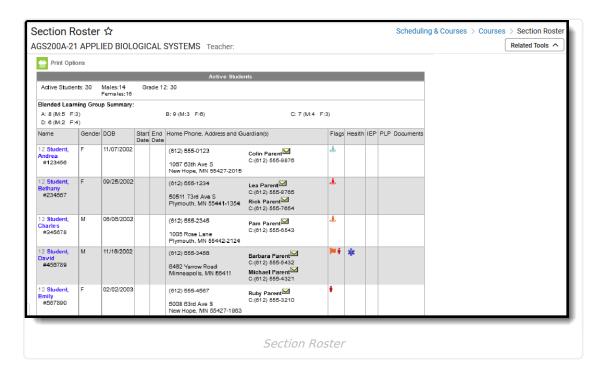# Section Roster

Last Modified on 10/21/2024 8:22 am CDT

Roster Navigation | Roster Summary | Roster Print Options

Tool Search: Section Roster

The Roster lists all students currently scheduled into the selected course section. Administrators are able to view student names, student numbers, genders, birth dates, home phone numbers and addresses.

Section Roster

Read - View a list of students scheduled into the selected course section and a PDF version of a locked Custom Form attached to student from the Roster.
Write - N/A
Add - N/A
Delete - N/A

See the Tool Rights section below for more details on what actions can be performed with each right.

Roster Navigation

The Section Roster is a read-only screen. Students cannot be entered into a course section from the roster; data cannot be modified from the roster. However, the user can view data about the students in the course section from the roster when appropriate tool rights are assigned.

The Roster displays students in three potential sections:

- **Active Students** - This is a list of students who are scheduled to attend the course and are not subject to a future start date that is after the first scheduled date of the section or a prior end date that is before the last scheduled date of the section.
- **Incoming Students** - This is a list of students who have a start date that is after TODAY and after the first scheduled date of the section.
- **Dropped Students** - This is a list of students who have an end date date that is before TODAY and before the last scheduled date of the section.
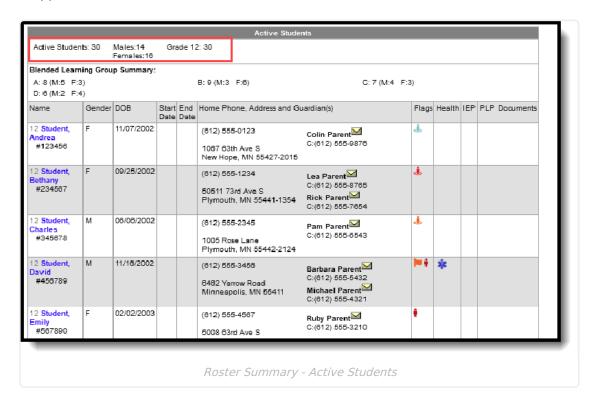
The following defines the fields on the Roster editor.

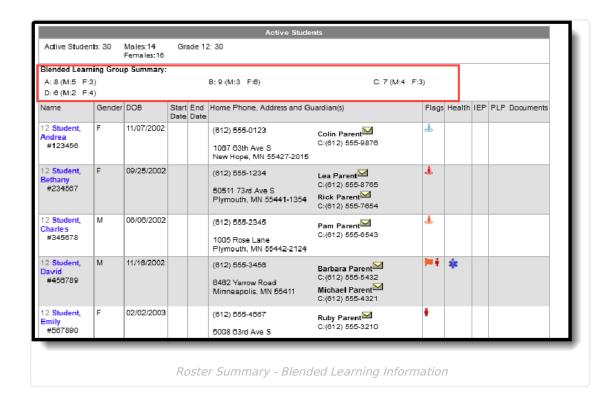| Data Element	Description
Name	Lists the student's grade level, name (last, first and middle initial), and student number. An icon for the Grade Book also displays.
Gender	Indication of the student's gender. Students with a gender not equal to M: Male or F: Female are counted as O: Other. This value only displays in states where gender codes other than M or F are available. At this time, this only displays for California districts.
DOB	Student's date of birth in *mm/dd/yyyy* format.
Start Date	The first date that the student is scheduled to attend this course. Students with a NULL start date are expected to be attending the course from the first scheduled date of the section.
End Date	The last date that the student is scheduled to attend this course. Students with a NULL end date are expected to be attending the course through the last scheduled date of the section.
Home Phone, Address and Guardian(s)	Lists the guardian phone number and guardian contact information based on the Guardian checkbox associated with the student's relationship to that guardian.
Flags	Lists program flags associated with grades, emergency contact information and other flags that may be attached to the student.
Health	Indicates the student has a health condition. This appears as an EMT symbol.
IEP	Indicates the student has an active, locked Individual Education Plan (IEP). The staff person is able to select the IEP icon when they are an active member on the student's team.
PLP	Indicates the student has a Personal Learning Plan. The staff person is able to select the IEP icon when they are an active member on the student's team.
Documents	Lists any uploaded Person Documents for the student.

Roster Summary

A summary of the class appears above the list of students. This summary notes the total number of Active Students, the total number of students by gender and by grade level, and incoming and dropped students.

Roster Summary - Active Students

Blended Learning Summary

Also displayed is a **Blended Learning Group Summary.** This summary lists the names of the Blended Learning Groups assigned to the students in the section and the total number of students in the group, broken down by gender. See the Blended Learning Groups article for more information.

Roster Summary - Blended Learning Information

Student Data

Student names are hyperlinked for easy access to student data. When a student's name is selected, the Student Information toolset displays, depending on the user's tool rights. This information can be used to contact parents/guardians, review student's attendance in other classes, find the student's locker, etc.

Student Contact Information

The student's household information appears on the course section roster. This includes the guardian's phone number, address and additional phone numbers for each guardian included in the student's Census data. The information that displays here is based on the entered Census data.

Student Flags

The Section Roster displays a series of columns that displays flags that have been assigned to students. These include program flags, health flags alerting users to allergies or specific conditions, graduation and CTE flags, IEP and PLP document icons, and the Grade Book icon.

Comments associated with the flags also display when hovering over the flag. This provides more information on the flag and gives the teacher knowledge about the student.

Flags are created in the Flag Setup tool and assigned to individual students manually on the Student Flags tool or to multiple students using the Batch Program Assignment Wizard.
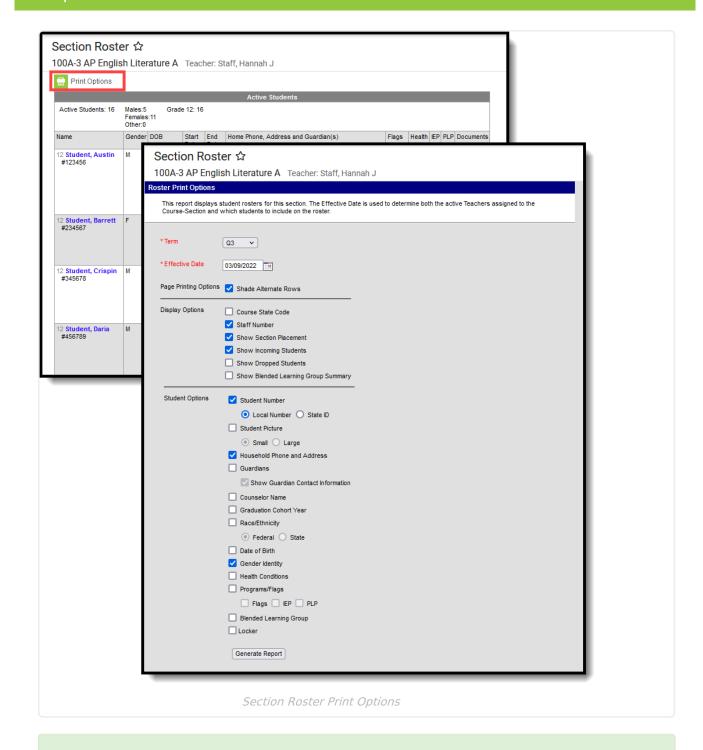
The following are the types of flags that can display on the Roster:

Flags	Description
Flags	Indicates the student is involved in certain programs or the school has created flags to display next to the student's name for easy viewing. See the Student Flags article or the Program Admin Flags article for more information.
Health Conditions	Indicates the student has a health condition that is marked as able to be flagged. A System preference needs to be turned on and the Health Condition needs to be marked as flagged for this symbol to appear on the roster.
IEP	Indicates the student has an individual education plan. A staff member must have appropriate tool rights to see the IEP icon and must be a member of the student's education team in order to open the IEP.
PLP	Indicates the student has a personal learning plan.A staff member must have appropriate tool rights to see the PLP icon and must be a member of the student's education team in order to open the PLP.

Roster Print Options

The roster can be printed from here by selecting the **Print Options** icon at the top of the Roster tab. This displays the **Roster Print Options** editor, where the user can select appropriate settings for the printing of the roster.

Section Roster Print Options

This report can be generated for multiple sections from the Section Roster Report in the Scheduling module.

Roster Print Options

The Roster Print displays rosters for the course section selected. The following options can be marked for printing as needed.

Option	Description
Effective Date	This date determines which students display on a roster. This fields displays the current date by default, but can be changed by entering a new date in *mmddyy* format or selecting the calendar icon to choose a date. Only active students currently scheduled into the selected course section on the entered date prints on the report. This is a required entry.
Page Printing Options	Users can select which items to print for the Section Roster Report: • **Shade Alternate Rows** - prints a gray/blue alternating row to allow for easier reading. This option is selected by default.
Display Options	Users can include the following course information: • **Course State Code** - prints the state code assigned to the course • **Staff Number** - prints the teacher's staff number • **Show Section Placement** - prints period information (period name and meeting time) next to the selected course(s) • **Show Incoming Students** - prints students who have been scheduled into the course section after the entered effective date • **Show Dropped Students** - prints students who are no longer active in the course section • **Show Blended Learning Group Summary** - prints summary counts of the total number of students who are in Blended Learning Groups ○ The name of the group prints, along with the gender breakdown of the group with a total count.

Option	Description

Student Options	Users can include the following student information:
	• **Student Number -** prints either the student's **Local Number** (assigned by the district) or the **State ID** (assigned by the state)
	• **Student Picture -** prints either a **Small** or **Large** picture
	• **Household Phone and Address** - prints the guardian's address and phone number
	• **Guardians**- prints all guardians associated with the student (a relationship between the student and the guardian exists, and the Guardian checkbox is marked)
	   ○ **Show Guardian Contact Information** - prints the guardian's phone numbers (work and cell phone)
	• **Counselor Name** - prints the student's assigned counselor
	• **Graduation Cohort Year** - prints the student's Cohort Year from the Graduation tab
	• **Race/Ethnicity** - prints either the student's **Federal** Race/Ethnicity or the **State** Race/Ethnicity
	• **Date of Birth -** prints the student's birth date
	• **Gender Identity -** prints the student's preferred gender as noted on the student's Identity Record in the Gender field (not the Legal Gender field available in the Protected Identity Information)
	• **Health Conditions** - prints an icon for students who have active health conditions.
	• **Programs/Flags** - prints icons for active flags, IEPs, and PLPs.
	   ○ The Flags and IEP checkboxes both need to be marked for IEP/PLP flags to display on the report.
	• **Blended Learning Group** - prints the name of the Blended Learning Group to which the student is assigned.
	• **Locker**- prints the student's assigned locker information
	   ○ When this selection is made, additional Locker options are available, like Locker Location, Lock Combo, and the type of Locker (academic, phy ed, etc.).

Blended Learning Groups use the following logic:

- When the Show Blended Learning Group Summary display option is marked, but no students in the section are assigned to a Blended Learning Group, that option does not print.
- When a student is not assigned to a Blended Learning Group but the Blended Learning Group Student Option is marked, the label prints next to the student's name with the words No Active Group Assignment.

An active group assignment is based on the student's roster start date in the section.
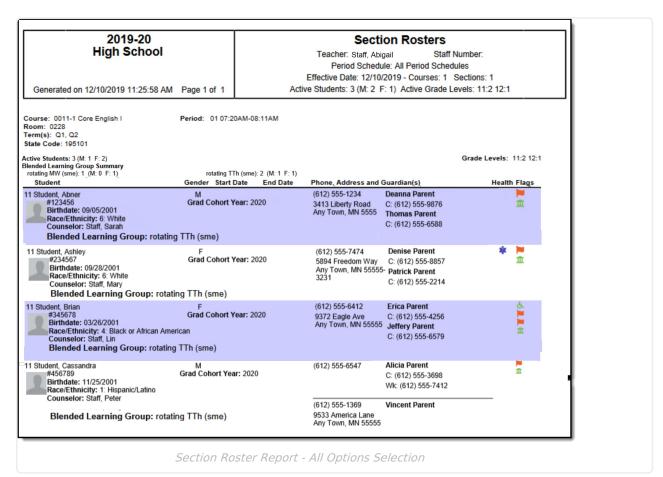
- When the roster start date is AFTER the current date, the roster start date is used to evaluate against Blended Learning Group Assignment Start/End Date to determine group membership.
- When the roster start date is BEFORE the current date, the current date is used to evaluate against Blended Learning Group Assignment Start/End Date to determine group membership.

See the Blended Learning article for more information.

Generate the Report

1. Select the **Print Options** icon from the Section Roster tab.
2. Enter the **Roster Effective Date** in *mmddyy* format.
3. Select the desired **Page Printing Options**.
4. Select the desired **Display Options.**
5. Select the desired **Student Options.**
6. Click the **Generate Report** button.

Only flags that are active as of the entered effective date display.

Section Roster Report - All Options Selection

Section Rosters

Teacher: Staff, Hannah Staff Number: 111298 Period
Schedule: All Period Schedules
Effective Date: 03/04/2022 - Courses: 2 Sections: 2
Active Students: 6 Active Grade Levels: 12:32

Course: 100A-3 AP English Literature A   **Period:** 3 09:31AM-10:16AM
Room: 207
Term(s): Q1, Q2, Q3, Q4

Active Students: 16   **Grade Levels:** 12:6

Student	Student#	Grade	Start Date - End Date	Phone	Address
Student, Austin	123456	12		401-555-0007	3499 Oak Tree Lane, Anytown, RI 02211
Student, Barrett	234567	12		401-555-0164	9500 Perch Road , Anytown, RI 02211
Student, Crispin	345678	12		401-555-0139	5256 Mountain Pass Blvd , Anytown, RI 02211
Student, Daria	456789	12		401-555-0139	6511 Lake Street, Anytown, RI 02211
Student, Eamon	567890	12		401-555-0052	870 City Park Road, Anytown, RI 02211
Student, Finola	678901	12		401-555-0138	180 Peony Lane, Anytown, RI 02211

Section Roster Report - Simplified Print, No Gender Display