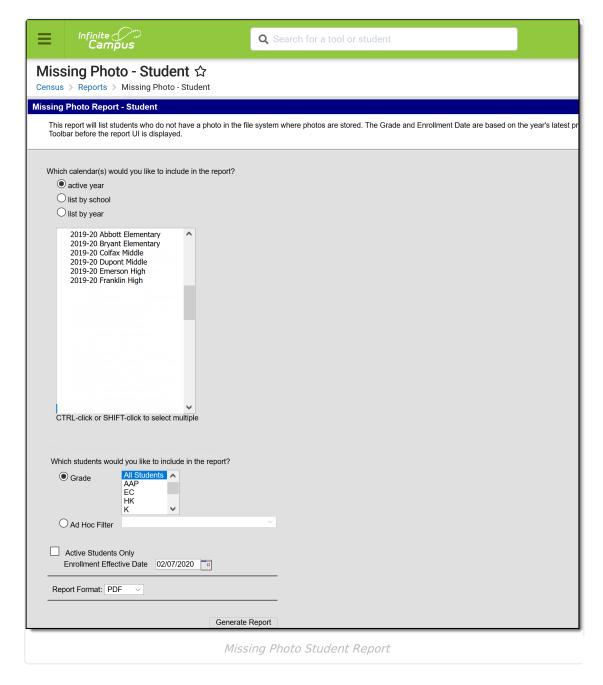# Missing Photo - Student Report

Last Modified on 03/11/2024 2:24 pm CDT

Report Logic | Report Editor | Generate the Report | Report Layout

Tool Search: Missing Photo

The Missing Photo - Student Report returns a list of students who do not have a photograph of themselves stored in Campus. This report can be generated after importing student pictures using the Photo Import tool (when adding multiple photos) or the Demographics tab (when adding just one image).

Missing Photo Student Report

Report Logic

Only students are included in the report; staff are not included in this report. Students marked as No Show on their enrollments records are excluded from the report.

This report cannot be run at the state edition level.

Report Editor

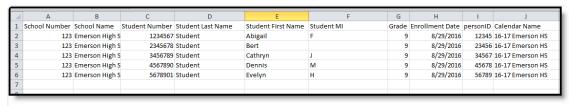| Field	Description
Calendar Selection	Selection determines from which calendar(s) the students are reported. At least one calendar must be selected in order to generate the report. When a calendar is selected in the Campus toolbar, that calendar is automatically selected in the calendar. Calendars can be selected by active year, by school name or by year.
Student Selection	Students can be selected by Grade Level or by an Ad hoc Filter. When generating by grade levels, all Students can be selected, if desired. While this is a simple report, remember that in larger schools, choosing the entire student population may cause performance issues. Instead of selecting a grade level, select an ad hoc filter that includes the students who should be included in the report. Only those students included in the filter are considered to be included in the report (e.g., if students in that filter have a picture uploaded, they are not included on the report).
Active Students Only	When marked, only currently enrolled students in the selected year and calendar are included, based on the entered Enrollment Effective Date. When not marked, all students enrolled in the selected year and school calendar are included, which could include students whose enrollment records are ended.
Enrollment Effective Date	This entry only applies when the Active Students Only checkbox is marked. Enrollments active as of the entered date (defaulted to the current date) are included in the report. Enter dates in *mmddyy* format or use the calendar icon to select a date.
Report Format	The report can be generated in CSV, DOCX or PDF format.

Generate the Report

1. Select the **calendar(s)** to include in the report.
2. Select the students to include in the report by choosing selecting a **Grade level** or an **Ad**

hoc filter.

3. Mark the **Active Student Only** checkbox to only return those students currently enrolled, if desired.
4. If the **Active Student Only** checkbox is marked, enter the desired Enrollment Effective Date.
5. Select the desired **Report Format**.
6. Click the **Generate Report** button. The report displays in the selected format.

The report sorts students by school number, grade level, and student last name.

	A	B	C	D	E	F	G	H	I	J
1	School Number	School Name	Student Number	Student Last Name	Student First Name	Student MI	Grade	Enrollment Date	personID	Calendar Name
2	123	Emerson High S	1234567	Student	Abigail	F	9	8/29/2016	12345	16-17 Emerson HS
3	123	Emerson High S	2345678	Student	Bert		9	8/29/2016	23456	16-17 Emerson HS
4	123	Emerson High S	3456789	Student	Cathryn	J	9	8/29/2016	34567	16-17 Emerson HS
5	123	Emerson High S	4567890	Student	Dennis	M	9	8/29/2016	45678	16-17 Emerson HS
6	123	Emerson High S	5678901	Student	Evelyn	H	9	8/29/2016	56789	16-17 Emerson HS
7										

Missing Photo Student Report - CSV Format

16-17 **High School** Generated on 06/09/2017 12:46:42 PM Page 1 of 21	**Missing Photo Report - Student** All Grades Active Effective as of 06/09/2017 Calendar: 2017 - Emerson High School Total Students without photo: 1320

Calendar: 16-17 Emerson HS

Student#	Student Name	Grade	Enrollment Date	PersonID
1234567	Student, Abigail F	09	08/29/2016	12345
2345678	Student, Bert	09	08/29/2016	23456
3456789	Student, Cathryn	09	08/29/2016	34567
4567890	Student, Dennis M	09	08/29/2016	45678
5678901	Student, Evelyn H	09	08/29/2016	56789

Missing Photo Student Report - PDF Format

2018-19 **High School** Generated on 04/23/2019 01:16:22 PM Page 1 of 8	**Missing Photo Report - Student** Grade: 12 Active Effective as of 04/23/2019 Calendar: 2018-19 High School Total Students without photo: 467

Calendar: 2018-19 High School

Student#	Student Name	Grade	Enrollment Date	PersonID
123456	Student, Alan	12	09/04/2018	123456
234567	Student, Ashley	12	09/04/2018	234567
345678	Student, Brian	12	09/04/2018	345678
456789	Student, Brittany	12	09/04/2018	456789
567890	Student, Charles	12	09/04/2018	567890

Missing Photo Student Report - DOCX Format

Report Layout

Data Element	Description	Location

Data Element	Description	Location
Student Number	Reports the district-defined student number. Note that when generating in CSV format, leading zeros are stripped from the student number, so a student number of 012345 prints as 12345. Format the columns accordingly in Excel to display the leading zeros. *Numeric, 10 digits*	Census > People > Demographics > Person Identifiers > Local Student Number Person.studentNumber
Student Name	Reports the student's last name, first name and middle name. When generating the report in CSV format, the name fields are separated into separate columns, and the middle name prints the student's complete middle name. When generating the report in PDF format, the student's name fields display in one column as Last Name, First Name, Middle Initial. *Alphanumeric, 75 characters*	Census > People > Identities > Identity Information > Last Name, First Name, Middle Name Identity.lastName Identity.firstName Identity.middleName
Grade	Reports the student's grade level of enrollment, based on the selected calendar and entered effective date (if applicable). Note that when generating in CSV format, leading zeros are stripped from the grade level, so a grade level of 09 prints as 9. Format the columns accordingly in Excel to display the leading zeros. *Numeric, 2 digits*	Student Information > General > Enrollments > General Enrollment Information > Grade Enrollment.grade

Data Element	Description	Location
Enrollment Date	Prints the start date of enrollment for the selected calendar. Note that when generating in CSV format, leading zeros are stripped from the date, so a start date of August 29 prints as 8/29/2016 Format the columns accordingly in Excel to display the leading zeros. *Date field, 10 characters (MM/DD/YYYY)*	Student Information > General > Enrollments > General Enrollment Information > Start Date Enrollment.startDat
Person ID	Prints the student's Campus internal person identifier. Note that when generating in CSV format, leading zeros are stripped from the personID, so an ID of 012345 prints as 12345. Format the columns accordingly in Excel to display the leading zeros. *Numeric, 10 digits*	Census > People > Demographics > Person Information > PersonID Person.personID