

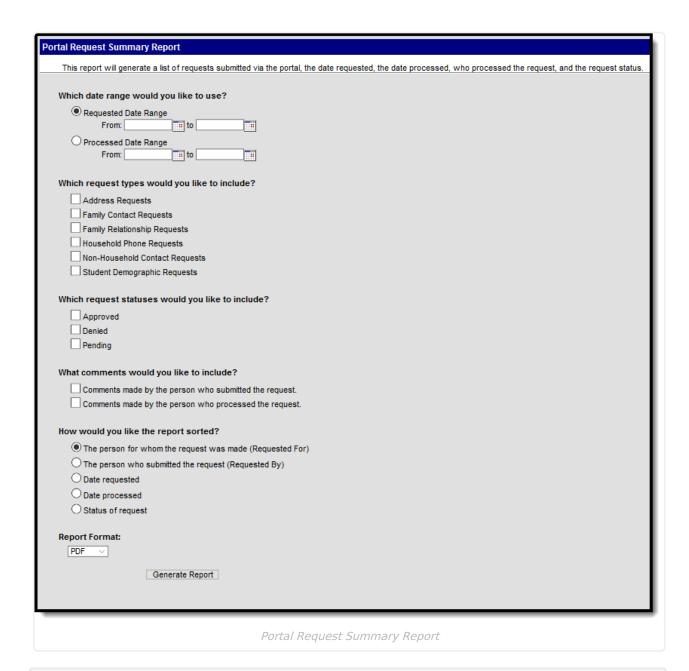
Portal Request Summary Report

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

Report Logic | Report Editor | Generate the Report

Tool Search: Portal Request Summary

The Portal Request Summary Report lists requests submitted via the portal, the person who requested the update, the person for whom the request was made, who processed the request, the date it was requested, the date it was processed and the status of the request. These requests are processed using the <u>Portal Request Processor</u>.



See the <u>Portal Preferences Reports Tool Rights</u> article for details on available tool rights for this report.



Report Logic

This report lists requests submitted via the Portal using the Self Service update functionality for Student Demographics, Households and Family Members.

Report Editor

The following defines the options available on the Portal Request Summary Report.

Field	Description
Date Range	Portal Requests can be reported by using either a Requested Date (date the request was entered) or the Processed Date (date the request was approved or denied). Both the From and To dates must be entered in order to generate the report. Dates are entered in <i>mmddyy</i> format or use the calendar icon to select a date.
Request Types	The report will return one or more of the following types: • Address Requests • Family Contact Requests • Family Relationship Requests • Household Phone Requests • Non-Household Contact Requests • Student Demographic Requests At least one option must be selected when generating the report. All options can be selected, if desired.
Request Statuses	Users can generate the report for requests that have been approved, denied or are pending (request submitted, but not processed). At least one option needs to be selected in order generate the report.
Comments	Users can choose to include comments that were entered by the person submitting the request and/or by the person processing the request.
Sort Options	 The following sort options are available. The person for whom the request was made The person who submitted the request Date Requested Date Processed Status of Request



Field	Description
Report Format	The report generates in either PDF or DOCX format.

Generate the Report

- 1. Determine which date should be used on the report **Requested Date** or **Processed Date**.
- 2. For the selected date, enter a range of dates to pull the data.
- 3. Select at least one **Request Type** to include on the report.
- 4. Select at least one **Request Status** to include on the report.
- 5. Select the desired **Comment Types**.
- 6. Select how the report should be sorted.
- 7. Select the desired **Report Format**.
- 8. Click the **Generate Report** button.

Requested For Requested By Processed By Requested Date Processed Date Status Test Parent, Denise Test Parent, Denise Administrator1, System1 04/07/2011 04/07/2011 Approve Family Contact Requests Requested For Requested By Processed By Requested Date Processed Date Status	043794 City District Generated on 04/07/2011 03:25:51 PM Page 1 of 1		Portal Request Summary Report Processed/Requested Dates: 01/01/2011 - 04/15/2011 Request Types: Address, Family Contacts, Family Relationships, Household Phone, Non-Household Contacts, Student Demographics Statuses: Approved, Denied, Pending Total Requests: 2 Approved: 1 Denied: 0 Pending: 1			
Test Parent, Denise Test Parent, Denise Administrator 1, System 1 04/07/2011 04/07/2011 Approve Family Contact Requests Requested For Requested By Processed By Requested Date Processed Date Status	Address Requests Requested For	Requested By	Processed By	Requested Date	Processed Date	Status
	Test Parent, Denise					Approved
	Requested For	Requested By	Processed By		Processed Date	Status Pending

Portal Request Summary - PDF Format