

# InformationNOW – Reports

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## About this Guide

This Quick Reference Guide provides an overview of the reports available in *InformationNOW* under the **Reports** menu bar for **All Reports** and **District Reports**.

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## All Reports

Below is a list of the reports available in *InformationNOW* under **Reports | All Reports**. The additional sub-menus where the reports may be generated are listed. For example, the Birthday Listing report may be generated under **Reports | Birthday Listing** or under **Students | Reports**.

| Name                         | Description  |
|------------------------------|--|
| A+ Eligibility               | A report of students with selected A+ Activity Types. MO Only. Also available: <ul style="list-style-type: none"><li>• Under <b>Students   Reports</b>.</li><li>• On the individual student record. Click the <i>A+ Tracking</i> manage menu.</li></ul>  |
| Birthday Listing             | A list of student birthdays by month or by calendar year. Also available under <b>Students   Reports</b> .   |
| Diploma Requirement Checking | A list of students and their current progress towards an assigned goal. Also available on the individual student record. Click <b>Goals Sought</b> and then select <b>Goal Checking</b> under the <i>Reports</i> menu at left.   |
| Eligibility                  | A list of eligible students based on grades, credits, discipline, attendance criteria or a combination thereof. Also available under <b>Students   Reports</b> .   |
| Enrollment History           | A list of student enrollment records based on selected enrollment codes and/or a specified date range. Also available under <b>Students   Reports</b> .  |
| Profile                      | A one-per-student demographic report. Options of data to include are student contact, parent/guardian contact, locker, transportation, medical school programs, special education, services, special instructions, enrollment, graduation goals, and parent/guardian signature line. Ideal to print to use at registration to confirm demographic data. Also available: <ul style="list-style-type: none"><li>• Under <b>Students   Reports</b>.</li><li>• On the individual student record under the <i>Reports</i> menu.</li></ul> |
| Returning Students           | A summary of returning students by grade level. A student is 'returning' if he/she was enrolled on the <i>Date to Check</i> of the previous academic session and, in the current academic session, falls under one of the following conditions: Currently enrolled, Registered (optional selection for user), Withdrawn (optional selection for user). Also available under <b>Students   Reports</b> .  |

| Name                         | Description  |
|------------------------------|--|
| Student Envelopes            | Student envelopes using the standard #10 envelope. Also available under <b>Students   Reports</b> .  |
| Student Labels               | Student Mailing (Name/Address), Records (Name, Grade), or Name/Number (Name, File No.). Also available under <b>Students   Reports</b> .   |
| Student Letters              | Student letters utilizing MS Word and merge tags from data within <i>InformationNOW</i> . Also available under <b>Students   Reports</b> .   |
| Student Listing              | A list of students with options to include Ethnicity, Student Photograph, Lunch Program, and Unlisted phone/address. Also available under <b>Students   Reports</b> .  |
| Immunization Compliance      | A report of students and their immunization statuses (compliant, in progress, medical, noncompliant, personal or religious objection). Also available: <ul style="list-style-type: none"> <li>• Under <b>Students   Reports</b></li> <li>• On the individual student record under the <i>Medical</i> manage menu.</li> </ul>     |
| Receipts Journal             | A report of receipts for a specified date range. Also available under <b>Fees   Reports</b> .  |
| Student Balance              | A report of students and their current fee balance with the ability to specify a minimum balance. Includes an option to include Guardian Information. Also available under <b>Fees   Reports</b> .   |
| Student Fee Activity Listing | A listing report of all fee activity for a specified date range. Also available: <ul style="list-style-type: none"> <li>• Under <b>Fees   Reports</b></li> <li>• On the individual student record under the <i>Fees</i> manage menu.</li> </ul>  |
| Student Fee Statement        | A one-per-student fee statement. Includes option to print for just those students with a minimum balance and to print <i>To The Guardian Of</i> . Also available: <ul style="list-style-type: none"> <li>• Under <b>Fees   Reports</b></li> <li>• On the individual student record under the <i>Fees</i> manage menu.</li> </ul> |
| Permanent Record Labels      | A grade label for a selected grading period of the current academic session. Includes options to print class graduation credits, cumulative graduation credits, attendance information, cumulative GPA, alpha grade only, and class rank information.  |
| Transcript Report            | A historical transcript report. Also available on the individual student record under the <i>Transcript</i> manage menu.   |
| Transcript Report Landscape  | A landscape-oriented historical transcript report.   |
| ADA/ADM                      | The average daily attendance and average daily membership. Also available under <b>Attendance   Reports</b> .  |
| ADA/ADM by Hours             | The average daily attendance and average daily membership by hours. Also available under <b>Attendance   Reports</b> .   |
| Attendance Letters           | Student attendance letters utilizing MS Word and merge tags from data within <i>InformationNOW</i> . Also available under <b>Attendance   Reports</b> .  |
| Attendance Profile           | A one-per-student report including student daily attendance. Includes options to print period records, check in/out records, reason totals, unlisted phone and address information as well as attendance notes. Also available under <b>Attendance   Reports</b> .   |
| Check In/Out Report          | A report of student check in/out records. Also available: <ul style="list-style-type: none"> <li>• Under <b>Attendance   Reports</b>.</li> <li>• On the individual student record under the <i>Attendance</i> manage menu.</li> </ul>  |
| Cumulative Absence Report    | A report of absences and/or tardies equal to or greater than a specified number. Also available under <b>Attendance   Reports</b> .  |
| Daily Absence Listing        | A list of student absences for a specified single date. Also available under <b>Attendance   Reports</b> .   |

| Name                    | Description   |
|-------------------------|---|
| Perfect Attendance List | A list of students without an absence record for a specified date range and list of absence reasons. Includes the ability to ignore excused or unexcused and the option to include unlisted phone/address, student photo, or to ignore tardies. Also available under <b>Attendance   Reports</b> .  |
| Period Absence List     | A list of student period absences for a specified date range. Includes options to include unlisted info, student photo, or include totals only. Also available: <ul style="list-style-type: none"> <li>• Under <b>Attendance   Reports</b>.</li> <li>• On the individual student record under the <i>Attendance</i> manage menu.</li> </ul>   |
| Unposted Attendance     | A report of teachers who have not yet posted attendance for a specific date and period. Also available under <b>Attendance   Reports</b> .  |
| Discipline Letters      | Student discipline letters utilizing MS Word and merge tags from data within <i>InformationNOW</i> . Also available under <b>Discipline   Reports</b> .   |
| Discipline Report       | A report of students with a discipline record meeting the criteria of start/end dates as well as selected infractions and/or dispositions. Also available: <ul style="list-style-type: none"> <li>• Under <b>Discipline Reports</b>.</li> <li>• On the individual student record under the <i>Discipline</i> manage menu.</li> </ul>  |
| Discipline Statistics   | A statistical report by ethnicity and gender of discipline records. Also available under <b>Discipline   Reports</b> .  |
| Incident Detail         | A report of discipline Incident Number, Date, Time, Location, and Infraction Name. Also includes ability to include Statute Violations, Board Violations, Actions Taken, Incident Notes, and Students Involved. Also available under <b>Discipline   Reports</b> .  |
| Incident Summary        | A This report will include Incident #, Date, Time, Incident Description, Location, and Infraction Name. Also available under <b>Discipline   Reports</b> .  |
| Course Listing          | A listing of all available courses for the current academic session. Includes options to print for starting/ending grade levels, for a specific gender, or a course type as well as an option to print only credit bearing courses. Also available under <b>Scheduling   Reports</b> .  |
| Course Request Matrix   | A Matrix or List format report of student requests. Includes option to include alternate requests. Also available under <b>Scheduling   Reports</b> .   |
| Course Request Roster   | A list of student requests. Includes options to add alternate requests, unscheduled requests only, primary requests. Also available under <b>Scheduling   Reports</b> .   |
| Course Request Tally    | A breakdown by gender and grade level showing each course and the number of requests. Options include Simple List which displays only the course number and the number of requests. Also includes options to print <i>Number of Courses Linked</i> , <i>Alternate</i> , <i>Required</i> as well as the ability to include the <i>Number of Students Actually Scheduled</i> . Also available under <b>Scheduling   Reports</b> . |

| Name                         | Description   |
|------------------------------|---|
| Course Request Verification  | <p>A report by student of requests.</p> <ul style="list-style-type: none"> <li>• <u>T</u>: The number of terms requested</li> <li>• <u>S</u>: Starting term requested. <i>A</i> indicates <i>Any</i> term.</li> <li>• <u>Inst</u>: The number of instances requested. If a student must take PE twice in one year to make up for failing the previous year, a two would be entered on the request and a 2 would display on the report.</li> <li>• <u>L</u>: Indicates if course is linked to another course.</li> <li>• <u>P</u>: Indicates priority level assigned to the request.</li> <li>• <u>R</u>: Indicates if the request for the course is considered required.</li> <li>• <u>A</u>: Indicates if the request is an alternate for a different course.</li> </ul> <p>Also available:</p> <ul style="list-style-type: none"> <li>• Under <b>Scheduling   Reports</b></li> <li>• On the individual student record under the <i>Requests</i> manage menu.</li> </ul> |
| Course Roster                | A report of students currently enrolled in the course. Also available under <b>Scheduling   Reports</b> .   |
| Free Room                    | A report of rooms to which no course has been assigned for a specific period of the day. Also available under <b>Scheduling   Reports</b> .   |
| Free Teacher                 | A report of teachers to which no course has been assigned for a specific period of the day. Also available under <b>Scheduling   Reports</b> .  |
| Incomplete Student Schedules | A listing of students with either incomplete or no schedules. Also available under <b>Scheduling   Reports</b> .  |
| Master Schedule Error Report | A report of section, staff and room errors from the master schedule. Also available under <b>Scheduling   Reports</b> .   |
| Master Schedule List         | A listing report of the master schedule including section number, name, teacher, grade levels, period, terms, room, credit, day met, student count and student capacity. Also available under <b>Scheduling   Reports</b> .   |
| Master Schedule Matrix       | A matrix report of the master schedule including options to group by term, teacher, course type and day type. Grouping by teacher will print a teacher schedule. May also include section number, room number, enrolled/capacity, grade range, additional teachers, course type, withdrawn students (in the count). Also available from <b>Scheduling   Reports</b> .   |
| Master Schedule Summary      | A count report by section including student totals by ethnicity, lunch, and grade level. Also available under <b>Scheduling   Reports</b> .   |
| Room-Teacher Utilization     | A report of a schedule by teacher or by room. Options include details as well as a count of students involved for the selected day/term. Also available under <b>Scheduling   Reports</b> .   |
| Student Schedule List        | <p>A student schedule report in a list format. Options include contact info and student photograph. Also available:</p> <ul style="list-style-type: none"> <li>• Under <b>Scheduling   Reports</b>.</li> <li>• On the individual student record under the reports menu as well as under the <i>Schedule</i> manage menu.</li> </ul>   |
| Student Schedule Matrix      | Student schedules in a matrix format. Options include contact info and student photograph. Also available under <b>Scheduling   Reports</b> .   |
| Class Rank                   | A listing of students' class ranking. Also available under <b>Grades   Reports</b> .  |
| Failure Listing              | A listing of students who have received a specified grade within the selected grading period. Also available under <b>Grades   Reports</b> .  |

| Name                     | Description  |
|--------------------------|--|
| Grade Distribution       | A list of grades issued by a teacher. May group by teacher or course type. Options include breakdown by gender, economic status (lunch), ethnic group and grade level. Also available under <b>Grades   Reports</b> .  |
| Honor Roll               | A report of students who have received a minimum number of a specified grade within a selected grading period. Also available under <b>Grades   Reports</b> .  |
| Missing Grades           | A summary or list report of students who do not have a grade for a selected grading period and graded item. Also available under <b>Grades   Reports</b> .   |
| Report Card              | A one-per-student report of grades by student for the selected grading period. Options include ability to print picture, notes, year-to-date grades, attendance detail, credit and a parent signature line. Also available: <ul style="list-style-type: none"> <li>• Under <b>Grades   Reports</b>.</li> <li>• On the individual student record under the Grades manage menu.</li> </ul> |
| Comprehensive Progress   | A one-per-student report of posted grades along with activity grades for a selected grading period. Options include the ability to print student mailing address, comment, signature line, photo, total points earned from the grade book, total points by category (ex. Quiz, Test, Homework), period attendance, and class average. Also available under <b>Classroom   Reports</b> .  |
| Lesson Plan              | A report of a teacher's lesson plan for a selected course and date range. Also available under <b>Classroom   Reports</b> .  |
| Lunch Counts             | A listing of posted student lunches for a selected date range. Also available under <b>Classroom   Reports</b> .   |
| Unposted Grades          | A list of sections for which grades have not yet been posted for a selected grading period. Also available under <b>Classroom   Reports</b> .  |
| Missing Standards        | A detailed or simple report of students with missing standards.  |
| Standards Bank           | A listing of standards by course. Also available on the individual course record under <b>Scheduling   Valid Courses</b> .   |
| Standards Report Card    | A one-per-student report of standards along with the assigned student mark. Also available: <ul style="list-style-type: none"> <li>• Under <b>Classroom   Grade Book   Standards</b> tab.</li> <li>• On the individual student record under the <i>Reports</i> menu.</li> </ul>  |
| Staff Listing            | A report of staff. Also available under <b>Staff   Reports</b> .   |
| Staff Mailing Labels     | Staff Mailing (Name/Address) or Name/Number (Name, File No.). Also available under <b>Staff   Reports</b> .  |
| Bus List                 | A list-style report of busses. Also available under <b>System Preferences   Setup</b> . Select <i>Bus</i> from the lookup list and click <b>Refresh</b> .  |
| Bus Roster               | A list of students assigned to a bus ordered by student name or by bus stop. Also available under <b>System Preferences   Setup</b> . Select <i>Bus</i> from the lookup list and click <b>Refresh</b> .  |
| Transport Method         | A list of students with a specified transportation code within a given date range.   |
| Transport Method History | A list of students with transportation code changes within a given date range including the date the student was added and/or dropped from a specific transportation code.   |
| Family Directory         | Includes a list of Head of Households (Guardians) and the students that are marked as Family who share the same physical address. Also available under <b>Census   Reports</b> .   |

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## District Reports

Below is a list of the reports available in *InformationNOW* under **Reports | District Reports**.

For more detailed instructions regarding District Reports, please refer to the *InformationNOW - District Reports* Quick Reference Guide, which is available on the STI Support Web site at <http://support.sti-k12.com>.

| Name                       | Description   |
|----------------------------|---|
| District Absence Counts    | District totals and a break down by school of absence counts for the specified date range. Includes options to filter by ethnicity, gender, residency status, grade level, LEP Status, LRE, lunch status, migrant family and primary exceptionality. Also includes ability to group data by 504 Status, ethnicity, gender, LEP, LRE, lunch code, migrant, primary exceptionality and residency status.    |
| District Attendance Counts | District totals and a break down by school of attendance counts for the specified date range. Includes options to filter by ethnicity, gender, residency status, grade level, LEP Status, LRE, lunch status, migrant family and primary exceptionality. Also includes ability to group data by 504 Status, ethnicity, gender, LEP, LRE, lunch code, migrant, primary exceptionality and residency status. |