

Data Health Check Report

Last Modified on 12/14/2025 8:45 pm CST

[Audit Report Summary Section](#) | [Audit Report Detail Section](#)

This tool has been retired as of Campus.2339

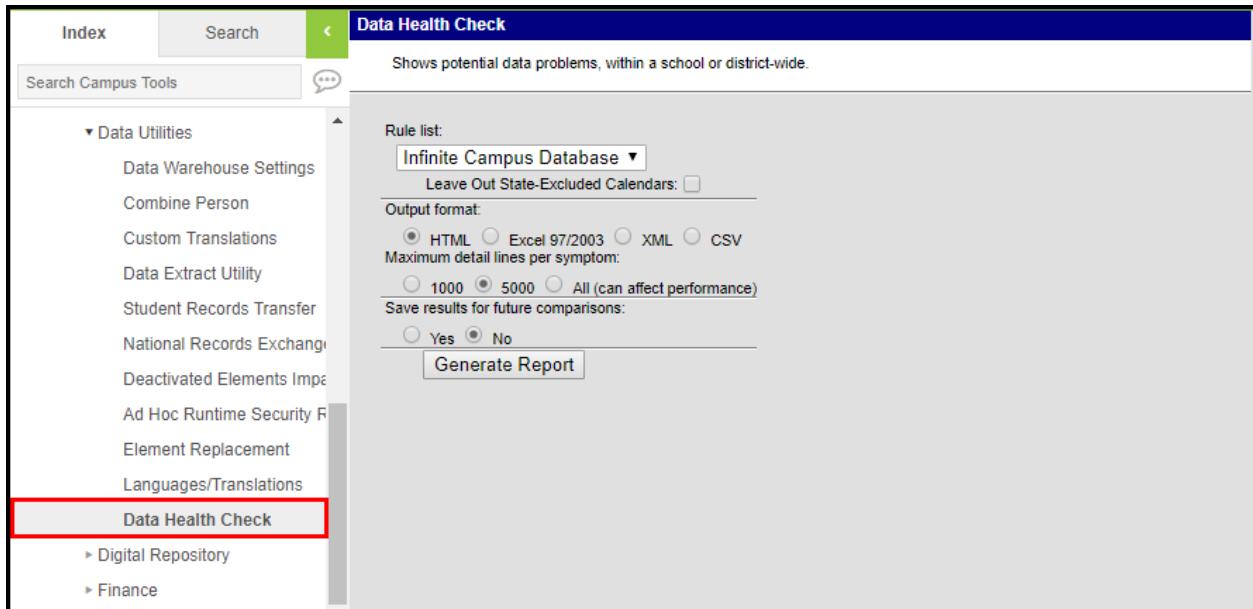
Existing Data Health Check rule lists have been converted. Validation Groups will need to be added manually to the Data Validation Tool. Use the [Data Health Check to Data Validations Checklist](#) to transition to the Data Validations Report.

Tool Search: Data Health Check Report

This document provides information on the Data Health Check Report to be used on live districts already using Campus as well as during the implementation process of a new district.

For districts already using Campus, this report shows areas where data can be cleaned to ensure accuracy and increase overall data quality. For districts implementing Campus, this report is generated after every conversion to identify area of source system data cleanup as well as potential mapping rule changes needed by the conversion analyst for a successful implementation.

This tool is add-on functionality that is not enabled by default within Campus. Please contact Campus Support for more information on accessing and using this tool.



In this report, the following definitions are used:

- **Student** is defined as anyone who has an enrollment and/or a student number.
- **Current year student** is defined as anyone who has an enrollment record in a current or future year.
- **Prior year student** is defined as anyone who has an enrollment record before the current year.
- **Scheduling** rules look at information in the current year or the next year, not at past years.

The following tables define each summarized item:

Students

Item	Definition
<u>Students who have no Student Number</u>	The student number field is null/blank when the person has an enrollment record.
<u>Student who have the Same Student Number</u>	Multiple persons who have the same student number.
<u>Current year students who have no State ID</u>	Persons who have enrollment records in the current or future school year but have no state ID number assigned (state ID field is null or blank).
<u>Students who have the same State ID</u>	Multiple person who have the same state ID number.
<u>Students who have the exact same name and birth date</u>	Identifies people with the exact same first and last name and birth date.
<u>Students who have similar names</u>	Identifies people with similar names (e.g., same first name and last name).
<u>Students who have no Birth Date</u>	Persons who have no birth date assigned (field is null/blank).
<u>Students who do not have M or F in the gender field</u>	Person who have invalid or no gender assigned. Invalid is any value other than M(ale) or F(emale).
<u>Prior year Students who have no State ID</u>	Persons who have inactive enrollment records from past school years and the state ID field is blank.
<u>Students who have no Enrollments</u>	Persons who have a student number but do not have any enrollments.

Census

Item	Definition
<u>People who have the same Social Security Number</u>	People who have identical Social Security numbers.

Item	Definition
<u>Active Students who have no Guardian</u>	Persons who have enrollment records in the current year or future year and there is no current relationship to another person marked as guardian.
<u>Active Students Not in a Household</u>	Persons who do not have a current membership in a household.
<u>Active Students in Households by Themselves</u>	Person who has an enrollment record and a student number in his/her own household.
<u>Active Students who do not have a Mailing Address</u>	Persons who have enrollment records or a student number and do not have an address where mail can be sent.
<u>People who have unusual characters in their names</u>	Persons who have characters other than letters, spaces, dash (-), period (.), or apostrophe ('') in their first, middle or last name.
<u>Contacts who have the Same Name</u>	People who do not have student numbers or enrollment records and have the same matching names as described above.
<u>Households with More than Eight Members</u>	A family has more than 8 members assigned. This occurrence is often a result of a conversion error.
<u>Households with More than One Primary Mailing Address</u>	A family has more than one mailing address assigned. This is often a result of a conversion error. There should only be one primary address per household.
<u>Households with More than Two Addresses</u>	A family has more than one address to account for movement between two homes or for families with a mailing address and a different physical address.
<u>Households with More than Two Guardians</u>	A household where more than two people are assigned as guardians of students in the household.
<u>People in more than One Household</u>	People who have active memberships in two or more households.
<u>Contacts who have accessed the parent portal</u>	Indicates all student contacts who have accessed their Campus Portal account.

Scheduling

Item	Definition
<u>Student's Grade Level not Found in Calendar</u>	Enrolled student's grade level is not listed in the enrolled calendar. This happens when a user deletes a grade level in the Calendar.
<u>Sections with No Schedule</u>	Section placements are not marked on the section tab of a course.

Item	Definition
<u>Students Enrolled with no Schedule</u>	A student is enrolled in a calendar but is not enrolled in any course sections.
<u>Roster Record not in the Same Calendar as Student's Enrollment</u>	Student is enrolled in a calendar with sections assigned and is moved to another calendar, causing orphaned section assignments.
<u>Discrepancy Between Age and Grade Level</u>	Student's age does not appear to match the student's grade level. This could indicate a mis-entered birth date. Listed age is based on the age of the student during the enrollment.
<u>Section with no Teachers</u>	An active course section does not have a primary teacher assigned.
<u>Sections with no Students</u>	An active course section does not have any actively enrolled students.

Transcripts

Item	Definition
<u>Transcripts without Credits</u>	A student has a transcript record but does not have any earned or attempted credits listed.
<u>Transcript without GPA Values</u>	A student's transcript record does not have a GPA
<u>Unweighted GPA Value Higher than Weighted</u>	A student's GPA has an unweighted GPA value higher than the weighted GPA value.
<u>Weighted GPA Value Higher than Max</u>	A student's weighted GPA value is higher than the maximum GPA value.

Behavior

Item	Definition
<u>Current year events without resolutions</u>	Identifies current year behavior events with no behavior resolutions assigned.
<u>Prior year events without resolutions</u>	Identifies prior year behavior events with no behavior resolutions assigned.

Special Education (Sped)

Item	Definition
<u>Current year enrollments that have unlocked IEPs</u>	Indicates current year students who have unlocked IEPs.
<u>Prior year enrollments that have unlocked IEPs</u>	Indicates prior year enrollment records tied to unlocked IEPs.

Audit Report Summary Section

The summary information lists high-level areas of concern where data may be incorrect. For historical purposes, results of past reports are also available if they exist.

Summary					
Symptom	Priority	Occurrences	Total	Rate	
Students					
Students who have no student number	High	107	45166	0.23%	
Students who have the same student number	High	10	45166	0.02%	
Current year students who have no state ID	High	13	21	61.90%	
Students who have the same state ID	High	28	45166	0.06%	
Students who have the exact same name and birth date	High	426	45166	0.94%	
Students who have similar names	Medium	3491	45166	7.72%	
Students who have no birth date	Medium	444	45166	0.98%	
Students who do not have M or F in the gender field	Medium	1	45166	0.00%	
Prior year students who have no state ID	Low	4464	35074	12.72%	
Students who have no enrollments	Low	10071	45166	22.29%	
Census					
People who have the same SSN	High	1692	131907	1.28%	
Active students who have no guardian	High	6	18	33.33%	

Symptom Column

The Symptom column will display definitions when hovering over the name of the symptom. At the bottom of the Summary information, total percentages and assessment of the data will be viewable for each time the report was generated.

Priority Column

The Priority column is the level of attention a district should have based on the item to which it refers. The areas with a high priority should be reviewed first, followed by medium and low. To aid in this review, items are sorted by High, Medium and Low priority.

For example, a student with no student number is considered a severity level of *high* because this number is often used in state reporting extracts. A household with more than two addresses is considered a severity of *low* because a household may have a P.O. box and a street address.

All data in error should be reviewed for accuracy, regardless of the severity level.

Occurrences Column

The Occurrences column provides a total number of occurrences of each summarized item. An item with a value of zero indicates that issue does not exist and data is believed to be correct. Items with a number greater than zero indicates an issue with the data requiring review or for some instances (such as students with the same name, students with no enrollment records, etc), some data shows odd similarities or inconsistencies which should be reviewed to ensure accuracy.

The occurrences total is hyper-linked and will bring the user to the detail section of the report.

Total Column

The Total column provides a total number of records reviewed per symptom when generating the report.

Rate Column

This column indicates the total percentage of records per symptom that were flagged as an occurrence and may contain erroneous data. Another way to look at this is the estimated percentage of erroneous data per symptom.

Audit Report Detail Section

The detail section provides additional information on the summarized item. The detailed columns vary with each summarized item. If there are no errors listed in the Summary section of the report, the item will not be listed in the Detail section.

Students who have the same student number							Back To Summary	
Student Number	First Name	Last Name	Gender	Birth Date	Most Recent School	Year	Grade	
100001	David		M		High School	13-14	09	
100001	Dominique		F		High School	09-10	11	
100001	Joseph		M		High School	14-15	10	
100001	Parker		M		High School	14-15	10	
100001	James		M		High School	14-15	03	
100001	Yolanda		F		High School			
100001	Alana		F		High School	06-07	12	
100001	Alanna		F		High School	05-06	11	
100001	Matthew		M		High School	05-06	10	
100001	Matthew		M		High School	01-02	06	

[Back To Summary](#)

At any time, the user can select the Back to Summary link and return to the list of items included in the summary.

The following table provides the field names of the items listed in the report and related definitions:

Column	Definition
Address	Location of where student resides.
Address 1	
Address 2	
Birth Date	Date of birth for the person (student, parent, staff, etc).
Calendar	Calendar of enrollment.

Column	Definition
Cell Phone	Person's cell phone number.
City/State/Zip City/State/Zip 1 City/State/Zip 2	Residence location for mailing purposes.
Course	Class into which a student is enrolled, also referred to as section.
Credit Type	Category of achievement (English, Mathematics, Technology, etc) to which a course is assigned.
Credits Attempted	Total number of credits attempted by the student when enrolled in the course.
Credits Earned	Total number of credits student earned by successful completion of the course.
Enrolled Calendar	Calendar in which the student is enrolled.
Enrolled School	School in which the student is enrolled.
First Name	Legal first name of student, parent/guardian, staff, etc.
Gender	Indication of person being either Male or Female.
Grade	Grade level of enrollment.
Home Phone	Designated phone number at residence.
Household	Name of household.
Last Name	Legal last name of student, parent/guardian, staff, etc.
Max GPA	Maximum GPA that can be achieved by the student.
Middle Name	Legal middle name of student, parent/guardian, staff, etc.
Most Recent School	School in which student has the most recent enrollment record.
Name	Name of individual, family, course section, etc.
Phone Number	Contact number at home (usually).
Roster Calendar (Enrolled)	Calendar in which the student is scheduled.
Roster School (Enrolled)	School in which the student is enrolled.
School	School of enrollment for the student.
Section	Number of the course section.
SSN	Federally assigned Social Security number.
State ID	State-assigned identification number.
Student Number	School- or district-assigned identification number.

Column	Definition
Term	Calendar section broken into parts - often a quarter, trimester, semester, etc.
Unweighted GPA	GPA value with no additional points.
Weighted GPA	GPA value with additional point.
Year	Calendar year (2008-09, 2009, etc.).

Student Symptoms

The following information is related to student data.

Students who have no Student Number

PATH: *Student Information > General > Demographics > Person Identifiers > Local Student Number*

The Student Number is a unique identifying number assigned to each student in a school/district. It is used within Campus primarily for tracking and state reporting purposes.



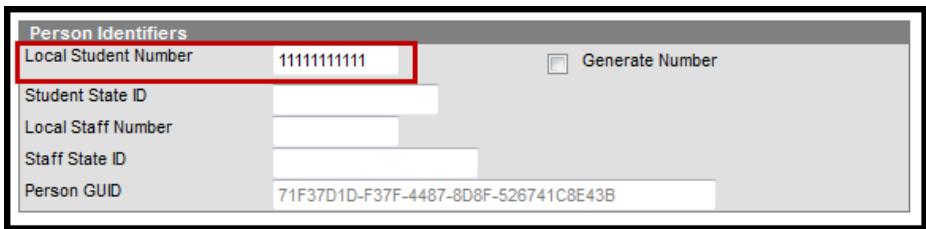
The screenshot shows a software interface for managing person identifiers. At the top, a header reads 'Person Identifiers'. Below it are five input fields: 'Local Student Number' (which is highlighted with a red box), 'Student State ID', 'Local Staff Number', 'Staff State ID', and 'Person GUID'. To the right of the 'Local Student Number' field is a checkbox labeled 'Generate Number'.

The student number will stay with the student for his/her tenure in the district even if he/she moves from school to school.

Student who have the Same Student Number

PATH: *Student Information > General > Demographics > Person Identifiers > Local Student Number*

Duplications of student numbers will cause issues in state reporting, student searches and syncing. Data integrity is lost when multiple students have the same number.



This screenshot is identical to the one above, showing the 'Person Identifiers' screen. The 'Local Student Number' field now contains the value '1111111111' and is highlighted with a red box. The other fields (Student State ID, Local Staff Number, Staff State ID, Person GUID) and the 'Generate Number' checkbox are visible but not highlighted.

A system preference exists that will automatically assign a student number for newly enrolled

students. Having this preference enabled reduces future issues with duplicate student numbers.

Student Number Format

Save

Student Number Format
Number Format Preference.

No auto numbering

Fixed style year/school num/seq - sequential. Ex. 042221000 = 04 222 1000

Fixed style year/school num/seq - sequential no leading zeros. Ex. 42221001 = 4 222 1001

Random

StateID used for student number

OtherID used for student number

Windowing start number end number - sequential (Maximum number of digits allowed is 9)

Min. Value

Max. Value

Current year students who have no State ID

PATH: *Census > People > Demographics > Person Identifiers > Student State ID*

State IDs are assigned to each student and are historically maintained. Departments of education typically assign this number, as it is used extensively in state reporting. All students should have a state ID.

Person Identifiers

Local Student Number

Generate Number

Student State ID

Local Staff Number

Staff State ID

Person GUID

Students who have the same State ID

PATH: *Census > People > Demographics > Person Identifiers > Student State ID*

Multiple students cannot share the same state ID, as this number is used extensively in state reporting and duplicates will cause a variety of data integrity issues.

Person Identifiers

Local Student Number

Generate Number

Student State ID

Local Staff Number

Staff State ID

Person GUID

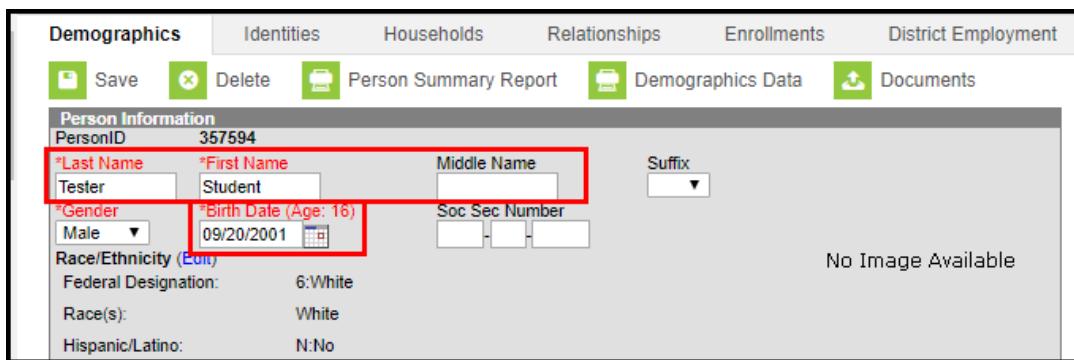
If two different students share the same number, clarification should be made by the appropriate department of education. If the same student exists within Campus twice, the Combine Student Wizard may be used to combine the two records into one.

A preference exists that will automatically assign a state ID number for newly enrolled students (System Administration > Preferences > Student Number Format).

Students who have the exact same name and birth date

PATH: *Census > People > Demographics > Person Information > Last Name, First Name, Birth Date*

In large districts, it is entirely possible to have students with the same name and birth date. However, it is necessary to review these individuals for accuracy. While these students may have the same name birth date, other issues may be causing the duplication (e.g., different student numbers, different state ID numbers).



Demographics

Person Information

PersonID 357594

Last Name Tester First Name Student Middle Name

Gender Male Birth Date (Age: 16) 09/20/2001 Soc Sec Number

Race/Ethnicity (Edit) Federal Designation: 6:White

Race(s): White

Hispanic/Latino: N:No

No Image Available

Students who have similar names

PATH: *Census > People > Demographics > Person Information > Last Name, First Name*

It is important to ensure students with similar names are not in fact the same person incorrectly duplicated within Campus. Duplicated students can impact state reporting data and confuse who and how data is stored between the students.

Anderson, Zachary R

Grade: 12 DOB: 07/18/2000 Gender: M

Credentials	Overrides	Fees	ID History	Person Documents	Schedule	Payments
Demographics	Identities	Households	Relationships	Enrollments	District Employment	
Save	Delete	Person Summary Report	Demographics Data	Documents		
Person Information PersonID 4179 *Last Name Anderson *First Name Zachary *Gender Male *Birth Date (Age: 17) 07/18/2000 Race/Ethnicity (Edit) Federal Designation: 6:White						
No Image Available						

Anderson, Zackary J

Grade: 12 DOB: 04/26/1999 Gender: M

Credentials	Overrides	Fees	ID History	Person Documents	Schedule	Payments
Demographics	Identities	Households	Relationships	Enrollments	District Employment	
Save	Delete	Person Summary Report	Demographics Data	Documents		
Person Information PersonID 78592 *Last Name Anderson *First Name Zackary *Gender Male *Birth Date (Age: 18) 04/26/1999 Race/Ethnicity (Edit) Federal Designation: 6:White						
No Image Available						

Students who have no Birth Date

PATH: *Census > People > Demographics > Birth Date*

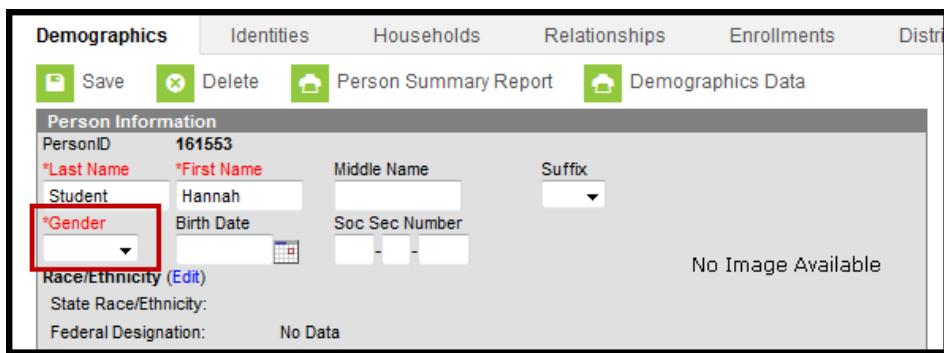
Birth Dates are required information for students. This information is used in state reports, learner planning information and immunization records.

Demographics	Identities	Households	Relationships	Enrollments	District Employment
Save	Delete	Person Summary Report	Demographics Data		
Person Information PersonID 161553 *Last Name Student *First Name Hannah *Gender Female Birth Date Race/Ethnicity (Edit) State Race/Ethnicity: Federal Designation: No Data					
No Image Available					

Students who do not have M or F in the gender field

PATH: *Census > People > Demographics > Person Information > Gender*

The gender field is required for students. Invalid errors indicate the gender value is blank or null.



Demographics Identities Households Relationships Enrollments District

Save Delete Person Summary Report Demographics Data

Person Information

PersonID: 161553
 *Last Name: Hannah
 Student:
 *Gender:
 *First Name: Hannah
 Middle Name:
 Suffix:
 Birth Date:
 Soc Sec Number:
 Race/Ethnicity (Edit): No Image Available
 State Race/Ethnicity:
 Federal Designation: No Data

Prior year Students who have no State ID

PATH: *Census > People > Demographics > Person Identifiers > Student State ID*

Inactive students are not currently enrolled in a school or calendar. These students may have attended for a few days during the converted school year or ended their enrollment.



Person Identifiers

Local Student Number: Generate Number:

Student State ID:

Local Staff Number:

Staff State ID:

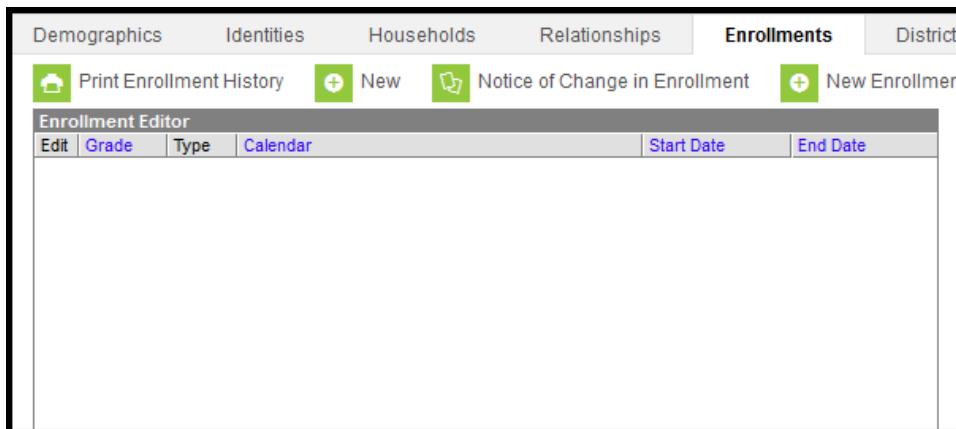
Person GUID: 71F37D1D-F37F-4487-8D8F-526741C8E43B

Students who have no Enrollments

PATH: *Census > People > Enrollments*

Persons entered into Campus fall into three categories, students, staff and persons. The differentiating factor is the existence of a student number (which turns a person into a student) and a staff number (which turns a person into a staff member).

When a student has a student ID number there is usually an accompanying enrollment record. If there is a student number but no enrollment record, an error may be displayed.



Demographics Identities Households Relationships **Enrollments** District

Print Enrollment History New Notice of Change in Enrollment New Enrollment

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
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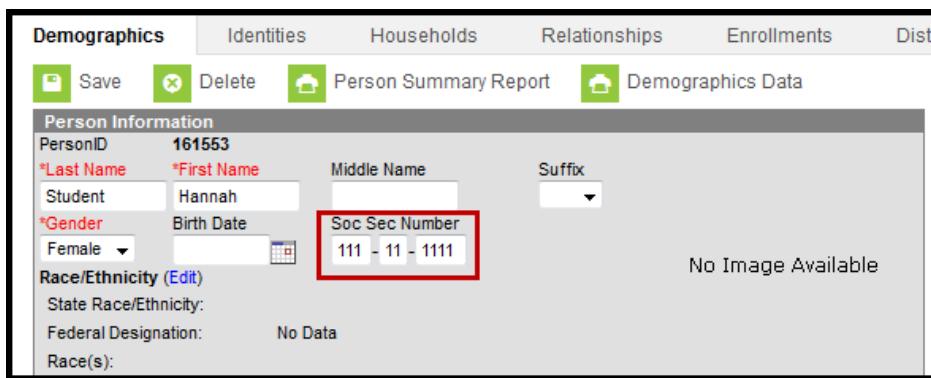
Census Symptoms

The following information relates to Census data.

People who have the same Social Security Number

PATH: *Census > People > Demographics > Person Information > Social Security Number*

Social Security numbers are identifiers for individuals born in or working in the United States. Legitimate duplication of social security numbers is possible but not common. This error usually is a result of the duplication of an individual within the system or data entry error.



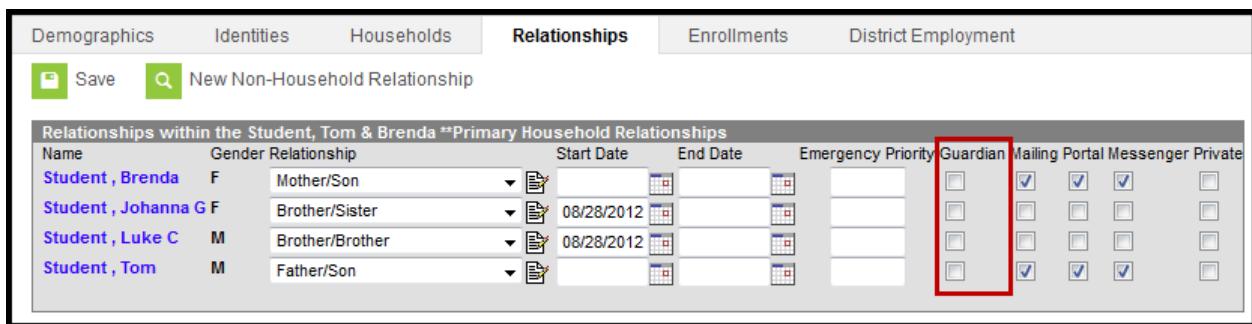
The screenshot shows the 'Person Information' section of the Demographics module. The Social Security Number field, which contains '111 - 11 - 1111', is highlighted with a red box. Other fields visible include PersonID (161553), Last Name (Hannah), First Name (Hannah), Middle Name, Suffix, Gender (Female), Birth Date, and Race/Ethnicity (State Race/Ethnicity: No Data, Federal Designation: No Data, Race(s:)).

Active Students who have no Guardian

PATH: *Student Information > General > Relationships*

Guardian relationships allow parents and guardians to have access to their children's information, particularly through the Portal. Several student reports and mailing reports rely on the guardian information to generate.

Students should have at least one guardian.



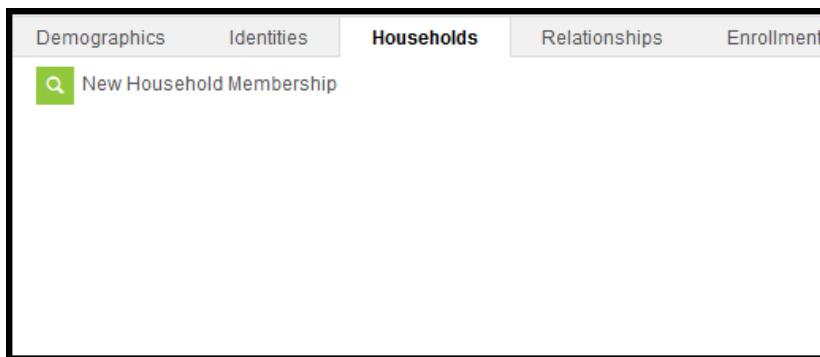
The screenshot shows the 'Relationships' module. It lists four students: Student, Brenda (F, Mother/Son), Student, Johanna (F, Brother/Sister), Student, Luke (M, Brother/Brother), and Student, Tom (M, Father/Son). The 'Guardian' column for all students is highlighted with a red box, indicating that none of these students have a designated guardian.

Active Students Not in a Household

PATH: *Student Information > General > Households*

Households are useful in establishing guardian and sibling relationships. As with guardian information, students not in a household may be missing from reports, causing items to not

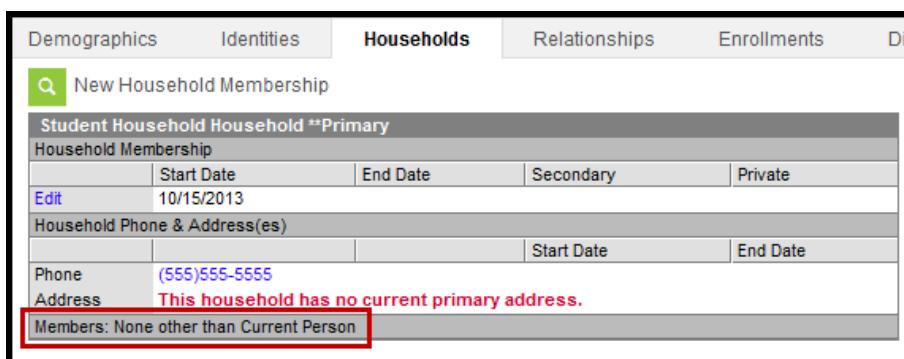
generate.



Active Students in Households by Themselves

PATH: *Census > Household > Members*

For general household creation, a student should not be in a household without a guardian. There are instances where a student may be an emancipated minor, a foster child or have other extenuating circumstances. However, as a standard practice, a student should be part of a household with at least one guardian assigned.



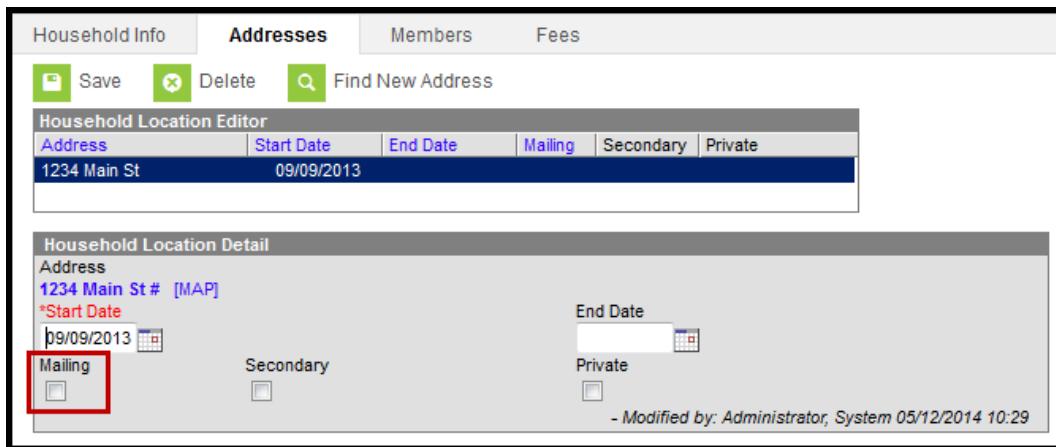
	Start Date	End Date	Secondary	Private
Edit	10/15/2013			
Household Phone & Address(es)				
Phone	(555)555-5555			
Address	This household has no current primary address.			
Members: None other than Current Person				

Image 18: Household Members

Active Students who do not have a Mailing Address

PATH: *Census > Households > Addresses*

Mailing addresses are used to send information to students' homes and are therefore useful in school/parent communication. Mailing addresses should be established; doing so will ensure the parent/guardian receives all information that is mailed.



Household Info Addresses Members Fees

Save Delete Find New Address

Household Location Editor

Address	Start Date	End Date	Mailing	Secondary	Private
1234 Main St	09/09/2013		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Household Location Detail

Address: 1234 Main St # [MAP]

*Start Date: 09/09/2013

Mailing:

Secondary:

End Date:

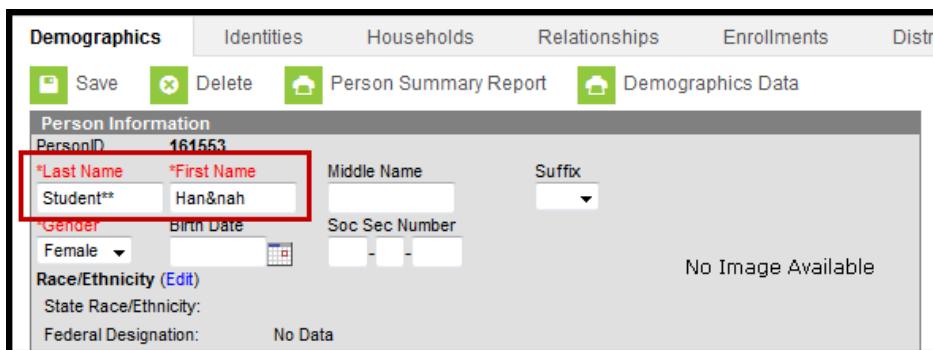
Private:

- Modified by: Administrator, System 05/12/2014 10:29

People who have unusual characters in their names

PATH: *Census > People > Demographics > Last Name, First Name, Middle Name*

Names normally can have letters, spaces, dashes (-), periods (.) or apostrophes ('') in them. Characters other than these could have been entered in error.



Demographics Identities Households Relationships Enrollments Districts

Save Delete Person Summary Report Demographics Data

Person Information

PersonID: 161553

*Last Name: Student**	*First Name: Han&nah	Middle Name: <input type="text"/>	Suffix: <input type="text"/>
*Gender: Female	Birth Date: <input type="text"/>	Soc Sec Number: <input type="text"/> - <input type="text"/>	No Image Available
Race/Ethnicity (Edit)		State Race/Ethnicity:	
Federal Designation:		No Data	

Contacts who have the Same Name

PATH: *Census > People > Demographics > Households*

Persons noted as contacts within a household who have the same name as another contact should be reviewed for duplicate entry. This information is used when viewing census data for complete information on a student.

Demographics	Identities	Households	Relationships	Enrollments	Dis
<input type="button" value="New Household Membership"/> New Household Membership					
Student Household Household **Primary					
Household Membership					
	Start Date	End Date	Secondary	Private	
Edit	01/13/2014				
Edit	09/10/2013				
Household Phone & Address(es)					
		Start Date	End Date		
Phone	(555)555-5555				
Address	1234 Main St , Central, MN 54321	Map	09/09/2013		
Members					
Name	Relationship	Enrollment (grade)	Phone(s)	Email	
Student , Andrew M		2013-14 Robbinsdale Cooper Hig (11)			

Households with More than Eight Members

PATH: *Census > Household > Members*

A household can have as many members as needed to list all people that live in the house/building. However, it is suggested that households with a large number of people be reviewed for accuracy.

Household Info	Addresses	Members	Fees	
<input type="button" value="Find New Member"/> Find New Member				
Household Member Editor				
Name	Start Date	End Date	Secondary	Private
Student, Adrian L	10/08/2013			
Student, Adrian L	01/13/2014			
Student, Alexis J	05/13/2014			
Student, Andrew M	09/09/2013			
Student, Andrew M	05/06/2014			
Student, Blake M	05/06/2014			
Student, Hannah	09/10/2013			
Student, Hannah	05/06/2014			
Student, Jacob C	05/01/2014			

Households with More than One Primary Mailing Address

PATH: *Census > People > Demographics > Households > Addresses*

Campus allows households to have more than one address to account for movement between two homes or for a mailing address and a physical address (P.O. Box and non-P.O. Box addresses).

Household Info	Addresses	Members	Fees																														
 Save  Delete  Find New Address	Household Location Editor <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Address</th> <th>Start Date</th> <th>End Date</th> <th>Mailing</th> <th>Secondary</th> <th>Private</th> </tr> </thead> <tbody> <tr> <td>1234 Main St</td> <td>09/09/2013</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2345 6th</td> <td>09/09/2013</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> Household Location Detail <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Address</td> <td>1234 Main St # [MAP]</td> <td style="width: 30%;">End Date</td> <td><input type="text"/></td> </tr> <tr> <td>*Start Date</td> <td><input type="text" value="09/09/2013"/></td> <td>Secondary</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Mailing</td> <td><input type="checkbox"/></td> <td>Private</td> <td><input type="checkbox"/></td> </tr> </table> <p style="text-align: right;">- Modified by: Administrator, System 05/12/2014 10:40</p>			Address	Start Date	End Date	Mailing	Secondary	Private	1234 Main St	09/09/2013					2345 6th	09/09/2013					Address	1234 Main St # [MAP]	End Date	<input type="text"/>	*Start Date	<input type="text" value="09/09/2013"/>	Secondary	<input type="checkbox"/>	Mailing	<input type="checkbox"/>	Private	<input type="checkbox"/>
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Mailing	<input type="checkbox"/>	Private	<input type="checkbox"/>																														

However, only one address can be marked as the primary dwelling of the household. Primary addresses are used in reports and are the main source of contact for a student.

Households with More than Two Addresses

PATH: *Census > People > Demographics > Households > Addresses*

Campus allows households to have more than one address to account for movement between two homes or for a mailing address and a physical address (P.O. Box and non-P.O. Box addresses).

Household Info	Addresses	Members	Fees																																				
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Mailing	<input checked="" type="checkbox"/>	Private	<input type="checkbox"/>																																				

Households with More than Two Guardians

PATH: *Census > People > Demographics > Relationships*

Students can have more than two guardians to accommodate non-traditional families, but these entries should be reviewed for errors.

Demographics	Identities	Households	Relationships	Enrollments	District Employment	District Assignments																																																							
 Save	 New Non-Household Relationship																																																												
Relationships within the Student Household **Primary Household Relationships <table border="1"> <thead> <tr> <th>Name</th> <th>Gender</th> <th>Relationship</th> <th>Start Date</th> <th>End Date</th> <th>Emergency Priority</th> <th>Guardian</th> <th>Mailing</th> <th>Portal</th> <th>Messenger</th> <th>Private</th> </tr> </thead> <tbody> <tr> <td>Student , Adrian L</td> <td>F</td> <td>Guard: Mother</td> <td><input type="button" value="Edit"/></td> <td><input type="button" value="Edit"/></td> <td><input type="button" value="Edit"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Student , Andrew M</td> <td>M</td> <td>Guard: Father</td> <td><input type="button" value="Edit"/></td> <td><input type="button" value="Edit"/></td> <td><input type="button" value="Edit"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Student , Blake M</td> <td>M</td> <td>Guard: Uncle</td> <td><input type="button" value="Edit"/></td> <td><input type="button" value="Edit"/></td> <td><input type="button" value="Edit"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Student , Jacob C</td> <td>M</td> <td></td> <td><input type="button" value="Edit"/></td> <td><input type="button" value="Edit"/></td> <td><input type="button" value="Edit"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>							Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private	Student , Adrian L	F	Guard: Mother	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student , Andrew M	M	Guard: Father	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student , Blake M	M	Guard: Uncle	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student , Jacob C	M		<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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People in more than One Household

PATH: *Census > People > Households*

A person, whether a student, staff person or guardian, can be in more than one household. This flexibility provides for easy maintenance of complex family structures. However, this should be reviewed for accuracy as mis-entry is possible.

Demographics	Identities	Households	Relationships	Enrollments	District Employment
 New Household Membership					
Campus Household Household **Primary					
Household Membership					
	Start Date	End Date	Secondary	Private	
Edit	05/07/2014				
Household Phone & Address(es)					
Phone	(612)555-7479		Start Date	End Date	
Address	4321 109th Ave NE, Blain, MN 55449	Map	04/11/2014		
Address	5337 Pennsylvania Ave N, New Hope, MN 55428-3817	Map	07/29/2005	04/10/2014	
Members					
Name	Relationship	Enrollment (grade)	Phone(s)	Email	
Parent , Charles E			C: (555)199-1275		
Parent , Shirley L			C: (555)117-2774		
Student , Andrew M	Guard: Father	2013-14 Robbinsdale Cooper Hig (11)			
Student Household Household **Primary					
Household Membership					
	Start Date	End Date	Secondary	Private	
Edit	05/06/2014				
Edit	09/10/2013				
Household Phone & Address(es)					
Phone	(555)555-5555		Start Date	End Date	
Address	3456 7th Ave , Central, MN 54321	Map	01/08/2014		
Address	1234 Main St , Central, MN 54321	Map	09/09/2013		
Address	2345 6th , Central, MN 54321	Map	09/09/2013		

Contacts who have accessed the parent portal

PATH: *Campus Parent Portal; Census > People > Relationships > Portal*

This report lists all student contacts who have accessed their Campus Parent Portal account. In order for a contact to access the [Parent Portal](#) for a student, they must have a Portal account created for them and be marked as Portal on the [Relationship record](#) of the student.

Student, Adrian L

Grade: 11 #123456 DOB: 02/09/1997 Gender: F Counselor:

Demographics Identities Households Relationships Enrollments District Employment District Assignments

Save New Non-Household Relationship

Relationships within the Anderson Primary Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian Mailing	Portal	Messenger	Private
Parent, Jaime	F	Guard: Mother	07/29/2005				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent, Carol	M	Guard: Father	07/29/2005				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student, Alice	F	Sibling					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student, Antonio	M	Sibling					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Non-Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian Mailing	Portal	Messenger	Private
Aunt, Shirley	F	NonGuard: Emergency Contact					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Scheduling Symptoms

The following information relates to Scheduling data.

Student's Grade Level not Found in Calendar

PATH: *System Administration > Calendar > Grade Levels*

This error occurs when newly imported student enrollment information has not yet been mapped to existing grade levels within that calendar. Student's grade levels should be changed to fit the calendar within which they are enrolled.

13-14 Harrison High

Calendar Grade Levels Schedule Structure

New

Grade Level Editor

Name	Seq
09	10
10	11
11	12
12	13

Grade levels can be deleted from the calendar when an enrollment exists with that deleted grade level. The enrollment record will not have a grade level assigned.

Sections with No Schedule

PATH: *Scheduling > Courses > Section > Section Schedule Placement*

Course sections are scheduled into already established schedule structures. This report details the course sections that do not have designated meeting times within the school day.

Section	Staff History	Roster	Attendance																																								
 Save  Delete	Section Editor SectionID 125551 *Section Number <input type="text" value="123"/> Teacher Display Name <input type="text" value="Katie Teacherson"/> Max Students <input type="text" value="25"/> (25) Lunch Count <input type="checkbox"/> Milk Count <input type="checkbox"/> Adult Count <input type="checkbox"/> Room <input type="text"/> Skinny Seq <input type="checkbox"/> Homeroom <input type="checkbox"/> Online Learning (Override) <input type="text" value="0"/> Primary Teacher There is no active primary teacher for this section.																																										
Section Schedule Placement Terms <table border="1"> <thead> <tr> <th></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> <tr> <th>Reg</th> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <th>B</th> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </thead> <tbody> <tr> <td>01</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>02</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>03</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>04</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>05</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>					1	2	3	4	Reg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1	2	3	4																																							
Reg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																							
B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																							
01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																							
02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																							
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05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																							

Students Enrolled with no Schedule

PATH: *Student Information > General > Schedule*

This section pulls students who have an active enrollment but are not scheduled into any course sections. Review the student information to ensure it is a current student. If it is a current student, add the necessary course sections.

Summary	Enrollments	Schedule	Attendance	Flags	Grades
Table - Group by Course (All Terms)  		 Print			
 Documents					
	Term Q1 (07/01/13-09/30/13)	Term Q2 (10/01/13-12/31/13)	Term Q3 (01/01/14-04/02/14)	Term Q4 (04/03/14-06/30/14)	
00	EMPTY	EMPTY	EMPTY	EMPTY	
01	EMPTY	EMPTY	EMPTY	EMPTY	
02	EMPTY	EMPTY	EMPTY	EMPTY	
03	EMPTY	EMPTY	EMPTY	EMPTY	
04	EMPTY	EMPTY	EMPTY	EMPTY	
05	EMPTY	EMPTY	EMPTY	EMPTY	
06	EMPTY	EMPTY	EMPTY	EMPTY	
07	EMPTY	EMPTY	EMPTY	EMPTY	
08	EMPTY	EMPTY	EMPTY	EMPTY	
09	EMPTY	EMPTY	EMPTY	EMPTY	
10	EMPTY	EMPTY	EMPTY	EMPTY	
11	EMPTY	EMPTY	EMPTY	EMPTY	

Roster Record not in the Same Calendar as Student's

Enrollment

PATH: *Student Information > General > Enrollments*

This error occurs when a student is enrolled in a calendar and scheduled into course sections, but is moved to another calendar, causing orphaned section assignments.

The screenshot shows the 'Enrollments' tab selected in the navigation bar. The 'General Enrollment Information' section is displayed. The 'Calendar' field is highlighted with a red box and contains '13-14 Harrison High'. Other fields include 'Schedule (read only)' set to 'Main', 'Grade' set to '12', 'End Action' set to 'P: Promote', and 'End Status' set to '08: Graduated from High School'.

Discrepancy Between Age and Grade Level

PATH: *Census > People > Demographics; Student Information > General > Enrollments*

It is a general assumption that students in a certain grade level are between a certain age (kindergarten students are 5 or 6). The existence of this error indicates students are either below the general age range or over the general age range for the grade level into which the student is enrolled.

Age is a calculated field based on the entered birth date.

Section with no Teachers

PATH: *Scheduling > Courses > Sections > Roster*

When a section of a course does not have a primary teacher assigned to it, the section will appear in this report.

Sections with no Students

PATH: *Scheduling > Course > Section > Roster*

This section provides a list of course sections that do not have any students scheduled in them.

580-123 Pre-Algebra (B)

Teacher: None Assigned

Section Staff History **Roster** Attendance Grading By

 Print Options

Active Students

Active Students: 0	Males: 0
	Females: 0

Name Gender DOB Start Date End Date Home Phone, Address an

Transcript Symptoms

The following information relates to Transcript data.

Transcripts without Credits

PATH: *Student Information > General > Transcript > Choose a Transcript Format > Default*

Credits earned are displayed on student transcripts. Accurate representation of credits earned is a primary functions of the transcript.

Courses Taken 2007-2008 Grade 11 from 0622 057 North High				
Course	Mark	Weight	Credit	
025 Entertain. & Sports	A	1.000	1.000	
Marketing				
029 Marketing Class	A	1.000	1.000	
029 Marketing Class	A	1.000	1.000	
029 Marketing Class	A	1.000	1.000	
031 Myth & Legend	A	1.000	1.000	
032 U.S. Literature A	A-	1.000	1.000	
032 U.S. Literature B	B+	1.000	1.000	
041 Nutrition and Foods	A	1.000	1.000	
043 Spring Team Sports	B+	1.000	1.000	
070 Integrated Math III A	B-	1.000	1.000	
071 Integrated Math III B	A-	1.000	1.000	
071 Integrated Math III C	B	1.000	1.000	
077 Chemistry A	C+	1.000	1.000	
077 Chemistry B	C+	1.000	1.000	
077 Chemistry C	B	1.000	1.000	
083 AP US History A	A-	1.000	1.000	
084 AP US History B	A	1.000	1.000	
084 AP US History C	A-	1.000	1.000	
Total Credits:				18.000

Transcript without GPA Values

PATH: *Student Information > General > Transcripts > Choose a Transcript Format > Default*

This error indicates the GPA value calculated after successful passing of a course to be posted on a student's transcript is not appearing.

Testing, Amy
 Student Number: 1111111 Grade: 12
 1234 Main St. Campusland MN, 54321
 Generated on 07/07/2009 12:34:46 PM Page 1 of 2

Transcript Statistics <div style="border: 1px solid red; padding: 2px; display: inline-block;">Cumulative GPA (Weighted)</div> Class Rank 124 of 476 Percentile 73.95%	Student #: 1111111 Diploma Date: Diploma: Current Grade: 12 Birthdate: 02/13/1991 Gender: F
--	--

Unweighted GPA Value Higher than Weighted

PATH: *Student Information > General > Transcript*

Weighted grades allow more difficult courses to have a greater impact on a student's overall GPA. Therefore, weighted values should be higher than unweighted values. Otherwise, the value of earned credits is decreased.

Courses Taken 2012-2013 Grade 10										
	Course	Standard	Repeat Course	Mark	GPA Value	Bonus	GPA Wt.	Credit/Category	Term	Comments
					weighted	unweighted				
Edit	100091, Intro to Information Tech- CTE			A	1.0000	4.0000		1.0000	0.500 Computers/ Approved Career & Technical	1-2
Edit	543021, German II (A)			A	1.0000	4.0000		1.0000	0.500 Foreign Lang	1-2
Edit	543022, German II (B)			A	1.0000	4.0000		1.0000	0.500 Foreign Lang	3-2
Edit	571121, English 10 Lit/Wri			B	1.0000	3.0000		1.0000	0.500 English	3-2
Edit	573011, English 10 Speech			B	1.0000	3.0000		1.0000	0.500 Eng- Speech	1-2
Edit	580231, Algebra II (A)			A	1.0000	4.0000		1.0000	0.500 Math	1-2
Edit	580232, Algebra II (B)			A	1.0000	4.0000		1.0000	0.500 Math	3-2
Edit	591011, Biology I (A)			B	1.0000	3.0000		1.0000	0.500 Science	1-2
Edit	591012, Biology I (B)			B	1.0000	3.0000		1.0000	0.500 Science	3-2
Edit	603011, Wld. Geog			B	1.0000	3.0000		1.0000	0.500 Wld. Geog.	3-2
Edit	604011, Economics			B	1.0000	3.0000		1.0000	0.500 Social Science	3-2
	620041, Pottery & Crafts			A	1.0000	4.0000		1.0000	0.500 Fine Arts	1-2

Weighted GPA Value Higher than Max

PATH: *Student Information > General > Transcript*

The GPA value is higher than the maximum allowed GPA value. This may be correct if the school awards additional GPA points for students in accelerated courses (e.g., AP), but it should be verified.

Courses Taken 2012-2013 Grade 10								
Course	Standard	Repeat Course	Mark	GPA Value	Bonus GPA Wt.	Credit/Category	Term	Comments
Edit 100091, Intro to Information Tech- CTE			A	4.0000		0.500 Computers/ Approved Career & Technical	1-2	
Edit 543021, German II (A)			A	4.0000		0.500 Foreign Lang	1-2	
Edit 543022, German II (B)			A	4.0000		0.500 Foreign Lang	3-2	
Edit 571121, English 10 Lit/Wri			B	3.0000		0.500 English	3-2	
Edit 573011, English 10 Speech			B	3.0000		0.500 Eng- Speech	1-2	
Edit 580231, Algebra II (A)			A	4.0000		0.500 Math	1-2	
Edit 580232, Algebra II (B)			A	4.0000		0.500 Math	3-2	
Edit 591011, Biology I (A)			B	3.0000		0.500 Science	1-2	
Edit 591012, Biology I (B)			B	3.0000		0.500 Science	3-2	
Edit 603011, Wld. Geog			B	3.0000		0.500 Wld. Geog.	3-2	
Edit 604011, Economics			B	3.0000		0.500 Social Science	3-2	
Edit 620041, Pottery & Crafts			A	4.0000		0.500 Fine Arts	1-2	

Behavior Symptoms

The following information relates to Behavior data.

Current year events without resolutions

PATH: *Behavior > Behavior Management*

It is important to review current year active behavior events that have not yet been assigned a behavior resolution. These events are considered open and unresolved and may be missing resolution information.

Index	Search	Behavior Management						
		Incident Management Editor						
		Title	Date/Time	Location	Context	Submitted By	Status	Locked
System Administrator		Complete test	03/08/2017 12:24 PM	Classroom		Administrator, System	CM	
> Student Information		Integ #1	03/10/2017 3:57 PM			Administrator, System	CM	
> Census		Harmful physical contact	09/15/2016 1:45 PM	Hallway	During School Hours	Staff, Lori	CM	
> Behavior		Defiance/disrespect /insubordination	09/13/2016 9:30 AM	Classroom	During School Hours	Staff, Leah	CM	
Behavior Management		Fighting	09/13/2016 7:10 AM	School Bus	Outside School Hours	Staff, Christa	CM	
Behavior Referral		Abusive language	09/12/2016 1:15 PM	Classroom	During School Hours	Staff, Christa	CM	
Behavior Letter Wizard		Possession of drugs	09/07/2016 8:09 AM		During School Hours	Staff, Poppy	CM	
Behavior Messenger		Possession of drugs	06/17/2016 12:10 PM	Classroom	During School Hours	Staff, Mike	CM	
Behavior Messenger Scheduler								
Detention Tracker								

Prior year events without resolutions

PATH: *Behavior > Behavior Management*

It is important to review prior year active behavior events that have not yet been assigned a behavior resolution as these events could very well be missing resolution data and have not been properly closed.

Behavior Management

Incident Management Editor

Title	Date/Time	Location	Context	Submitted By	Status	Locked
complete test	09/08/2017 12:29 PM	Classroom		Administrator, System	CM	U
Integ #1	03/10/2017 3:57 PM			Administrator, System	CM	U
Harmful physical contact	09/15/2016 1:45 PM	Hallway	During School Hours	Staff, Lori	CM	U
Defiance/disrespect /insubordination	09/13/2016 9:30 AM	Classroom	During School Hours	Staff, Leah	CM	U
Fighting	09/13/2016 7:10 AM	School Bus	Outside School Hours	Staff, Christa	CM	U
Abusive language	09/12/2016 1:15 PM	Classroom	During School Hours	Staff, Christa	CM	U
Possession of drugs	09/07/2016 8:09 AM		During School Hours	Staff, Poppy	CM	U
Possession of drugs	06/17/2016 12:10 PM	Classroom	During School Hours	Staff, Mike	CM	U

Incident Detail Information

Special Education (Sped) Symptoms

The following information relates to Special Education data.

Current year enrollments that have unlocked IEPs

PATH: *Student Information > Special Ed > General > Documents > IEP*

Once a Special Ed plan or evaluation is complete, the IEP should be locked to prevent additional modifications. It is important to review existing unlocked IEPs and lock any of those that no longer require modification.

Student, Andrew T

Grade: 11 #678912345 DOB: 03/24/1997 Gender: M

Documents

Unlocked IEPs display with this icon

Locked IEPs display with this icon

Document Detail

Locked: No	Type:
Date: 04/16/2014 - 04/16/2015	
Created Date: 04/14/2014	Created By: Hallman, Stephen
Last Modified Date: 04/14/2014	Modified By: Hallman, Stephen

Prior year enrollments that have unlocked IEPs

PATH: *Student Information > Special Ed > General > Documents > IEP*

It is important to review existing unlocked IEPs and lock any of those that no longer require

modification. This is especially true of prior year enrollment IEPs as they have been unlocked for a long period of time, indicating a strong likelihood these IEPs should be locked.

Student, Andrew T
Grade: 11 #678912345 DOB: 03/24/1997 Gender: M

Summary Team Members Documents Contact Log

Unlocked IEPs display with this icon

Locked IEPs display with this icon

Document Detail
Locked: No Date: 04/16/2014 - 04/16/2015
Created Date: 04/14/2014 Created By: Hallman, Stephen
Last Modified Date: 04/14/2014 Modified By: Hallman, Stephen