☒ Absent ☐ Tardy

Display

The absence or tardy percentages for the school and school year in context display in a bar graph and chart showing each day of the week and the attendance or tardy percentage.

