

Students Without Lockers

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Report Logic | Report Editor | Generate the Students without Lockers Report

Tool Search: Students without Lockers Report

The Students without Lockers Report prints a list of students who do not have locker assignments in the selected calendar based on the selected criteria.

Students Without Lockers Report 🚖	School & District Settings > Lockers > Students Without Lockers Report
	About This Report
Set Up	
Locker Assignment / Enrollment Effective Date *	
All Types	
Filter Du Crade Louel	
All Grades	
Ad Hoc Filter	
No Filter	
Output Options	
How would you like the report sorted?	
O Student	
Grade/Student	
Report Format	
PDF •	
enerate	Feedback
Students wi	ithout Lockers Report

See the Locker Reports Tool Rights article for information on available tool rights.

Submit feedback for the Students without Lockers Report by clicking the **Feedback** button in the bottom right hand corner. This takes you to the <u>Campus Community Students without</u> <u>Lockers</u> forum topic where you can add your suggestions for this report.



Report Logic

Students who are actively enrolled in the year and school selected in the Campus toolbar as of the date entered in the Locker Assignment Date / Enrollment Effective Date on the report editor are included in the report when a student does NOT have an active locker assignment that meets the selections on the report editor. Note that an active locker assignment is one in which there is a Start Date on the student's Locker record but no End Date.

The report looks for students who have never had a locker assignment for the selected Locker Type (both Locker Start Date and Locker End Date are blank) or had a locker assignment for the selected Locker Type in the past (the Locker End Date field is populated with a date in the past).

Enrollment records that are marked as No Show are not included in the report, even when those no show students do not have locker assignments and match the entered criteria.

The student may have a locker assignment at another school. The student is included only when there is no locker assignment for that student in the selected school and school year.

Field	Description			
Setup				
Locker Assignment / Enrollment Effective Date	Indicates the date associated with the assignment of the locker. Students who have active enrollment records as of the entered effective date in the selected calendar AND who do NOT have locker assignments are returned. The current date is automatically entered. To change this date, enter a A date is required in order to generate the report. Dates are			
	entered in <i>mmddyy</i> format or can be selected by using the calendar icon.			
Filter by Locker Type	Limit which locker types are included in the report, if desired. Or leave the selection on All Types.			
	When lockers are created, a Locker Type is required. This option looks only for the selected location, if desired. Locker Types are created in the <u>Attribute/Dictionary</u> .			
Filter by Grade Level	Limit which grade levels are included in the report. Or leave the selection on All Grades. Available grade levels are based on the school selected in the Campus toolbar.			

Report Editor

Field	Description
Ad hoc Filter	Only those students included in the filter are part of the report, as long as those students also have active enrollments in the selected school/calendar as of the entered date and do not have locker assignments matching the previous selections. Only one filter can be selected at any one time.
Output Options	
How would you like the report sorted?	The results of the report can be sorted by Student (alphabetical by last name) or by Grade/Student (numeric by the student's Grade Level and then student Last name).
Report Format	Indicates the format in which the report generates - PDF, DOCX or CSV.

Generate the Students without Lockers Report

- 1. Enter the desired **Locker Assignment / Enrollment Effective Date** in mmddyy format, or use the calendar icon to select a date.
- 2. Select the desired **Filter by Locker Type** option.
- 3. Select the desired **Filter by Grade Level** option.
- 4. Select an **Ad hoc Filter** from the dropdown list to include students from an ad hoc filter.
- 5. Select the desired **Report Format**.
- 6. Click the **Generate** button. The report displays in the selected format listing the students who are not assigned a certain type of locker.

2021-22 High School	Students Without Lockers Report All Grades All Types		ort	
Generated on 03/11/2022 01:41:07 PM Page 1 of 9		Effe	ctive Date: 03/11/2022	
itudent Number Student Name 23456 Student, Amber 34567 Student, Benjamin 145678 Student, Carolyn 156789 Student, Dylan 167890 Student, Evelyn	Grade 12 11 10 11 12	<u>Student Number</u> 678901 789012 890123 901234 01234 012345 001234	Student Name Student, Franklin Student, Genevieve Student, Harvey Student, Inorgen Student, Jorge Student, Kendall	Grade 10 11 10 10 10 11 12

Students without Lockers Report, All Locker Types, All Grade Levels, Sort by Student - PDF Format



	А	В	С
1	Student Number	Student Name	Grade
2	123456	Student, Anna	8
3	654987	Student, Bartholomew	8
4	234567	Student, Constance	9
5	765432	Student, David	9
6	345678	Student, Elenor	10
7	876543	Student, Finn	10
8	456789	Student, Gabby	11
9	987654	Student, Harold	11
10	567890	Student, Isabel	12
11			
-			

Infinite Campus

Students without Lockers Report, Selected Locker Type, All Grade Levels, Sorted by Grade/Student