

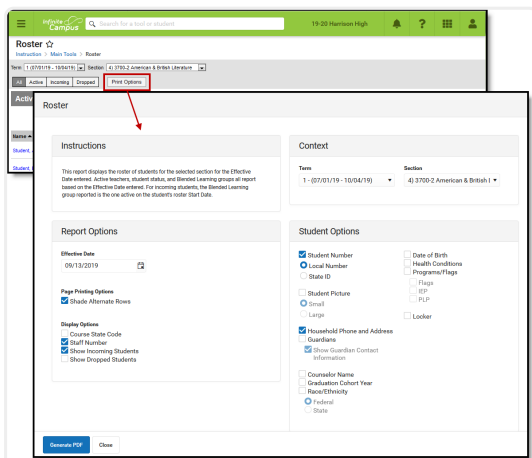
# Roster Report

Last Modified on 07/01/2024 11:02 am CDT

Location: [Instruction > Reports > Roster](#); [Instruction > Students > Roster > Print Options](#)

To print a roster for a section, open the [Roster](#) and then click **Print Options** to open the print options window. The printed roster includes students rostered into the section on the **Effective Date** entered from the selected **Section(s)**. This report is also available with the [Campus Instruction Reports](#).

Much of the data available in this report can be viewed for an individual student by clicking the student's name in the [Roster](#).



*Roster Print Options and the Roster Report allow teachers to determine what data prints for a roster.*

## Print Options

See the [Roster](#) article for more information about where roster data reports from.

Field	On the Report
<b>Report Options</b>	
<b>Effective Date</b>	The date for which data in the report is reported.
<b>Page Printing Options</b>	<ul style="list-style-type: none"> <li>Shade Alternate Rows: Makes the report easier to read by shading every other row in the printed report.</li> <li>Add page break after each section: simplifies printing rosters for multiple sections by adding a page break between each selected section.</li> </ul>

Field	On the Report	
<b>Display Options</b>	Displays the selected data in the report: <ul style="list-style-type: none"> <li>• Course State Code</li> <li>• Staff Number</li> <li>• Show Incoming Students - this option includes students listed in the Incoming section of the <a href="#">Roster</a>.</li> <li>• Show Dropped Students - this option includes students listed in the Dropped section of the <a href="#">Roster</a>.</li> <li>• Show Blended Learning Groups Summary - this option only displays if your school is using Blended Learning. Indicates which group the student belongs to.</li> </ul>	
<b>Student Options</b>		<b>Source</b>
<b>Student Number</b>	Displays the student's number. Options are <i>Local Number</i> or <i>State ID</i> .	<a href="#">Demographics</a>
<b>Student Picture</b>	Displays the student's picture in the report, in <i>Small</i> or <i>Large</i> format.	<a href="#">Demographics</a>
<b>Preferred Name (Nickname)</b>	Includes the student's Preferred Name (nickname).	<a href="#">Demographics</a>
<b>Gender</b>	Includes the student's Gender.	<a href="#">Demographics</a>
<b>Household Phone and Address</b>	Includes the phone number and address of the student's primary household.	<a href="#">Addresses</a>
<b>Guardians</b>	Includes the names of the student's guardians. If selected, also shows the <i>Guardian Contact Information</i> .	<a href="#">Relationships</a>
<b>Counselor Name</b>	Includes the name of the student's counselor.	<a href="#">Team Member with a Role of Counselor</a>
<b>Graduation Cohort Year</b>	Includes the student's projected year of graduation.	<a href="#">Graduation</a>
<b>Race/Ethnicity</b>	Includes the student's race/ethnicity. Indicate if the <i>Federal</i> or <i>State</i> race designation should report.	<a href="#">Demographics</a>
<b>Date of Birth</b>	Includes the student's date of birth.	<a href="#">Demographics</a>
<b>Health Conditions</b>	Includes any recorded health conditions for the student, which displays as an EMT symbol in the roster.	<a href="#">Conditions</a>

Field	On the Report	
<b>Programs/Flags</b>	Includes any Programs that display for the student in the roster. Specify <i>Flags</i> , <i>IEP</i> , and/or <i>PLP</i> if desired.	Programs, Documents (Special Ed), Documents (PLP)
<b>Locker</b>	Includes any lockers assigned to the student. Additional <i>Locker Options</i> and <i>Locker Types</i> display when this option is selected. Options/Types must be selected to report data.	Lockers (Student), Lockers

## Printing Roster Data

1. Select the **Term** and **Section** you'd like to generate labels for. Select multiple sections if desired.
2. Enter an **Effective Date** for the report to pull roster data as of that date.
3. Select **Report Options** and **Student Options** as desired to include data in the report. See options described in the table above.
4. Click **Generate PDF** to view the report in PDF format or click the arrow button next to **Generate** to select a different format (CSV).

Generated on 09/23/2014 04:15:05 PM		Section Rosters		Teacher:			
Page 1 of 1				Staff Number:			
Effective Date: 12/26/2013				Course: 1 Section: 1			
Course: 580511-1000 AP Calculus (A)		Room:					
Period: 01 08:15 AM-09:05 AM		Term(s): 1, 2, 3, 4					
Active Students: 7 (M: 2 F: 5)				Grade Levels: 09:1 10:2 11:1 12:3			
Student	Student#	Gender	Grade	Start Date	End Date	Phone	Address
Student, Andrew T	678912345	M	11			(555)555-4080	123 N William Ave , Somewhere, SD 57501
Student, Bree W	123456789	F	10			(555)555-0400	4567 N First , Somewhere, SD 57501
Student, Brooke J	234567891	F	09			(555)555-4240	543 George , Somewhere, SD 57501
Student, Jordan E	912345678	F	12			(555)555-5920	987 N Central , Somewhere, SD 57501
Student, Kyle M	891234567	M	12			(555)555-9360	2101 Beacher , Somewhere, SD 57532
Student, Lydia J	456789123	F	12			(555)555-5280	P.O. Box 100 , Central, SD 57532
Student, Sarah H	567891234	F	10		12/30/2013	(555)555-5280	P.O. Box 100 , Central, SD 57532
Incoming Students: 2 (M: 2 F: 0)						Grade Levels: 09:1 12:1	
Student	Student#	Gender	Grade	Start Date	End Date	Phone	Address
Student, Devin L	345678912	M	12	01/06/2014		(555)555-4240	543 George , Somewhere, SD 57501
Student, Luke C	789123456	M	09	03/10/2014		(555)555-4080	123 N William Ave , Somewhere, SD 57501

*An example of a printed roster.*