

CIVICA

Transforming the way you work



Integris Admin Reports

User Manual

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1 General Reports: Student Activities Report

The screenshot shows a software window titled "Reports" with a standard toolbar at the top. On the left is a tree view containing two main categories: "General Reports" and "Roll Reports". Under "General Reports", several sub-items are listed, with "Student Activities Report" currently selected and highlighted in blue. The main area of the window is a form for configuring the report. It includes fields for "Main Title" (set to "Student Activities Report") and "Page Footer". Below these are sections for "Students (optional)" with a dropdown menu showing "Selected Subset 511 ..." and a "New Query" button, and an "Activity" section with an "Activity Type" dropdown set to "All". There are also date selection fields for "Activity Date" and "Review Date", each with "From" and "To" inputs and calendar icons. At the bottom of the form is an "Options" section with checkboxes for "Sort by Student" (unchecked), "Show Activity Details" (checked), and "Show Reference No." (checked). To the right of these is a "Completion Status" dropdown set to "Not complete". At the very bottom of the window are "Print" and "Cancel" buttons.

The settings used in the sample report.

General Reports: Student Activities Report

West Coast District High School Student Activities Report



Activity Type: Good Work - sent to office

Student	No.	Year	Form	Activity Description	Completed
Allen, Penelope	866	5	Room 5	Outstanding art portfolio Date: 18 DEC 2009 Review Date:	NO
Activity Details: Mrs Jack, the art teacher has sent Penelope along with her art portfolio. She has been added to the school honour board.					
Dudney, Jenna	831	7	Room 7	Art work Date: 17 JAN 2010 Review Date:	NO
Activity Details: Art teacher sent Jenna to the office with her mural - was presneted with a Principal's sticker.					
Brown, Lana	774	7	Room 7	Portfolio Date: 11 MAR 2010 Review Date:	NO
Activity Details: An excellent portfolio for the year. Presented with a Principal's sticker.					
Davids, Chelsea	821	7	Room 7	Portfolio Date: 13 MAR 2010 Review Date:	NO
Activity Details: An excellent portfolio for the year. Presented with a Principal's sticker.					
Albert, Jackie	766	4	Room 4	Spelling Date: 9 MAY 2010 Review Date:	NO
Activity Details: 100% in spelling test					
Dudney, Jenna	831	7	Room 7	Writing Date: 3 JUN 2010 Review Date:	NO
Activity Details: Wrote a lovley autobiography. Given a special certificate.					

2 General Reports: Activities Report

The screenshot shows a window titled "Reports" with a toolbar at the top. On the left is a tree view under "General Reports" containing items like "Student Activities Report", "Activities Report" (highlighted), "Medication Report", "Medical Conditions", "Medical Conditions Trained Staf", "Medical Details", "Doctor/Practice List", "Dental Practice List", "Birthday Report", "Students with no Address", "Students and their Teaching Se", and "List of UDIs". Below this is a "Roll Reports" section. The main area on the right is titled "Titles" and contains two text boxes: "Main Title" with the value "Activities Report" and "Page Footer" which is empty. Below the titles section is a "Select" section with three checkboxes: "Student" (unchecked), "Staff" (unchecked), and "School" (checked). To the right of these are two checked checkboxes: "Show Activity Details" and "Show Reference No.", followed by a dropdown menu. At the bottom right are "Print" and "Cancel" buttons.

The screenshot shows a dialog box titled "Activity Report Selection Criteria". It has a "Selection" dropdown menu set to "School" and an "Activity Type" dropdown menu which is empty. Below these is a message box that says "If you select an Activity Type, combined Student/School/Staff reports cannot be printed." There are two date fields: "Activity Date" with a range from "1 FEB 2012" to "30 APR 2012", and "Review Date" which is empty. At the bottom are "OK" and "Cancel" buttons.

The settings used in the sample report.

West Coast District High School

Activities Report



School Activities

Date	Activity
------	----------

Camps & Excursions

20 FEB 2012	Year 8 Orientation Camp
21 FEB 2012	Year 8 Orientation Camp
22 FEB 2012	Year 8 Orientation Camp
12 MAR 2012	In Term Swimming (PP-7)
	Activity Details: West Coast Recreation Centre-Variou Times
13 MAR 2012	In Term Swimming (PP-7)
	Activity Details: West Coast Recreation Centre-Variou Times
14 MAR 2012	In Term Swimming (PP-7)
	Activity Details: West Coast Recreation Centre-Variou Times
15 MAR 2012	In Term Swimming (PP-7)
	Activity Details: West Coast Recreation Centre-Variou Times
16 MAR 2012	In Term Swimming (PP-7)
	Activity Details: West Coast Recreation Centre-Variou Times
19 MAR 2012	In Term Swimming (PP-7)
	Activity Details: West Coast Recreation Centre-Variou Times
20 MAR 2012	In Term Swimming (PP-7)
	Activity Details: West Coast Recreation Centre-Variou Times
21 MAR 2012	In Term Swimming (PP-7)
	Activity Details: West Coast Recreation Centre-Variou Times
22 MAR 2012	In Term Swimming (PP-7)
	Activity Details: West Coast Recreation Centre-Variou Times
23 MAR 2012	In Term Swimming (PP-7)
	Activity Details: West Coast Recreation Centre-Variou Times
30 MAR 2012	Interschool Lightning Carnival

Workshop

21 MAR 2012	Student Leadership Workshop
	Activity Details: Student Councillors
	Perth ECC

General School Activity

4 APR 2012	Year 11 and 12 Ball
	Activity Details: Burswood

3 General Reports: Medication Report

Reports

General Reports

- Student Activities Report
- Activities Report
- Medication Report
- Medical Conditions
- Medical Conditions Trained Staf
- Medical Details
- Doctor/Practice List
- Dental Practice List
- Birthday Report
- Students with no Address
- Students and their Teaching Se
- List of UDIs

Roll Reports

Titles

Main Title: Medication Report

Page Footer:

Sort

Form	Sort Field	Total	Page
DOB			
Gender			
Year			

Select

New Query

Print Cancel

West Coast District High School

Medication Report

Name of Student	Gender	Date of Birth	Year	Form	Health Condition	Medication	Daily Dose/Frequency/Storage	Duration
Albert Jackie	F	10 OCT 2002	4	Room 4	Asthma	Asmol - Reliever (blue)	4 Separate puffs. The medication is best given one puff at a time via a spacer device. Ask the person to take 4 breaths from the spacer after each puff of medication.	As required
		Route of Administration		Details		Method of Assistance		Expiry Date
		Inhalation (lungs)				Self		
				Asthma		Pulmicort - Preventer (brown)		Daily. Kept in the classroom fridge.
		Route of Administration		Details		Method of Assistance		Expiry Date
		Inhalation (throat)				Self		
				Asthma		Serevent - Symptom Controller (green)		Daily - This is used at home. Effects last up to 12 hours.
		Route of Administration		Details		Method of Assistance		Expiry Date
		Inhalation (throat)				Requires Assistance		
Name of Student	Gender	Date of Birth	Year	Form	Health Condition	Medication	Daily Dose/Frequency/Storage	Duration
Marlin Haylee	F	31 JUL 1998	8	08.2	Allergy - Anaphylaxis	Epi Pen	1 dose on onset of attack	
		Route of Administration		Details		Method of Assistance		Expiry Date
		Injection				Requires Assistance		7 OCT 2012

4 General Reports: Medical Conditions

Note: WA additionally includes the “Include Daily Management Plan” Option.

Reports

General Reports

Student Activities Report

Activities Report

Medication Report

Medical Conditions

Medical Conditions Trained Staf

Medical Details

Doctor/Practice List

Dental Practice List

Birthday Report

Students with no Address

Students and their Teaching Se

List of UDIs

Roll Reports

Titles

Main Title

Medical Conditions

Page Footer

Sort

	Sort Field	Total	Page
Form			
DOB			
Gender			
Year			

Select

New Query

☐ Include Daily Management Plan

Print

Cancel

Medical Conditions NT/NZ

West Coast District High School				
Medical Conditions / Emergency Response				
Sort Order : Surname, Preferred Name				
Name	Gender	Date of Birth	Year	Form
Albert, Jackie	F	10 OCT 1998	4	Room 4
<u>Medical Conditions</u>		<u>Emergency Procedures</u>		
Allergy - Other		Slightly allergic to penicillin. Notify doctor if an emergency occurs.		
Asthma		Chronic Asthmatic. An adrenalin needle is kept in the staffroom fridge for emergencies.		
Diabetes		No Details		
Alkitik, Adam	M	13 JAN 1994	9	9.1
<u>Medical Conditions</u>		<u>Emergency Procedures</u>		
Diabetes		Adam injects himself with insulin at lunchtime every day.		
		If he appears drowsy, staff need to ensure he eats sweets.		
Hearing Condition (eg otitis media)		Hearing loss in left ear.		
2	Total Records			

Medical Conditions – WA

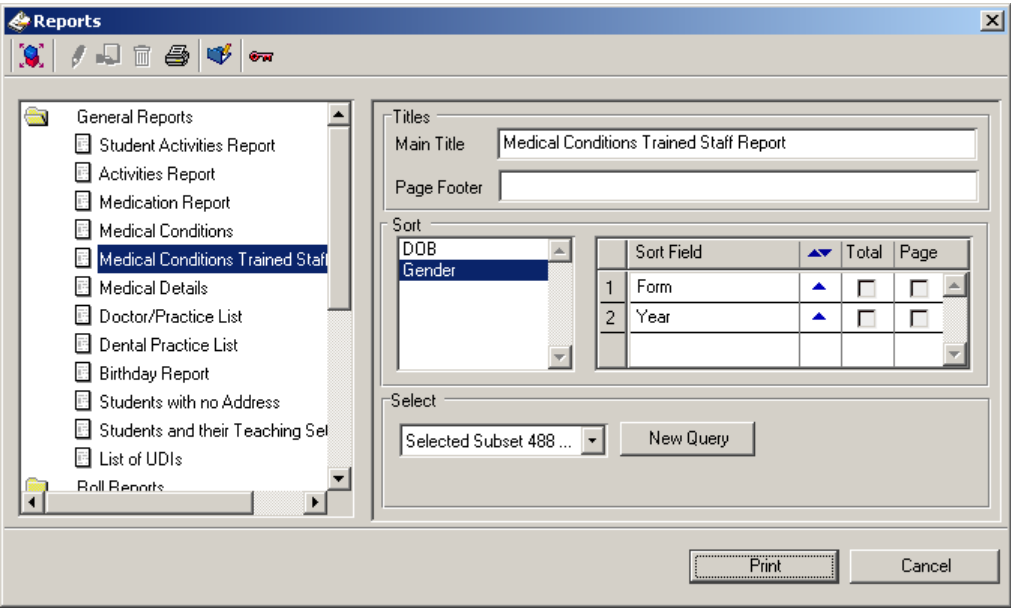
West Coast District High School

Medical Conditions / Emergency Response

Sort Order : Surname, Preferred Name

Name	Gender	Date of Birth	Year	Form
Albert, Jackie	F	10 OCT 1998	4	Room 4
<u>Medical Condition</u>		<u>Emergency Procedures</u>		
Allergy - Other		Slightly allergic to penicillin. Notify doctor if an emergency occurs.		
		<u>Daily Management Plan</u>		
		No Details		
<u>Medical Condition</u>		<u>Emergency Procedures</u>		
Asthma		Chronic Asthmatic. An adrenalin needle is kept in the staffroom fridge for emergencies.		
		<u>Daily Management Plan</u>		
		Carries inhaler with her at all times.		
1	Total Records			

5 General Reports: Medical Conditions Trained Staff (WA only)



Settings used in this Report

West Coast District High School

Medical Conditions Trained Staff Report

Name of Student	Gender	Date of Birth	Year	Form	Health Condition	Staff Training Required
Alkitik, Adam	M	13 JAN 1997	10	10.1	Diabetes	Yes

Trained Staff	Date of Training	Retraining Date
Abbott, Elaine	12 JUL 2011	12 JUL 2012
Western, Jennifer	5 APR 2011	5 APR 2012

Hearing Condition (eg otitis media)	No
-------------------------------------	----

Name of Student	Gender	Date of Birth	Year	Form	Health Condition	Staff Training Required
Albert, Jackie	F	10 OCT 2001	5	Room 5	Asthma	Yes

Allergy - Other	No
-----------------	----

Name of Student	Gender	Date of Birth	Year	Form	Health Condition	Staff Training Required
Allen, Penelope	F	26 DEC 2000	6	Room 7	Allergy - Other	Yes

Trained Staff	Date of Training	Retraining Date
Spencer, Franklin	10 JUL 2011	10 JUL 2012
Scattini, Tracey	5 FEB 2011	5 FEB 2012

Type of training
Administration of allergy shots

6 General Reports: Medical Details

Note: WA additionally includes the “Include Daily Management Plan” Option.

The screenshot shows the 'Reports' window with the 'Medical Details' report selected. The 'Titles' section has 'Main Title' set to 'Medical Details' and 'Page Footer' is empty. The 'Sort' section shows a list of fields: Form, DOB, Gender, and Year. The 'Select' section has several checkboxes: 'One page per student' (checked), 'Include Student Photograph' (checked), 'Only include students with 'flagged' health conditions' (checked), 'Include Daily Management Plan' (checked), and 'Include Parent/Guardian 1 Details' (checked). The 'Selected Subset' is '511 ...'. There are 'Print' and 'Cancel' buttons at the bottom right.

Sort Field	Total	Page
Form		
DOB		
Gender		
Year		

The settings used in the sample report.

West Coast District High School

Medical Details

Sort Order : Surname, Preferred Name

ALBERT, JACKIE

Number

Year 4
Form Room 4
House Red
Date of Birth 10 OCT 1999

Practice Details:

Doctor Dr Pi Peng
Practice Carepoint Medical Centre
Address 18 Andrews Road
 EAST PERTH WA 6032

Fax 9220 1545
Phone 1 9226 7845
Phone 2

SHCS YES

SHCS review date: 1 DEC 2009

Health Condition

Allergy - Other

Emergency Response Plan

Slightly allergic to penicillin. Notify doctor if an emergency occurs.

Daily Management Plan

No Details

Health Condition

Asthma

Emergency Response Plan

Without delay give 4 separate puffs of a reliever. Wait 4 minutes. If little or no improvement, repeat steps. If there is still little or no improvement, call an ambulance (Dial 000). Continuously repeat steps 2 and 3 while waiting for the ambulance.

A Bricanyl Turbuhaler may be used in first aid treatment if a puffer and spacer is unavailable.

Daily Management Plan

Carries a Reliever with her.

Medical Details Report-WA

West Coast District High School

Medical Details

Sort Order: Surname, Preferred Name



ALBERT, JACKIE



Number

Year 4
Form Room 4
House Red
Date of Birth 10 OCT 2002

Practice Details:

Doctor Dr Pi Peng
Practice Carepoint Medical Centre
Address 18 Andrews Road
EAST PERTH WA 6032

Parent Details Ms Rita Albert
Relationship Mother
Home Phone 9396 7008
Mobile

Fax 9220 1545
Phone 1 9226 7845
Phone 2

Health Condition

Allergy - Other

Emergency Response Plan

Slightly allergic to penicillin. Notify doctor if an emergency occurs.

Daily Management Plan

No Details

Health Condition

Asthma

Emergency Response Plan

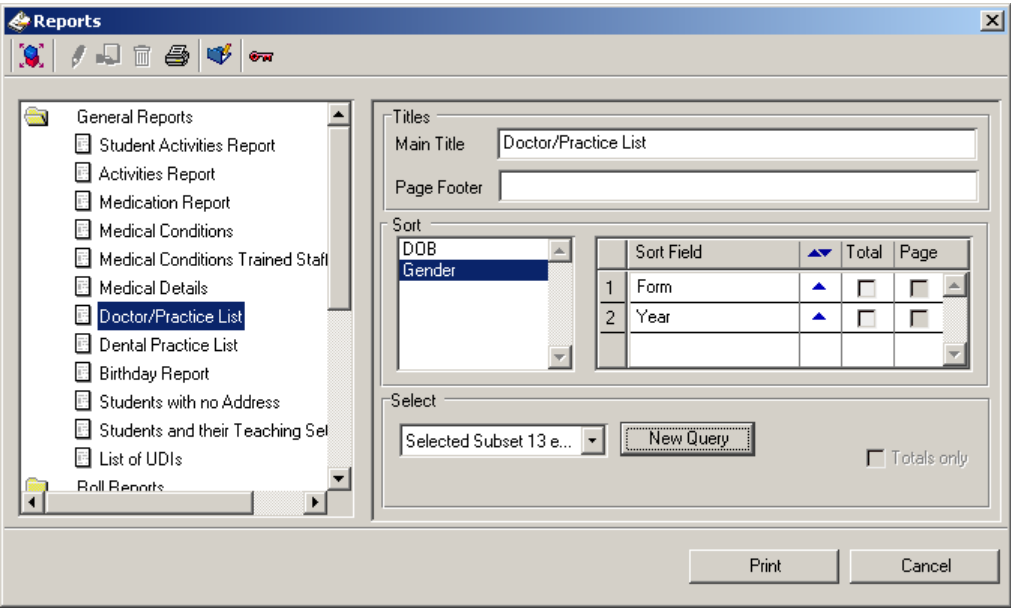
Without delay give 4 separate puffs of a reliever. Wait 4 minutes. If little or no improvement, repeat steps. If there is still little or no improvement, call an ambulance (Dial 000). Continuously repeat steps 2 and 3 while waiting for the ambulance.

A Bricanyl Turbuhaler may be used in first aid treatment if a puffer and spacer is unavailable.

Daily Management Plan

Carries a Reliever with her.

7 General Reports: Doctor/Practice List



The settings used in the sample report.

West Coast District High School

Doctor/Practice List



Number	Name	Doctor	Practice	Telephone
6	Antonello, Mark	Dr Adhadad	Carepoint Medical Centre	9226 7845
2	Alkitik, Adam	Dr Woo	Perth Children's Hospital	9445 8745
3	Anderson, Ben	Dr Jones	Perth Children's Hospital	9445 8745
4	Andrews, Rachael	Dr Allen	West Point Medical Centre	9443 8856
778	Andrews, Luke	Dr Kyler	Perth Children's Hospital	9445 8745
880	Alkitik, Maria	Dr Woo	Perth Children's Hospital	9445 8745
881	Amber, Kylie	Dr Addman	Carepoint Medical Centre	9226 7845
882	Andrews, Guy	Dr Allen	West Point Medical Centre	9443 8856
883	Angus, Hamish	Dr Seymour	Carepoint Medical Centre	9226 7845
800	Allen, Tamara	Dr C Fyfe	Perth Children's Hospital	9445 8745
846	Amber, Kyle	Dr Addman	Carepoint Medical Centre	9226 7845
845	Anderson, Kurt	Dr P Adams	Perth Children's Hospital	9445 8745
766	Albert, Jackie	Dr Pi Peng	Carepoint Medical Centre	9226 7845
866	Allen, Penelope	Dr C Fyfe	Perth Children's Hospital	9445 8745

8 General Reports: Dental Practice List

Reports

General Reports

Student Activities Report

Activities Report

Medication Report

Medical Conditions

Medical Conditions Trained Staff

Medical Details

Doctor/Practice List

Dental Practice List

Birthday Report

Students with no Address

Students and their Teaching Set

List of UDIs

Roll Reports

Titles

Main Title

Dental Practice List

Page Footer

Sort

DOB

Gender

	Sort Field		Total	Page
1	Form	▲	<input type="checkbox"/>	<input type="checkbox"/>
2	Year	▲	<input type="checkbox"/>	<input type="checkbox"/>

Select

Selected Subset 13 e...

New Query

☐ Totals only

Print

Cancel

Dental Practice List Report

West Coast District High School

Dental Practice List

Number	Name	Dentist	Dental Practice	Telephone
766	Albert, Jackie	Mr White	Floss Dental Centre	945 7890
2	Alkitik, Adam	Phil McCavity	Phil McCavity	9334013
866	Allen, Penelope	Mr Brown	Floss Dental Centre	945 7890
800	Allen, Tamara	Mr White	Floss Dental Centre	945 7890
846	Amber, Kyle	Mr White	Floss Dental Centre	945 7890
3	Anderson, Ben	Mr Brown	Floss Dental Centre	945 7890
845	Anderson, Kurt	Phil McCavity	Phil McCavity	9334013
778	Andrews, Luke	Mr Brown	Floss Dental Centre	945 7890
4	Andrews, Rachael	Mr Brown	Floss Dental Centre	945 7890
5	Angus, Sally	Mr White	Floss Dental Centre	945 7890
6	Antonello, Mark	Phil McCavity	Phil McCavity	9334013

9 General Reports: Birthday Report

Reports

General Reports

Student Activities Report

Activities Report

Medication Report

Medical Conditions

Medical Conditions Trained Staff

Medical Details

Doctor/Practice List

Dental Practice List

Birthday Report

Students with no Address

Students and their Teaching Sel

List of UDIs

Roll Reports

Titles

Main Title

Birthday Report

Page Footer

Sort

Form

Gender

Year

	Sort Field		Total	Page
1	Day of month	▲	<input type="checkbox"/>	<input type="checkbox"/>

Select

Selected Subset 21 e...

New Query

☐ New page for every month

☐ Display age as at

Print

Cancel

The settings used in the sample report.

Birthday Report

West Coast District High School

Birthday Report



Birthdays that will occur in January

Name	DOB	Year	Form	Age
Angus, Hamish	1 JAN 1999	8	Not specified	12 Yrs 6 Mths
Alkitik, Adam	13 JAN 1997	10	10.1	14 Yrs 6 Mths
Amber, Kylie	23 JAN 1999	8	Not specified	12 Yrs 5 Mths

3 Birthday(s) in January

Birthdays that will occur in February

Name	DOB	Year	Form	Age
Antonello, Valentine	2 FEB 1999	9	Not specified	12 Yrs 5 Mths
Andrews, Guy	23 FEB 1999	8	Not specified	12 Yrs 4 Mths

2 Birthday(s) in February

Birthdays that will occur in March

Name	DOB	Year	Form	Age
Andrews, Rachael	6 MAR 1995	12	12.1	16 Yrs 4 Mths
Andrews, Luke	10 MAR 2007	P	K/P	4 Yrs 4 Mths
Avery, Roslyn	14 MAR 1999	8	Not specified	12 Yrs 4 Mths
Arrowsmith, William	17 MAR 1999	8	Not specified	12 Yrs 3 Mths
Aspinall, Simone	22 MAR 1997	10	10.2	14 Yrs 3 Mths

5 Birthday(s) in March

Birthdays that will occur in April

Name	DOB	Year	Form	Age
Anderson, Ben	21 APR 1996	11	11.1	15 Yrs 2 Mths

1 Birthday(s) in April

10 General Reports: Students with No Address

The screenshot shows a 'Reports' window with a sidebar on the left containing a tree view of report categories. Under 'General Reports', 'Students with no Address' is selected. The main area contains the following settings:

- Titles:**
 - Main Title: Students with no Address
 - Page Footer: (empty)
- Sort:**

	Sort Field		Total	Page
DOB				
Gender				
Year				
1	Form	▲	<input type="checkbox"/>	<input type="checkbox"/>
- Select:**
 - Selected Subset 488 ...
 - New Query
 - ☐ Totals only

At the bottom right are 'Print' and 'Cancel' buttons.

The settings used in the sample report.

Students with No Address

West Coast District High School

Students with no Address



Ballarat, Wendy 8/08.1

Address

Telephone 1

Telephone 2

email

Gordes, Gordon 1/Not specified

Address

Telephone 1

Telephone 2

email

Gordes, Marcus K/Not specified

Address

Telephone 1

Telephone 2

email

Hammond, Grant 9/Not specified

Address

Telephone 1

Telephone 2

email

11 General Reports: Students and their Teaching Sets

The screenshot shows a 'Reports' window with a sidebar on the left containing a tree view of report categories. Under 'General Reports', 'Students and their Teaching Sets' is selected. The main area contains the following settings:

- Titles:** Main Title: 'Students and their Teaching Sets', Page Footer: (empty)
- Sort:** A table with columns 'Form', 'Sort Field', 'Total', and 'Page'. The 'Form' column lists 'DOB', 'Gender', 'Surname', and 'Year'. The 'Sort Field' column has a dropdown arrow.
- Select:** TT Year: '2012', Cycle: '2012 - 5', Range: '23 APR 2012 - 6 JUL ...'. There is a checkbox for 'Use Preferred Name' and a 'New Query' button.

At the bottom right are 'Print' and 'Cancel' buttons.

The settings used in the sample report

Students and their Teaching Sets

West Coast District High School Students and their Teaching Sets

Year: 2012 Range: 23 APR 2012 - 6 JUL 2012



Name	Code	Subject	Teaching Set
Andrews, Rachael	11HR	Home Room 11	11HR_1
	1ACSC	Computer Science 1A	1ACSC_1
	1AMAT	Mathematics 1A	1AMAT_1
	1AWPL	Workplace Learning 1A	1AWPL_1
	1BCSC	Computer Science 1B	1BCSC_1
	1BMAT	Mathematics 1B	1BMAT_1
	1BWPL	Workplace Learning 1B	1BWPL_1
	1XENG	English 1A/B	1XENG_1
	1XGEO	Geography 1A/B	1XGEO_1
	1XISC	Integrated Science 1A/B	1XISC_1
Black, Jenny	11HR	Home Room 11	11HR_1
	1ACSC	Computer Science 1A	1ACSC_1
	1AMAT	Mathematics 1A	1AMAT_1
	1AWPL	Workplace Learning 1A	1AWPL_1
	1BCSC	Computer Science 1B	1BCSC_1
	1BMAT	Mathematics 1B	1BMAT_1
	1BWPL	Workplace Learning 1B	1BWPL_1
	1XENG	English 1A/B	1XENG_1
	1XGEO	Geography 1A/B	1XGEO_1
	1XISC	Integrated Science 1A/B	1XISC_1
Campbell, Ashleigh	11HR	Home Room 11	11HR_2
	1AMAT	Mathematics 1A	1AMAT_2
	1BMAT	Mathematics 1B	1BMAT_2
	2ACSC	Computer Science 2A	2ACSC_2
	2BCSC	Computer Science 2B	2BCSC_2
	2XBIO	Biological Sciences 2A/B	2XBIO_1
	2XGEO	Geography 2A/B	2XGEO_1
	2XHIM	Modern History 2A/B	2XHIM_1
	2XLIT	Literature 2A/B	2XLIT_1
Casson, Shane	11HR	Home Room 11	11HR_3
	1ACSC	Computer Science 1A	1ACSC_2
	1BCSC	Computer Science 1B	1BCSC_2
	1XENG	English 1A/B	1XENG_2
	2AMAT	Mathematics 2A	2AMAT_1
	2BMAT	Mathematics 2B	2BMAT_1
	2XCHE	Chemistry 2A/B	2XCHE_1
	2XECO	Economics 2A/B	2XECO_1
	2XPHY	Physics 2A/B	2XPHY_1

12 General Reports: List of UDIs

The screenshot shows a software window titled "Reports" with a standard toolbar. On the left is a tree view of report categories: "General Reports" and "Roll Reports". Under "General Reports", several sub-reports are listed, with "List of UDIs" selected and highlighted in blue. The main area of the window is divided into sections for configuring the report. The "Titles" section contains fields for "Main Title" (set to "List of UDIs") and "Page Footer". The "Sort" section includes a "Type" dropdown menu set to "Name" and a table for defining sort order. The "Select" section features a dropdown menu set to "Student". At the bottom right are "Print" and "Cancel" buttons.

Sort Field	Total	Page
1 Description		

The settings used in the sample report.

List of UDIs

West Coast District High School

List of UDIs



UDI Name	Description	Type	Indexed	Disabled
ASP	ASP	Lookup	YES	NO
Socialbehaviour	Behaviour Notes	Memo	YES	YES
Cdt	CDT Date/Doses	Character	YES	YES
Childfullyimmunised	Child fully immun.?	Boolean	YES	YES
communityservice	Community Service Completed	Boolean	NO	NO
communityservhrs	Community Service Hours Accrued	Short Integer	YES	NO
communityservloc	Community Service Location	Memo	YES	NO
Custodyinformation	Custody information	Memo	YES	YES
Deleted	Deleted	Boolean	YES	YES
Deleted2	Deleted 2	Boolean	YES	YES
Dental	Dental appointments	Character	YES	YES
Dtp	DTP Date/Doses	Character	YES	YES
Englishlanguagecom	English Language Competency	Lookup	YES	NO
Eslnotes	ESL information	Memo	YES	YES
ExcludeFromCC	Exclude from CC Reporting	Boolean	NO	NO
FullFeePaying	Full Fee Paying Students	Boolean	YES	NO
GATE	GATE	Lookup	YES	NO
Generalnotes	General Notes	Memo	YES	NO
Hearingtest	Hearing testing	Character	YES	YES
Sightcard	Immun. card sighted	Lookup	YES	YES
LimitedSchool	Limited School	Boolean	YES	NO
Lotelanguages	LOTE Languages	Lookup	YES	YES
Lotemod	LOTE M.O.D.	Lookup	YES	YES
Lotetime	LOTE Time	Short Integer	YES	YES
Measles	Measles Date/Doses	Character	YES	YES
SHCSPhoto	Medical records can display photo	Boolean	YES	NO
Mumps	Mumps Date/Doses	Character	YES	YES
Opv	OPV Date/Doses	Character	YES	YES
Classmeritcert	Received Certificate	Boolean	YES	YES
careerinformation	Release of Info Career Information	Boolean	NO	NO
educationalpubs	Release of Info Exam Answers Ed Pub	Boolean	NO	NO
individualawards	Release of Info Individual Awards	Boolean	NO	NO
Repeating	Repeating Students	Boolean	YES	YES
Reportrequired	Report Required	Lookup	YES	YES
Rubella	Rubella Date/Doses	Character	YES	YES
Senschengagementprg	Senior School Engagement Programs	Boolean	YES	NO
Statdec	Stat. Dec. sighted	Boolean	YES	NO
Transport	Transport to School	Lookup	YES	NO
Writing	Writing	Lookup	YES	NO

13 General Reports: Health Care Conditions Review Date

The screenshot shows a software window titled "Reports" with a standard toolbar at the top. On the left is a list of report categories, including "Student Activities Report", "Activities Report", "Medication Report", "Medical Conditions", "Medical Conditions Trained Staf", "Medical Details", "Doctor/Practice List", "Dental Practice List", "Birthday Report", "Students with no Address", "Students and their Teaching Se", "List of UDIs", and "Health Care Conditions Review" (which is highlighted). Below this list is a "Roll Reports" button. The main area of the window is divided into several sections: "Titles" with fields for "Main Title" (containing "Health Care Conditions Review Date") and "Page Footer"; "Students (optional)" with a "Selected Subse..." dropdown and a "New Query" button; "Plans" with a list of checkboxes for "All", "Severe Allergy Anaphylaxis", "Minor to Moderate Allergy", "Diabetes", "Seizures", "Asthma", "Activities of Daily Living", and "Emergency Response Plan for Special Needs"; and "Dates" with fields for "Completed Date" and "Reviewed Date", each with "From" and "To" sub-fields and calendar icons. At the bottom right are "Print" and "Cancel" buttons.

The settings used in the sample report. Having **No Dates** entered will default to include **ALL Dates**

West Coast District High School

Health Care Conditions Review Date

Search Criteria Roll Status=Current, Plans: All



Student	Andrews, Luke	No.	778	Year	K	Form	K/P
----------------	---------------	------------	-----	-------------	---	-------------	-----

Health Care Plan	Completed Date	Review Date
Severe Allergy Anaphylaxis	19 OCT 2012	19 OCT 2013

Student	Albert, Jackie	No.	766	Year	4	Form	Room 4
----------------	----------------	------------	-----	-------------	---	-------------	--------

Health Care Plan	Completed Date	Review Date
Asthma	1 DEC 2012	1 DEC 2013

Student	Allen, Penelope	No.	866	Year	5	Form	Room 5
----------------	-----------------	------------	-----	-------------	---	-------------	--------

Health Care Plan	Completed Date	Review Date
Severe Allergy Anaphylaxis	20 JUL 2012	20 JUL 2013

Report Filtered to Asthma only

West Coast District High School

Health Care Conditions Review Date

Search Criteria Roll Status=Current, Plans: Asthma



Student	Albert, Jackie	No.	766	Year	4	Form	Room 4
----------------	----------------	------------	-----	-------------	---	-------------	--------

Health Care Plan	Completed Date	Review Date
Asthma	1 DEC 2012	1 DEC 2013

Roll Reports: Current Roll

The screenshot shows a software window titled 'Reports' with a blue header bar. On the left is a tree view of report categories. The 'Current Roll' report is selected. The main area contains configuration options for the report, including titles, sorting, and selection criteria. At the bottom are 'Print' and 'Cancel' buttons.

Roll Reports

- Current Roll
- Current Roll with User Font Size
- Former Students
- Admissions
- New Admissions to Current Roll
- Admissions or Leavers Report
- Standard Student List
- Student Address Details
- Parent/Guardian 1 Phone and A
- Students with Temporary UPNs
- Students List Showing Current a
- Students with Siblings
- Year Lists

Titles

Main Title: Current Roll

Page Footer:

Sort

	Sort Field	Total	Page
1	Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Select

Selected Subset 512 ...

☒ Show Reference Number ☐ Totals only

The settings used in the sample report.

Current Roll

West Coast District High School

Current Roll



Name	Reference	DOB	Year	Form
Anderson, Ben	3	22 FEB 1988	10	10.1
Bloor, Rebecca	18	22 FEB 1988	10	10.1
Dalton, Cara	43	1 MAY 1988	10	10.1
Em, Lance	58	1 MAY 1988	10	10.1
Fullgrave, Kirsten	73	1 MAY 1988	10	10.1
Hill, Hanna	88	22 FEB 1988	10	10.1
Kelley, Rohyn	108	22 FEB 1988	10	10.1
Lackie, Bryce	128	1 MAY 1988	10	10.1
Lewis, Emily	143	1 MAY 1988	10	10.1
Luck, Jem	158	1 MAY 1988	10	10.1
McKinney, Jack	183	1 MAY 1988	10	10.1
Moir, Tagan	203	1 MAY 1988	10	10.1
Naglazzas, Mary	223	1 MAY 1988	10	10.1
Ogden, Allan	238	22 FEB 1988	10	10.1
Pauley, Cameron	263	1 MAY 1988	10	10.1
Poole, Margrit	283	1 MAY 1988	10	10.1
Rilton, Angie	303	1 MAY 1988	10	10.1
Rowe, Serena	318	22 FEB 1988	10	10.1
Seddon, Penny	338	1 MAY 1988	10	10.1
Smithers, Emma	353	1 MAY 1988	10	10.1
Swiderski, Corrie	373	1 MAY 1988	10	10.1
Wheeler, Margaret	388	1 MAY 1988	10	10.1

22 Student(s) in the Form 10.1

Bailey, Steven	8	1 MAY 1988	10	10.2
Brogan, Michael	23	1 MAY 1988	10	10.2
Depete, Jonathon	48	1 MAY 1988	10	10.2
Etheridge, Chloe	63	22 FEB 1988	10	10.2
Gold, Emily	78	1 MAY 1988	10	10.2
Istan, Kevin	98	1 MAY 1988	10	10.2
Kim, Adrienne	113	1 MAY 1988	10	10.2
Laughton, Britt	133	1 MAY 1988	10	10.2
Lim, Maddie	148	22 FEB 1988	10	10.2
Marston, Lana	173	1 MAY 1988	10	10.2
Mew, Daytona	193	1 MAY 1988	10	10.2
Morton, Brenda	213	1 MAY 1988	10	10.2
Nichols, Sara	228	1 MAY 1988	10	10.2
Pallister, Maria	253	1 MAY 1988	10	10.2
Percival, Brandon	268	1 MAY 1988	10	10.2
Prout, Troy	288	1 MAY 1988	10	10.2
Roberty, Cassie	308	1 MAY 1988	10	10.2
Sandler, Merilyn	323	1 MAY 1988	10	10.2
Simmons, Renae	343	1 MAY 1988	10	10.2
Stewart, Abrey	363	1 MAY 1988	10	10.2
Tunncliffe, Hailey	378	22 FEB 1988	10	10.2
Zip, Michelle	398	22 FEB 1988	10	10.2

22 Student(s) in the Form 10.2

Bishop, Frank	13	1 MAY 1988	10	10.3
Butter, Daniel	28	22 FEB 1988	10	10.3
Drazic, Eleni	53	1 MAY 1988	10	10.3
Fitton, Rhys	68	1 MAY 1988	10	10.3
Guester, Kea	83	22 FEB 1988	10	10.3
Karman, Clay	103	22 FEB 1988	10	10.3
Kinter, Deonne	118	1 MAY 1988	10	10.3
Lesley, Monique	138	1 MAY 1988	10	10.3
Looby, Tiana	153	1 MAY 1988	10	10.3
Masters, Tod	178	22 FEB 1988	10	10.3
Milker, Harrison	198	22 FEB 1988	10	10.3

Page 1

Produced on 11th May 2004 at 12:23

14 Roll Reports: Current Roll with User Font Size

The screenshot shows a 'Reports' window with a list of reports on the left and configuration options on the right. The 'Current Roll with User Font Size' report is selected. The configuration options include:

- Titles:** Main Title: 'Current Roll with User Font Size', Page Footer: (empty)
- Sort:** A table with columns 'Form', 'Sort Field', 'Total', and 'Page'. The 'Form' column contains 'DOB', 'Gender', and 'Year'.
- Select:** A dropdown menu showing 'Selected Subset 14 e...', a 'New Query' button, and a 'Font Size' dropdown set to '14'. There is also a checkbox for 'Totals only' which is unchecked.
- Show Reference Number:** A checkbox which is checked.
- Buttons:** 'Print' and 'Cancel' buttons at the bottom right.

The settings used in the sample report. Note that on this report, if a large font is chosen some fields may overlap.

Current Roll with User Font Size

West Coast District High School

Current Roll



Name	Reference	DOB	Year	Form
Albert, Jackie	766	10 OCT 2002	4	Room 4
Bailie, Doyen	760	11 FEB 2003	4	Room 4
Dunstan, Jennifer	832	23 JUN 2003	4	Room 4
Edwards, Julie	833	31 MAR 2003	4	Room 4
Farmer, Kristof	842	23 JUN 2003	4	Room 4
Gray, Thi reth	858	10 OCT 2002	4	Room 4
Jones, Tim	861	11 FEB 2003	4	Room 4
Marshall, Kristy	773	10 OCT 2002	4	Room 4
Moor, Chris	756	11 FEB 2003	4	Room 4
North, Mathew	784	23 JUN 2003	4	Room 4
Price, Tiffani	804	31 MAR 2003	4	Room 4
Sorrell, Sarah	793	23 JUN 2003	4	Room 4
Varricchio, Kim	771	10 OCT 2002	4	Room 4
Williett, Elizabeth	761	11 FEB 2003	4	Room 4

15 Roll Reports: Former Students

The screenshot shows the 'Reports' window with the 'Former Students' report selected in the left-hand tree. The right-hand pane shows the configuration for this report. The 'Titles' section has 'Main Title' set to 'Former Students' and 'Page Footer' is empty. The 'Sort' section shows a list of fields with 'Gender' selected. Below this, the 'Select' section shows 'Selected Subset 7 ent...' and a 'New Query' button. At the bottom right, there are checkboxes for 'Totals only' and 'Show Reason for Leaving', both of which are unchecked. 'Print' and 'Cancel' buttons are at the bottom center.

Form	Sort Field	Total	Page
DOB	1 Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender			

The settings used in the sample report.

Former Students

West Coast District High School

Former Students



Number	Name	DOB	Gender	Start Date	End Date	Destination
868	Brokenshire, Pamela 56 Hovia Tce, PINEY WOODS, WA, 6999	30 OCT 1997	F	28 OCT 2005	1 OCT 2011	Nollamara Christian Academy
776	Campbell, Leif 18 Macquarie Ridge, PINEY WOODS, WA, 6999, Australia	6 JUN 2001	M	4 JUN 2009	17 JUL 2011	Moerlina School (Mt Claremont)
59	Emery, Blake 6 Bondi Crescent, PERTH, WA, 6000	8 NOV 1993	M	6 NOV 2001	11 FEB 2012	Northampton D.H.S.
870	Flaherty, Fynne 67 The Mansions, 112 Hay Street, PINEY WOODS, WA, 6999	8 JUL 1995	M	6 JUL 2003	13 AUG 2011	Warnbro Community H.S. E.S.C. (Warnbro)
69	Flanagan, Ricky 50 Westminster Grove, WEST PERTH, WA, 6008	7 NOV 1992	M	5 NOV 2000	16 APR 2011	Not specified
873	Fuller, Blade 1 Smith Place, PINEY WOODS, WA, 6999	30 JUN 1995	M	28 JUN 2003	10 FEB 2011	Northampton D.H.S.
869	Woolley, William 13B Lamb Cres, WEST PERTH, WA, 6005	7 AUG 2000	M	5 AUG 2008	13 DEC 2011	Oakford P.S.

16 Roll Reports: Admissions

The screenshot shows a software window titled 'Reports' with a blue header bar. On the left is a tree view of report categories. The 'Admissions' report is selected. The main area contains configuration fields for the report's title, sorting, and selection criteria. At the bottom right are 'Print' and 'Cancel' buttons.

Titles

Main Title: Admissions

Page Footer:

Sort

	Sort Field		Total	Page
DOB				
Surname				
1	Gender	▲	✓	

Select

Query:

☐ Report on Admissions Batch

☐ Totals only

Acceptance Status: All

The settings used in the sample report.

Admissions

West Coast District High School				
Admissions				
Number	Name	DOB	Gender	Entry Date
30	Alkitik, Maria	22 MAY 2000	F	1 FEB 2013
Acceptance Status		Previous School :		
Parent/Guardian		Comments		
Address		15 Kentia Close, PERTH, WA, 6000		
Telephone		9221 6548		
35	Amber, Kylie	23 JAN 2000	F	1 FEB 2013
Acceptance Status		Previous School :		
Parent/Guardian		Comments		
Address		6 Bowden Close, PINEY WOODS, WA, 6999		
Telephone		9393 7809		
28	Andrews, Guy	23 FEB 2000	M	1 FEB 2013
Acceptance Status		Previous School :		
Parent/Guardian		Comments		
Address		12 Success Street, LEEDERVILLE, WA, 6010		
Telephone		9222 8754		
26	Angus, Hamish	1 JAN 2000	M	1 FEB 2013
Acceptance Status		Previous School : Nullagine P.S.		
Parent/Guardian		Comments		
Address		16 Camargue Green, LEEDERVILLE, WA, 6010		
Telephone		9221 6897		
37	Antonello, Valentine	2 FEB 2000	F	1 FEB 2013
Acceptance Status		Previous School :		
Parent/Guardian		Comments		
Address		9 Nome Place, PERTH, WA, 6000		
Telephone		9222 3854		



17 Roll Reports: New Admissions to Current Roll

The screenshot shows a software window titled 'Reports'. On the left is a tree view of report categories. The main area on the right is for configuring the selected report. The 'Titles' section has a 'Main Title' field with the text 'New Admissions to Current Roll' and an empty 'Page Footer' field. The 'Sort' section contains a list of fields on the left and a table on the right. The table has columns for 'Sort Field', 'Total', and 'Page'. The first row shows '1' in the first column, 'Year' in the second, and a green checkmark in the third. The 'Select' section at the bottom has a dropdown menu showing 'Selected Subset 512 ...', a 'New Query' button, and a 'Totals only' checkbox which is currently unchecked. At the bottom right are 'Print' and 'Cancel' buttons.

Sort Field	Total	Page
1	Year	✓

The settings used in the sample report.

New Admissions to Current Roll

West Coast District High School

New Admissions to Current Roll



Number	Name	DOB	Gender	Start Date	Previous School
778	Andrews, Luke 17 Dory Road, Piney Woods, WA, 6999	3 FEB 1999	M	19 JUL 2000	Golden Hill Steiner School (Denmark)
		Parent/Guardian 1		Miss Andrews (Mother)	
818	Brood, Cassie 31 Attfield Rise, Piney Woods, WA, 6999, Australia	22 JUL 1999	F	19 JUL 2000	Pingrup P.S.
		Parent/Guardian 1		Mr Brood (Father)	
763	Caterer, Fleur 38 Bowman Hyam, Piney Woods, WA, 6999, Australia	3 FEB 1999	F	19 JUL 2000	Other Sources
		Parent/Guardian 1		Ms Caterer (Mother)	
787	Davies, Naglazas 39 Mullings Road, Piney Woods, WA, 6999, Australia	22 JUL 1999	M	19 JUL 2000	Orana Catholic School (Willetton)
		Parent/Guardian 1		Mrs Guthrie (Father)	
834	Edwards, Ryan 5 Leach Way, Piney Woods, WA, 6999, Australia	3 FEB 1999	M	23 APR 2000	
		Parent/Guardian 1		Ms Edwards (Mother)	
838	Elliott, Katie 39 McMahon Road, Piney Woods, WA, 6999, Australia	3 FEB 1999	F	23 APR 2000	
		Parent/Guardian 1		Ms Elliott (Mother)	
840	Emery, Kira 31 Paatt Esplanade, Piney Woods, WA, 6999, Australia	3 FEB 1999	F	23 APR 2000	
		Parent/Guardian 1		Mr Emery (Father)	

Page 1

Produced on 11th May 2004 at 12:34

18 Roll Reports: Admissions or Leavers Report

The screenshot shows a software window titled 'Reports'. On the left is a tree view of report categories. The main area on the right contains configuration fields for a selected report.

Titles

Main Title: Admissions or Leavers Report

Page Footer:

Sort

	Sort Field		Total	Page
1	Entry/Leave Date	▲	<input type="checkbox"/>	<input type="checkbox"/>

Select

☒ Admissions Indigenous Status: Indigenous & Non In...
☐ Leavers ☒ Include students from former roll

From: 2 FEB 2005 To: 15 JUL 2005

Buttons: Print, Cancel

The settings used in the sample report.

Note: The report can be configured to show only Indigenous, only non-indigenous or all students. A students' Indigenous Status is displayed on the second line of student data, immediately beneath the Date of Birth field. The code 'I' is printed to indicate the student has indigenous status; no code is printed where the student is not indigenous.

Admissions or Leavers

West Coast District High School

Admission Dates Report

Admissions from 2 FEB 2000 to 15 JUL 2000

Gender Number	Name of Student	Address	DOB Indig. Status	Start Date	Previous School	Parent/Guardian 1
M 830	Desilva, Haley	28 Malsbury Ramble, PINEY WOODS, WA, 6999, Australia	16 MAY 1996 I	23 APR 2000	Orana Catholic School (Wi	Mr Desilva (Father)
F 832	Dunstan, Jennifer	38 Russley Street, PINEY WOODS, WA, 6999, Australia	27 MAR 1997 I	23 APR 2000		Ms Dunstan (Mother)
M 836	Edwardo, Jacob	5 Point Road, PINEY WOODS, WA, 6999, Australia	26 JUN 1996 I	23 APR 2000		Ms Edwardo (Mother)
F 833	Edwards, Julie	36 High St, PINEY WOODS, WA, 6999, Australia	29 MAY 1997	23 APR 2000		Ms Edwards (Mother)
M 835	Edwards, Justin	36 High St, PINEY WOODS, WA, 6999, Australia	31 JAN 1996	23 APR 2000		Ms Edwards (Mother)
M 834	Edwards, Ryan	36 High St, PINEY WOODS, WA, 6999, Australia	10 JUL 2002	23 APR 2000		Ms Edwards (Mother)
F 837	Ellard, Kate	27 Kitchener Place, PINEY WOODS, WA, 6999, Australia	6 MAR 1995	23 APR 2000		Ms Ellard (Mother)
F 839	Elliott, Katherine	39 McMahon Road, PINEY WOODS, WA, 6999, Australia	14 APR 1996	23 APR 2000		Ms Elliott (Mother)
F 838	Elliott, Wendy	39 McMahon Road, PINEY WOODS, WA, 6999, Australia	26 JAN 2002	23 APR 2000		Ms Elliott (Mother)
M 753	Em, Brenton	20 Ross Street, PINEY WOODS, WA, 6999, Australia	18 APR 1998	23 APR 2000		Ms Scholar (Mother)

Produced on 3rd February 2007 at 15:12

19 Roll Reports: Standard Student List

The screenshot shows a software window titled 'Reports'. On the left is a tree view of report categories. The main area is divided into several sections for configuring the 'Standard Student List' report.

Titles:

- Main Title: Standard Student List
- Page Footer: (empty)

Sort Fields:

Form	Sort Field	Total	Page
DOB			
Gender			
Year			

Select:

- Selected Subset 14 entries (dropdown)
- New Query (button)

Options:

- ☒ Include Student Number
- ☐ Tick Box
- ☐ Family Representative totals (for Form)

Show age as at: 19 OCT 2007 (calendar icon)

Buttons: Print, Cancel

Note: The Age column on this report will display the age as at the date entered in the field 'Show age as at'.



Search Criteria Roll Status=Current, Year Group=4,

Age as at 7 JUN 2012

Name	DOB	Age	Gender	Number
Albert, Jackie	10 OCT 2002	9 Yrs 7 Mths	F	766
Bailie, Doyen	11 FEB 2003	9 Yrs 3 Mths	M	760
Dunstan, Jennifer	23 JUN 2003	8 Yrs 11 Mths	F	832
Edwards, Julie	31 MAR 2003	9 Yrs 2 Mths	F	833
Farmer, Kristof	23 JUN 2003	8 Yrs 11 Mths	M	842
Gray, Thi reth	10 OCT 2002	9 Yrs 7 Mths	M	858
Jones, Tim	11 FEB 2003	9 Yrs 3 Mths	M	861
Marshall, Kristy	10 OCT 2002	9 Yrs 7 Mths	F	773
Moor, Chris	11 FEB 2003	9 Yrs 3 Mths	M	756
North, Mathew	23 JUN 2003	8 Yrs 11 Mths	M	784
Price, Tiffani	31 MAR 2003	9 Yrs 2 Mths	F	804
Sorrell, Sarah	23 JUN 2003	8 Yrs 11 Mths	F	793
Varricchio, Kim	10 OCT 2002	9 Yrs 7 Mths	F	771
Williett, Elizabeth	11 FEB 2003	9 Yrs 3 Mths	F	761

Report with Tick Box



Search Criteria Roll Status=Current, Year Group=4,

Age as at 7 JUN 2012

Name	DOB	Age	Gender	Number
Albert, Jackie	10 OCT 2002	9 Yrs 7 Mths	F	766
Bailie, Doyen	11 FEB 2003	9 Yrs 3 Mths	M	760
Dunstan, Jennifer	23 JUN 2003	8 Yrs 11 Mths	F	832
Edwards, Julie	31 MAR 2003	9 Yrs 2 Mths	F	833
Farmer, Kristof	23 JUN 2003	8 Yrs 11 Mths	M	842
Gray, Thi reth	10 OCT 2002	9 Yrs 7 Mths	M	858
Jones, Tim	11 FEB 2003	9 Yrs 3 Mths	M	861
Marshall, Kristy	10 OCT 2002	9 Yrs 7 Mths	F	773
Moor, Chris	11 FEB 2003	9 Yrs 3 Mths	M	756
North, Mathew	23 JUN 2003	8 Yrs 11 Mths	M	784
Price, Tiffani	31 MAR 2003	9 Yrs 2 Mths	F	804
Sorrell, Sarah	23 JUN 2003	8 Yrs 11 Mths	F	793
Varricchio, Kim	10 OCT 2002	9 Yrs 7 Mths	F	771
Williett, Elizabeth	11 FEB 2003	9 Yrs 3 Mths	F	761

[illegible]

20 Roll Reports: Student Address Details

Reports

Current Roll

Current Roll with User Font Size

Former Students

Admissions

New Admissions to Current Roll

Admissions or Leavers Report

Standard Student List

Student Address Details

Parent/Guardian 1 Phone and A

Students with Temporary UPNs

Students List Showing Current a

Students with Siblings

Year Lists

Roll Count by Date

Titles

Main Title

Student Address Details

Page Footer

Sort Fields

Form

DOB

Gender

Year

Sort Field	Total	Page

Select

Selected Subset 22 entries

New Query

Options

☐ Include Student Number

☐ Include 2nd Address Line

☒ Include Year Group

☒ Include Form

Print

Cancel

West Coast District High School

Student Address Details

Search Criteria Roll Status=Current, Form=K/P,

Name	Year	Form	DOB	Gender	Address Line 1	Town/Sub	Postcode	Phone
Andrews, Luke	K	K/P	9 MAR 2008	M	17 Dory Road	PINEY WOODS	6999	9396 4941
Brood, Cassie	K	K/P	9 MAR 2008	F	31 Attfield Rise	PINEY WOODS	6999	9394 9563
Caterer, Fleur	K	K/P	8 JUN 2008	F	38 Bowman Hyam	PINEY WOODS	6999	9397 2095
Davies, Naglazas	K	K/P	10 AUG 2007	M	39 Mullings Road	PINEY WOODS	6999	9394 7627
Delphine, Grant	P	K/P	26 MAY 2007	M	12 Lamond Street	PINEY WOODS	6999	9399 5801
Edwards, Ryan	K	K/P	10 AUG 2007	M	36 High St	PINEY WOODS	6999	9399 3281
Elliott, Wendy	K	K/P	9 MAR 2008	F	39 McMahon Road	PINEY WOODS	6999	9391 6008
Emery, Kira	K	K/P	9 MAR 2008	F	31 Paatt Esplanade	PINEY WOODS	6999	9391 7094
Fitzpatrick, Grant	K	K/P	8 JUN 2008	M	37 Rostrata Court	PINEY WOODS	6999	9398 8469
Hulbert, Daniel	P	K/P	10 AUG 2006	M	38 Grieve Street	PINEY WOODS	6999	9398 3732
Kinnane, Benn	P	K/P	26 MAY 2007	M	1 Shadbolt Road	PINEY WOODS	6999	9391 8025
Laurensch, Robert	P	K/P	10 AUG 2006	M	9 Guy Street	PINEY WOODS	6999	9398 3527
Liebelt, Marija	P	K/P	26 MAY 2007	F	5 Bamboore Street	PINEY WOODS	6999	9396 2072
Lim, Bunthy	P	K/P	26 MAY 2007	M	5 Tansor Drive	PINEY WOODS	6999	9394 4974
McNaughton, Michelle	P	K/P	26 MAY 2007	F	20 Jerome Lane	PINEY WOODS	6999	9392 1376
Pate, Lorena	K	K/P	10 AUG 2007	F	13 Mcfarlane Highway	PINEY WOODS	6999	9397 2632
Pilter, Trent	K	K/P	10 AUG 2007	M	21 Eyre Gardens	PINEY WOODS	6999	9398 2133
Price, Natasha	P	K/P	26 MAY 2007	F	2 Harriott Road	PINEY WOODS	6999	9396 4025
Smith, Dean	P	K/P	10 AUG 2006	M	435 Great Big Highway	WEST WOODVALE	6887	
Smith, Eileen	K	K/P	9 MAR 2008	F	36 Redoubt Street	PINEY WOODS	6999	9397 5154
Thomas, Celeste	K	K/P	9 MAR 2008	F	13 Ledger Street	FREMANTLE	6247	9221 6324
West, Thy	K	K/P	8 JUN 2008	M	36 Heritage Street	PINEY WOODS	6999	9397 1618

21 Roll Reports: Parent/Guardian 1 Phone and Address

Reports

Roll Reports

Current Roll

Current Roll with User Font Size

Former Students

Admissions

New Admissions to Current Roll

Admissions or Leavers Report

Standard Student List

Student Address Details

Parent/Guardian 1 Phone and Address

Students with Temporary UPNs

Students List Showing Current a

Students with Siblings

Year Lists

Titles

Main TitleParent/Guardian 1 Phone and Address

Page Footer

Sort Fields

Form

Gender

Year

	Sort Field		Total	Page
1	DOB			

Select

Selected Subset 10 entries

New Query

Options

☐ Include Student Number

☐ Include Year Group

☐ Include Form

Print

Cancel

West Coast District High School Parent/Guardian 1 Phone and Address

Search Criteria Roll Status=Current, Year Group=7,

Number	Name	DOB	Gender	Contact	Phone	Contact Address
875	Arrowsmith, David	14 OCT 1999	M	Mr Hamish Arrowsmith	9874 1122	44 Forty Four Street, ST. COCTEAU, WA, 6544
774	Brown, Lana	13 MAR 2000	F	Mrs Robyn Em	9222 3854	10 Armistice Way, WEST PERTH, WA, 6008
821	Davids, Chelsea	26 JUN 2000	F	Mr Davids	9391 1156	45 Samson Cres, PINEY WOODS, WA, 6999, Australia
831	Dudney, Jenna	26 JUN 2000	F	Ms Irene Dudney	9396 3226	16 Farleigh Point, PINEY WOODS, WA, 6999
841	Etheridge, Kirsty	14 OCT 1999	F	Mr Phil Etheridge	9398 6550	31 Colabatch Street, PINEY WOODS, WA, 6999, Australia
805	Goddard, Tim	13 MAR 2000	M	Ms Lily Goddard	9398 6823	6 Cameron Road, PINEY WOODS, WA, 6999, Australia
795	Gray, Sebastian	14 OCT 1999	M	Ms Debbie Gray	9397 7642	10 Leach Heights, PINEY WOODS, WA, 6999, Australia
862	Hardley, Todd James	26 JUN 2000	M	Mr Darryl Hardley	9398 7090	18 Marwood Place, PINEY WOODS, WA, 6999, Australia
813	Koehler, Bronson	14 OCT 1999	M	Ms Della Koehler	9394 6318	18 Maudon Road, PINEY WOODS, WA, 6999, Australia
823	Lesley, Codie	13 MAR 2000	F	Ms Linley Lesley	9396 3226	16 Farleigh Point, PINEY WOODS, WA, 6999, Australia
801	Nichols, Tanya	26 JUN 2000	F	Ms Joy Nixon	9222 8754	23 Dunlows Loop, LEEDERVILLE, WA, 6010
827	Sintar, Ellen	26 JUN 2000	F	Mrs Indira Sintar	9398 7527	36 Lamond Street, PINEY WOODS, WA, 6999, Australia
860	Smith, Thy	14 OCT 1999	M	Mr Jolyon Smith	9396 2370	36 Cameron Place, PINEY WOODS, WA, 6999, Australia
817	Taylor, Cass	13 MAR 2000	F	Ms Leonora Taylor	9395 8033	34 Malone Street, PINEY WOODS, WA, 6999, Australia
765	Ward, Guy	14 OCT 1999	M	Mr Lionel Carter	9222 8754	13 Rochefort Retreat, JOLIMONT, WA, 6013, Australia
798	Ward, Simon	26 JUN 2000	M	Mr Lionel Carter	9222 8754	13 Rochefort Retreat, JOLIMONT, WA, 6013, Australia

22 Roll Reports: Students with Temporary UPNs

Reports

Roll Reports

Current Roll

Current Roll with User Font Size

Former Students

Admissions

New Admissions to Current Roll

Admissions or Leavers Report

Standard Student List

Student Address Details

Parent/Guardian 1 Phone and A

Students with Temporary UPNs

Students List Showing Current a

Students with Siblings

Year Lists

Titles

Main Title

Students with Temporary UPNs

Page Footer

Sort Fields

Form

DOB

Gender

Surname

Year

Sort Field	Total	Page

Options

Form

All

Year Group

All

Print

Cancel

The settings used in the sample report.

Students with Temporary UPNs

West Coast District High School

Students with Temporary UPNs



Ref.	Surname	Preferred Name	UPN	Year	Form
766	Albert	Jackie	H12345679852B	4	Room 4
2	Alkitik	Adam	D12345679890J	9	9.1
800	Allen	Tamara	K12345679872D	2	Room 2
846	Amber	Kyle	B12345679881G	2	Room 2
845	Anderson	Kurt	N12345679880G	3	Room 3
3	Anderson	Ben	V123456798861K	10	10.1
4	Andrews	Rachael	P12345679827L	11	11.1
778	Andrews	Luke	L12345679833C	K	K/P
5	Angus	Sally	M12345679889L	12	12.1
6	Antonello	Mark	V12345679820J	8	8.4
758	Arrowsmith	David	Y123456798813B	7	Room 7
7	Aspinall	Simone	R123456798891J	9	9.2
1	Atkins	Aaron	J12345679801J	8	8.5
820	Avery	Charmaine	E12345679888F	2	Room 2
8	Bailey	Steven	H12345679862K	10	10.2
760	Baillie	Doyen	A12345679817B	4	Room 4
790	Baker	Reuben	E12345679819D	6	Room 6
9	Bandy	Tamara	V12345679856H	8	8.1
792	Barbour	Ross	Q12345679827D	6	Room 6
10	Bates	Carl	G12345679890L	12	12.2
11	Baverstock	Helen	H12345679821J	8	8.5
12	Bennett	Tracey	E12345679882J	9	9.3
13	Bishop	Frank	W12345679863K	10	10.3
14	Bishop	Alecia	Z12345679817J	8	8.1
15	Black	Joel	V12345679891L	12	12.3
16	Blake	Keira	W12345679822J	8	8.1
17	Bloggs	Merika	T12345679893J	9	9.1
18	Bloor	Rebecca	J12345679864K	10	10.1
19	Born	Corrina	H12345679857H	8	8.2
855	Born	Tanya	H12345679824H	6	Room 6
20	Bott	Lara	X12345679802J	8	8.1
21	Brabazon	Amy	V12345679821A	8	8.2
22	Braddon	Braydie	F12345679894J	9	9.2
23	Brogan	Michael	X12345679865K	10	10.2
818	Brood	Cassie	C12345679864F	K	K/P
24	Broom	Declan	M12345679818J	8	8.2
853	Brown	Steven	X12345679816H	5	Room 5
26	Brown	Oliver	J12345679823J	8	8.3
25	Brown	Patrick	X12345679825A	12	12.1
774	Brown	Lana	K12345679820C	7	Room 7
27	Busuttill	Sacha	Y12345679827A	9	9.3
28	Butler	Daniel	K12345679866K	10	10.3
29	Campbell	Ashleigh	Z12345679829A	11	11.2
30	Carey	Courtney	H12345679892L	12	12.2
31	Carless	Matthew	W12345679858H	8	8.3
33	Cartwright	Matthew	A12345679819J	8	8.3
34	Casson	Shane	C12345679828L	11	11.3
35	Caterer	Jessica	W12345679893L	12	12.3
763	Caterer	Fleur	J12345679832B	K	K/P
36	Chesson	Whitney	X12345679824J	8	8.4
762	Chum	Nora	W12345679831B	6	Room 6
37	Clark	Gemma	U12345679895J	9	9.2
38	Coles	Aiyana	K12345679803J	8	8.2
822	Conchi	Cherie Ann	C12345679875F	2	Room 2
785	Connell	Melissa	H12345679871C	3	Room 3
825	Content	Damien	R12345679889F	5	Room 5

Produced on 11th November 2000 at 18:29

Page 1

23 Roll Reports: Students List Showing Current and Previous UPNs

Reports

Roll Reports

Current Roll

Current Roll with User Font Size

Former Students

Admissions

New Admissions to Current Roll

Admissions or Leavers Report

Standard Student List

Student Address Details

Parent/Guardian 1 Phone and A

Students with Temporary UPNs

Students List Showing Current a

Students with Siblings

Year Lists

Titles

Main Title

Students List Showing Current and Previous UPNs

Page Footer

Sort Fields

Form

DOB

Gender

Surname

	Sort Field		Total	Page
1	Year			

Options

Form

All

☐ Only show students with a previous UPN

Year Group

4

Print

Cancel

The settings used in the sample report.

Students List Showing Current and Previous UPNs

West Coast District High School Students List Showing Current and Previous UPNs



Ref.	Surname	Pref. Name	UPN	Previous UPN	Year	Form
766	Albert	Jackie	H12345679852B		4	Room 4
760	Baile	Doyen	A12345679817B		4	Room 4
832	Dunstan	Jennifer	V12345679837G		4	Room 4
833	Edwards	Julie	D12345679841G		4	Room 4
842	Farmer	Kristof	C12345679872G		4	Room 4
858	Gray	Thi reth	U12345679832H		4	Room 4
861	Jones	Tim	E12345679840H		4	Room 4
773	Marshall	Kristy	B12345679816C		4	Room 4
756	Moor	Chris	V12345679887A		4	Room 4
784	North	Mathew	Z12345679856C		4	Room 4
804	Price	Tiffani	W12345679891D		4	Room 4
793	Sorrell	Sarah	Q12345679838D		4	Room 4
771	Vanicchio	Kim	Z12345679812C		4	Room 4
761	Williett	Elizabeth	J12345679821B		4	Room 4

24 Roll Reports: Students with Siblings

Reports

Roll Reports

Current Roll

Current Roll with User Font Size

Former Students

Admissions

New Admissions to Current Roll

Admissions or Leavers Report

Standard Student List

Student Address Details

Parent/Guardian 1 Phone and A

Students with Temporary UPNs

Students List Showing Current a

Students with Siblings

Year Lists

Titles

Main Title

Students with Siblings

Page Footer

Sort Fields

Surname

DOB

Year

	Sort Field		Sep'r	Page
1	Form			

Options

Year Group

All

Form

All

☒Eldest Only

☒Current Roll Only

Print

Cancel

The settings used in the sample report.

Students with Siblings

West Coast District High

Students with Siblings (Eldest Only)



Surname	Preferred Name	Form	Sibling	Form
Allen	Penelope	5/Room 5	Tamara Allen	2/Room 2
Anderson	Ben	10/10.1	Kurt Anderson	3/Room 3
Black	Joel	12/12.3	Jenny Black	11/11.1
Born	Corrina	8/08.2	Tanya Born	6/Room 6
Edwards	Justin	5/Room 5	Julie Edwards	4/Room 4
			Ryan Edwards	K/K/P
Elliott	Katherine	5/Room 5	Wendy Elliott	K/K/P
Farmer	Kristy	5/Room 5	Kristof Farmer	4/Room 4
Gray	Sebastian	7/Room 7	Tenille Gray	5/Room 5
			Thi reth Gray	4/Room 4
Jones	Tim	4/Room 4	Yazeed Jones	1/Room 1
Marshall	Kristy	4/Room 4	Kristel Marshall	1/Room 1
Pauley	Ian	9/09.3	Cameron Pauley	10/10.1
			Candice Pauley	2/Room 2
Price	Tiffani	4/Room 4	Natasha Price	P/K/P
Rafferty	Eleanor	8/08.5	Paul Rafferty	2/Room 2
Ramsay	Damien	12/12.2	Cory Ramsay	11/11.1
Ritchie	Bronson	11/11.3	Candice Ritchie	8/08.4
Rogers	Scott	9/09.2	Conan Rogers	2/Room 2
Rowe	Serena	10/10.1	Tim Rowe	9/09.3
Schluter	Lucy	12/12.3	Samuel Schluter	8/08.2
Sharp	Robert	11/11.3	Sarah Sharp	2/Room 2
Simpson	Colin	12/12.3	Bernadette Simpson	2/Room 2
Sintar	Karl	8/08.5	Ellen Sintar	7/Room 7
Smith	David	8/08.1	Dean Smith	P/K/P
Smith	Kane	12/12.1	Cameron Smith	3/Room 3
Smith	Thy	7/Room 7	Steven Smith	2/Room 2
Sorrell	Jillian	11/11.1	Sarah Sorrell	4/Room 4
Sullivan	Elaine	12/12.2	Hannah Sullivan	8/08.5
Swansson	Danica	9/09.2	Simon Swansson	1/Room 1
Taleb	Chris	11/11.3	Trisha Taleb	1/Room 1
Thomas	Alex	12/12.3	Celeste Thomas	K/K/P
Wansbrough	Brandon	8/08.5	Justin Wansbrough	8/08.2
Ward	Guy	7/Room 7	Simon Ward	7/Room 7
Williams	Katie	12/12.2	Sandra Williams	8/08.4
			Tenille Williams	11/11.2
Zolter-Albert	Jennifer	8/08.4	Jackie Albert	4/Room 4

25 Roll Reports: Year Lists

Reports

Admissions

New Admissions to Current Roll

Admissions or Leavers Report

Standard Student List

Student Address Details

Parent/Guardian 1 Phone and A

Students with Temporary UPNs

Students List Showing Current a

Students with Siblings

Year Lists

Form Lists

Check Lists

Saved Check Lists

Graphs

Titles

Main TitleYear Lists

Page Footer

Sort

	Sort Field	Total	Page
DOB			
Student Number			
Gender			

Select Year Group(s)

6

7

8

9

10

Including Student Number

Excluding Student Number

Print

Cancel

The settings used in the sample report.

CIVICA

IntegrisAdminReportsManual 28-May-19

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Year Lists

West Coast District High School

Year Lists


Year Group: 8



Name of Student	Form	Date of Birth	Gender
Antonello, Mark	08.4	31 JUL 1998	M
Atkins, Aaron	08.5	20 DEC 1998	M
Bandy, Tamara	08.1	22 AUG 1998	F
Baverstock, Helen	08.5	20 DEC 1998	F
Bishop, Alecia	08.1	20 DEC 1998	F
Blake, Keira	08.1	16 MAY 1999	F
Born, Corrina	08.2	16 MAY 1999	F
Bott, Lara	08.1	16 MAY 1999	F
Brabazon, Amy	08.2	22 AUG 1998	F
Broom, Declan	08.2	31 JUL 1998	M
Brown, Oliver	08.3	31 JUL 1998	M
Carless, Matthew	08.3	20 DEC 1998	M
Cartwright, Matthew	08.3	22 AUG 1998	M
Chesson, Whitney	08.4	22 AUG 1998	F
Coles, Aiyana	08.2	29 NOV 1998	F
Corey, Jordan	08.5	29 NOV 1998	M
Defazio, Matthew	08.4	29 NOV 1998	M
Del-Prete, Brayden	08.1	20 DEC 1998	M
Donner, Liam	08.2	18 OCT 1998	M
Ducker, Patrick	08.5	18 OCT 1998	M
Elliott, Bryce	08.3	18 OCT 1998	M
Entwistle, Devyn	08.4	1 SEP 1998	M
Evans, Dayna	08.1	31 JUL 1998	F
Fall, Jarrad	08.5	1 SEP 1998	M
Franssen, Taryn	08.3	1 SEP 1998	F
Futterby, Aimee	08.2	1 SEP 1998	F
Gaunt, Natalie	08.1	1 SEP 1998	F
Gray, Nathan	08.2	18 OCT 1998	M
Hancock, Kyle	08.3	31 JUL 1998	M
Harper, Rhys	08.3	18 OCT 1998	M
Holt, Ashlee	08.4	18 OCT 1998	F
Hunter, Laine	08.4	18 OCT 1998	F
Ibit, Noah	08.4	18 OCT 1998	M
Iris, Megan	08.5	3 FEB 1999	M
Jury, Brad	08.1	18 OCT 1998	M
Karp, Lee	08.5	22 AUG 1998	M
Keenan, Tom	08.2	16 MAY 1999	M
Keo, Mitchell	08.5	31 JUL 1998	M
Kiliny, Tegan	08.3	31 JUL 1998	F
King, Jared	08.1	31 JUL 1998	M
Kingston, Craig	08.4	16 MAY 1999	M
Knowles, Bianca	08.5	16 MAY 1999	F
Kong, Mitchell	08.2	16 MAY 1999	M
Kurby, Dale	08.1	31 JUL 1998	M

26 Roll Reports: Roll Count by Date

Summarised by Year and Totals Only

West Coast District High School Roll Count for All as at 7 JUN 2012			
13	Student(s) in the Year K		
9	Student(s) in the Year P		
6	Student(s) in the Year 1		
18	Student(s) in the Year 2		
11	Student(s) in the Year 3		
14	Student(s) in the Year 4		
14	Student(s) in the Year 5		
12	Student(s) in the Year 6		
16	Student(s) in the Year 7		
135	Student(s) in the Year 8		
69	Student(s) in the Year 9		
65	Student(s) in the Year 10		
65	Student(s) in the Year 11		
64	Student(s) in the Year 12		
Total Students in Current roll :		511	
Total Students in Former roll :		0	
Total Students :		511	

Summarised by Form and Totals Only

West Coast District High School

Roll Count for All as at 7 JUN 2012



28	Student(s) in the Form 08.1
26	Student(s) in the Form 08.2
27	Student(s) in the Form 08.3
27	Student(s) in the Form 08.4
27	Student(s) in the Form 08.5
23	Student(s) in the Form 09.1
23	Student(s) in the Form 09.2
23	Student(s) in the Form 09.3
22	Student(s) in the Form 10.1
22	Student(s) in the Form 10.2
21	Student(s) in the Form 10.3
22	Student(s) in the Form 11.1
21	Student(s) in the Form 11.2
22	Student(s) in the Form 11.3
22	Student(s) in the Form 12.1
22	Student(s) in the Form 12.2
20	Student(s) in the Form 12.3
22	Student(s) in the Form K/P
6	Student(s) in the Form Room 1
18	Student(s) in the Form Room 2
11	Student(s) in the Form Room 3
14	Student(s) in the Form Room 4
14	Student(s) in the Form Room 5
12	Student(s) in the Form Room 6
16	Student(s) in the Form Room 7

Total Students in Current roll :	511
----------------------------------	-----

Total Students in Former roll :	0
---------------------------------	---

Total Students :	511
------------------	-----

27 Form Lists: Standard Form List

The screenshot shows a software window titled 'Reports'. On the left is a tree view of report categories, with 'Form Lists' expanded and 'Standard Form List' selected. The main area contains configuration options:

- Titles:** 'Main Title' is 'Standard Form List'; 'Page Footer' is empty.
- ☒ Include Teacher Name(s) on Report
- Sort Fields:** A list on the left includes 'DOB', 'Gender', 'Surname', and 'Year'. To the right is a table for sorting:

Sort Field	Total	Page

- Options:** 'Form' is '08.1'; 'Year Group' is 'All'.
- ☒ Student Number
- ☐ Tick Box
- ☐ Include External Roll
- ☐ Show Family Representative totals
- ☐ Separate by Year Group

At the bottom right are 'Print' and 'Cancel' buttons.

The settings used in the sample report.

Note: If the External Roll has been turned on (Control > Preferences > External Roll Active for Students), a checkbox for 'Include External Roll' will appear on this report window.

Standard Form List

West Coast District High School Standard Form List

Form 08.1 Teacher(s) Mr Best Room SS4

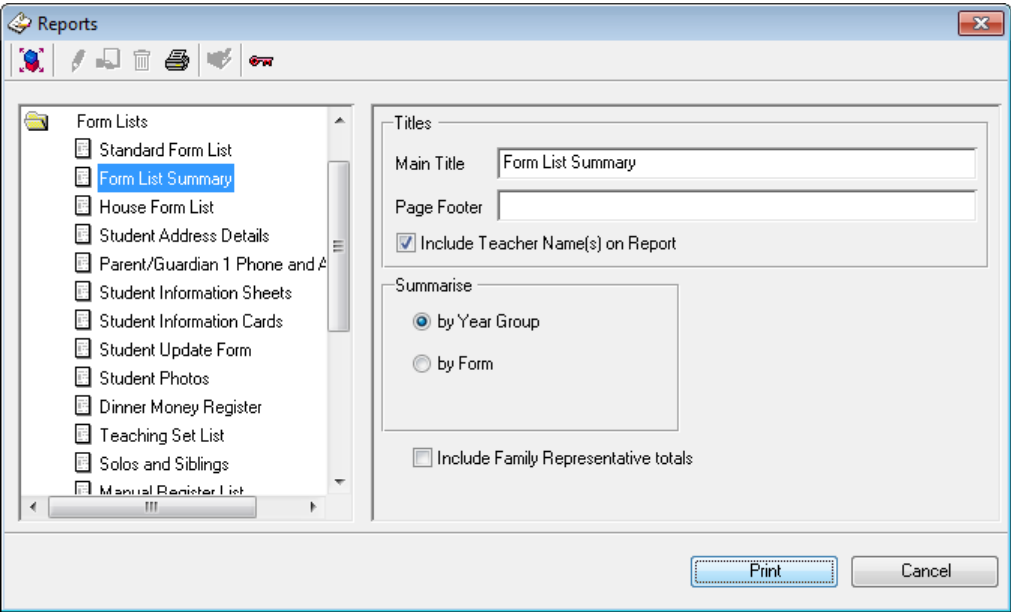


Name	DOB	Age	Gender	Year Group
Bandy, Tamara	22 AUG 1998	13 Yrs 9 Mths	F	8
Bishop, Alecia	20 DEC 1998	13 Yrs 5 Mths	F	8
Blake, Keira	16 MAY 1999	13 Yrs	F	8
Bott, Lara	16 MAY 1999	13 Yrs	F	8
Del-Prete, Brayden	20 DEC 1998	13 Yrs 5 Mths	M	8
Evans, Dayna	31 JUL 1998	13 Yrs 10 Mths	F	8
Gaunt, Natalie	1 SEP 1998	13 Yrs 9 Mths	F	8
Jury, Brad	18 OCT 1998	13 Yrs 7 Mths	M	8
King, Jared	31 JUL 1998	13 Yrs 10 Mths	M	8
Kurby, Dale	31 JUL 1998	13 Yrs 10 Mths	M	8
Leoncio, Jaymee	29 NOV 1998	13 Yrs 6 Mths	F	8
Lively, Nicole	3 FEB 1999	13 Yrs 4 Mths	F	8
Lucev, Michael	29 NOV 1998	13 Yrs 6 Mths	M	8
McArthur, Aimee	20 DEC 1998	13 Yrs 5 Mths	F	8
Monneron, Thomas	3 FEB 1999	13 Yrs 4 Mths	M	8
Moore, Gregory	18 OCT 1998	13 Yrs 7 Mths	M	8
Noakes, Scott	19 JUN 1999	12 Yrs 11 Mths	M	8
Ossey, Jane	20 DEC 1998	13 Yrs 5 Mths	F	8
Peel, Pamela	17 JUL 1998	13 Yrs 10 Mths	F	8
Pol, Louis	19 JUN 1999	12 Yrs 11 Mths	M	8
Rath, Hugh	18 OCT 1998	13 Yrs 7 Mths	M	8
Richards, Lia	31 JUL 1998	13 Yrs 10 Mths	F	8
Rompton, Davina	18 OCT 1998	13 Yrs 7 Mths	F	8
Saunders, Tiffany	31 JUL 1998	13 Yrs 10 Mths	F	8
Smith, David	31 JUL 1998	13 Yrs 10 Mths	M	8
Smith-Carter, Ben	17 JUL 1998	13 Yrs 10 Mths	M	8
Stewart, Joanne	31 JUL 1998	13 Yrs 10 Mths	F	8
Thorne, Chanton	19 JUN 1999	12 Yrs 11 Mths	F	8

28 Students in Form 08.1

28 Family Representatives

28 Form Lists: Form List Summary



The settings used in the sample report.

West Coast District High School

Form List Summary - By Year Group



Year	Form	Form Teacher...	Room	Males	Females	Total
K	K/P	Mrs Maxwell		6	7	13
Total for Year Group: K				6	7	13
P	K/P	Mrs Maxwell		6	3	9
Total for Year Group: P				6	3	9
1	Room 1	Mr Kenny		3	3	6
Total for Year Group: 1				3	3	6
2	Room 2	Mr Drake, Ms Swindon		7	11	18
Total for Year Group: 2				7	11	18
3	Room 3	Mr Pitt		7	4	11
Total for Year Group: 3				7	4	11
4	Room 4	Ms Garden		6	8	14
Total for Year Group: 4				6	8	14
5	Room 5	Mr Wagner		9	5	14
Total for Year Group: 5				9	5	14
6	Room 6	Mr Payne		7	5	12
Total for Year Group: 6				7	5	12
7	Room 7	Ms Everage, Mrs Max...		8	8	16
Total for Year Group: 7				8	8	16
8	08.1	Mr Best	SS4	12	16	28
8	08.2	Mr Brigg	MS1	13	13	26
8	08.3	Ms Calvin	SS9	20	7	27
8	08.4	Mr Evans	MS3	14	13	27
8	08.5	Mr Davids	SS6	16	11	27
Total for Year Group: 8				75	60	135
9	09.1	Ms Greaves	SCI 1	12	11	23
9	09.2	Ms Holter	SS10	15	8	23
9	09.3	Mr Creed	MS4	13	10	23
Total for Year Group: 9				40	29	69
10	10.1	Mr Trainor	SS8	7	15	22
10	10.2	Dr Swiderski	SS7	8	14	22
10	10.3	Ms Lerner	MS9	12	9	21
Total for Year Group: 10				27	38	65
11	11.1	Ms Oswald	SS1	10	12	22
11	11.2	Ms Corner	SS5	7	14	21
11	11.3	Mr Guiseppe	SCI 2	19	3	22
Total for Year Group: 11				36	29	65
12	12.1	Ms McLaren	MUS2	13	9	22
12	12.2	Mr Barclay	SS3	11	11	22
12	12.3	Ms Alan	SS2	12	8	20
Total for Year Group: 12				36	28	64
GRAND TOTALS:				Males: 273	Females: 238	Current Roll: 511

Page 1

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29 Form Lists: House Form List

Reports

Form Lists

Standard Form List

Form List Summary

House Form List

Student Address Details

Parent/Guardian 1 Phone and A

Student Information Sheets

Student Information Cards

Student Update Form

Student Photos

Dinner Money Register

Teaching Set List

Solos and Siblings

Manual Register List

Titles

Main Title

House Form List

Page Footer

Select

House

Blue

Print

☒ Include Teacher Name(s)

☒ Student Number

☒ Tick Box

Sub-total

☒ on House

Print

Cancel

The settings used in the sample report.

House Form List

West Coast District High School



House Form List

House Blue

Year 10

Name	DOB	Form	Form Teacher(s)	Number						
Bailey, Steven	6 NOV 1997	10.2	Dr Swiderski	8						
Butter, Daniel	11 JUN 1997	10.3	Ms Lorner	28						
Em, Lance	18 FEB 1997	10.1	Mr Trainor	58						
Gold, Emily	21 APR 1997	10.2	Dr Swiderski	78						
Karman, Clay	15 SEP 1997	10.3	Ms Lorner	103						
Lackie, Bryce	15 SEP 1997	10.1	Mr Trainor	128						
Lim, Maddie	6 NOV 1997	10.2	Dr Swiderski	148						
Masters, Tod	6 NOV 1997	10.3	Ms Lorner	178						
Moir, Tagan	15 SEP 1997	10.1	Mr Trainor	203						
Nichols, Sara	15 SEP 1997	10.2	Dr Swiderski	228						
Parsons, Gavin	6 NOV 1997	10.3	Ms Lorner	258						
Poole, Margrit	18 FEB 1997	10.1	Mr Trainor	283						
Roberty, Cassie	11 JUN 1997	10.2	Dr Swiderski	308						
Saxby-Walsh, Dylan	13 AUG 1997	10.3	Ms Lorner	328						
Smithers, Emma	15 SEP 1997	10.1	Mr Trainor	353						
Tunncliffe, Hailey	11 JUN 1997	10.2	Dr Swiderski	378						

16 in Year 10

30 Form Lists: Student Address Details

Reports

Form Lists

Standard Form List

Form List Summary

House Form List

Student Address Details

Parent/Guardian 1 Phone and A

Student Information Sheets

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Dinner Money Register

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Solos and Siblings

Manual Register List

Titles

Main Title

Student Address Details

Page Footer

☒ Include Teacher Name(s) on Report

Sort Fields

DOB

Gender

Surname

	Sort Field		Total	Page
1	Year			

Options

Form

Room 4

Year Group

All

☒ Student Number

☐ 2nd Address Line

☐ Separate by Year Group

Print

Cancel

The settings used in the sample report.

Student Address Details

West Coast District High School Student Address Details

Form 08.1 Teacher(s) Mr Best Room: SS4



Number	Name	DOB	Gender	Address Line 1	Town/Sub	Postcode	Phone
9	Bandy, Tamara	22 AUG 1998	F	12 Nowranie Place	PERTH	6000	9221 3124
14	Bishop, Alecia	20 DEC 1998	F	122 The Avenue	JOLIMONT	6013	9222 1113
16	Blake, Keira	16 MAY 1999	F	9 Oceanic Court	SUBIACO	6009	9221 6324
20	Bott, Lara	16 MAY 1999	F	17 Tucuna Court	PERTH	6000	9222 3334
46	Del-Prete, Brayden	20 DEC 1998	M	7a Okan Place	CLAREMONT	6014	9221 3221
64	Evans, Dayna	31 JUL 1998	F	75 Lakemba Way	DALKEITH	6012	9222 1113
76	Gaunt, Natalie	1 SEP 1998	F	5 Charents Close	LEEDERVILLE	6010	9222 8754
101	Jury, Brad	18 OCT 1998	M	3 Primus Place	FREMANTLE	6247	9221 6548
114	King, Jared	31 JUL 1998	M	18 Garonne Turn	WEST PERTH	6008	9221 6324
126	Kurby, Dale	31 JUL 1998	M	40 Parkland Drive	WEST	6011	9222 3854
137	Leoncio, Jaymae	29 NOV 1998	F	12 Westminster Grove	LEEDERVILLE		
151	Lively, Nicole	3 FEB 1999	F	7 Kentia Close	DALKEITH	6012	9221 6897
156	Lucas, Michael	29 NOV 1998	M	17 Primus Place	PERTH	6000	9221 7845
181	McArthur, Aimee	20 DEC 1998	F	119 Currie Street	JOLIMONT	6013	9221 3221
206	Monneron, Thomas	3 FEB 1999	M	15 Serenoa Court	DALKEITH	6012	9221 4857
208	Moore, Gregory	18 OCT 1998	M	11 Radfin Close	WEST PERTH	6008	9222 3334
231	Noakes, Scott	19 JUN 1999	M	43 Lakemba Way	SUBIACO	6009	9222 8754
248	Ousey, Jane	20 DEC 1998	F	5 Gazalla Pass	JOLIMONT	6013	9221 6897
266	Peel, Pamela	17 JUL 1998	F	20 Penguin Road	CLAREMONT	6014	9221 6548
281	Pol, Louis	19 JUN 1999	M	1096 Baldris Road	SUBIACO	6009	9221 3124
298	Rath, Hugh	18 OCT 1998	M	2 Saury Court	LEEDERVILLE	6010	9222 3854
301	Richards, Lia	31 JUL 1998	F	2 Knowle Way	WEST PERTH	6008	9221 3124
314	Rompton, Davina	18 OCT 1998	F	10 Doncaster Gardens	CLAREMONT	6014	9222 1113
326	Saunders, Tiffany	31 JUL 1998	F	4 Dodd Place	FREMANTLE	6247	9221 7845
874	Smith, David	31 JUL 1998	M	435 Great Big Highway	LEEDERVILLE	6010	9221 6324
351	Smith-Carter, Ben	17 JUL 1998	M	4 Mooring Turn	WEST WOODVALE	6887	
364	Stewart, Joanne	31 JUL 1998	F	36 Chelmsford Avenue	FREMANTLE	6247	9221 3221
					WEST	6011	9221 4857
376	Thorne, Chanton	19 JUN 1999	F	98 Coronata Drive	LEEDERVILLE		
					WEST	6011	9222 8754
28	Students in Form 08.1						

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31 Form Lists: Parent/Guardian 1 Phone and Address

Reports

Form Lists

Standard Form List

Form List Summary

House Form List

Student Address Details

Parent/Guardian 1 Phone and Address

Student Information Sheets

Student Information Cards

Student Update Form

Student Photos

Dinner Money Register

Teaching Set List

Solos and Siblings

Manual Register List

Titles

Main TitleParent/Guardian 1 Phone and Address

Page Footer

☒ Include Teacher Name(s) on Report

Sort Fields

DOB

Surname

	Sort Field		Total	Page
1	Gender	▲	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Year	▲	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Options

FormRoom 4

Year GroupAll

☒ Student Number

☐ Separate by Year Group

Print

Cancel

The settings used in the sample report.

Parent/Guardian 1 Phone and Address

West Coast District High School Parent/Guardian 1 Phone and Address



Form Room 4 Teacher(s) Ms Garden Room

Number	Name	DOB	Gender	Contact	Phone	Contact Address
766	Albert, Jackie	10 OCT 2002	F	Ms Rita Albert	9396 7008	9 Marmion Drive, PINEY WOODS, WA, 6999
760	Baile, Doyen	11 FEB 2003	M	Mrs Gayle Baile	9397 1817	5 Lythe Road, PINEY WOODS, WA, 6999
832	Dunstan, Jennifer	23 JUN 2003	F	Ms Julie-Anne Dunstan	9399 9692	38 Rusley Street, PINEY WOODS, WA, 6999, Australia
833	Edwards, Julie	31 MAR 2003	F	Ms Lily Edwards	9399 3281	36 High St, PINEY WOODS, WA, 6999, Australia
842	Farmer, Kristof	23 JUN 2003	M	Mr Trevor Farmer	9395 7298	23 Wichmann Court, PINEY WOODS, WA, 6999, Australia
858	Gray, Thi reth	10 OCT 2002	M	Ms Debbie Gray	9398 8093	10 Leach Heights, PINEY WOODS, WA, 6999, Australia
861	Jones, Tim	11 FEB 2003	M	Ms Christianna Jones	9399 9151	6 Luff Street, PINEY WOODS, WA, 6999, Australia
773	Marshall, Kristy	10 OCT 2002	F	Ms Jeanette Marshall	9398 7032	20 Ross Street, PINEY WOODS, WA, 6999, Australia
756	Moor, Chris	11 FEB 2003	M	Ms Jackie Moor	9396 9428	36 Macquaria Street, PINEY WOODS, WA, 6999, Australia
784	North, Mathew	23 JUN 2003	M	Ms Angie North	9397 2289	31 The Street, PINEY WOODS, WA, 6999, Australia
804	Price, Tiffani	31 MAR 2003	F	Ms Kaylah Price	9396 4025	2 Harriott Road, PINEY WOODS, WA, 6999, Australia
793	Sorrell, Sarah	23 JUN 2003	F	Mrs Sylvestra Sorrell	9221 3124	108 Coronata Drive, JOLIMONT, WA, 6013
771	Varricchio, Kim	10 OCT 2002	F	Mrs Linda-Mae Bailey	9221 3124	17 Selander Close, SUBIACO, WA, 6009, Australia
761	Williett, Elizabeth	11 FEB 2003	F	Ms Pat Williett	9395 6265	15 Glenarber Beach, PINEY WOODS, WA, 6999, Australia

14 Students in Form Room 4

Page 1

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32 Form Lists: Student Information Sheets

Form Lists

Standard Form List

Form List Summary

House Form List

Student Address Details

Parent/Guardian 1 Phone and A

Student Information Sheets

Student Information Cards

Student Update Form

Student Photos

Dinner Money Register

Teaching Set List

Solos and Siblings

Manual Register List

Titles

Main Title

Student Information Sheets

Page Footer

Select

New Query

☐ Sort on Year/Form

Sections

☒ Activities

☒ Medical Details

☐ Include Teacher Name(s) on Report

☒ Activity Details

☒ UDIs

☒ Contact Details

☐ Name History

☒ Movement History

☒ Attendance History

☒ Student Notes

☐ Miscellaneous Fields

Print

Cancel

The settings used in the sample report.

Student Information Sheet (Page 1)

Student Information Sheet for: JACKIE ALBERT

Year/Form 4/Room 4

Ref: 766

Surname Albert	Pref. Name Jackie	Gender Female	Date of Birth 7 OCT 2005	UPN E123456706004
Legal Surname Albert	First Name(s) Jackie Francis	House Red	Age 9 Yrs 3 Mths	Student No. 0

Home Address 9 Marmion Drive PINEY WOODS WA 6999	Telephone 1 9396 7008 Fax Student Mob.	Telephone 2 Family Representative NO
---	--	--

Nationality	Not specified	First Language	English
Religion	Spiritualism	Main Lang OTE SAH	English
Indigenous Status	Not Aboriginal or TSI	Mainly speak English at home?	
Indigenous Status Source		Study Type	
Health Card	YES	LBOTE	NO
EAL/D Stage		Entered in SLP Prog.	
Aus. Citizen / Perm. Res.	YES	Ed. Support Prog.	NO
Date Arrival Australia		In Receipt of Allowance	NO
Birth Certificate Seen	YES	Visa Sub Class No.	
Country of Birth	Australia	Visa SC No. Expiry Date	
FTE	1.00	Visa Grant Number	
Excluded		Int. Fee Paying	
Out of State		Int. Fee Paid To	
State of Residence		Allowance Type	
Access Restriction	YES	Out of Area	NO
Access Restriction Details	Maternal Grandfather Mr Jones is not to have any access to Jackie.	Date Checked	
		Passport Sighted	NO
		Passport Number	
		Terms This School	21
In Care of DCP	NO	Terms Other Schools	0
		Boarder	
		Boarder Type	Not a boarder
Attendance Type	Current (Single registration)		
Entry Date	6 OCT 2010	Leave Date	
Previous School	Golden Hill Steiner School (Denmark)	Destination	
Records Sent		Reason for Leaving	
		Source	

Movement History			
From	To	School	Reason for Leaving
	18 JUL 2009	Golden Hill Steiner School (Denmark)	Moved Address

Current Attendance Figures	Academic Year	No. of Attended Sessions	0
	No. of Possible Sessions	No. of Unauthorised Sessions	0

Produced on 13th January 2015 at 08:31

Page 1

Student Information Sheet (Page 2)

Student Information Sheet for: JACKIE ALBERT

Attendance History			No. of Authorised Sessions		
Year	School	Possible	Attended	Unauthorised	Authorised
2015	West Coast District High School	382	344	22	16
2014	West Coast District High School	384	362	16	6
2013	West Coast District High School	382	338	22	22

Activities	Review	Completed
13 JUN 2013 Poor language Details: Jackie was refused a cheezie at morning tea by the canteen staff. She then went on a rampage, abusing the staff and students standing nearby. She used all manner of terrible and disgusting language.		
6 AUG 2013 Science Details: Jackie completed an excellent project on the lifecycle of silkworms.		
5 MAY 2014 Spelling Details: 100% in spelling test		
19 MAY 2014 Spitting in the playground Details: Given detention outside the Principal's office.		
10 JAN 2015 Misuse of sports equipment Details: Jackie punctured several basketballs with a compass.		

Doctor /Practice Details		Dr Pi Peng	Telephone 1	9226 7845
Permission to call Doctor		YES	Telephone 2	
Permission to administer First Aid		YES		Fax 9220 1545

Ambulance Cover	YES	Ambulance Cover Insurance Provider	
Health Care Card	YES	Health Care Card No.	Health Care Card Expiry Date 27 NOV 2015

Medicare No. 4562 16321 04

Dentist/Dental Practice Details	Telephone
Permission to call Dentist NO	

Medical Conditions/Emergency Procedures

ALLERGY - OTHER

Slightly allergic to penicillin. Notify doctor if an emergency occurs.

ASTHMA *

Without delay give 4 separate puffs of a reliever. Wait 4 minutes. If little or no improvement, repeat steps. If there is still little or no improvement, call an ambulance (Dial 000). Continuously repeat steps 2 and 3 while waiting for the ambulance.

A Bricanyl Turbuhaler may be used in first aid treatment if a puffer and spacer is unavailable.

Student Information Sheet (Page 3)

Student Information Sheet for: JACKIE ALBERT

Miscellaneous Fields

RI Withdrawn	NO
Repeating Current Year	NO
Immunisation Details Provided	NO
Immunisation Date Checked	
Vaccination Schedule	
Measles Exclusion	YES
MMR (1st dose at 12 months)	
MMR (2nd dose at 4 Years)	
DTPa (Immunisation completed to sch	
DTPa (Year 7)	
Date of last tetanus vaccination	

Disabilities

No disabilities recorded

UDIs

Stat. Dec. sighted	NO
General Notes	
Transport to School	By Car
Limited School	
Writing	
Community Service Completed	
Release of Info Individual Awards	
Release of Info Career Information	
Release of Info Exam Answers Ed Pub	
Exclude from SCSA Reporting	
Community Service Hours Accrued	0
Community Service Location	
Medical records can display photo	
English Language Competency	
Full Fee Paying Students	
Gifted and Talented	
ASP	
Senior School Engagement Programs	NO
Gifted and Talented Online program	NO
Follow the Dream Student	NO
Disability Participant	NO
Main Category of Disability	
Level of Adjustment Provided	
Date of Latest Disability Ratings	

Contacts

Sibling(s)	Name	Jennifer Zolter-Albert	Form	08.4
------------	------	------------------------	------	------

Student Information Sheet (Page 4)

Student Information Sheet for: JACKIE ALBERT

Contact	1	Tel 1: 9396 7008	Fax:
Name	Mr Paul Albert	Tel 2:	Mobile:
Relationship	Father	Contact Notes	
Address	9 Marmion Drive, PINEY WOODS, WA, 6999	LOCATION: Home NUMBER: 9221 4857 Paul is unemployed and is at home	

Contact	2	Tel 1: 9396 7008	Fax:
Name	Ms Rita Albert	Tel 2:	Mobile:
Relationship	Mother	Contact Notes	
Address	9 Marmion Drive, PINEY WOODS, WA, 6999	LOCATION: Menswear Dept - Myer NUMBER: 9325 3996 Rita works at Myer City Store can be contacted on 9325 3996	

Contact	3	Tel 1: 9345 6767	Fax:
Name	Mrs Penhole	Tel 2:	Mobile:
Relationship	Friend	Contact Notes	
Address	4 Wisdom Lane, PINEY WOODS, WA, 6999	LOCATION: Home NUMBER: 9345 6767 Pat works from home so is easy to contact	

Student Notes

Jackie is a member of the state swimming team.

33 Form Lists: Student Information Cards

The screenshot shows a 'Reports' window with a sidebar on the left containing a list of report types. 'Student Information Cards' is selected and highlighted in blue. The main area on the right is divided into sections for configuration:

- Titles:** Contains two text input fields. The 'Main Title' field is filled with 'Student Information Cards'. The 'Page Footer' field is empty.
- Select:** Contains a dropdown menu showing 'Selected Subset 28 ...', a 'New Query' button, and a checkbox labeled 'Sort on Year/Form' which is currently unchecked.
- Option:** Contains a label 'In the Contacts section:' followed by a dropdown menu set to 'Show All Contact Phone Numbers'.

At the bottom right of the window are two buttons: 'Print' and 'Cancel'.

The settings used in the sample report. This Report will print three Student Information Cards per page.

Student Information Cards

Date of Birth: 22 AUG 1998 Entry Date: 21 AUG 2002		BANDY Tamara	
Home Address Tel No. 9221 3124 12 Nowranie Place, PERTH, 6000		Fax: Number: 9 Year Group: 8 Form: 08.1 House: Green	
Contacts:	Name	Tel:	Tel. 2 and/or Mobile
	Grandfather Dr Arthur Bandy	9221 3124	
	Grandmother Dr Karen Bandy	9221 3124	
Doctor: Dr Alfonso		Tel: 9226 7845	Tel:
Medical Conditions/Emergency Procedures ALLERGY - OT... Eczema - allergic to dairy products.			

Date of Birth: 20 DEC 1998 Entry Date: 19 DEC 2002		BISHOP Alecia	
Home Address Tel No. 9222 1113 122 The Avenue, JOLIMONT, 6013		Fax: Number: 14 Year Group: 8 Form: 08.1 House: Green	
Contacts:	Name	Tel:	Tel. 2 and/or Mobile
	Mother Mrs Bishop	9222 1113	
	Father Mr Bishop	9222 1113	
Doctor: Dr Margaret Crisp		Tel: 9443 8856	Tel:
Medical Conditions/Emergency Procedures VISION IMPAL... Short-sighted - wears glasses in class.			

34 Form Lists: Student Update Form

The screenshot shows the 'Reports' window with the 'Form Lists' pane on the left. The 'Student Update Form' is selected. The main pane shows the following settings:

- Titles:** Main Title: Student Update Form; Page Footer: (empty)
- Select:** Selected Subset 1 e...; New Query; Sort on Year/Form (unchecked)
- Options to Include on the report:**
 - ☒ UDIs (23 UDIs selected)
 - ☒ Include Teacher Name(s) on Report
 - ☒ Contact Notes which have a 'Location'
 - ☒ Medical Details
 - ☒ Siblings
 - ☒ Include Parents Background
- Return by Date:** 28 FEB 2015
- Buttons:** Print, Cancel

The settings used in the sample report.

Users can also elect to hide certain details, where there may be a requirement to keep details of particular parents, students or other contacts confidential.

By clicking on Hide Details, the following details can be hidden in the report. When Other Student Contacts is changed to NO, another button, **Hide Contacts**, will display when you have selected a **single student**. By clicking on **Hide Contacts**, Individual Contacts can be selected to be hidden on the selected student's Update Form.

The 'Show / Hide Report Data' dialog box allows users to specify which fields should be included on the report. The following table shows the fields and their inclusion status:

Report Field	Included?
Parent/Guardian 1	Yes
Parent/Guardian 2	Yes
Student Home Address Details	Yes
Student Phone 1	Yes
Student Phone 2	Yes
Student Mobile	Yes
Student Email	Yes
Other Student Contacts	No

Buttons: OK, Cancel

The 'Select' dialog box shows the 'Selected Subset 1 e...' and 'New Query' buttons. Below, the 'Select contacts to be excluded from the report' table is displayed:

Other Contact	Emrg	Relationship	Include?
Miss Brightwater	3	Aunt	No
Mr & Mrs O'Keefe	2	Grandparents	No

Buttons: < Back

If Other Student Contacts is changed to NO when running this Update Form for **multiple students** all other student contacts will be hidden.

Student Update Form

Student Update Form

Dear : **Ms Allen**

The following information is held on the school's computer. Please check the information and make any corrections that are necessary on the form. The form should be returned by : **Saturday, 28 February, 2015**

Notes :

PLEASE TICK:

CORRECTIONS MADE

☐

NO CORRECTIONS NECESSARY

☐

Surname	Allen	Gender	F	Form	Room 5
First Name(s)	Penelope, Sabrina	Date of Birth	23 DEC 2004	Year	5
		Age	10 Yrs	Form Teacher(s)	Mr Wagner

Home Address	Phone 1	9397 7110	Preferred Name	Penelope
39 Drury Place	Phone 2		Legal Surname	Allen
PINEY WOODS	Student Mob.			
WA	Fax			
6999	Email	allen@iprimus.com.au		

Aus. Citizen / Perm. Res.	YES	In Receipt of Allowance	NO
Birth Certificate Seen	YES	Allowance Type	None
Country of Birth	England	Date Arrival Australia	12 JAN 2007
Indigenous Status	Not Aboriginal or TSI	Visa Sub Class No.	457
Religion	Spiritualism	Visa Sub Class No. Expiry Date	12 JAN 2017
First Language	English	Visa Grant Number	
		Int. Fee Paying	Partial Fee Paying
		Passport Sighted	NO
		Passport Number	

Student Contacts

Name	Miss Kelly Allen	Relationship	Mother	Emergency Contact Rank	1
Address	39 Drury Place, PINEY WOODS, WA, 6999				
Home Phone 1	9397 7110	Mobile	0408 896 786		
Home Phone 2		Fax			
Primary Contact No.	9678 2233				
Email Address	Allen@ozemail.com.au				
Location	Piney Woods Police Station	Number	9678 2233		
Notes	Kelly is a Police Officer				

The information on this form has been processed electronically for administrative purposes.

Page 1

Produced on 13th January 2015 at 09:24

Name Mrs Janet Wheeler **Relationship** Aunt **Emergency Contact Rank** 2
Address 17 Stone Way, PINEY WOODS, WA, 6999
Home Phone 1 9456 7234 **Mobile** 0401 576 543
Home Phone 2 **Fax**
Primary Contact No. 9456 7234
Email Address
Location Piney Woods **Number** 9345 6666
Notes Dentist-Piney Tooth Care

Name Mr & Mrs Allen **Relationship** Grandparents **Emergency Contact Rank** 3
Address 8 Village Rd, PINEY WOODS, WA, 6999
Home Phone 1 9456 8888 **Mobile**
Home Phone 2 **Fax**
Primary Contact No. 9456 8888
Email Address
Location Quickstop Deli **Number** 9456 8888
Notes Violet and Arthur run a deli in Piney Woods North and are free to come at any time.

Parent Background

Parent/Guardian 1: Mother

Language other than English spoken at home: Not specified
Highest year of Primary or Secondary schooling completed: Year 12 or equivalent
Highest educational qualification completed: Not stated/Unknown
Occupation/Occupation Group: Group 2

Siblings

Name	Gender	Date of Birth	Year / Form
Tamara Allen	F	28 Aug 2007	2 / Room 2

Doctor's Name	Medical Practice	Permission to call Doctor	Phone
Dr C Fyfe	Perth Children's Hospital	YES	9445 8745

Dentist's Name	Dental Practice	Permission to Call Dentist	Phone
	No Details	NO	

Medic Alert	Medic Alert Condition	Permission to Administer First Aid
NO	No Details	YES

Medicare No	Medicare Expiry Date
No Details	No Details

Ambulance Cover	Ambulance Cover Insurance Provider
YES	No Details

Health Care Card	Health Care Card No.	Health Care Card Expiry Date
NO	No Details	No Details

Health Condition: Allergy - Other

Daily Management Plan Allergic to shellfish
Emergency Response Plan In the case of even skin contact with shellfish, she MUST be given an injection and then sent straight to hospital. An injection marked with her name is kept in the medical room fridge.

Admin staff have been instructed on the injection.

Is medication required to manage health condition/needs? NO

The information on this form has been processed electronically for administrative purposes.

Produced on 13th January 2015 at 09:24

Page 2

Is specific staff training required to manage health condition/needs? YES

Type of Training - Administration of allergy shots

Authorised Staff to be trained - Franklin Spencer, Tracey Scattini, Carl Best,

Standard Health Care Plans

Severe Allergy Anaphylaxis

Date Completed 22 NOV 2013

Date Reviewed 22 NOV 2014

Immunisation

Date of last tetanus vaccination -

UDI

Stat. Dec. sighted

General Notes

Transport to School

Limited School

Writing

Community Service Completed

Release of Info Individual Awards

Release of Info Career Information

Release of Info Exam Answers Ed Pub

Exclude from SCSA Reporting

Community Service Hours Accrued 0

Community Service Location

Medical records can display photo

English Language Competency

Full Fee Paying Students

Gifted and Talented

ASP

Senior School Engagement Programs NO

Gifted and Talented Online program NO

Follow the Dream Student NO

Disability Participant NO

Main Category of Disability

Level of Adjustment Provided

I acknowledge that the above information is correct:

Signed : _____

The information on this form has been processed electronically for administrative purposes.

Produced on 13th January 2015 at 09:24

Page 3

35 Form Lists: Student Photos

The screenshot shows a 'Reports' window with a tree view on the left and configuration fields on the right. The tree view has 'Form Lists' expanded, with 'Student Photos' selected. The right panel has the following settings:

- Titles:** Main Title is 'Student Photos', Page Footer is empty.
- Sort:** A table with columns 'Sort Field' and 'Page'.

Sort Field	Page
Date of Birth	
Gender	1
Year Group	
- Select:** A list box shows 'K/P', 'Not specified', 'Room 1', 'Room 2', 'Room 3', 'Room 4' (selected), and 'Room 5'. To the right are three radio buttons: 'Select by Form' (selected), 'Select by Year', and 'Select by Student Find'.

At the bottom right are 'Print' and 'Cancel' buttons.

The settings used in the sample report.

Student Photos

West Coast District High School
Student Photos



Jackie Albert
4/Room 4



Doyen Bailie
4/Room 4



Jennifer Dunstan
4/Room 4



Julie Edwards
4/Room 4



Kristof Farmer
4/Room 4



Thireth Gray
4/Room 4



Tim Jones
4/Room 4



Kristy Marshall
4/Room 4



Chris Moor
4/Room 4



Mathew North
4/Room 4



Tiffani Price
4/Room 4



Sarah Sorrell
4/Room 4



Kim Varicchio
4/Room 4



Elizabeth Williett
4/Room 4

36 Form Lists: Dinner Money Register

The screenshot shows a software window titled "Reports" with a blue header bar. Below the header is a toolbar with icons for various report functions. The main area is divided into two panes. The left pane, titled "Form Lists", contains a tree view with the following items: Standard Form List, Form List Summary, House Form List, Student Address Details, Parent/Guardian 1 Phone and A, Student Information Sheets, Student Information Cards, Student Update Form, Student Photos, Dinner Money Register (highlighted in blue), Teaching Set List, Solos and Siblings, and Manual Register List. The right pane, titled "Titles", contains a "Main Title" field with the text "Dinner Money Register", an empty "Page Footer" field, and a checked checkbox labeled "Include Teacher Name(s) on Report". Below these fields is a "Select" section with a list box containing the following items: 8.1, 8.2, 8.3, 8.4, 8.5, 9.1, 9.2, 9.3, and 9.4. To the right of the list box are two radio buttons: "Select by Form" (which is selected) and "Select by Year". At the bottom right of the window are two buttons: "Print" and "Cancel".

The settings used in the sample report.

Dinner Money Register

West Coast District High School Money Register



Form 8.1 Teacher Mr Best NAME		Week Ending :.....									
		Amount B/F	Cash Collected	Meals Served					Amount C/F		
				M	T	W	T	F			
1	Bandy, Tamara										
2	Bishop, Alecia										
3	Blake, Keira										
4	Bott, Lara										
5	Del-Prete, Brayden										
6	Evans, Dayna										
7	Gaunt, Natalie										
8	Jury, Brad										
9	King, Jared										
10	Kurby, Dale										
11	Leoncio, Jaymee										
12	Lively, Nicole										
13	Lucev, Michael										
14	McArthur, Aimee										
15	Monneron, Thomas										
16	Moore, Gregory										
17	Noakes, Scott										
18	Osscy, Jane										
19	Peel, Pamela										
20	Pol, Louis										
21	Rath, Hugh										
22	Richards, Lia										
23	Rompton, Davina										
24	Saunders, Tiffany										
25	Smith-Carter, Ben										
26	Stewart, Joanne										
27	Thorne, Chanton										
TOTAL 27											

37 Form Lists: Teaching Set List

The screenshot shows a software window titled "Reports" with a standard Windows-style title bar (blue with a close button). Below the title bar is a toolbar with icons for file operations. The main area is divided into three sections:

- Left Panel (Tree View):** A list of report categories and items. "Form Lists" is expanded, showing a list of reports including "Teaching Set List", which is highlighted with a blue selection bar.
- Right Panel (Configuration):**
 - Titles:** A section with two text input fields. "Main Title" contains the text "Teaching Set List". "Page Footer" is empty.
 - Options:** A section with two radio buttons. "TS Headers only" is selected (indicated by a green dot). "List Students" is unselected.
 - Filters:** A section with five dropdown menus:
 - "Timetabling Year": Set to "2006".
 - "Grid": Set to "US2006 - US".
 - "Department": Set to "All".
 - "Subject": Set to "All".
 - "Teaching Set": Set to "All".

At the bottom right of the window are two buttons: "Print" and "Cancel".

The settings used in the sample report.

Teaching Set List

West Coast District High School

Teaching Set List (Summarised)

Year: 2006 Grid: US

Subject	T/S	Description	Teacher(s)	Band(s)	Room(s)	Boys	Girls	Total
Applicable Mathematics	E504_1	E504_1	Mr D Drake	6	SS7	11	11	22
Applicable Mathematics: 1 set/s						11	11	22
Biology 11	D402_1	D402_1	Mr J Harpe	2	SCI 3	7	14	21
Biology 11: 1 set/s						7	14	21
Biology 12	E402_1	E402_1	Mr J Harpe	4, 8	SCI 3	11	11	22
Biology 12: 1 set/s						11	11	22
Business Information T...	E231_1	E231_1	Mr B Pitt	5	COMP 2	12	10	22
Business Information T...	E231_2	E231_2	Ms M Rattigan	2	COMP 2	6	8	14
Business Information T...	E231_3	E231_3	Mr B Pitt	6	COMP 1	13	9	22
Business Information Technology 12: 3 set/s						31	27	58
Calculus	E506_1	E506_1	Mr W Davids	6	SS6	11	8	19
Calculus: 1 set/s						11	8	19
Chemistry 11	D403_1	D403_1	Mr A Guiseppe	2	SCI 2	19	3	22
Chemistry 11: 1 set/s						19	3	22
Chemistry 12	E403_1	E403_1	Ms A Greaves	2	SCI 1	9	5	14
Chemistry 12: 1 set/s						9	5	14
Digital Media 11	D236_1	D236_1	Mr T Pringle	4, 8	COMP 1	19	3	22
Digital Media 11	D236_2	D236_2	Ms M Rattigan	6	COMP 2	7	14	21
Digital Media 11	D236_3	D236_3	Mr B Pitt	2	COMP 1	10	11	21
Digital Media 11: 3 set/s						36	28	64
English 12	E004_1	E004_1	Mr C Best	4, 8	SS4	11	8	19
English 12	E004_2	E004_2	Ms M Jamison	1, 7	SS8	11	11	22
English 12: 2 set/s						22	19	41
English 1A	1AENG_1	1AENG_1	Dr M Schmidt Ms T Scattini	1	SS3 SS4	10	11	21
English 1A: 1 set/s						10	11	21
English 1B	1BENG_1	1BENG_1	Not assigned	7	Room not assigned	10	11	21
English 1B: 1 set/s						10	11	21
English 1C	1CENG_1	1CENG_1	Ms T Alan	1	SS2	19	3	22
English 1C	1CENG_2	1CENG_2	Mr HJ Barclay	4	SS2	7	14	21
English 1C: 2 set/s						26	17	43

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Produced on 14th July 2006 at 12:10

38 Form Lists: Solos and Siblings

The screenshot shows a software window titled "Reports" with a blue header bar. Below the header is a toolbar with icons for file operations. The main area is divided into two panes. The left pane, titled "Form Lists", contains a list of report types: Standard Form List, Form List Summary, House Form List, Student Address Details, Parent/Guardian 1 Phone and A, Student Information Sheets, Student Information Cards, Student Update Form, Student Photos, Dinner Money Register, Teaching Set List, Solos and Siblings (highlighted), and Manual Register List. The right pane, titled "Titles", contains configuration options for the selected report. It has a "Main Title" field with the text "Solos and Siblings", a "Page Footer" field, and a checked checkbox labeled "Include Teacher(s) Name on Report". Below these is a "Select" section with two dropdown menus: "Year" set to "1" and "Form" set to "All". At the bottom right of the window are "Print" and "Cancel" buttons.

The settings used in the sample report.

Solos and Siblings

West Coast District High School

Solos and Siblings



Year K
Form K/P
Form Teacher(s) Mrs Maxwell
Room

KEY	* = Eldest sibling in school Bold = Students in the Form who are oldest siblings or solos
-----	---

NAME	SIBLINGS
<input type="checkbox"/> Luke Andrews	
<input type="checkbox"/> Cassie Brood	
<input type="checkbox"/> Fleur Caterer	
<input type="checkbox"/> Naglazas Davies	
<input type="checkbox"/> Ryan Edwards	*Justin Edwards (5, Room 5) ,Julie Edwards (4, Room 4)
<input type="checkbox"/> Wendy Elliott	*Katherine Elliott (5, Room 5)
<input type="checkbox"/> Kira Emery	
<input type="checkbox"/> Grant Fitzpatrick	
<input type="checkbox"/> Lorena Pate	
<input type="checkbox"/> Trent Pilter	
<input type="checkbox"/> Eileen Smith	
<input type="checkbox"/> Celeste Thomas	*Alex Thomas (12, 12.3)
<input type="checkbox"/> Thy West	
TOTAL	13

39 Form Lists: Manual Register List

The screenshot shows a software window titled "Reports" with a blue header bar. Below the header is a toolbar with icons for file operations. The main area is divided into two panes. The left pane is a tree view containing the following items: "Student Information Cards", "Student Update Form", "Student Photos", "Dinner Money Register", "Teaching Set List", "Solos and Siblings", "Manual Register List" (which is highlighted with a blue selection bar), "Check Lists", "Saved Check Lists", "Graphs", "Monitoring Reports", "Address Labels", "Exports", and "Staff Reports". The right pane is titled "Report Parameters" and contains several settings: "Year Group" and "Form" are both set to "All" via dropdown menus; "Register Type" has three radio button options: "Attendance Register Insert (A)", "Attendance Register Insert (B)", and "Attendance Register Insert with recording sheet" (which is selected); "Show Reference No." is checked; "Line Spacing (cm)" is set to "0.00" with a "Default" button next to it; "Sort Field" has two radio button options: "Date of Birth" (selected) and "Surname"; there is an unchecked checkbox for "Vertical Groups (do not sort by year group)"; "Name Display" has two radio button options: "Preferred Names" (selected) and "Legal Names". At the bottom right of the window are "Print" and "Cancel" buttons.

The settings used in the sample report.

Manual Register List

Year Group: 8 Form 08.1 Teacher(s) Mr C Best					Week Ending:													
					Sessions													
					Mon		Tue		Wed		Thu		Fri		Sat		Sun	
					A	P	A	P	A	P	A	P	A	P	A	P	A	P
No.	Name	DOB																
1	9	Bandy, Tamara	19 AUG 2001															
2	14	Bishop, Alecia	17 DEC 2001															
3	16	Blake, Keira	13 MAY 2002															
4	20	Bott, Lara	13 MAY 2002															
5	46	Del-Prete, Brayden	17 DEC 2001															
6	64	Evans, Dayna	28 JUL 2001															
7	76	Gaunt, Natalie	29 AUG 2001															
8	101	Jury, Brad	15 OCT 2001															
9	114	King, Jared	28 JUL 2001															
10	126	Kurby, Dale	28 JUL 2001															
11	137	Leoncio, Jaymee	26 NOV 2001															
12	151	Lively, Nicole	31 JAN 2002															
13	156	Lucev, Michael	26 NOV 2001															
14	181	McArthur, Aimee	17 DEC 2001															
15	206	Monneron, Thomas	31 JAN 2002															
16	208	Moore, Gregory	15 OCT 2001															
17	231	Noakes, Scott	16 JUN 2002															
18	248	Ossey, Jane	17 DEC 2001															
19	266	Peel, Pamela	14 JUL 2001															
20	281	Pol, Louis	16 JUN 2002															
21	298	Rath, Hugh	15 OCT 2001															
22	301	Richards, Lia	28 JUL 2001															
23	314	Rompton, Davina	15 OCT 2001															
24	326	Saunders, Tiffany	28 JUL 2001															
25	874	Smith, David	28 JUL 2001															
26	351	Smith-Carter, Ben	14 JUL 2001															
27	364	Stewart, Joanne	28 JUL 2001															
28	376	Thorne, Chanton	16 JUN 2002															

40 Check Lists: Check Lists

The screenshot shows the 'Reports' window with the 'Check Lists' report selected. The 'Main Title' is 'Check Lists'. The 'Page Footer' is empty. The 'Notes' checkbox is checked. The 'Selection and Sorts' tab is active, showing a list of fields: Form, DOB, Gender, and Year. The 'Students' dropdown is set to 'Selected Subset 59 entries'. The 'Print' and 'Cancel' buttons are at the bottom.

Form	DOB	Gender	Year

The screenshot shows the 'Reports' window with the 'Check Lists' report selected. The 'Main Title' is 'Check Lists'. The 'Page Footer' is empty. The 'Notes' checkbox is checked. The 'Format Report' tab is active, showing a list of fields: Gender Column, DOB Column, and Year Group Column. The 'Enter Column Header Text' section shows 'Score 1', 'Score 2', 'Total Score', and 'Ranking'. The 'Column Width (Cm)' is set to 2.00. The 'Print' and 'Cancel' buttons are at the bottom.

Score 1	Score 2	Total Score	Ranking

The settings used in the sample report.

Check Lists

West Coast District High School

Check Lists



Notes

	Date of Birth	Year	Score 1	Score 2	Total Score	Ranking
1	Alkitik, Maria	20 MAY 2003	7			
2	Amber, Kylie	20 JAN 2003	7			
3	Andrews, Guy	20 FEB 2003	7			
4	Arrowsmith, David	11 OCT 2002	7			
5	Arrowsmith, William	14 MAR 2003	7			
6	Atkins, Aaron	17 DEC 2002	7			
7	Avery, Roslyn	11 MAR 2003	7			
8	Bandy, Brandy	29 JAN 2003	7			
9	Baverstock, Helen	17 DEC 2002	7			
10	Black, Mary	28 JAN 2003	7			
11	Brown, Lana	11 MAR 2003	7			
12	Brown, Roberta	12 APR 2003	7			
13	Cooper, Marianne	11 FEB 2003	7			
14	Corey, Jordan	26 NOV 2002	7			
15	Davids, Chelsea	24 JUN 2003	7			
16	Ducker, Patrick	26 NOV 2002	7			
17	Dudney, Jenna	24 JUN 2003	7			
18	Etheridge, Kirsty	11 OCT 2002	7			
19	Fall, Jarrad	29 AUG 2002	7			
20	Farnton, Stephanie	12 JUN 2003	7			
21	Goddard, Tim	11 MAR 2003	7			
22	Gray, Sebastian	11 OCT 2002	7			
23	Green, Theresa	20 MAR 2003	7			
24	Hardley, Todd James	24 JUN 2003	7			
25	Iris, Megan	31 JAN 2003	7			
26	James, Kendell	29 MAR 2003	7			
27	Karp, Lee	29 AUG 2002	7			
28	Keo, Mitchell	28 JUL 2002	7			
29	Knowles, Bianca	16 JUN 2003	7			
30	Koehler, Bronson	11 OCT 2002	7			
31	Lesley, Codie	11 MAR 2003	7			
32	Lifter, Alex	26 NOV 2002	7			
33	Lithgow, Jared	28 JUL 2002	7			
34	Longmire, Ragbir	27 APR 2003	7			

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Produced on 13th January 2015 at 10:13

41 Check Lists: Form Check Lists

The screenshot shows a software window titled "Reports" with a blue title bar and standard Windows window controls. On the left is a tree view of report categories: General Reports, Roll Reports, Form Lists, Check Lists, Form Check Lists (highlighted), Group Check Lists, Weekly Check Lists, Form Weekly Check Lists, Saved Check Lists, Graphs, Monitoring Reports, Address Labels, and Exports. The main area contains several configuration fields: "Main Title" is set to "Form Check Lists"; "Page Footer" is empty; "Notes" is checked with the text "Please send money to the office by 10:00am."; "Select" section has "Year" set to "All" and "Form" set to "Room 4"; checkboxes for "Separate by Year Group" (checked), "DOB Column", "Gender Column", "Year Group Column", and "Include External Roll" are present; "Sort Fields" is set to "Surname"; "Enter Column Header Text" lists "Book 1", "Book 2", "Book 3", "Deposit", and "Balance"; and "Column Width (Cm)" is set to "1.90". At the bottom right are "Print" and "Cancel" buttons.

The settings used in the sample report.

Form Check List

West Coast District High School

Form Check Lists

Year 4 Form Room 4 Teacher(s) Ms J Garden

Room:

Date.....

Notes

Please send money to the office by 9.30am.

	Book 1	Book 2	Book 3	Deposit	Balance				
1 Albert, Jackie									
2 Baillie, Doyen									
3 Dunstan, Jennifer									
4 Edwards, Julie									
5 Farmer, Kristof									
6 Gray, Thireth									
7 Jones, Tim									
8 Marshall, Kristy									
9 Moor, Chris									
10 North, Mathew									
11 Price, Tiffani									
12 Sorrell, Sarah									
13 Varricchio, Kim									
14 Williett, Elizabeth									

Produced on 3rd February 2007 at 15:24

42 Check Lists: Group Check Lists

Reports

General Reports

Roll Reports

Form Lists

Check Lists

Check Lists

Form Check Lists

Group Check Lists

Weekly Check Lists

Form Weekly Check Lists

Saved Check Lists

Graphs

Monitoring Reports

Address Labels

Exports

Main Title

Group Check Lists

Page Footer

Notes

Please ensure any money paid is forwarded to the office by 9:30 a.m.

Select

Group Type

All

Group

2011 Darwin Trip

DOB Column

Gender Column

Only include current roll students

Sort Fields

Surname

Enter Column Header Text

Deposit

Permission

Medical

Balance Paid

Column Width (Cm)

3.00

Print

Cancel

The settings used in the sample report.

Group Check Lists

West Coast District High School

Group Check Lists

2011 Darwin Trip

Date

Notes

Please ensure any money paid is forwarded to the office by 9:30 a.m.

	Form	Consent	Deposit	Permission	Medical	Balance Paid
1 Anderson, Ben	10.1	Y				
2 Bailey, Steven	10.2	Y				
3 Bishop, Frank	10.3	Y				
4 Bloor, Rebecca	10.1	Y				
5 Depete, Jonathon	10.2	Y				
6 Drazic, Eleni	10.3	Y				
7 Em, Lance	10.1	Y				
8 Etheridge, Chloe	10.2	Y				
9 Kelley, Rohyn	10.1	Y				
10 Kim, Adrienne	10.2	Y				
11 Kinter, Deonne	10.3	Y				
12 Lackie, Bryce	10.1	Y				
13 Laughton, Britt	10.2	Y				
14 Lesley, Monique	10.3	Y				
15 Mew, Daytona	10.2	Y				
16 Milker, Harrison	10.3	Y				
17 Moir, Tegan	10.1	Y				
18 Morton, Brenda	10.2	Y				
19 Mungall, Amelia	10.3	Y				
20 Naglazas, Mary	10.1	Y				
21 Nichols, Sara	10.2	Y				

Produced on 7th June 2012 at 09:58

43 Check Lists: Weekly Check Lists

The screenshot shows a software window titled 'Reports' with a blue header bar. On the left is a tree view of report categories: General Reports, Roll Reports, Form Lists, Check Lists (expanded), Saved Check Lists, Graphs, Monitoring Reports, Address Labels, and Exports. Under 'Check Lists', the following items are listed: Check Lists, Form Check Lists, Group Check Lists, Weekly Check Lists (highlighted), Form Weekly Check Lists, and Saved Check Lists. The main area on the right contains configuration fields: 'Main Title' is 'Weekly Check Lists'; 'Page Footer' is empty; 'Notes' is checked with the text 'Front office requires rolls by the end of the fortnight.'; 'Select' is set to 'Selected Subset 14 entries' with a 'New Query' button; 'Sorts and Options' includes checkboxes for 'DOB column' and 'Gender column' (both unchecked), 'Separate by Year Group' (unchecked), and 'Sort Fields' set to 'Surname'; 'Format Check List columns' includes 'Include am/pm?' (checked), 'Number of Weeks (up to 4)' set to '2', and 'Week Commencing' set to '17 MAY 2004'. At the bottom right are 'Print' and 'Cancel' buttons.

The settings used in the sample report.

Weekly Check Lists

West Coast District High School

Weekly Check Lists

Search Criteria Roll Status=Current, Year Group=5,

Date.....



Notes

Front office requires rolls by the end of the fortnight.

	Week Starting 17 MAY 2004										Week Starting 24 MAY 2004									
	Mon		Tues		Wed		Thur		Fri		Mon		Tues		Wed		Thur		Fri	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
1 Allen, Penelope																				
2 Becker, Tareq																				
3 Brown, Steven																				
4 Content, Damien																				
5 Delamare, Graeme																				
6 Desilva, Haley																				
7 Edwardo, Jacob																				
8 Edwards, Justin																				
9 Elliott, Katherine																				
10 Farmer, Kristy																				
11 Farnton, Steven																				
12 Gray, Tenille																				
13 Havlent, Tom																				
14 Hushler, Elizabeth																				

Page 1

Produced on 11th May 2004 at 15:23

44 Check Lists: Form Weekly Checklists

Reports

General Reports

Roll Reports

Form Lists

Check Lists

Check Lists

Form Check Lists

Group Check Lists

Weekly Check Lists

Form Weekly Check Lists

Saved Check Lists

Graphs

Monitoring Reports

Address Labels

Exports

Main Title

Form Weekly Check Lists

Page Footer

Notes

Select

Year

10

Form

All

DOB column

Gender column

Separate by Year Group

Include am/pm?

Number of Weeks (up to 4)

1

Sort Fields

Surname

Week Commencing

23 JAN 2006

Print

Cancel

Form Weekly Checklist Report

West Coast District High School

Form Weekly Check Lists

Year: 4 Form Room 4 Teacher(s) Mr G Reid
Room:

Date:.....

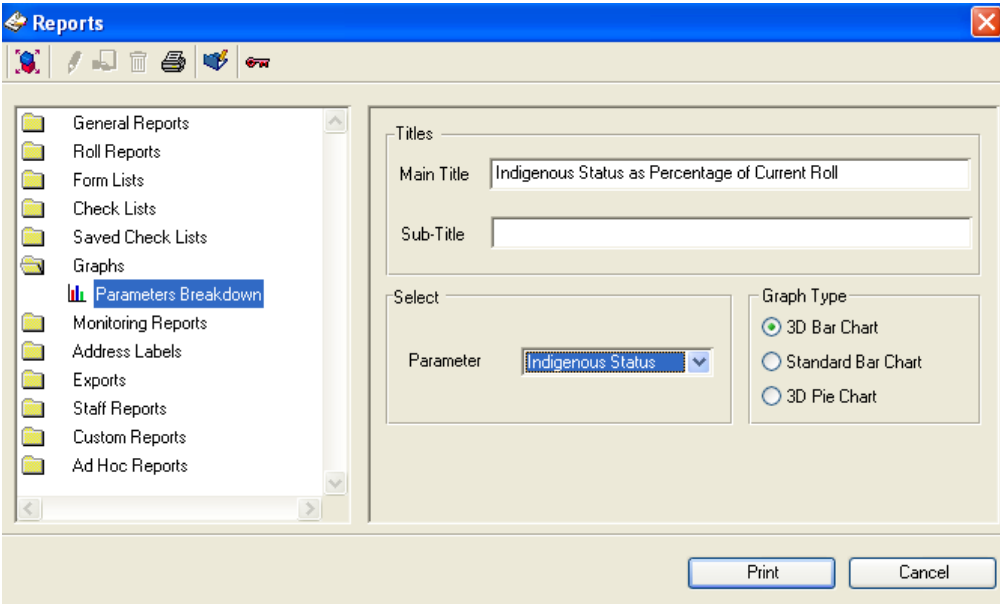
Notes

	Gender	Week Starting 23 JAN 2006					Week Starting 30 JAN 2006					Week Starting 6 FEB 2006					Week Starting 13 FEB 2006				
		Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri
1 Albert, Jackie	F																				
2 Dunstan, Jennifer	F																				
3 Edwards, Julie	F																				
4 Gray, Thi reth	M																				
5 Jones, Tim	M																				
6 Marshall, Kristy	F																				
7 Moor, Chris	M																				
8 Price, Tiffani	F																				
9 Sorrell, Sarah	F																				
10 Willlett, Elizabeth	F																				

Produced on 19th January 2006 at 07:09

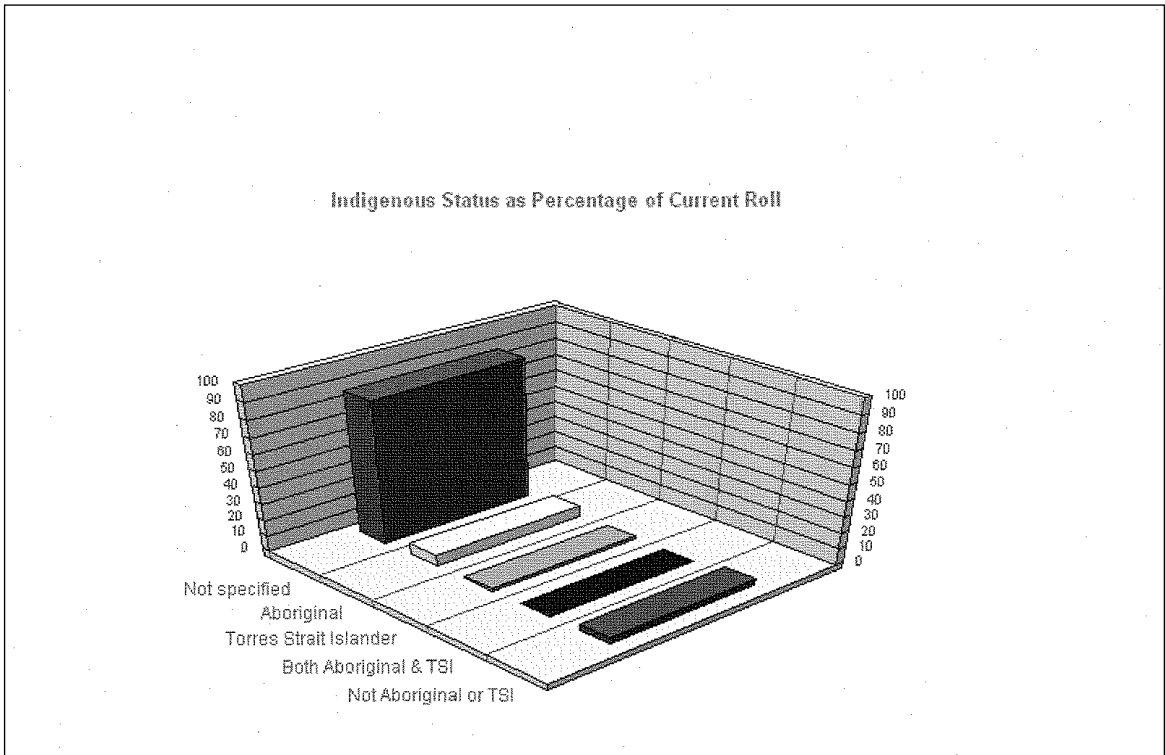
Page 1

45 Graphs: Parameters Breakdown



The settings used in the sample report.

Parameters Breakdown – graph

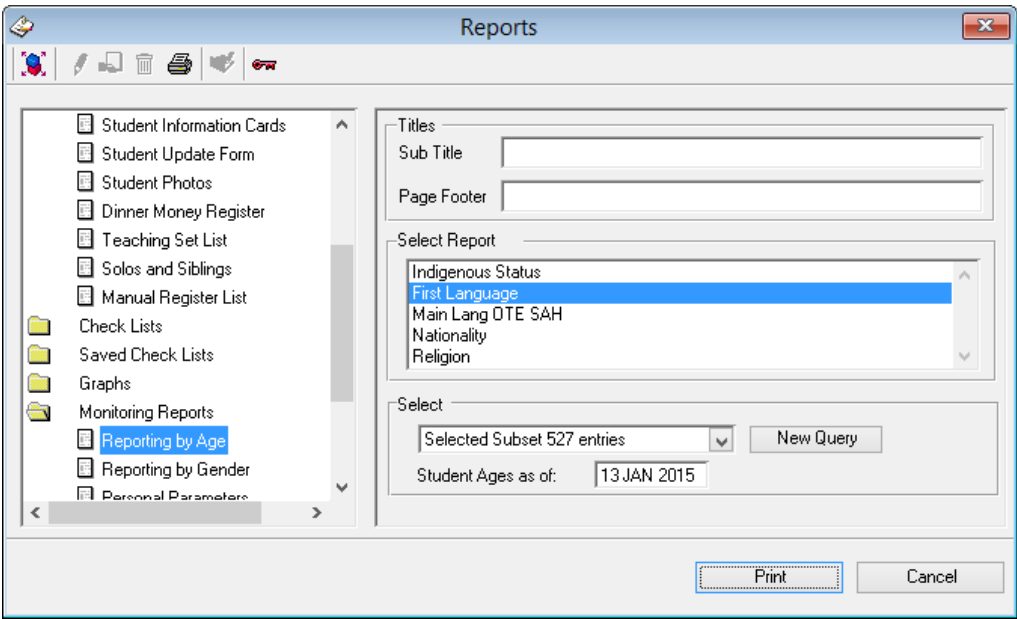


Parameters Breakdown – view report data



Indigenous Status as Percentage of Current Roll		
13th May 2004		
	%	Notes
Aboriginal	7.32	
Both Aboriginal & TSI	0.00	
Not Aboriginal or TSI	3.85	
Not specified	87.28	
Torres Strait Islander	1.54	

46 Monitoring Reports: Reporting by Age



The settings used in the sample report.

Reporting by Age

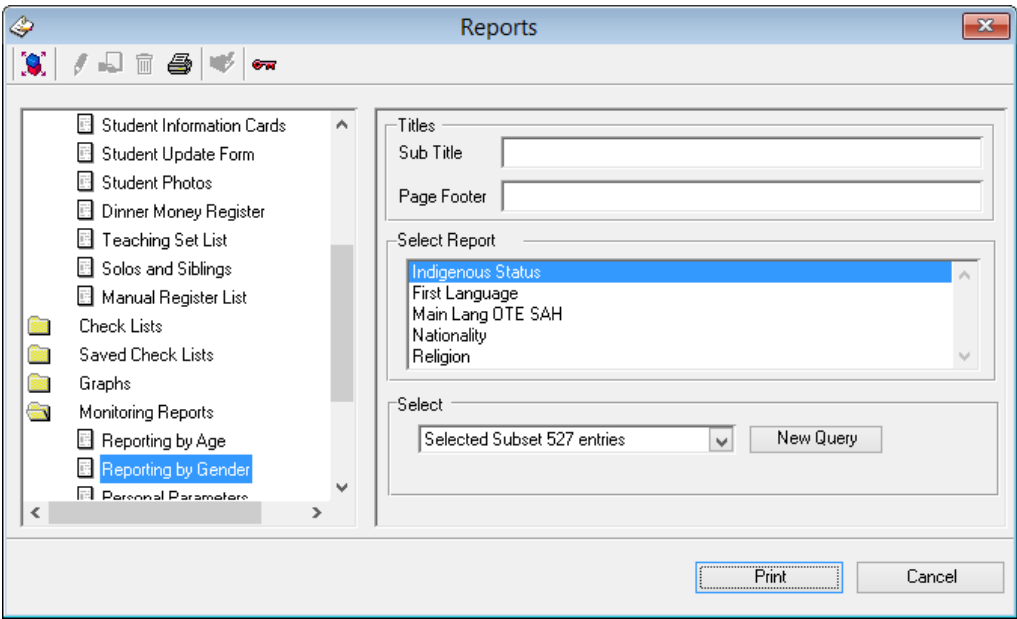
West Coast District High School

First Language - Reporting by Age



First Language \ Age Group		Under 5		5	6	7	8	9	10	11	12	13	14	15	16	17	18	19+	Total Pupils	Stat Age
		PT	FT																	
	Boys	0	0	0	0	0	1	0	0	3	2	0	0	0	0	0	0	0	6	6
	Girls	0	0	0	0	0	2	1	0	1	0	0	0	0	0	0	0	0	4	4
	Total	0	0	0	0	0	3	1	0	4	2	0	0	0	0	0	0	0	10	10
Arabic (including Lebanese)	Boys	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Girls	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1
	Total	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1
English	Boys	6	3	6	4	8	6	3	12	8	34	52	36	43	39	8	0	0	268	251
	Girls	7	3	3	4	9	4	3	7	17	22	49	32	45	31	4	0	0	240	226
	Total	13	6	9	8	17	10	6	19	25	56	101	68	88	70	12	0	0	508	477
French	Boys	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	1
	Girls	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1
	Total	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	2	2
German	Boys	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1
	Girls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1
Not specified	Boys	0	0	0	0	0	0	0	0	1	1	1	0	0	0	0	0	0	3	3
	Girls	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
	Total	0	0	0	1	0	0	0	0	1	1	1	0	0	0	0	0	0	4	4
Nyungar (Noongar)	Boys	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Girls	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1
	Total	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1
Totals																			527	496

47 Monitoring Reports: Reporting by Gender



The settings used in the sample report.

Reporting by Gender

West Coast District High School

Indigenous Status - Reporting by Gender

[illegible]

Page 1

Produced on 13th January 2015 at 10:37

48 Monitoring Reports: Personal Parameters

The screenshot shows a software window titled 'Reports'. On the left is a tree view with categories like 'General Reports', 'Monitoring Reports', and 'Personal Parameters' (which is selected). The main area on the right contains several configuration sections: 'Titles' with 'Sub Title' set to 'Personal Parameters'; 'Select Report' with a list including 'Indigenous Status', 'First Language', 'Religion', 'Language Spoken at Home', and 'Nationality'; 'Options' with checkboxes for 'Student Number' (unchecked), 'Separate by Year Group' (checked), and 'Landscape Report' (unchecked), plus a 'Select a second parameter' dropdown set to 'None'; and 'Find Students' with a dropdown set to 'Selected Subset 22 entries' and a 'New Query' button. 'Print' and 'Cancel' buttons are at the bottom right.

The settings used in the sample report.

Personal Parameters

West Coast District High School Indigenous Status List



Year Group : K

Name	Gender	Date of Birth	Form	Indigenous Status
Brood, Cassie	F	22 JUL 1999	K/P	Aboriginal
Emery, Kira	F	3 FEB 1999	K/P	Aboriginal

Total Females for Aboriginal: 2

Total where Indigenous Status = Aboriginal: 2

Caterer, Fleur	F	3 FEB 1999	K/P	Not Aboriginal or TSI
Elliott, Katie	F	3 FEB 1999	K/P	Not Aboriginal or TSI
Pate, Lorena	F	3 FEB 1999	K/P	Not Aboriginal or TSI
Smith, Eileen	F	3 FEB 1999	K/P	Not Aboriginal or TSI
Thomas, Celeste	F	3 FEB 1999	K/P	Not Aboriginal or TSI

Total Females for Not Aboriginal or TSI: 5

Andrews, Luke	M	3 FEB 1999	K/P	Not Aboriginal or TSI
Davies, Naglazas	M	22 JUL 1999	K/P	Not Aboriginal or TSI
Edwards, Ryan	M	3 FEB 1999	K/P	Not Aboriginal or TSI
Fitzpatrick, Grant	M	22 JUL 1999	K/P	Not Aboriginal or TSI
Pilter, Trent	M	22 JUL 1999	K/P	Not Aboriginal or TSI
West, Thy	M	22 JUL 1999	K/P	Not Aboriginal or TSI

Total Males for Not Aboriginal or TSI: 6

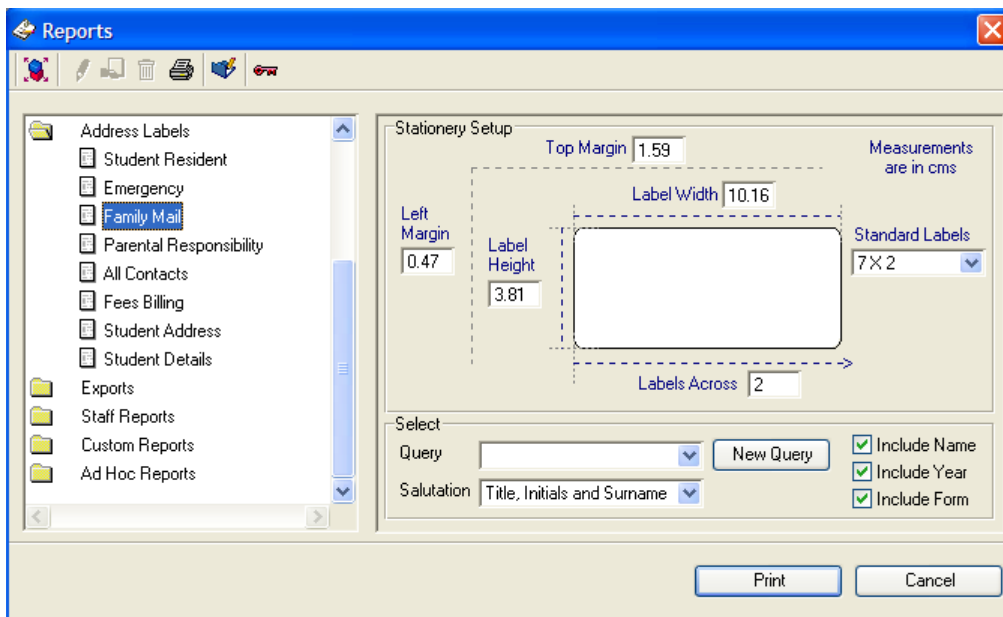
Total where Indigenous Status = Not Aboriginal or TSI: 11

Total in Year K 13

49 Address Labels

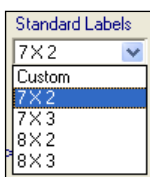
The following labels are available to be printed from this folder

- Student Resident
- Emergency
- Family Mail
- Parental Responsibility
- All Contacts
- Fees Billing
- Student Address
- Student Details



The settings used in the sample report.

Note: The following Standard Labels are available from the drop-down list:



Note: Address labels are produced for each contact marked as a Family Mail Marker. Parent/Guardian and Other Contacts can be flagged as Family Mail Markers can be

Address Labels-Family Mail

Ms R Albert
9 Marmion Drive
Piney Woods WA 6999

Mrs L Bailey
17 Solander Close
Subiaco WA 6009

Mrs G Bailie
5 Lythe Road
Piney Woods WA 6999

Mr S Butter
33 St Laurent Mews
Jolimont WA 6013

Ms J Dunstan
38 Russley Street
Piney Woods WA 6999

Mr R Edwards
36 High Street
Piney Woods WA 6999

Ms L Edwards
36 High Street
Piney Woods WA 6999

Mr T Farmer
23 Wichmann Court
Piney Woods WA 6999

Mr J Gray
9 Guy Street
Piney Woods WA 6999

Ms D Gray
9 Guy Street
Piney Woods WA 6999

Miss R Jones
39 Campion Road
Piney Woods WA 6999

Ms J Marshall
25 Rigby Road
Piney Woods WA 6999

Ms J Moor
36 Macquarie Street
Piney Woods WA 6999

Ms A North
31 The Street
Piney Woods WA 6999

The screenshot shows the 'Reports' application window. On the left is a sidebar with a tree view containing the following categories and items:

- Address Labels
 - Student Resident
 - Emergency
 - Family Mail
 - Parental Responsibility
 - All Contacts
 - Fees Billing
 - Student Address
 - Student Details** (selected)
- Exports
- Staff Reports
- Custom Reports
- Ad Hoc Reports

The main area displays the 'Stationery Setup' dialog for the 'Student Details' label. It includes a preview of the label with the following dimensions:

- Top Margin: 1.59
- Left Margin: 0.47
- Label Width: 10.16
- Label Height: 3.81
- Standard Labels: 7x2 (dropdown menu)
- Labels Across: 2

Below the preview, the 'Select Query' dropdown is set to 'Selected Subset 16 entries', and there is a 'New Query' button. The 'Include' section has four checked checkboxes:

- ☒ Student Name
- ☒ Year Group
- ☒ Form
- ☒ House

At the bottom right of the window are 'Print' and 'Cancel' buttons.

CIVICA

Address Labels-Student Details

Bethany Honurar
Year: 4, Not specified
Not specified

Chris Moor
Year: 4, Room 4
Blue

Doyen Bailie
Year: 4, Room 4
Blue

Elizabeth Williett
Year: 4, Room 4
Blue

Eugene Schmidt
Year: 4, Not specified
Blue

Jackie Albert
Year: 4, Room 4
Red

Jennifer Dunstan
Year: 4, Room 4
Green

Julie Edwards
Year: 4, Room 4
Green

Kim Varricchio
Year: 4, Room 4
Blue

Kristof Farmer
Year: 4, Room 4
Green

Kristy Marshall
Year: 4, Room 4
Blue

Mathew North
Year: 4, Room 4
Gold

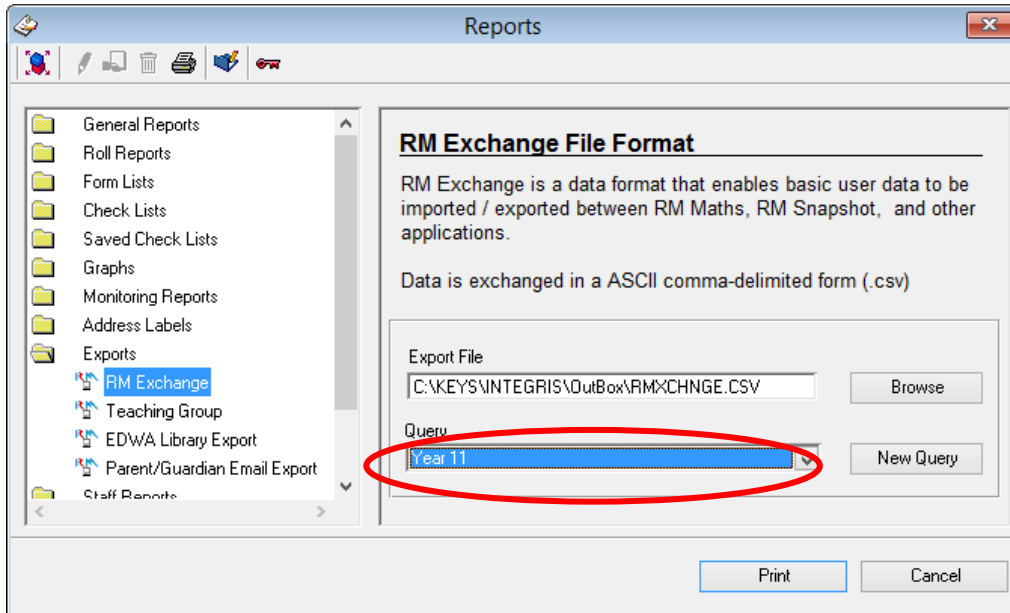
Sarah Sorrell
Year: 4, Room 4
Red

Thi reth Gray
Year: 4, Room 4
Red

50 Exports: RM Exchange

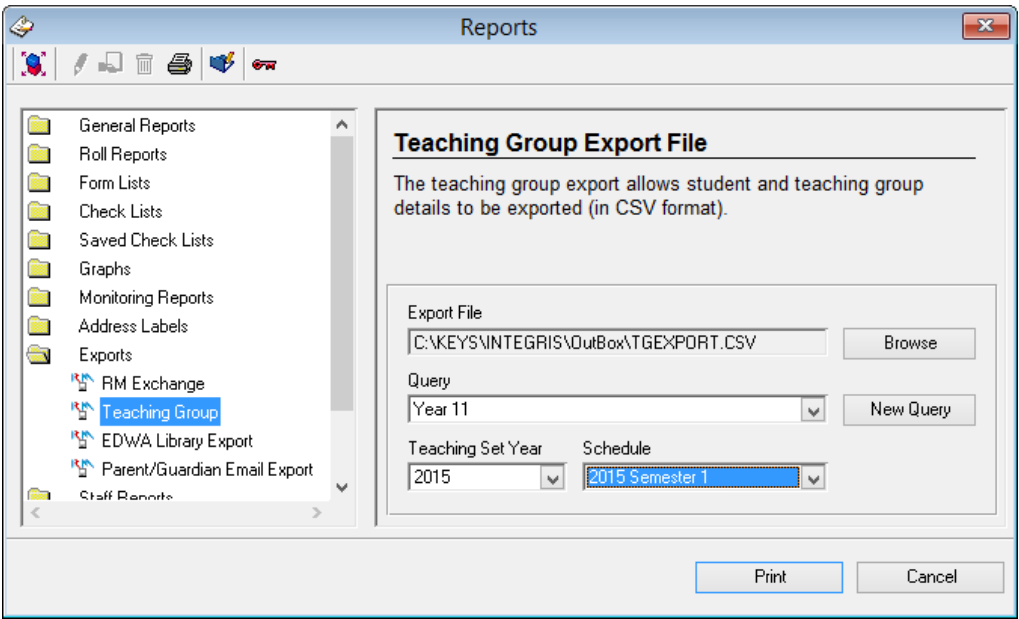
The export reports are designed specifically to create export files in a .CSV format. These are placed in the Integrus outbox by default

The RM Exchange enables basic user data to be imported/exported between RM Maths, RM snapshot, and other RM applications.



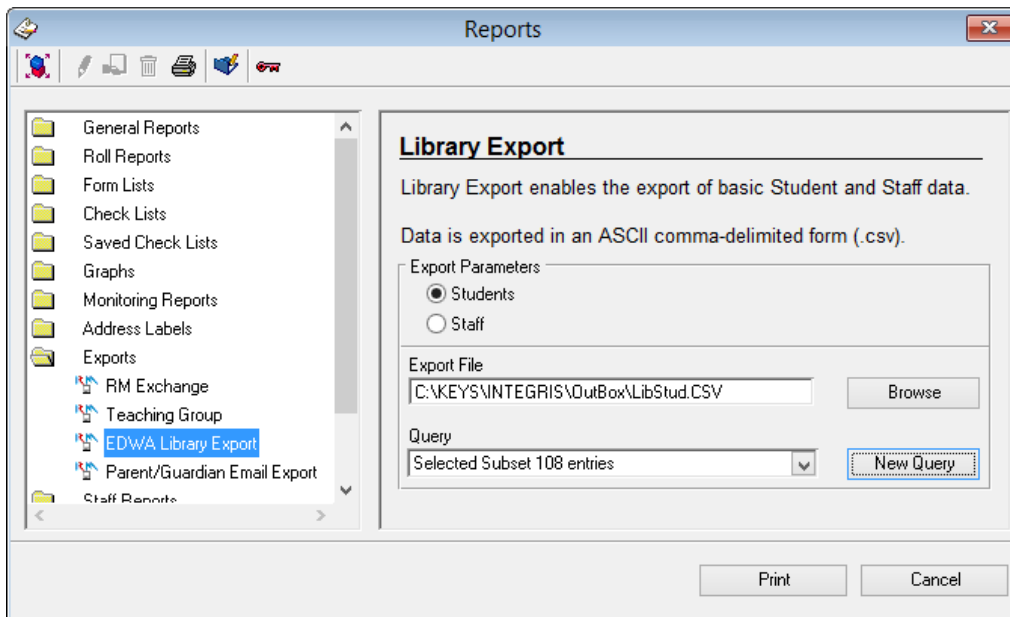
The report creates a RMXCHANGE.csv file in the directory shown in the Export File box

51 Exports: Teaching Group



The report produces a TGEXPORT.CSV file in the Integris Outbox folder

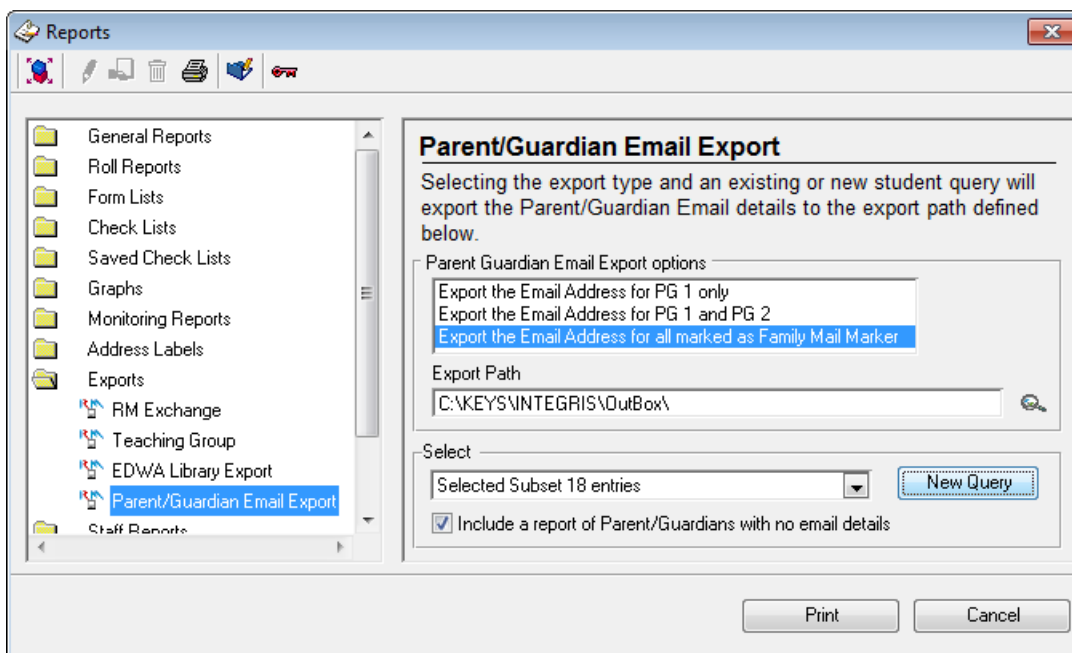
52 Exports: EDWA Library Export



This report produces a LibStud.CSV file which includes basic information such as:

- Surname
- First name
- Address
- Parental contact
- Start Date
- Birth date

53 Exports: Parent/Guardian Email Export



This Report produces a .csv file that contains Parent/Guardian or Family Mail Marker email addresses, depending on the option selected.

Email addresses can then be copied from the file and inserted to the “To” field in an email client, for example Outlook.

There is an option (ticked by default) to produce a report showing students who do not have email addresses for their Parent/Guardian or Family Mail Markers within their student Record.

Sample csv file

	A	B	C	D
1	PG1 Email	PG2 Email	Student Firstname	Student Surname
2	sburnett@coles.com.au		Joshua	Burnett
3	Grayfam@onetel.net.au		Sebastian	Gray
4	Hardley@iinet.net.au		Todd James	Hardley
5	Koehler@spacenet.net.au	WKoehler@fishnet.net.au	Bronson	Koehler
6	PJLeslie@onetel.com.au		Codie	Lesley
7	Nicholsfam@willow.nwt.au	Nicholsfam@willow.nwt.au	Tanya	Nichols
8	sintar@onetel.net.au		Ellen	Sintar
9	ltaylor@rmaust.com.au		Cass	Taylor
10		wardbros@onetel.net.au	Guy	Ward
11		wardbros@onetel.net.au	Simon	Ward

Exception Report (Student Records without a valid email address)

West Coast District High School Parent/Guardians with no Email details



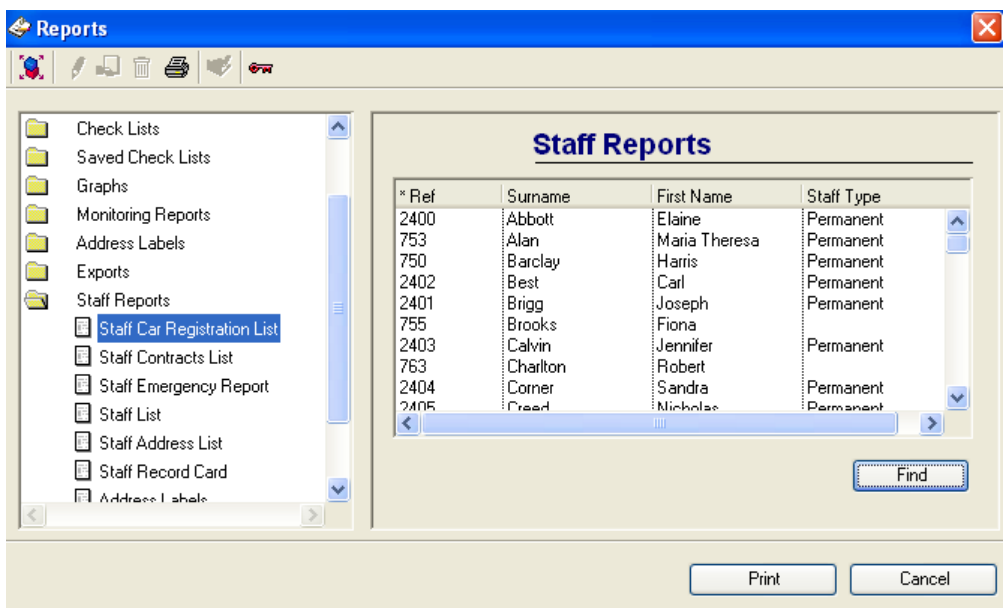
Export the Email Address for all marked as Family Mail Marker

Student Selection Criteria: Roll Status=Current, Year Group=7

Name	Year	Form	Parent/Guardian
Arrowsmith, David	7	Room 7	Arrowsmith, Hamish
Brown, Lana	7	Room 7	Em, Robyn
Brown, Lana	7	Room 7	Brown, Chris
Davids, Chelsea	7	Room 7	Donaldson
Dudney, Jenna	7	Room 7	Dudney, Irene
Etheridge, Kirsty	7	Room 7	Etheridge, Phil
Goddard, Tim	7	Room 7	Goddard, Lily
Grant, Alan	7	Room 7	Grant, Peter
Smith, Thy	7	Room 7	Smith, Jolyon


8 **Students Found**

54 Staff Reports: Staff Car Registration List

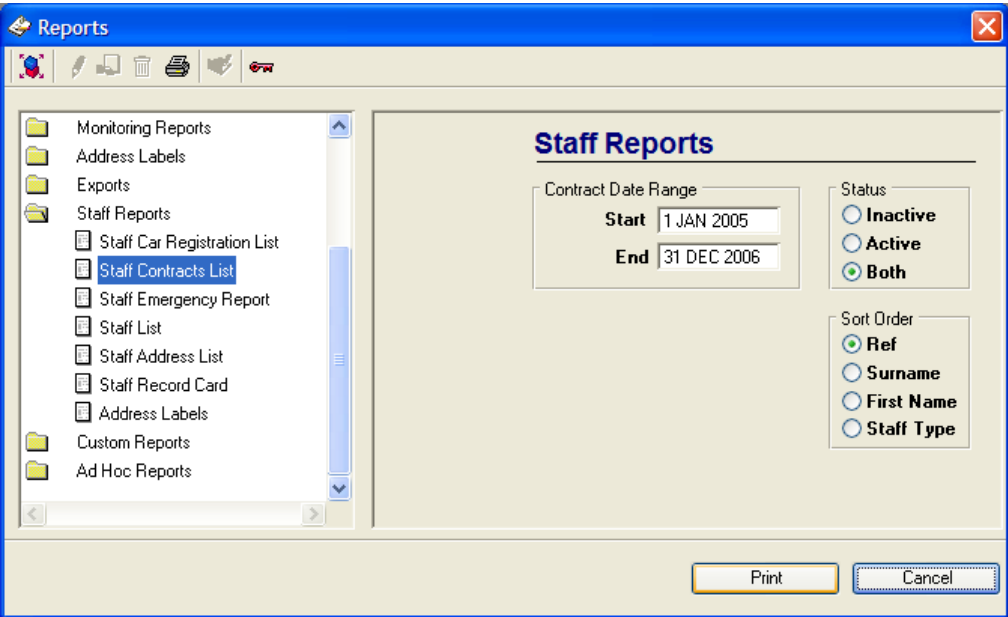


The settings used in the sample report.

Staff Car Registration List

West Coast District High School			
Staff Car Registration List			
			
Staff Member	Car Make	Colour	Registration
Elaine Abbott	Morris Major	Blue	1AJA 008
Mark Alan			
Harris Barclay	Ferrari	Red	1AAN 667
Carl Best			
Joseph Brigg			
Jennifer Calvin			
Sandra Corner			
Nicholas Creed			
Evan Dale			
William Davids			

55 Staff Reports: Staff Contracts List



The settings used in the sample report.

Staff Contracts List Report

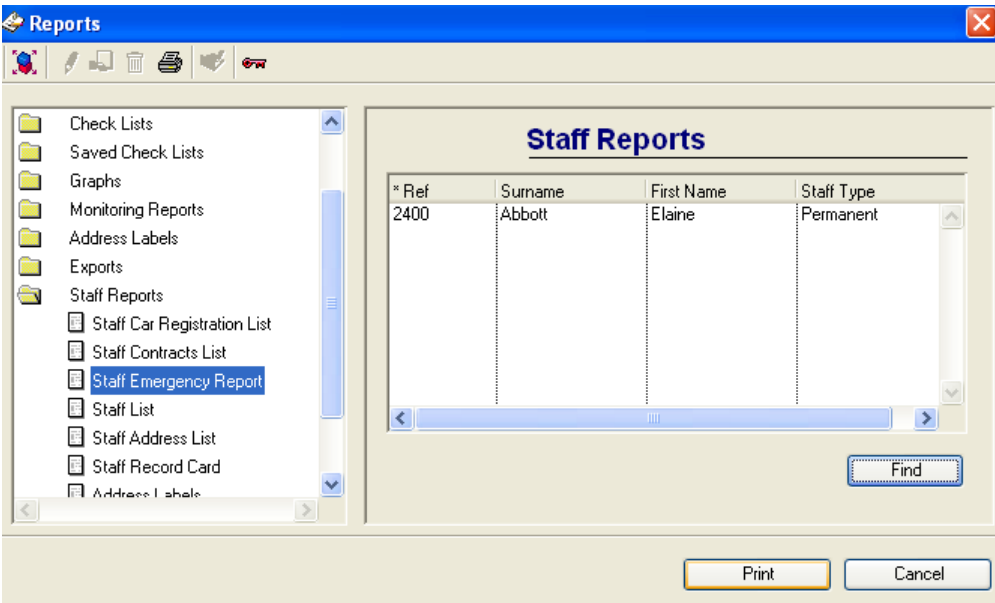
West Coast District High School Staff Contracts List

ID Number	Pay No	Name	Contract Type	Service Role	Grade	Start Date	End Date	Spine Point
153 783		Harris Barclay	Service Agreement	Library Assistant		30 JAN 2006	15 JUN 2006	n/s
N753		Maria Theresa Alan	Service Agreement	Classroom Teacher		20 FEB 2005	25 APR 2005	n/s
890012445		Mark Alan	Contract	Classroom Teacher		30 JAN 2006		n/s
N2400		Elaine Abbott	Contract	Classroom Teacher		30 JAN 2005	29 JUN 2006	n/s
N2402		Carl Best	Contract	Teachers Aid		30 JAN 2005	30 NOV 2006	n/s

Produced on 18th January 2006 at 16:18

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56 Staff Reports: Staff Emergency Report



The settings used in the sample report.

Staff Emergency Report

West Coast District High School

Staff Emergency Report for:

MS ELAINE ABBOTT



Name
Ms Elaine Abbott

Gender
Female

Date of Birth
1 JAN 1970

Address
55 Smith Street
Perth
WA
6000

Telephone 1 9370 9898
Telephone 2
Fax 9370 9899
Mobile 040 777 1439
E-Mail
lainey@ozemail.com.au

Next of Kin
Frank Hawter
1 St Georges Tce
Perth
WA
6999

Relationship
Not specified

Telephone 1 9087 7700
Telephone 2
Fax
Mobile 0418 765553
E-Mail
frankh@ozemail.com.au

Notes

LOCATION: NUMBER: 0418 765553
Leave message on Franl's mobile phone. He will call back straight away.

Emergency Contact
Anne Greateorex
Piney Woods
WA
6999

Relationship
Sister

Telephone 1 0517 654311
Telephone 2
Fax
Mobile 0517 654311
E-Mail

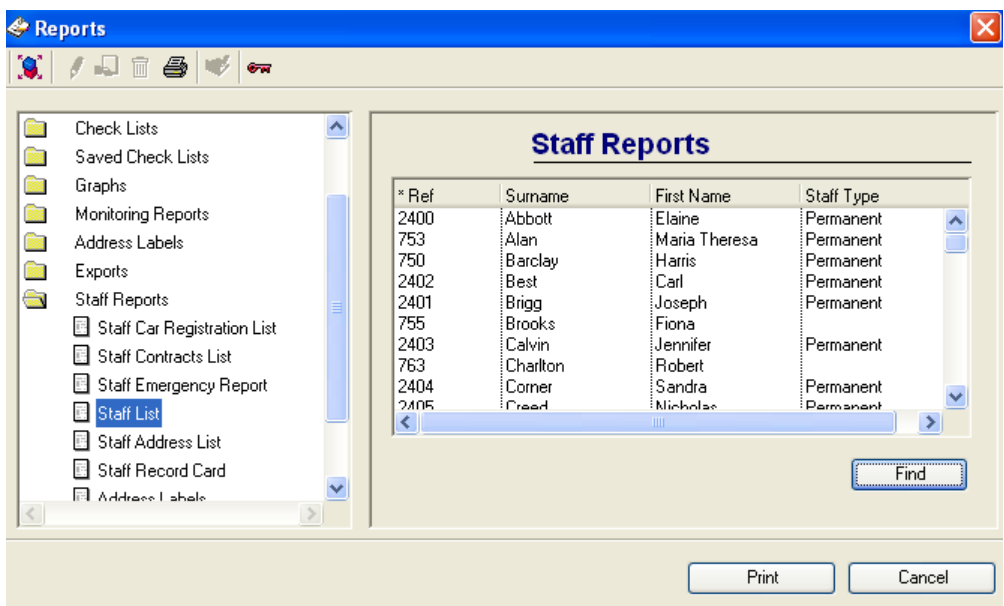
Notes

Doctor's Name
Medical Practice

Telephone 1
Telephone 2
Fax

Medical Conditions/Emergency Procedures

57 Staff Reports: Staff List



The settings used in the sample report.

Staff List

West Coast District High School

Staff List

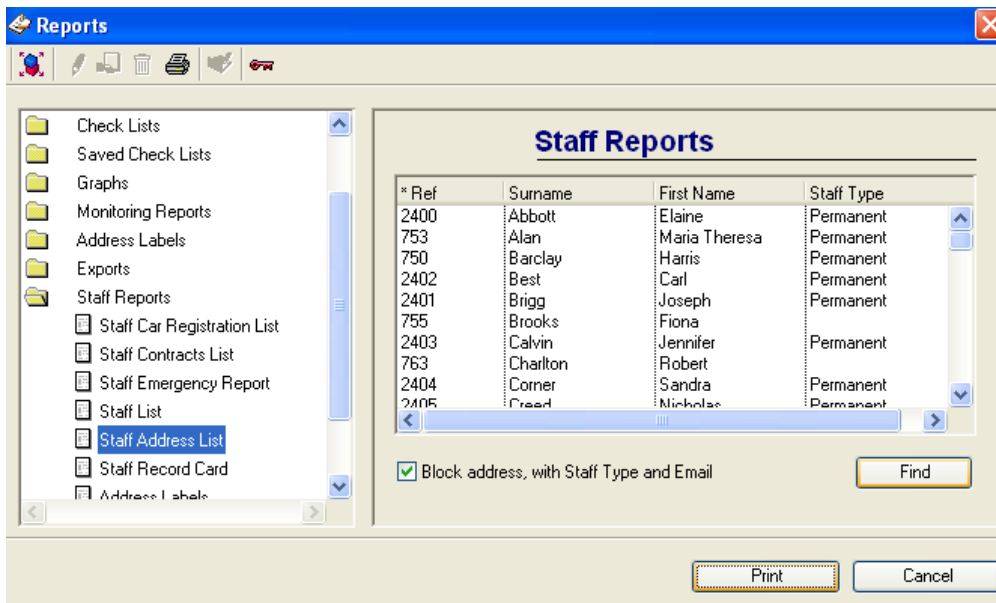


Name	ID Number	Pay No.	Staff Type
Elaine Abbott	N2400		Permanent
Maria Theresa Alan	N753		Permanent
Harris Barclay	153 783		Permanent
Carl Best	N2402		Permanent
Joseph Brigg	N2401		Permanent
Fiona Brooks	789654		
Jennifer Calvin	N2403		Permanent
Robert Charlton	E1112223		
Sandra Corner	N2404		Permanent
Nicholas Creed	N2405		Permanent
Evan Dale	N2406		Permanent
William Davids	N2407		Permanent
Donald Drake	909845		
Tony Duke	N2408		Permanent
Travis Elliot	N2409		Permanent
Luke Evans	N2410		Permanent
Edna Everage	6820921		
Amanda Fisher	N2411		Permanent
Paul Gabelich	568974		
Anna Greaves	N2412		Permanent
Andre Guisepppe	N2413		Permanent
Jeffery Harpe	N2417		Permanent
Tristen Heaven	N2436		Permanent
Franka Hind	N2414		Permanent
Christine Hollis	N2415		Permanent
Kate Holter	N2416		Permanent
Luke Ingris	N2418		Permanent
Margaret Jamison	N2419		Permanent
Tom Jones	787975		
Tim Jones	N2426		Permanent
Kerri-Ann Kennerley	883356		
Grant Kenny	720375		
Melanie King	N2420		Permanent
Frank Kriver	N2421		Permanent
Jill Lomer	N2422		Permanent
Sandy Maxwell	658389		
Julie McLaren	N2423		Permanent
Angela Moore	123456		
Lorraine Morris	E698753		
Minnie Mouse	505563		
Christabel Norton	N2432		Permanent
Tania O'Regan	123098		
Penelope O'Reilley	N2433		Permanent
Sharyn Oswald	E123456		
Peter Payne	404836		
Jeffery Peter	N2434		Permanent
Brad Pitt	547942		
Craig Pringle	N2437		Permanent
Merilyn Rattigan	345765		
Gregory Reid	N2424		Permanent
Susan Richardson	E1793654		
Michaela Roberts	N2431		Permanent
Tracey Scattini	153738		
Michael Schmidt	E456789		
Peter Scott	N2430		Permanent
Belinda Smith	N2425		Permanent

Produced on 13th May 2004 at 10:20


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58 Staff Reports: Staff Address List



The settings used in the sample report.

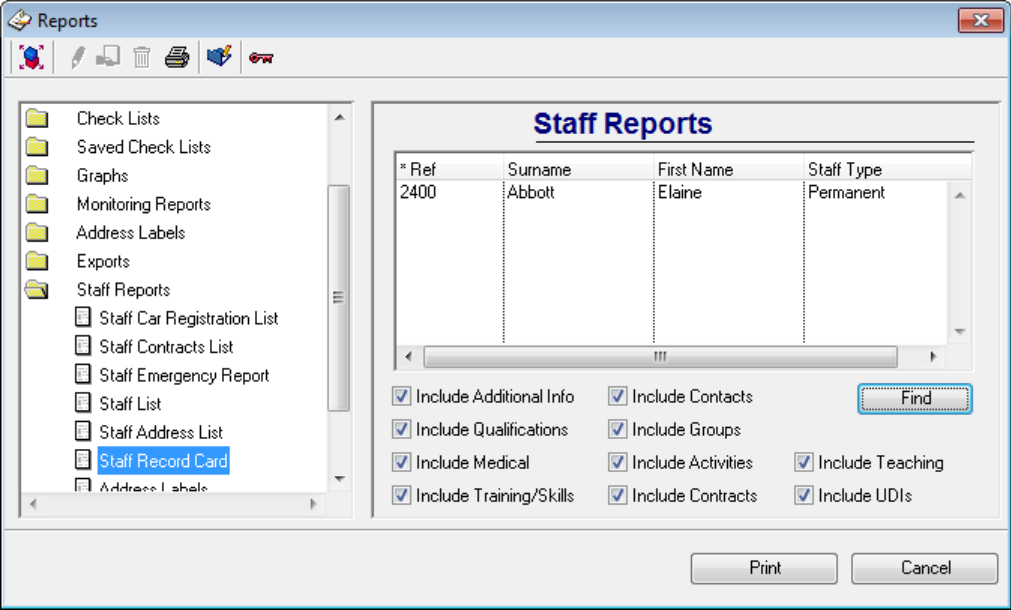
Staff Address List

<div>  <div> West Coast District High School Staff Address List </div> </div>						
Name	Staff Type	Address	Phone 1	Phone 2	Mobile	email
Elaine Abbott	Full Time	55 Smith Street, Perth WA 6000	9370 9898		040 777 1439	lainey@ozemail.com.au
Mark Alan	Full Time	55 Smith Street, Perth WA 6000	9370 9898			
Harris Bardey	Full Time	23 Underson Cres, Piney Woods 6099, Australia	9 2745 4307		040777 1456	hbardey@wcps.edu.au

Produced on: 11th November 2020 at 23:05

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59 Staff Reports: Staff Record Card



The settings used in the sample report.

Staff Record Card

West Coast District High School Staff Record Card for: MS ELAINE ABBOTT



Name Elaine Abbott	Title Ms	Initials E	Gender Female	Date of Birth 1 JAN 1972
------------------------------	--------------------	----------------------	-------------------------	------------------------------------

Former Surname	Reference 2400	Staff Code ABBE	Payroll No	ID Number N2400
-----------------------	--------------------------	---------------------------	-------------------	---------------------------

Staff Type Permanent	Join Date 22 AUG 2002	Leave Date	Form n/a	Room n/a
--------------------------------	---------------------------------	-------------------	--------------------	--------------------

Address 55 Smith Street PERTH WA 6000	Tel 1 Tel 2 Mobile Fax E-Mail	9370 9898 040 777 1439 9370 9899 lainey@ozemail.com.au
--	--	---

Nationality Indigenous Status Car Registration Car Colour Notes	Not specified Not specified 1AJA 008 Blue	First Language Religion Car Model Passport Number	English Not specified Morris Major
--	--	--	--

Next of Kin	Frank Hawter 1 St Georges Tce PERTH WA 6999	Telephone 1 Telephone 2 Fax E-Mail Mobile	9087 7700 frankh@ozemail.com.au 0418 765553
--------------------	---	--	---

Emergency Contact	Anne Greatorox PINEY WOODS WA 6999	Telephone 1 Telephone 2 Fax E-Mail Mobile	0517 654311 0517 654311
--------------------------	---	--	--

Qualifications Type BEd	Date 26 APR 2000	Subject 1	Subject 2	Verified No	Grade	Country
---	----------------------------	------------------	------------------	-----------------------	--------------	----------------

Medical Practice	Telephone 1 Telephone 2 Fax
-------------------------	--

60 Staff Reports: Address Labels

The screenshot shows the 'Reports' application window with a sidebar on the left containing a tree view of report categories: Monitoring Reports, Address Labels, Exports, Staff Reports, Custom Reports, and Ad Hoc Reports. Under 'Staff Reports', several sub-items are listed, with 'Address Labels' highlighted. The main area displays the 'Stationery Setup' dialog for 'Address Labels'. This dialog includes a diagram of a label with dimensions: Top Margin (1.59), Left Margin (0.47), Label Width (10.16), and Label Height (3.81). It also features a 'Labels Across' field set to 2 and a 'Standard Labels' dropdown menu set to '7x2'. A 'Select' section shows 'Selected Subset 67 entries' and a 'Find Staff' button. A 'Salutation' dropdown menu is set to 'Title, Initials and Surname'. At the bottom right, there are 'Print' and 'Cancel' buttons.

Reports

Monitoring Reports
Address Labels
Exports
Staff Reports
Staff Car Registration List
Staff Contracts List
Staff Emergency Report
Staff List
Staff Address List
Staff Record Card
Address Labels
Custom Reports
Ad Hoc Reports

Stationery Setup

Top Margin 1.59
Left Margin 0.47
Label Width 10.16
Label Height 3.81
Labels Across 2
Standard Labels 7x2
Measurements are in cms

Select
Selected Subset 67 entries
Find Staff
Salutation Title, Initials and Surname

Print Cancel

The settings used in the sample report.

Staff Address Labels

Ms M Jamison
55 Smith Street
PERTH WA 6000

Mr T Jones
55 Smith Street
PERTH WA 6000

Mr T Jones
67 Hay Street
PERTH WA 6000

Ms K Kennerley
67 Bennett St
PERTH 6000

Mr G Kenny
56 Mount Street
PERTH WA 6000

Ms M King
55 Smith Street
PERTH WA 6000

Mr F Krivier
55 Smith Street
PERTH WA 6000

Ms T Lerner
55 Smith Street
PERTH WA 6000

Lord D Mathieson
The Large House
THE MANOR WA 6999

Ms J McLaren
55 Smith Street
PERTH WA 6000

61 Ad Hoc Reports

Users select from a wide range of fields to include in the report. Headings, fonts and graphics are user-defined.

Note: Refer to Section 24 of the Administration Manager Manual for instructions on how to create Ad-hoc reports.

61.1 Fields

The following fields are available in the Ad-hoc Reporting section of Administration Manager.

<input type="checkbox"/>	Accepted Admission Indicator
<input type="checkbox"/>	Access Restriction
<input type="checkbox"/>	Access Restriction - Details
<input type="checkbox"/>	Age (Years and Months)
<input type="checkbox"/>	Allowance Type
<input type="checkbox"/>	Ambulance Cover
<input type="checkbox"/>	Ambulance Cover Insurance Provider
<input type="checkbox"/>	Attendance Records Indicator
<input type="checkbox"/>	Attendance Type Code
<input type="checkbox"/>	Attendance Type Description
<input type="checkbox"/>	Aus. Citizen / Perm. Res. (Y - yes, N - no)
<input type="checkbox"/>	Birth Certificate Seen (Y - yes, N - no)
<input type="checkbox"/>	Boarder
<hr/>	
<input type="checkbox"/>	Boarder Type Code
<input type="checkbox"/>	Boarder Type Description
<input type="checkbox"/>	Census Annual Authorised absences
<input type="checkbox"/>	Census Annual Total Attendance Sessions
<input type="checkbox"/>	Census Annual Unauthorised absences
<input type="checkbox"/>	Census Termly Authorised absences
<input type="checkbox"/>	Census Termly Total Attendance sessions
<input type="checkbox"/>	Census Termly Unauthorised absences
<input type="checkbox"/>	Centris Reference
<input type="checkbox"/>	Country of Birth
<input type="checkbox"/>	Current Attendance Details - Academic Year
<input type="checkbox"/>	Current Attendance Details - Possible Sessions
<input type="checkbox"/>	Current Attendance Details - Sessions Attended
<hr/>	
<input type="checkbox"/>	Current Attendance Details - Sessions missed due to autho
<input type="checkbox"/>	Current Attendance Details - Sessions missed due to unaut
<input type="checkbox"/>	Current Key Stage
<input type="checkbox"/>	Date Arrival Australia
<input type="checkbox"/>	Date Checked
<input type="checkbox"/>	Date and Time Student Attendance Data was Last Refresh
<input type="checkbox"/>	Date of birth
<input type="checkbox"/>	Dentists Name
<input type="checkbox"/>	Disability - Main
<input type="checkbox"/>	Disability - Main - Detail
<input type="checkbox"/>	Disability - Other 1
<input type="checkbox"/>	Disability - Other 1 - Detail
<input type="checkbox"/>	Disability - Other 2

<input type="checkbox"/>	Disability - Other 2 - Detail	^
<input type="checkbox"/>	Doctor's Name	
<input type="checkbox"/>	Documented Plan Completed	
<input type="checkbox"/>	Documented Plan Review Date	
<input type="checkbox"/>	Documented Plan forwarded to DCP date	
<input type="checkbox"/>	E-Mail Address	
<input type="checkbox"/>	EAL/D Stage	
<input type="checkbox"/>	Educational Support Program	
<input type="checkbox"/>	Entered in SLP Program	
<input type="checkbox"/>	Exams Unique Candidate Identifier	
<input type="checkbox"/>	Excluded	
<input type="checkbox"/>	Family Representative Flag	
<input type="checkbox"/>	First Language Code	v
< >		
<input type="checkbox"/>	First Language Description	^
<input type="checkbox"/>	Form	
<input type="checkbox"/>	Form Room	
<input type="checkbox"/>	Form Teacher	
<input type="checkbox"/>	Form Teacher 2	
<input type="checkbox"/>	Full Time Equivalent	
<input type="checkbox"/>	Health Card	
<input type="checkbox"/>	Health Care Card Expiry Date	
<input type="checkbox"/>	Health Care Card Number	
<input type="checkbox"/>	House	
<input type="checkbox"/>	In Care of DCP	
<input type="checkbox"/>	In Care of DCP Details	
<input type="checkbox"/>	In Receipt of Allowance	v
< >		
<input type="checkbox"/>	Indigenous Status Code	^
<input type="checkbox"/>	Indigenous Status Description	
<input type="checkbox"/>	Indigenous Status Source Code	
<input type="checkbox"/>	Indigenous Status Source Description	
<input type="checkbox"/>	Int Fee Paid To	
<input type="checkbox"/>	International Fee Paying	
<input type="checkbox"/>	LBOTE	
<input type="checkbox"/>	Main Lang OTE SAH Code	
<input type="checkbox"/>	Main Lang OTE SAH Description	
<input type="checkbox"/>	Mainly speak English at home?	
<input type="checkbox"/>	Medic Alert	
<input type="checkbox"/>	Medic Alert Condition	
<input type="checkbox"/>	Medicare Number	v
< >		
<input type="checkbox"/>	Medicare Number Expiry Date	^
<input type="checkbox"/>	Movement: Date Records Sent	
<input type="checkbox"/>	Movement: Destination School	
<input type="checkbox"/>	Movement: Previous School	
<input type="checkbox"/>	Movement: Reason For Leaving Code	
<input type="checkbox"/>	Movement: Reason For Leaving Description	
<input type="checkbox"/>	Movement: Student Entry Date	
<input type="checkbox"/>	Movement: Student Leave Date	
<input type="checkbox"/>	Name: First Name	
<input type="checkbox"/>	Name: Legal Surname	
<input type="checkbox"/>	Name: Preferred Name	
<input type="checkbox"/>	Name: Previous Surname	
<input type="checkbox"/>	Name: Second Name	v
< >		

<input type="checkbox"/>	Name: Surname	^
<input type="checkbox"/>	Name: Third Name	
<input type="checkbox"/>	Nationality Code	
<input type="checkbox"/>	Nationality Description	
<input type="checkbox"/>	Other Registered School (Dual Registration)	
<input type="checkbox"/>	Out of Area (Y - yes, N - no)	
<input type="checkbox"/>	Out of State	
<input type="checkbox"/>	PG : No PG2	
<input type="checkbox"/>	PG1 : Address - Country	
<input type="checkbox"/>	PG1 : Address - Fax Number	
<input type="checkbox"/>	PG1 : Address - Line 1	
<input type="checkbox"/>	PG1 : Address - Line 2	
<input type="checkbox"/>	PG1 : Address - Line 3	v
< >		
<input type="checkbox"/>	PG1 : Address - Line 4	^
<input type="checkbox"/>	PG1 : Address - Postcode	
<input type="checkbox"/>	PG1 : Address - State	
<input type="checkbox"/>	PG1 : Address - Telephone 1	
<input type="checkbox"/>	PG1 : Address - Telephone 2	
<input type="checkbox"/>	PG1 : Address - Town/Sub	
<input type="checkbox"/>	PG1 : E-mail Address	
<input type="checkbox"/>	PG1 : Emergency Sequence Number	
<input type="checkbox"/>	PG1 : Family Mail Marker Flag	
<input type="checkbox"/>	PG1 : Fees Billing Flag	
<input type="checkbox"/>	PG1 : First Name	
<input type="checkbox"/>	PG1 : Initials	
<input type="checkbox"/>	PG1 : Location - Number - Notes	v
< >		
<input type="checkbox"/>	PG1 : Main Lang OTE SAH	^
<input type="checkbox"/>	PG1 : Mainly speak English at home?	
<input type="checkbox"/>	PG1 : Mobile	
<input type="checkbox"/>	PG1 : Non-School Education Code	
<input type="checkbox"/>	PG1 : Non-School Education Description	
<input type="checkbox"/>	PG1 : Occupation Group Code	
<input type="checkbox"/>	PG1 : Occupation Group Description	
<input type="checkbox"/>	PG1 : Parental Responsibility Flag	
<input type="checkbox"/>	PG1 : Relationship	
<input type="checkbox"/>	PG1 : Salutation	
<input type="checkbox"/>	PG1 : School Education Code	
<input type="checkbox"/>	PG1 : School Education Description	
<input type="checkbox"/>	PG1 : Student Resident Flag	v
< >		
<input type="checkbox"/>	PG1 : Surname	^
<input type="checkbox"/>	PG1 : Title	
<input type="checkbox"/>	PG2 : Address - Country	
<input type="checkbox"/>	PG2 : Address - Fax Number	
<input type="checkbox"/>	PG2 : Address - Line 1	
<input type="checkbox"/>	PG2 : Address - Line 2	
<input type="checkbox"/>	PG2 : Address - Line 3	
<input type="checkbox"/>	PG2 : Address - Line 4	
<input type="checkbox"/>	PG2 : Address - Postcode	
<input type="checkbox"/>	PG2 : Address - State	
<input type="checkbox"/>	PG2 : Address - Telephone 1	
<input type="checkbox"/>	PG2 : Address - Telephone 2	
<input type="checkbox"/>	PG2 : Address - Town/Sub	v
< >		

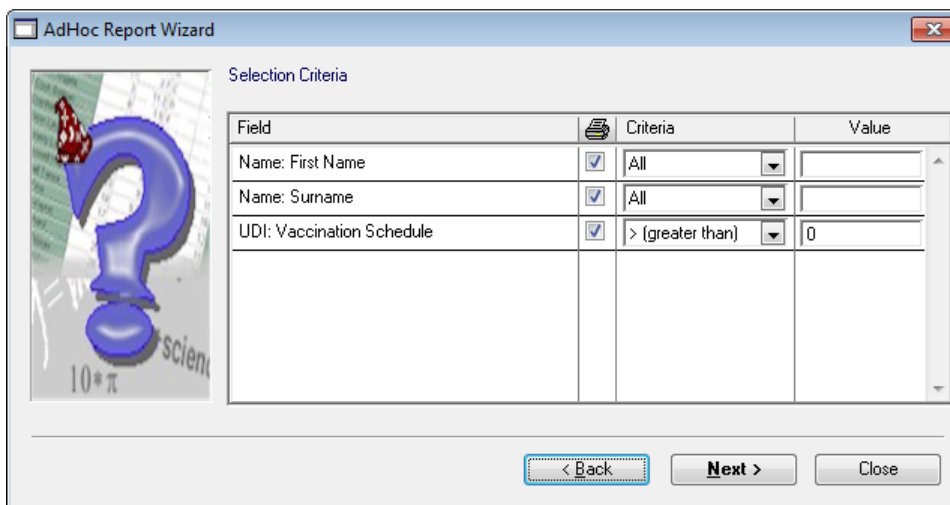
<input type="checkbox"/>	PG2 : E-mail Address	^
<input type="checkbox"/>	PG2 : Emergency Sequence Number	
<input type="checkbox"/>	PG2 : Family Mail Marker Flag	
<input type="checkbox"/>	PG2 : Fees Billing Flag	
<input type="checkbox"/>	PG2 : First Name	
<input type="checkbox"/>	PG2 : Initials	
<input type="checkbox"/>	PG2 : Location - Number - Notes	
<input type="checkbox"/>	PG2 : Main Lang OTE SAH	
<input type="checkbox"/>	PG2 : Mainly speak English at home?	
<input type="checkbox"/>	PG2 : Mobile	
<input type="checkbox"/>	PG2 : Non-School Education Code	
<input type="checkbox"/>	PG2 : Non-School Education Description	
<input type="checkbox"/>	PG2 : Occupation Group Code	v
< >		
<input type="checkbox"/>	PG2 : Occupation Group Description	^
<input type="checkbox"/>	PG2 : Parental Responsibility Flag	
<input type="checkbox"/>	PG2 : Relationship	
<input type="checkbox"/>	PG2 : Salutation	
<input type="checkbox"/>	PG2 : School Education Code	
<input type="checkbox"/>	PG2 : School Education Description	
<input type="checkbox"/>	PG2 : Student Resident Flag	
<input type="checkbox"/>	PG2 : Surname	
<input type="checkbox"/>	PG2 : Title	
<input type="checkbox"/>	Part Time Student (1-am, 2-pm)	
<input type="checkbox"/>	Permission to Administer First Aid	
<input type="checkbox"/>	Permission to Call Dentist	
<input type="checkbox"/>	Permission to Call Doctor	v
< >		
<input type="checkbox"/>	Practice Address	^
<input type="checkbox"/>	Practice Fax	
<input type="checkbox"/>	Practice Name	
<input type="checkbox"/>	Practice Telephone 1	
<input type="checkbox"/>	Practice Telephone 2	
<input type="checkbox"/>	Pupil in Care at School	
<input type="checkbox"/>	Religion Code	
<input type="checkbox"/>	Religion Description	
<input type="checkbox"/>	Roll Status (A - Admission, C - Current, F - Former, E - Extended)	
<input type="checkbox"/>	SHCS Completed	
<input type="checkbox"/>	SHCS Completed Date	
<input type="checkbox"/>	SHCS if not shared who will be informed?	
<input type="checkbox"/>	SHCS to be shared	v
< >		
<input type="checkbox"/>	School Name	^
<input type="checkbox"/>	Sex (M - Male, F - Female)	
<input type="checkbox"/>	State of Residence Code	
<input type="checkbox"/>	State of Residence Description	
<input type="checkbox"/>	Student Address - Country	
<input type="checkbox"/>	Student Address - Fax	
<input type="checkbox"/>	Student Address - Line 1	
<input type="checkbox"/>	Student Address - Line 2	
<input type="checkbox"/>	Student Address - Line 3	
<input type="checkbox"/>	Student Address - Line 4	
<input type="checkbox"/>	Student Address - Phone	
<input type="checkbox"/>	Student Address - Post Code	
<input type="checkbox"/>	Student Address - State	v
< >		

<input type="checkbox"/>	Student Address - Town/Sub	^
<input type="checkbox"/>	Student Car Registration	
<input type="checkbox"/>	Student Mob.	
<input type="checkbox"/>	Student No.	
<input type="checkbox"/>	Student Notes	
<input type="checkbox"/>	Student Reference	
<input type="checkbox"/>	Study Type Code	
<input type="checkbox"/>	Study Type Description	
<input type="checkbox"/>	Terms spent in other schools	
<input type="checkbox"/>	Terms spent in this school	
<input type="checkbox"/>	UDI: ASP	
<input type="checkbox"/>	UDI: Community Service Completed	
<input type="checkbox"/>	UDI: Community Service Hours Accrued	v
< >		
<input type="checkbox"/>	UDI: Community Service Location	^
<input type="checkbox"/>	UDI: DTPa (Immunisation completed to sch	
<input type="checkbox"/>	UDI: DTPa (Year 7)	
<input type="checkbox"/>	UDI: Date of last tetanus vaccination	
<input type="checkbox"/>	UDI: Disability Participant	
<input type="checkbox"/>	UDI: English Language Competency	
<input type="checkbox"/>	UDI: Exclude from SCSA Reporting	
<input type="checkbox"/>	UDI: Follow the Dream Student	
<input type="checkbox"/>	UDI: Full Fee Paying Students	
<input type="checkbox"/>	UDI: General Notes	
<input type="checkbox"/>	UDI: Gifted and Talented	
<input type="checkbox"/>	UDI: Gifted and Talented Online program	
<input type="checkbox"/>	UDI: Immunisation Date Checked	v
< >		
<input type="checkbox"/>	UDI: Immunisation Details Provided	^
<input type="checkbox"/>	UDI: Level of Adjustment Provided	
<input type="checkbox"/>	UDI: Limited School	
<input type="checkbox"/>	UDI: MMR (1st dose at 12 months)	
<input type="checkbox"/>	UDI: MMR (2nd dose at 4 Years)	
<input type="checkbox"/>	UDI: Main Category of Disability	
<input type="checkbox"/>	UDI: Measles Exclusion	
<input type="checkbox"/>	UDI: Medical records can display photo	
<input type="checkbox"/>	UDI: Passport Number	
<input type="checkbox"/>	UDI: Passport Sighted	
<input type="checkbox"/>	UDI: RI Withdrawn	
<input type="checkbox"/>	UDI: Release of Info Career Information	
<input type="checkbox"/>	UDI: Release of Info Exam Answers Ed Pub	v
< >		
<input type="checkbox"/>	UDI: Release of Info Individual Awards	^
<input type="checkbox"/>	UDI: Repeating Current Year	
<input type="checkbox"/>	UDI: Senior School Engagement Programs	
<input type="checkbox"/>	UDI: Stat. Dec. sighted	
<input type="checkbox"/>	UDI: Transport to School	
<input type="checkbox"/>	UDI: Vaccination Schedule	
<input type="checkbox"/>	UDI: Writing	
<input type="checkbox"/>	UPN: National Unique Pupil Number	
<input type="checkbox"/>	UPN: Previous UPN	
<input type="checkbox"/>	UPN: Temporary UPN Indicator	
<input type="checkbox"/>	Unique Student Identifier (VET)	
<input type="checkbox"/>	VET Status	
<input type="checkbox"/>	Visa Grant Number	
<input type="checkbox"/>	Visa Sub Class No.	
<input type="checkbox"/>	Visa Sub Class No. Expiry Date	
<input type="checkbox"/>	Year Group	
<input type="checkbox"/>	The date the report is printed	
<input type="checkbox"/>	The time the report is printed	
<input type="checkbox"/>	The name of the report	
<input type="checkbox"/>	Page number	v
< >		

These fields are available on simple, normal, label and export ad-hoc reports. They are all available for inclusion in the report's selection criteria.

Northern Territory and New Zealand users will find some variation in these fields due to local customisation.

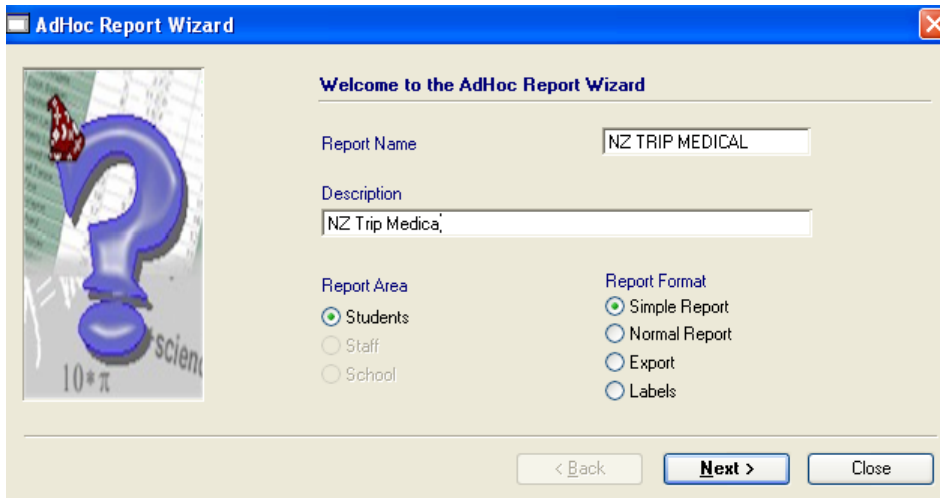
Note: When selecting UDI fields where a Lookup option has been used, users will need to use the numerical value of the Lookup option rather than the text used when selecting specific criteria values, as shown below.



Field	Criteria	Value
Name: First Name	All	
Name: Surname	All	
UDI: Vaccination Schedule	> (greater than)	0

62 Ad Hoc Reports: Simple Report

If you want to report on basic student information, this option will miss out some steps in the wizard.



AdHoc Report Wizard

Welcome to the AdHoc Report Wizard

Report Name: NZ TRIP MEDICAL

Description: NZ Trip Medica,

Report Area:

- ☒ Students
- ☐ Staff
- ☐ School

Report Format:

- ☒ Simple Report
- ☐ Normal Report
- ☐ Export
- ☐ Labels

< Back **Next >** Close

The settings used in the sample report.

Simple Ad Hoc Report

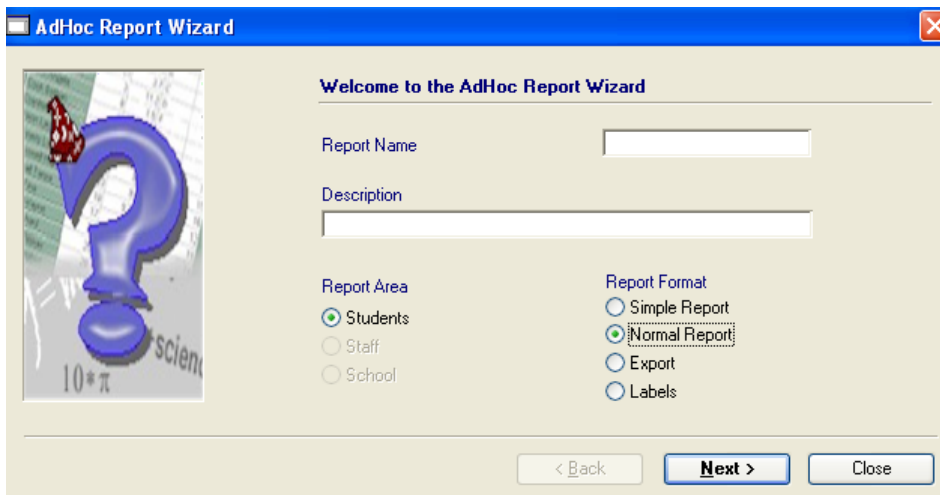
West Coast District High School

NZ TRIP MEDICAL

Name: First Name	Name: Surname	Permission to Administer First Aid	Permission to Call Doctor
Patrick	Brown	YES	YES
Ashleigh	Campbell	YES	YES
Courtney	Carey	YES	YES
Renee	Dexter	NO	YES
Jason	Every	YES	YES
Chelsea	Kraft	YES	YES
Chanara	Lam	NO	NO
Nathan	Leslie	YES	YES
Livvy	Lipton	YES	YES
Dylan	Mandie	NO	YES
Luke	Maroney	YES	YES
Lauren	Marston	YES	YES
Aaron	Max	YES	YES
Jess	Mentoring	YES	YES
Dean	Partington	YES	YES
David	Petersen	YES	YES
Lucy	Schluter	YES	YES
Colin	Simpson	YES	YES
Anthony	Vance	YES	YES
Travis	Yuppy	YES	YES

20

63 Ad Hoc Reports: Normal Report

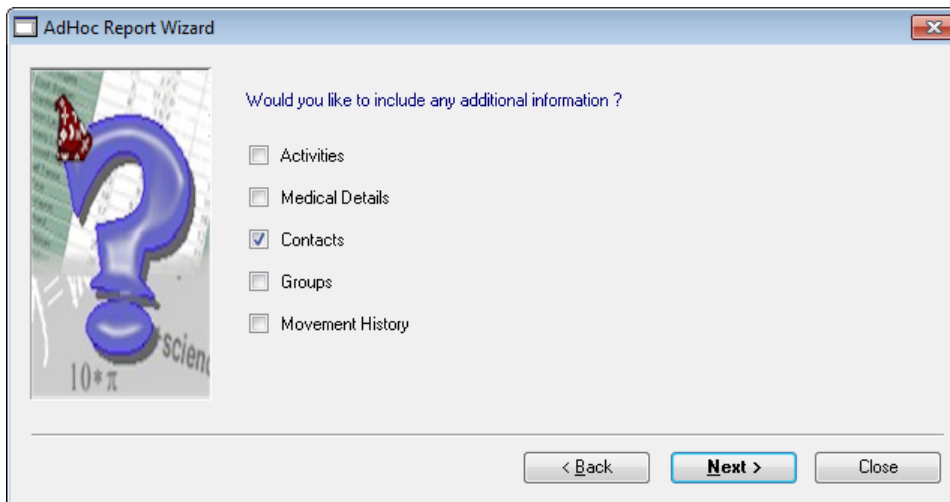


The screenshot shows the 'Welcome to the AdHoc Report Wizard' window. On the left is a graphic with a large blue question mark, a small red and white checkered flag on top, and the text '10 * π' and 'science' below it. The main area contains the following fields and options:

- Report Name:** A text input field.
- Description:** A text input field.
- Report Area:** Three radio buttons: ☒ Students, ☐ Staff, and ☐ School.
- Report Format:** Four radio buttons: ☐ Simple Report, ☒ Normal Report, ☐ Export, and ☐ Labels.

At the bottom are three buttons: '< Back', 'Next >', and 'Close'.

Will activate an additional window in the wizard to include additional information. See below.



The screenshot shows the 'Would you like to include any additional information ?' window. On the left is the same graphic as the previous window. The main area contains a list of checkboxes:

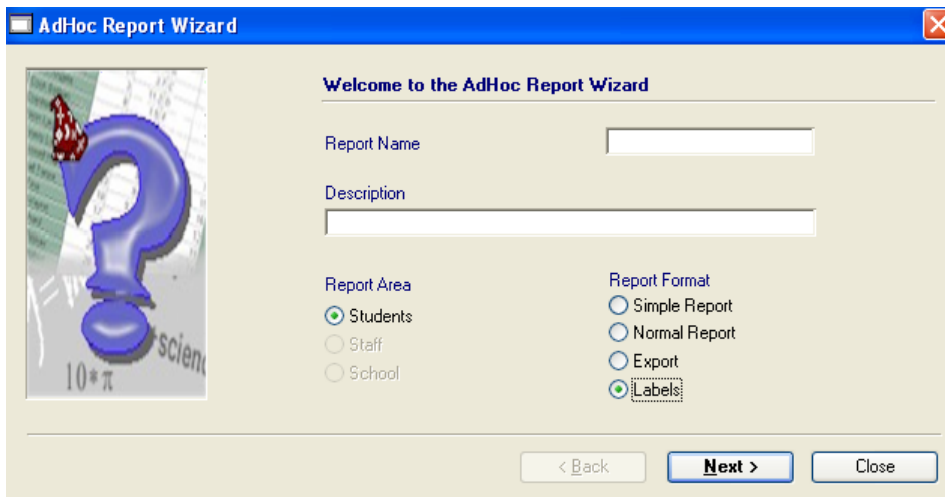
- ☐ Activities
- ☐ Medical Details
- ☒ Contacts
- ☐ Groups
- ☐ Movement History

At the bottom are three buttons: '< Back', 'Next >', and 'Close'.

'Normal' Ad Hoc Report showing Contacts

Form	Name: First Name	Name: Surname							
Room 4	Jackie	Albert							
Contact Name	Salutation	Relationship	Telephone	e-mail	FMM	PR	FB	SR	
Mr P Albert	Mr & Mrs Albert	Father	9396 7008	Albert@ozemail.com.au	No	Yes	No	Yes	
Location - Home Number - 9221 4857 Notes - Paul is unemployed and is at home									
Ms R Albert	Mr and Mrs Albert	Mother	9396 7008	Albert@ozemail.com.au	Yes	Yes	Yes	Yes	
Location - Menswear Dept - Myer Number - 9325 3998 Notes - Rita works at Myer City Store can be contacted on 9325 3998									
Mrs P Penhole	Mrs P Penhole	Friend	9345 6767		No	No	No	No	
Location - Home Number - 9345 6767 Notes - Pat works from home so is easy to contact									
09.1	Adam	Alkitik							
Contact Name	Salutation	Relationship	Telephone	e-mail	FMM	PR	FB	SR	
Mr P Alkitik		Father	9221 6500		No	Yes	No	No	
Location - Happy Kids Day Care Number - 9 324 5632 Notes - Works part-time at Happy Kids Day Care Centre Location - Perth City Council Number - 9213 3889 Notes - Part-time (usually Fridays)									
Ms D Alkitik	Mr and Ms Alkitik	Mother	9221 6548	dani@miinet.net.au	Yes	Yes	Yes	Yes	
Location - Piney Woods Hospital Number - 9345 6789 Notes - Danielle is employed P/T as an electrician									
Mr & Mrs K O'Keefe	Mr & Mrs O'Keefe	Grandparents	9370 2358		No	No	No	No	
Location - Home Number - 9370 2358 Notes - Grandparents (Lillian and Frank) are at home most days.									
Miss L Brightwater	Miss Brightwater	Aunt	9456 7777		No	No	No	No	
Location - Piney News Number - 9456 7777 Notes - Linda works at the local Newsagent each day and can be contacted there at any time.									

64 Ad Hoc Reports: Labels



AdHoc Report Wizard

Welcome to the AdHoc Report Wizard

Report Name

Description

Report Area

☒ Students

☐ Staff

☐ School

Report Format

☐ Simple Report

☐ Normal Report

☐ Export











☒ Labels

< Back **Next >** Close

The user can select font sizes and page layout. Microsoft Word Mail merge is an alternative means of creating address labels.

Labels

Example: Student Name Tags

Candice Davies-Slate		Sebastian De Jong	
Troy Dean		Thy Green	
Simon Halligan		Yazeed Jones	
Kristel Marshall		Lauren Parkey	
Simon Swansson		Trisha Taleb	

65 Student Emergency Contacts



This report is available through the Student Emergency Contact icon at the top of the screen and the Emergency icon on the Admin sidebar.

The report prints on one or two pages, depending on the amount of data that has been recorded in Student Details for the selected student.

West Coast District High School

Emergency Student Information for: Jackie Albert



Surname	First Name(s)	Gender	DOB	Age
Albert	Jackie Francis	Female	7 OCT 2005	9 Yrs 3 Mths
Reference	Year	Form	Room	House
766	4	Room 4		Red

Student Address	9 Marmion Drive, PINEY WOODS, WA, 6999	Telephone 1	9396 7008
		Telephone 2	
		Fax	
		E-Mail	albert@iinet.net.au

Doctor /Practice Details	Dr Pi Peng Carepoint Medical Centre 18 Andrews Road EAST PERTH WA 6032	Telephone 1	9226 7845
		Telephone 2	
		Fax	9220 1545
		Permission to Call Doctor	YES
		Permission to Administer First Aid	YES

Ambulance Cover	YES
Ambulance Cover Insurance Provider	St John Ambulance

Medical Conditions	Emergency Procedures
Allergy - Other	Slightly allergic to penicillin. Notify doctor if an emergency occurs.
Asthma *	Without delay give 4 separate puffs of a reliever. Wait 4 minutes. If little or no improvement, repeat steps. If there is still little or no improvement, call an ambulance (Dial 000). Continuously repeat steps 2 and 3 while waiting for the ambulance.
	A Bricanyl Turbuhaler may be used in first aid treatment if a puffer and spacer is unavailable.

Emergency Contact(s)

Contact	1	Primary Contact Number	9396 7008
Name	Mr Paul Albert	Relationship	Father
Address	9 Marmion Drive, PINEY WOODS, WA, 6999	Tel 1	9396 7008
		Tel 2	
		Mobile	
Location	Home	Phone Number	9221 4857
Contact Notes	Paul is unemployed and is at home		

Contact	2	Primary Contact Number	9396 7008
Name	Ms Rita Albert	Relationship	Mother
Address	9 Marmion Drive, PINEY WOODS, WA, 6999	Tel 1	9396 7008
		Tel 2	
		Mobile	
Location	Menswear Dept - Myer	Phone Number	9325 3996
Contact Notes	Rita works at Myer City Store can be contacted on 9325 3996		

Contact	3	Primary Contact Number	9345 6767
Name	Mrs Penhole	Relationship	Friend
Address	4 Wisdom Lane, PINEY WOODS, WA, 6999	Tel 1	9345 6767
		Tel 2	
		Mobile	

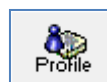
66 WA Reports: Introduction

Integris has been pre-configured with a set of WA (WA Department of Education) Reports. The WA Reports are located in a separate sidebar.

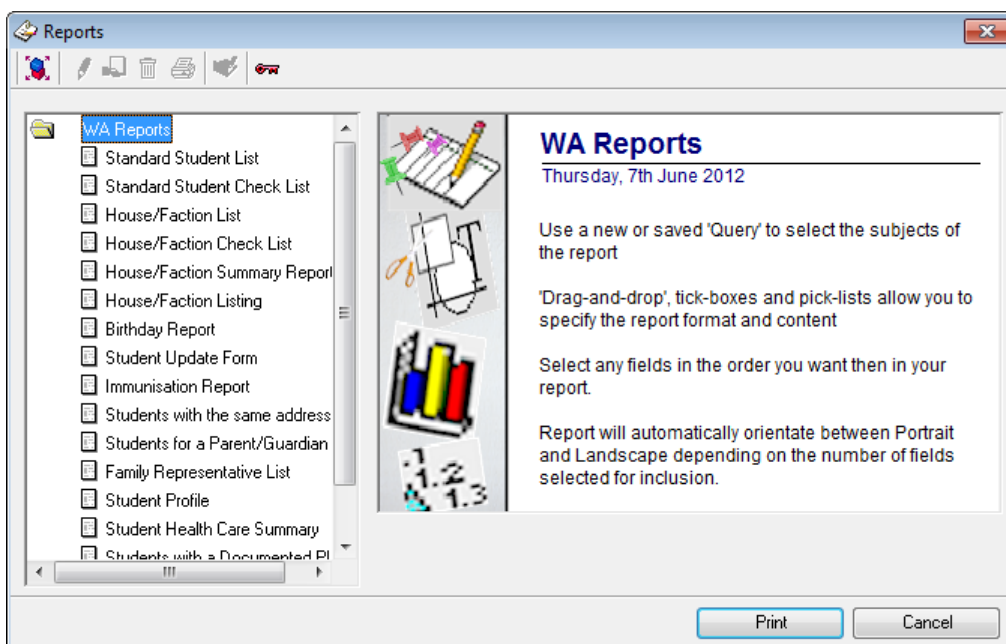
This is a general introduction to some of the functions available in the WA Reports. Sample reports are provided on the following pages.



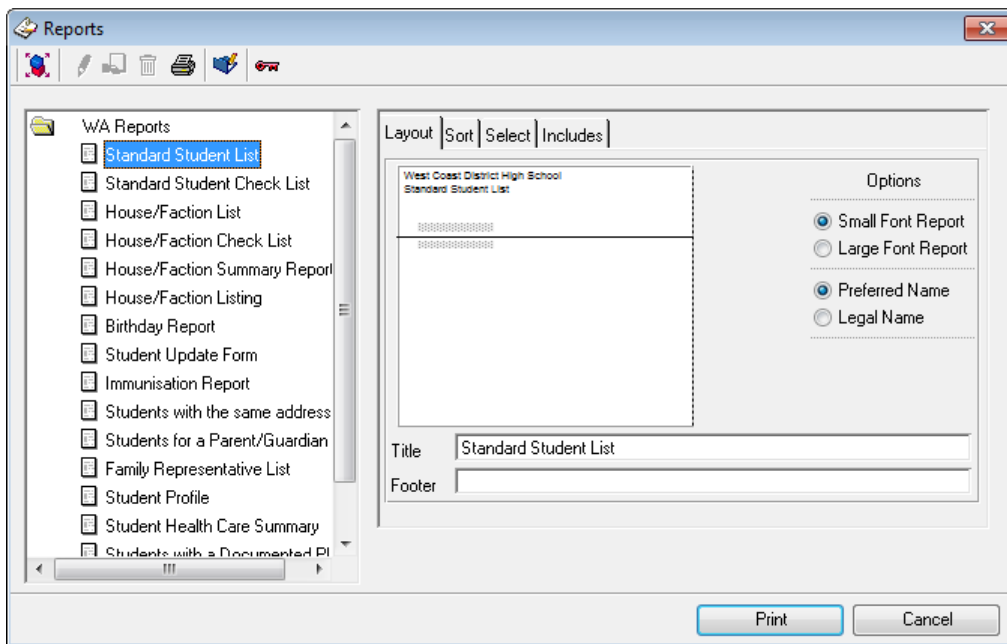
The system displays the WA Reports window.



Users can also access WA Reports from the Profile Icon on the top tool bar.



- Click on the WA Reports folder to display a list of reports. A standard layout screen will appear on the right side of the window when a report is chosen. It provides users with a range of report settings from which to choose.



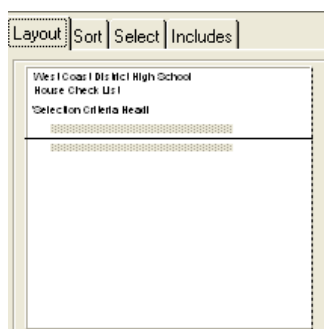
66.1 Layout Tab

This tab enables users to

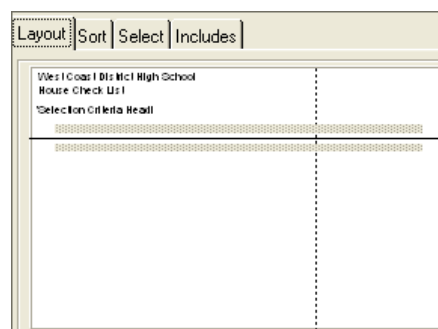
- Select small (9 pt) or large (12 pt) font
- Select students' preferred names or legal names
- Change the default title, if required
- Enter report footer text, if required.

Enter a main title for the report, or leave the default title as displayed. Enter a footer for the report, if required. If you have entered a default report footer in Control > Preferences > Reports, the default footer will print on reports unless a new footer is entered in the Reports window.

Once settings in other tabs have been made, user can return to the Layout tab to check the report layout.



Portrait



Landscape

66.2 Sort Tab

The Sort tab provides fields that can be dragged and dropped into a list.

The screenshot shows the 'Sort' tab in a software interface. On the left, there is a list of fields: Surname, First Name, DOB, House, Form, Sex, and Year. On the right, there is a table with four columns: Sort Field, Total, and Page. The table is currently empty.

Specify a sort sequence, if required, by dragging the sort field of your choice into the Sort Field area. Alternatively, double click on the sort field on the left to select it. To apply more than one sort field, double click on the other field(s) as required.

The following example shows the sort order for a report sorted by Year and then by Form.

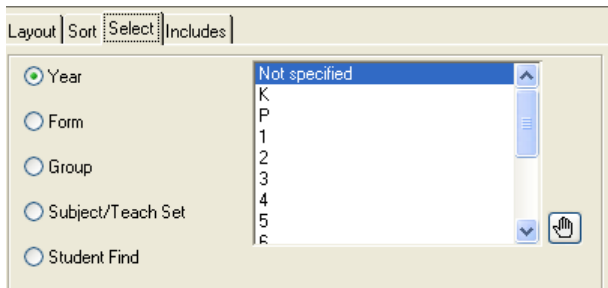
The screenshot shows the 'Sort' tab in a software interface. On the left, there is a list of fields: Surname, First Name, DOB, House, Form, Sex, and Year. On the right, there is a table with four columns: Sort Field, Total, and Page. The table contains two rows: Row 1 with 'Year' in the Sort Field column, and Row 2 with 'Form' in the Sort Field column. The 'Total' and 'Page' columns have checkboxes that are checked for Row 1 and unchecked for Row 2.

If you apply a sort, you can also decide whether you want to include totals. You can have a total for each field. There is also the option to print each value of a field on a new page, e.g. each Year on a separate page. Place a tick in the appropriate check boxes in the Total and Page columns.

This is a close-up of the 'Total' and 'Page' columns from the table in the previous screenshot. It shows two rows. The first row has a checked checkbox in the 'Total' column and a checked checkbox in the 'Page' column. The second row has a checked checkbox in the 'Total' column and an unchecked checkbox in the 'Page' column.

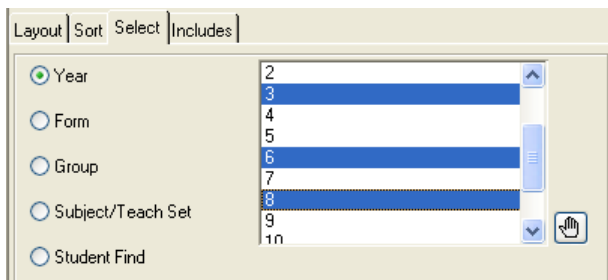
66.3 Select Tab

This tab provides the options to select groups of students, e.g. by Year or by Group.



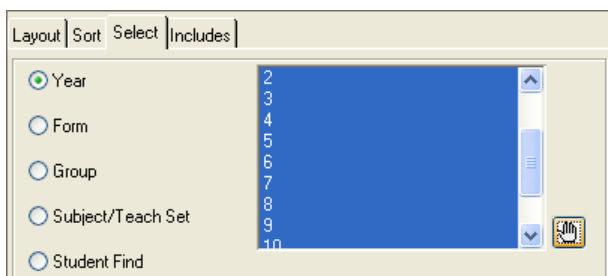
The screenshot shows the 'Select' tab in a software interface. On the left, there are five radio buttons: 'Year' (selected), 'Form', 'Group', 'Subject/Teach Set', and 'Student Find'. To the right of these buttons is a list box containing the following items: 'Not specified', 'K', 'P', '1', '2', '3', '4', '5', and '6'. The 'Not specified' item is currently selected in the list box. At the bottom right of the list box is a 'Select All' button with a hand icon.

Select the radio button for the required group. The following example shows three forms selected for printing. Hold the <Ctrl> key to select several groups.

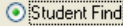


The screenshot shows the 'Select' tab with the 'Form' radio button selected. The list box on the right contains the following items: '2', '3', '4', '5', '6', '7', '8', '9', and '10'. The items '2', '3', '4', '6', '7', '8', and '9' are highlighted in blue, indicating they are selected. The 'Select All' button is visible at the bottom right.

Use the **Select All**  button to select all the groups displayed in the pane.



The screenshot shows the 'Select' tab with the 'Form' radio button selected. The list box on the right contains the following items: '2', '3', '4', '5', '6', '7', '8', '9', and '10'. All items in the list box are highlighted in blue, indicating they are all selected. The 'Select All' button is visible at the bottom right.

If you select the Student Find option , the **New Query** button is used for selecting search criteria in the Student Search window. The number of students selected will be displayed in the field beside the **New Query** button.



The screenshot shows the 'Student Find' section. It includes a dropdown menu that currently displays 'Selected Subset 14 entries'. To the right of the dropdown menu is a button labeled 'New Query'.

Alternatively, select a saved query from the drop-down list.

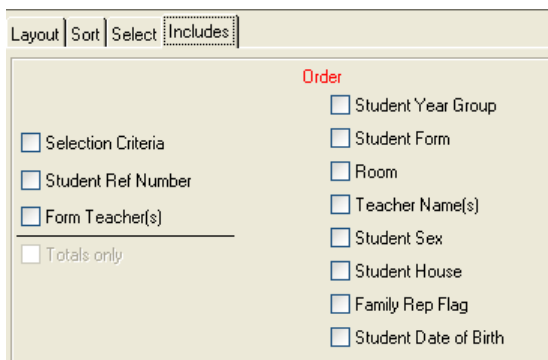


66.4 Includes Tab

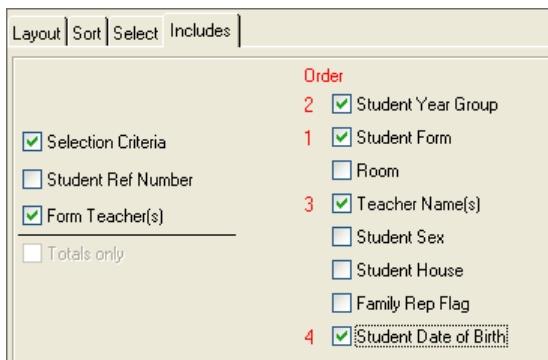
This tab enables the user to select the fields to be printed on the report.

Note that the Form Teacher(s) field is only available for selection if

- *Form is the first sort field selected in the Sort tab and*
- *Form is the method of selecting students in the Select tab.*

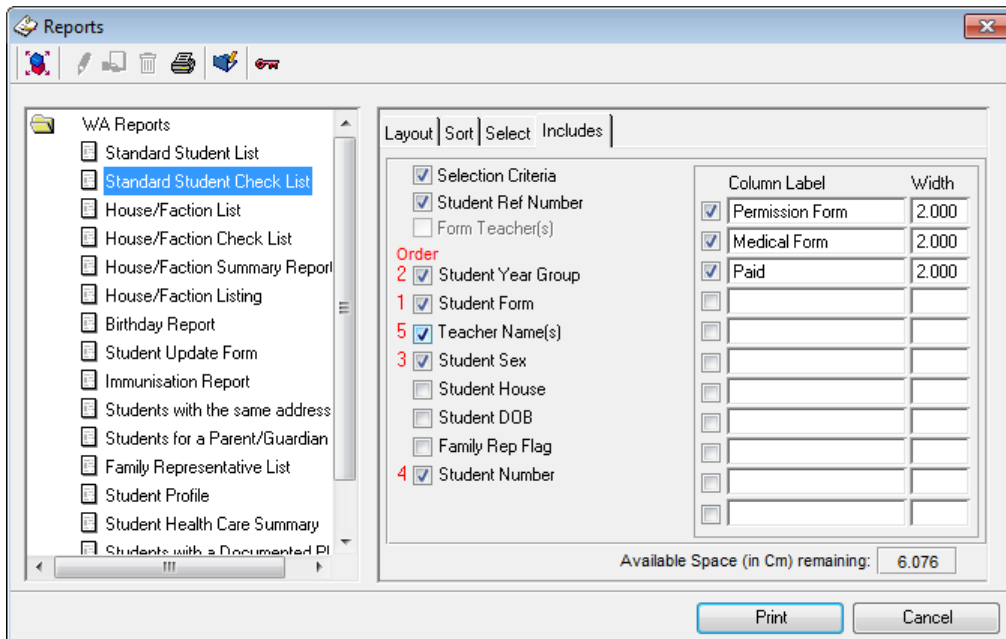


Select the fields to be included in the report. The order in which fields on the right of this tab are selected will be the order in which the fields will be printed across the page.



66.4.1 Includes Tab > Checklist Reports

The Standard Student Checklist and the House/Faction Checklist enable users to create checklist reports with user-defined columns and headings.

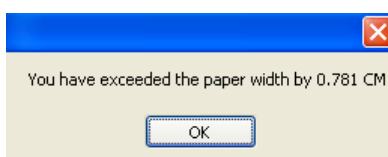


Select the fields required on the report. To add checklist columns, place a tick next to a column label field and enter the column label. Tab to the Width field and enter the desired column width (in Cm).

As additional fields are selected, the remaining available width is displayed at the bottom of the window.

Available Space (in Cm) remaining: 1.219

The user is warned if there is insufficient available width to add a field.



66.5 Checking the Report Layout

When selections have been made in each of the tabs, return to the Layout tab to view the report's page layout. If there are many fields (or wide fields) on the report, the layout will change from portrait to landscape.

Portrait

Landscape

Printing a Report

When all selections have been made, click on the **Print** button to start the output process. The system displays the Report Destination window. Select the appropriate report destination.

You may wish to print the report to screen, then close the report and make changes to the settings prior to printing to a printer.

West Coast District High School Standard Student Check List

Students for Form(s) 09.1

Ref	Name	Form	Year	Sex	Student No.	Permission Form	Medical Form	Paid
2	Alkitik, Adam	09.1	9	M	20512349			
17	Bloggs, Merika	09.1	9	F	20512352			
32	Carter, Christine	09.1	9	F	20512347			
47	Dent, Kaitlyn	09.1	9	F	20512348			
62	Eren, Aidan	09.1	9	M	20512358			
77	George, Ellena	09.1	9	F	20512361			
92	Hubble, Regan	09.1	9	F	20512364			
107	Keil, Ethan	09.1	9	M	20512367			
122	Koehler, Janelle	09.1	9	F	20512370			
142	Le-Ti, Travis	09.1	9	M	20512373			
157	Luck, Stevie	09.1	9	M	20512376			
172	Marshall, Tarn	09.1	9	F	20512379			
187	McNaughton, Paris	09.1	9	M	20512382			
212	Morris, Ashley	09.1	9	M	20512386			
252	Page, Lorena	09.1	9	F	20512390			
272	Peter, Christopher	09.1	9	M	20512393			
292	Ralph, Chantelle	09.1	9	F	20512396			
307	Roberts, Tina	09.1	9	F	20512399			
322	Samton, Dale	09.1	9	M	20512402			
337	Scragg, Nicole	09.1	9	F	20512405			
352	Smithering, Aaron	09.1	9	M	20512408			
367	Stone, Colin	09.1	9	M	20512411			
387	Welsh, Louis	09.1	9	M	20512414			

See the Integris Administration Manager Manual for more information on producing reports.

User Access

See the *Integris Administration Manager Manual* for information on setting user access rights for reports and activating report security.

67 WA Reports: Standard Student List

Settings used in the following sample report.

Layout | Sort | Select | Includes

West Coast District High School
Standard Student List

Options

☐ Small Font Report

☒ Large Font Report

☒ Preferred Name

☐ Legal Name

Title Standard Student List

Footer

Layout | Sort | Select | Includes

Surname	Sort Field	Total	Page
DOB			
House			
Sex			

Layout | Sort | Select | Includes

☒ Year

☐ Form

☐ Group

☐ Subject/Teach Set

☐ Student Find

P

1

2

3

4

5

6

7

8

☐ Include External Roll

Layout | Sort | Select | Includes

☒ Selection Criteria

☐ Student Ref Number

☐ Form Teacher(s)

☐ Totals only

Order

2 ☒ Student Year Group

1 ☒ Student Form

☐ Room

3 ☒ Teacher Name(s)

☐ Student Sex

☐ Student House

4 ☒ Family Rep Flag

☐ Student Date of Birth

☐ Student Number

WA Reports: Standard Student List

West Coast District High School Standard Student List

Students for Form(s) Room 1



Name	Form	Year	Teacher(s)	FRep
Room 1 Mr G Kenny				
Davies-Slate, Candice	Room 1	1	Mr G Kenny	YES
Marshall, Kristel	Room 1	1	Mr G Kenny	NO
Parkey, Lauren	Room 1	1	Mr G Kenny	YES
De Jong, Sebastian	Room 1	1	Mr G Kenny	YES
Halligan, Simon	Room 1	1	Mr G Kenny	YES
Swansson, Simon	Room 1	1	Mr G Kenny	YES
Green, Thy	Room 1	1	Mr G Kenny	YES
Taleb, Trisha	Room 1	1	Mr G Kenny	YES
Dean, Troy	Room 1	1	Mr G Kenny	YES
Jones, Yazeed	Room 1	1	Mr G Kenny	NO

10 Student(s) in Year 1

10 Student(s) in Form Room 1

68 WA Reports: Standard Student Check List

Settings used in the following sample report.

Layout | Sort | Select | Includes

West Coast District High School
Book Week

Options

☐ Small Font Report
☒ Large Font Report

☐ Preferred Name
☒ Legal Name

Title: Book Week

Footer:

Layout | Sort | Select | Includes

	Sort Field	Total	Page
1	Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	First Name	<input type="checkbox"/>	<input type="checkbox"/>

Layout | Sort | Select | Includes

☐ Year Group
☒ Form
☐ Group
☐ Subject/Teach Set
☐ Student Find

12.2
12.3
K/P
Room 1
Room 2
Room 3
Room 4
Room 5
Room 6
Room 7

☐ Include External Roll

Layout | Sort | Select | Includes

☒ Selection Criteria
☐ Student Ref Number
☐ Form Teacher(s)

Order

3 ☒ Student Year Group
1 ☒ Student Form
2 ☒ Teacher Name(s)
☐ Student Sex
☐ Student House
☐ Student DOB
☐ Family Rep Flag
4 ☒ Student Number

Column Label	Width
<input checked="" type="checkbox"/> Book 1	2.000
<input checked="" type="checkbox"/> Book 2	2.000
<input checked="" type="checkbox"/> Date Paid	2.000
<input checked="" type="checkbox"/> Amount Paid	2.000
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Available Space (in Cm) remaining: 4.776

WA Reports: Standard Student Check List

West Coast District High School Standard Student Check List

Students for Form(s) 09.1

Name	Form	Teacher(s)	Year	Student No.	Book 1	Book 2	Date Paid	Amount Paid
Alkitik, Adam	09.1	Ms A Greaves	9	20512349				
Bloggs, Merika	09.1	Ms A Greaves	9	20512352				
Carter, Christine	09.1	Ms A Greaves	9	20512347				
Dent, Kaitlyn	09.1	Ms A Greaves	9	20512348				
Eren, Aidan	09.1	Ms A Greaves	9	20512358				
George, Ellena	09.1	Ms A Greaves	9	20512361				
Hubble, Regan	09.1	Ms A Greaves	9	20512364				
Keil, Ethan	09.1	Ms A Greaves	9	20512367				
Koehler, Janelle	09.1	Ms A Greaves	9	20512370				
Le-Ti, Travis	09.1	Ms A Greaves	9	20512373				
Luck, Stevie	09.1	Ms A Greaves	9	20512376				
Marshall, Tarn	09.1	Ms A Greaves	9	20512379				
McNaughton, Paris	09.1	Ms A Greaves	9	20512382				
Morris, Ashley	09.1	Ms A Greaves	9	20512386				
Page, Lorena	09.1	Ms A Greaves	9	20512390				
Peter, Christopher	09.1	Ms A Greaves	9	20512393				
Ralph, Chantelle	09.1	Ms A Greaves	9	20512396				
Roberts, Tina	09.1	Ms A Greaves	9	20512399				
Samton, Dale	09.1	Ms A Greaves	9	20512402				
Scragg, Nicole	09.1	Ms A Greaves	9	20512405				
Smithering, Aaron	09.1	Ms A Greaves	9	20512408				
Stone, Colin	09.1	Ms A Greaves	9	20512411				
Welsh, Louis	09.1	Ms A Greaves	9	20512414				

69 WA Reports: House/Faction List

Settings used in the following sample report.

Layout | Sort | Select | Includes

West Coast District High School
House List

Options

☒ Small Font Report
☐ Large Font Report

☒ Preferred Name
☐ Legal Name

☒ Use 'House'
☐ Use 'Faction'

Title: House List

Footer:

Layout | Sort | Select | Includes

Surname
First Name
DOB
Form
Sex
Year
Age in Years

	Sort Field		Total	Page
1	House			

Layout | Sort | Select | Includes

☐ Year
☐ Form
☒ House
☐ Student Find

Not specified
Blue
Gold
Green
Red

Layout | Sort | Select | Includes

☒ Selection Criteria
☐ Student Ref Number
☐ Form Teacher(s)
☐ Totals only

Order

1 ☒ Student Year Group

2 ☒ Student Form

☐ Room

6 ☒ Teacher Name(s)

3 ☒ Student Sex

5 ☒ Student House

☐ Family Rep Flag

☐ Student Date of Birth

4 ☒ Age (in years) at specified date

WA Reports: House/Faction List

West Coast District High School House List

Students for House(s) Blue, Gold, Green, Red (Age as at 7 June 2012)



Name	Year	Form	Sex	Age	House	Teacher(s)
Andrews, Rachael	11	11.1	F	16	Blue	Ms S Oswald
Bailey, Steven	10	10.2	M	14	Blue	Dr N Swiderski
Bailie, Doyen	4	Room 4	M	9	Blue	Ms J Garden
Baker, Reuben	6	Room 6	M	11	Blue	Mr P Payne
Barbour, Ross	6	Room 6	M	11	Blue	Mr P Payne
Bates, Carl	12	12.2	M	16	Blue	Mr HJ Barclay
Bennett, Tracey	9	09.3	F	14	Blue	Mr N Creed
Blake, Keira	8	08.1	F	13	Blue	Mr C Best
Born, Corrina	8	08.2	F	13	Blue	Mr J Brigg
Bott, Lara	8	08.1	F	13	Blue	Mr C Best
Broom, Declan	8	08.2	M	13	Blue	Mr J Brigg
Butter, Daniel	10	10.3	M	14	Blue	Ms T Lerner
Carter, Christine	9	09.1	F	14	Blue	Ms A Greaves
Caterer, Jessica	12	12.3	F	16	Blue	Ms T Alan
Chum, Nora	6	Room 6	F	11	Blue	Mr P Payne
Corey, Jordan	8	08.5	M	13	Blue	Mr W Davids
Davies, Caitlin	11	11.2	F	16	Blue	Ms S Corner
Davies-Slate, Candice	2	Room 2	F	7	Blue	Drake/Swindon
Douglas, Mathew	9	09.2	M	14	Blue	Ms K Holter
Em, Brenton	3	Room 3	M	7	Blue	Mr B Pitt
Em, Lance	10	10.1	M	15	Blue	Mr DJ Trainor
English, Dion	12	12.1	F	16	Blue	Ms J McLaren
Entwistle, Devyn	8	08.4	M	13	Blue	Mr L Evans
Evans, Dayna	8	08.1	F	13	Blue	Mr C Best
Fricker, Chloe	9	09.3	F	14	Blue	Mr N Creed
Fulter, Michael	11	11.3	M	15	Blue	Mr A Guiseppe
Gold, Emily	10	10.2	F	15	Blue	Dr N Swiderski
Harper, Rhys	8	08.3	M	13	Blue	Ms J Calvin
Hollington, Craig	12	12.2	M	16	Blue	Mr HJ Barclay
Hubble, Regan	9	09.1	F	14	Blue	Ms A Greaves
Hulbert, Daniel	P	K/P	M	5	Blue	Mrs S Maxwell
Johnston, Josh	11	11.1	M	15	Blue	Ms S Oswald
Jones, Keith	6	Room 6	M	11	Blue	Mr P Payne
Karman, Clay	10	10.3	M	14	Blue	Ms T Lerner
Karp, Lee	8	08.5	M	13	Blue	Mr W Davids
Keenan, Tom	8	08.2	M	13	Blue	Mr J Brigg
Keo, Mitchell	8	08.5	M	13	Blue	Mr W Davids
Kilpatrick, Chloe	9	09.2	F	14	Blue	Ms K Holter
Kingdon, Stacey	12	12.3	F	16	Blue	Ms T Alan
Kurby, Dale	8	08.1	M	13	Blue	Mr C Best
Lackie, Bryce	10	10.1	M	14	Blue	Mr DJ Trainor
Lam, Chanara	11	11.2	F	15	Blue	Ms S Corner
Larry, Tara	9	09.3	F	14	Blue	Mr N Creed
Leston, Ryan	12	12.1	M	16	Blue	Ms J McLaren
Liddicoat, Katie	8	08.4	F	13	Blue	Mr L Evans

70 WA Reports: House/Faction Check List

Settings used in the following sample report.

Layout | Sort | Select | Includes

West Coast District High School
House Check List

Options
☒ Small Font Report
☐ Large Font Report

☒ Preferred Name
☐ Legal Name

☒ Use 'House'
☐ Use 'Faction'

Title: House Check List

Footer:

Layout | Sort | Select | Includes

Sort Field	Total	Page
1 House		
2 Age in Years		

Layout | Sort | Select | Includes

☐ Year Group
☐ Form
☒ House
☐ Student Find

Not specified
Blue
Gold
Green
Red

Layout | Sort | Select | Includes

☒ Selection Criteria
☐ Student Ref Number
☐ Form Teacher(s)

Order

1 ☒ Student Year Group
☐ Student Form

2 ☒ Teacher Name(s)
☐ Student Sex

3 ☒ Student House
☐ Student DOB
☐ Family Rep Flag

4 ☒ Age (in years) at specified date

Column Label	Width
<input checked="" type="checkbox"/> 50 metres	2,000
<input checked="" type="checkbox"/> 100 metres	2,000
<input checked="" type="checkbox"/> 200 metres	2,000
<input checked="" type="checkbox"/> Cross Country	2,000
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Available Space (in Cm) remaining: 5.476

WA Reports: House/Faction Check List



West Coast District High School House Check List

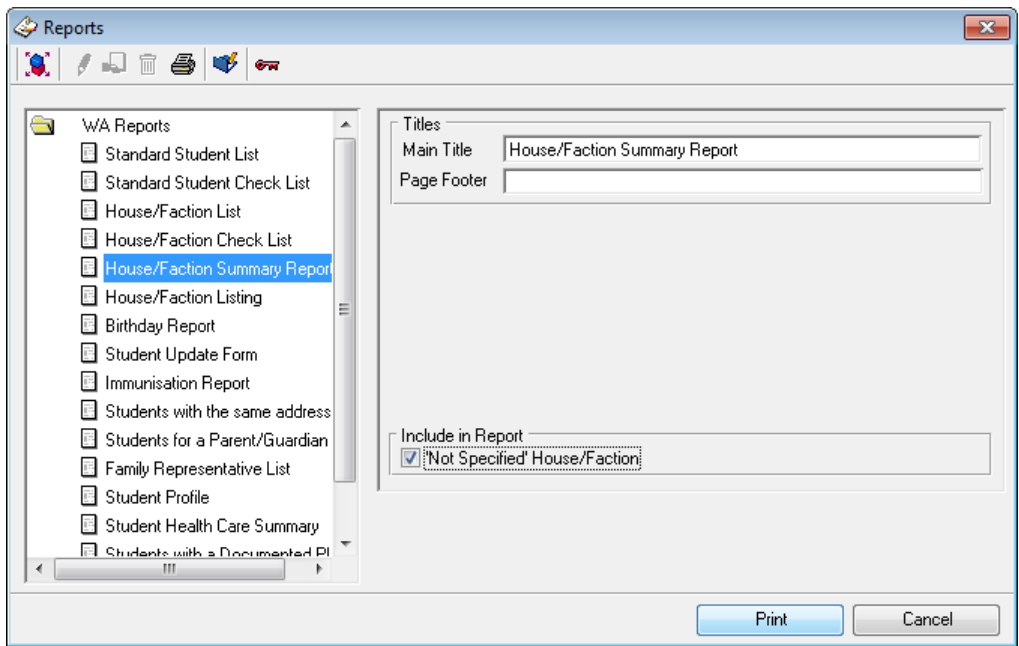
Students for House(s) Blue (Age as at 30 June 2003)

Name	Year	Teacher(s)	House	Age	50 metres	100 metres	200 metres	Cross County
Hulbert, Daniel	P	Mrs S Maxwell	Blue	5				
Lim, Bunthy	P	Mrs S Maxwell	Blue	5				
Smith, Dean	P	Mrs S Maxwell	Blue	5				
3 Student(s) 5 years old								
Davies-Slate, Candice	1	Mr G Kenny	Blue	6				
Marshall, Kristel	1	Mr G Kenny	Blue	6				
2 Student(s) 6 years old								
Em, Brenton	3	Mr B Pitt	Blue	8				
Oliver, Jared	3	Mr B Pitt	Blue	8				
2 Student(s) 8 years old								
Baillie, Doyen	4	Mr T Jones	Blue	9				
Marshall, Kristy	4	Mr T Jones	Blue	9				
Moor, Chris	4	Mr T Jones	Blue	9				
Varricchio, Kim	4	Mr T Jones	Blue	9				
Williett, Elizabeth	4	Mr T Jones	Blue	9				
5 Student(s) 9 years old								
Baker, Reuben	6	Mr P Payne	Blue	11				
Barbour, Ross	6	Mr P Payne	Blue	11				
Brokenshire, Pamela	6	Mr P Payne	Blue	11				
Chum, Nora	6	Mr P Payne	Blue	11				
Jones, Keith	6	Mr P Payne	Blue	11				
Loxton, Katherine	6	Mr P Payne	Blue	11				
Tep, Josh	6	Mr P Payne	Blue	11				
7 Student(s) 11 years old								
Ward, Guy	7	Ms E Everage	Blue	12				
1 Student(s) 12 years old								

Produced on 10th April 2003 at 09:16

71 WA Reports: House/Faction Summary Report

Settings used in this sample report



West Coast District High School House/Faction Summary Report

Faction		Not specified	Blue	Gold	Green	Red	Total
Year K	Boys	6	0	0	0	0	6
	Girls	7	0	0	0	0	7
Year P	Boys	0	3	1	1	1	6
	Girls	0	0	3	0	0	3
Year 1	Boys	0	0	2	0	1	3
	Girls	0	1	2	0	0	3
Year 2	Boys	0	0	2	1	4	7
	Girls	0	2	1	4	4	11
Year 3	Boys	0	2	2	2	1	7
	Girls	0	0	3	0	1	4
Year 4	Boys	0	2	1	1	2	6
	Girls	0	3	1	2	2	8
Year 5	Boys	0	0	0	2	7	9
	Girls	0	0	0	4	1	5
Year 6	Boys	0	4	3	0	0	7
	Girls	0	2	0	1	2	5
Year 7	Boys	0	1	3	1	3	8
	Girls	0	0	1	5	2	8
Year 8	Boys	2	20	14	20	19	75
	Girls	1	13	19	14	13	60
Year 9	Boys	0	9	9	8	14	40
	Girls	0	9	7	8	5	29
Year 10	Boys	0	8	8	5	6	27
	Girls	0	8	8	12	10	38
Year 11	Boys	0	9	7	10	10	36
	Girls	0	7	11	6	5	29
Year 12	Boys	0	9	12	6	9	36
	Girls	0	7	5	10	6	28
Total Boys		8	67	64	57	77	273
Total Girls		8	52	61	66	51	238
Total		16	119	125	123	128	511

72 WA Reports: House/Faction Listing

Settings used in this sample report

Reports

WA Reports

Standard Student List

Standard Student Check

House/Faction List

House/Faction Check Li

House/Faction Summary

House/Faction Listing

Birthday Report

Student Update Form

Immunisation Report

Students with the same a

Students for a Parent/Gu

Family Representative Li

Student Profile

Titles

Main TitleHouse/Faction Listing

Page Foo

Sort

First Name

Age in Years

	Sort Field	
1	House/Faction	
2	Surname	
3	Year Group	

Include in Report

☒Form

☐'Not Specified' House/Fe

Print

Cancel

Settings Used in the Sample Report

West Coast District High School

House/Faction Listing

	Blue	Form	Gold	Form	Green	Form	Red	Form	
Girls									
Year P	+		Price Natasha K/P Liebelt Marija K/P McNaughton Michelle K/P						
Total			3						3
Boys									
Year P	Hulbert Daniel K/P Smith Dean K/P Lim Bunthy K/P		Laurensch Robert K/P		Kinnane Benn K/P		Delphine Grant K/P		
Total	3		1		1		1		6
Girls									
Year 1	Marshall Kristel Room 1		Taleb Trisha Room 1 Parkey Lauren Room 1						
Total	1		2						3
Boys									
Year 1			Jones Yazeed Room 1 Halligan Simon Room 1				Swansson Simon Room 1		
Total			2				1		3
Girls									
Year 2	Schmidt Hannah Room 2 Davies-Slate Candice Room 2		McAlindon Tanya Room 2		Allen Tamara Room 2 Fava Krystal Room 2 Pauley Candice Room 2 Winter Annette Room 2		Simpson Bernadette Room 2 Thorne Tina Room 2 Conchi Cherie Ann Room 2 Sharp Sarah Room 2		
Total	2		1		4		4		11
Boys									
Year 2			Dean Troy Room 2 De Jong Sebastian Room 2		Rogers Conan Room 2		Rafferty Paul Room 2 Smith Steven Room 2 Green Thy Room 2 Amber Kyle Room 2		
Total			2		1		4		7

73 WA Reports: Birthday Report

Settings used in the following sample report.

Layout | Sort | Select | Includes

West Coast District High School
Birthday Report

Options
☒ Small Font Report
☐ Large Font Report

☒ Preferred Name
☐ Legal Name

Title Birthday Report

Footer

Layout | Sort | Select | Includes

	Sort Field	Total	Page
1	DOB		

Age (in years) at specified date -> 13 MAY 2004

Layout | Sort | Select | Includes

☐ Year
☐ Form
☒ Month
☐ Student Find

June
July
August
September
October
November
December
January
February

Layout | Sort | Select | Includes

☒ Selection Criteria

☐ Form Teacher(s)

☐ Totals only

Order

- ☒ Student Year Group
- ☒ Student Form
☐ Room
☐ Teacher Name(s)
☐ Student Sex
☐ Student House
☐ Family Rep Flag
- ☒ Student Date of Birth
- ☒ Age (in years) at specified date

WA Reports: Student Birthday Report

West Coast District High School Birthday Report

(Age as at 7 June 2012)



Name	Year	Form	DOB	Age
Hill, Hanna	10	10.1	15/09/1997	14
Karman, Clay	10	10.3	15/09/1997	14
Kelley, Rohyn	10	10.1	15/09/1997	14
Lackie, Bryce	10	10.1	15/09/1997	14
Laughton, Britt	10	10.2	15/09/1997	14
Lesley, Monique	10	10.3	15/09/1997	14
Lewis, Emily	10	10.1	15/09/1997	14
Looby, Tiana	10	10.3	15/09/1997	14
Milker, Harrison	10	10.3	15/09/1997	14
Moir, Tegan	10	10.1	15/09/1997	14
Morton, Brenda	10	10.2	15/09/1997	14
Naglzas, Mary	10	10.1	15/09/1997	14
Nichols, Sara	10	10.2	15/09/1997	14
Smithers, Emma	10	10.1	15/09/1997	14
Stewart, Abrey	10	10.2	15/09/1997	14
Strother, Darryl	10	10.3	15/09/1997	14
Swiderski, Corrie	10	10.1	15/09/1997	14
Entwistle, Devyn	8	08.4	01/09/1998	13
Fall, Jarrad	8	08.5	01/09/1998	13
Franssen, Taryn	8	08.3	01/09/1998	13
Futterby, Aimee	8	08.2	01/09/1998	13
Gaunt, Natalie	8	08.1	01/09/1998	13
Merry, Ben	8	08.3	01/09/1998	13
Milenovich, Andrew	8	08.5	01/09/1998	13
Mohammad, Cameron	8	08.5	01/09/1998	13
Ocle, Peter	8	08.4	01/09/1998	13
Parker, Michael	8	08.2	01/09/1998	13
Rogalosky, Ryan	8	08.3	01/09/1998	13
Zilter, Susan	8	08.5	01/09/1998	13
Zolter-Albert, Jennifer	8	08.4	01/09/1998	13

Report Selecting Form

West Coast District High School Birthday Report

(Age as at 7 June 2012)



Name	Year	Form	DOB	Age
Albert, Jackie	4	Room 4	10/10/2002	9
Gray, Thi reth	4	Room 4	10/10/2002	9
Marshall, Kristy	4	Room 4	10/10/2002	9
Varricchio, Kim	4	Room 4	10/10/2002	9
Bailie, Doyen	4	Room 4	11/02/2003	9
Jones, Tim	4	Room 4	11/02/2003	9
Moor, Chris	4	Room 4	11/02/2003	9
Williett, Elizabeth	4	Room 4	11/02/2003	9
Edwards, Julie	4	Room 4	31/03/2003	9
Price, Tiffani	4	Room 4	31/03/2003	9
Dunstan, Jennifer	4	Room 4	23/06/2003	8
Farmer, Kristof	4	Room 4	23/06/2003	8
North, Mathew	4	Room 4	23/06/2003	8
Sorrell, Sarah	4	Room 4	23/06/2003	8

74 WA Reports: Student Update Form

Settings used in the following sample report. The default notes can be edited.

This report is designed to fit in an envelope with a window. A Student Update Form prints for each Family Mail Marker flagged.

The screenshot shows the 'Reports' window with a list of reports on the left and configuration options on the right. The 'Student Update Form' is selected in the list. The configuration options on the right include:

- Titles:** Main Title: Student Update Form; Page Footer: (empty); Instructions: The following information is held on the school's administration system. Please check the information and make any corrections that are necessary on the form. It is important that student records are kept up to date throughout.
- Select:** Selected Subset 1 e...; New Query; Sort on Form/Year.
- Options:**
 - ☒ Include UDIs on the report (23 UDIs selected)
 - ☒ Include Teacher Name(s) on Report
 - ☒ Include Contact Notes which have a 'Location' on the report
 - ☒ Include Siblings on the report
 - ☐ Include Siblings who are on the Former Roll
 - ☒ Include Parents Background
 - ☒ Print each Student on a fresh sheet of paper (highlighted with a red box)

Buttons at the bottom: Print, Cancel.

Notes: The "Include Siblings who are on the former roll" option will only be activated if the "Include siblings on the report" box is ticked.

The option to Print each Student on a fresh sheet of paper will ensure different students' details are not printed back to back.

Schools have the options to Hide Details on a Student Update Form. Certain Information which may be sensitive between guardians can be hidden, including student address and contact numbers for Parent Guardian 1 or 2.

Clicking on Hide Details reveals the screen below

The 'Show / Hide Report Data' dialog box allows users to specify which fields should be included on the report. The fields and their inclusion status are as follows:

Report Field	Included?
Parent/Guardian 1	Yes
Parent/Guardian 2	Yes
Student Home Address Details	Yes
Student Phone 1	Yes
Student Phone 2	Yes
Student Mobile	Yes
Student EMail	Yes

Buttons: OK, Cancel.

Student Update Form

West Coast District High School

Student Update Form



Mr and Mrs Albert
9 Marmion Drive
PINEY WOODS WA 6999

Dear Mr and Mrs Albert

The following information is held on the school's administration system. Please check the information and make any corrections that are necessary on the form. It is important that student records are kept up to date throughout the year. Should there be any change to address, contact, medical or access restriction details please advise the school as soon as possible.

The form should be returned by:

Mr C Best
Principal

Notes :

Parent Please Tick		Corrections Made <input type="checkbox"/>		No Corrections Necessary <input type="checkbox"/>	
Surname	Albert	Gender	F	Date of Birth	6 OCT 2006
First Name(s)	Jackie, Francis	Age	9 Yrs 6 Mths	Year	4
		Form	Room 4	Teacher(s)	Ms Garden
Home Address	9 Marmion Drive PINEY WOODS WA 6999	Phone 1 Phone 2 Student Mob. Fax Email	9396 7008 albert@iinet.net.au	Preferred Name Legal Surname	Jackie Albert
Aus. Citizen / Perm. Res.	YES	In Receipt of Allowance	NO		
Birth Certificate Seen	YES	Allowance Type			
Country of Birth	Australia	Date Arrival Australia			
Religion	Spiritualism	Visa Sub Class No.			
Indigenous Status	Not Aboriginal or TSI	Visa Sub Class No. Expiry Date			
First Language	English	Visa Grant Number			
Main language other than English spoken at home	English	Int. Fee Paying			
		Passport Sighted	NO		
		Passport Number			

Emergency Contacts

Name and Address	Relationship	Home Phone	Mobile	Work Location & Phone
1 Mr Paul Albert 9 Marmion Drive, PINEY WOODS, WA, 6999	Father	9396 7008		Home 9221 4857
Primary Contact No.	9396 7008			
Email Address	Albert@ozemail.com.au			

Notes Paul is unemployed and is at home

Produced on 15th April 2016 at 11:16

Student Update Form (Page 2)

2 Ms Rita Albert Mother 9396 7008 Menswear Dept - Myer 9325 3996
 9 Marmion Drive, PINEY WOODS, WA, 6999
Primary Contact No. 9396 7008
Email Address Albert@ozemail.com.au

Notes Rita works at Myer City Store can be contacted on 9325 3996

3 Mrs P Penhole Friend 9345 6767 Home 9345 6767
 4 Wisdom Lane, PINEY WOODS, WA, 6999
Primary Contact No. 9345 6767
Email Address

Notes Pat works from home so is easy to contact

Parent Background

Parent/Guardian 1: Mother

Language other than English spoken at home: Not specified
 Highest year of Primary or Secondary schooling completed: Not stated/Unknown
 Highest educational qualification completed: Not stated/Unknown
 Occupation/Occupation Group: Not stated or unknown

Parent Background

Parent/Guardian 2: Father

Language other than English spoken at home: Not specified
 Highest year of Primary or Secondary schooling completed: Not stated/Unknown
 Highest educational qualification completed: Not stated/Unknown
 Occupation/Occupation Group: Not stated or unknown

Doctor's Name	Medical Practice	Permission to Call Doctor	Phone
Dr Pi Peng	Carepoint Medical Centre	YES	9226 7845

Dentist's Name	Dental Practice	Permission to Call Dentist	Phone
	No Details	NO	

Medic Alert	Medic Alert Condition	Permission to Administer First Aid
NO	No Details	YES

Medicare No	Medicare Expiry Date
45621632104	No Details

Ambulance Cover	Ambulance Cover Insurance Provider
YES	No Details

Health Care Card	Health Care Card No.	Health Care Card Expiry Date
YES	No Details	27 NOV 2015

Health Condition: Allergy - Other

Daily Management Plan

Emergency Response Plan Slightly allergic to penicillin. Notify doctor if an emergency occurs.

Is Medication required to manage health condition/needs? NO

Is specific staff training required to manage health condition/needs? NO

Health Condition: Asthma

Daily Management Plan

Emergency Response Plan Carries a Reliever with her.
 Without delay give 4 separate puffs of a reliever. Wait 4 minutes. If little or no improvement, repeat steps. If there is still little or no improvement, call an ambulance (Dial 000). Continuously repeat steps 2 and 3 while waiting for the ambulance.

A Bricanyl Turbuhaler may be used in first aid treatment if a puffer and spacer is unavailable.

Is Medication required to manage health condition/needs? YES

Produced on 15th April 2016 at 11:16

Student Update Form (Page 3)

Name of Medication - Asmol - Reliever (blue)
 Route of Administration - Inhalation (lungs)
 Daily Dose/Frequency/Storage - 4 Separate puffs. The medication is best given one puff at a time via a spacer device. Ask the person to take 4 breaths from the spacer after each puff of medication.
 Duration - As required
 Expiry Date -
 Method of Assistance - Self
 Name of Medication - Pulmicort - Preventer (brown)
 Route of Administration - Inhalation (throat)
 Daily Dose/Frequency/Storage - Daily. Kept in the classroom fridge.
 Duration -
 Expiry Date -
 Method of Assistance - Self
 Name of Medication - Serevent - Symptom Controller (green)
 Route of Administration - Inhalation (throat)
 Daily Dose/Frequency/Storage - Daily - This is used at home. Effects last up to 12 hours.
 Duration -
 Expiry Date -
 Method of Assistance - Requires Assistance

Is specific staff training required to manage health condition/needs? YES

Type of Training -

Authorised Staff to be trained -

Standard Health Care Plans

Asthma

Date Completed 6 DEC 2013

Date Reviewed 6 DEC 2014

Immunisation

Date of last tetanus vaccination -

Vaccination Schedule:

UDI

Stat. Dec. sighted NO

General Notes

Transport to School By Car

Limited School

Writing

Community Service Completed

Release of Info Individual Awa...

Release of Info Career Informa...

Release of Info Exam Answers ...

Exclude from SCSA Reporting

Community Service Hours Acc... 0

Community Service Location

Medical records can display ph...

English Language Competency

Full Fee Paying Students

Gifted and Talented

ASP

Senior School Engagement Pro... NO

Gifted and Talented Online pr... NO

Follow the Dream Student NO

Disability Participant NO

Main Category of Disability

Level of Adjustment Provided

Date of Latest Disability Ratings

Parent Comments

I acknowledge that the above information is correct:

Signed: _____

West Coast District High School

Student Update Form



Mr and Mrs Albert
9 Marmion Drive
PINEY WOODS WA 6999

Dear **Mr and Mrs Albert**

The following information is held on the school's administration system. Please check the information and make any corrections that are necessary on the form. It is important that student records are kept up to date throughout the year. Should there be any change to address, contact, medical or access restriction details please advise the school as soon as possible.

The form should be returned by:

Mr C Best
Principal

Notes :

Parent Please Tick

Corrections Made

☐

No Corrections Necessary

☐

Surname Albert

Gender F

Date of Birth 10 OCT 2001

Age 9 Yrs 7 Mths

Year 4

Form Room 4

First Name(s) Jackie Francis

Home Address

Phone 1

Phone 2

Student Mob.

Fax

Email

albert@iinet.net.au

Preferred Name

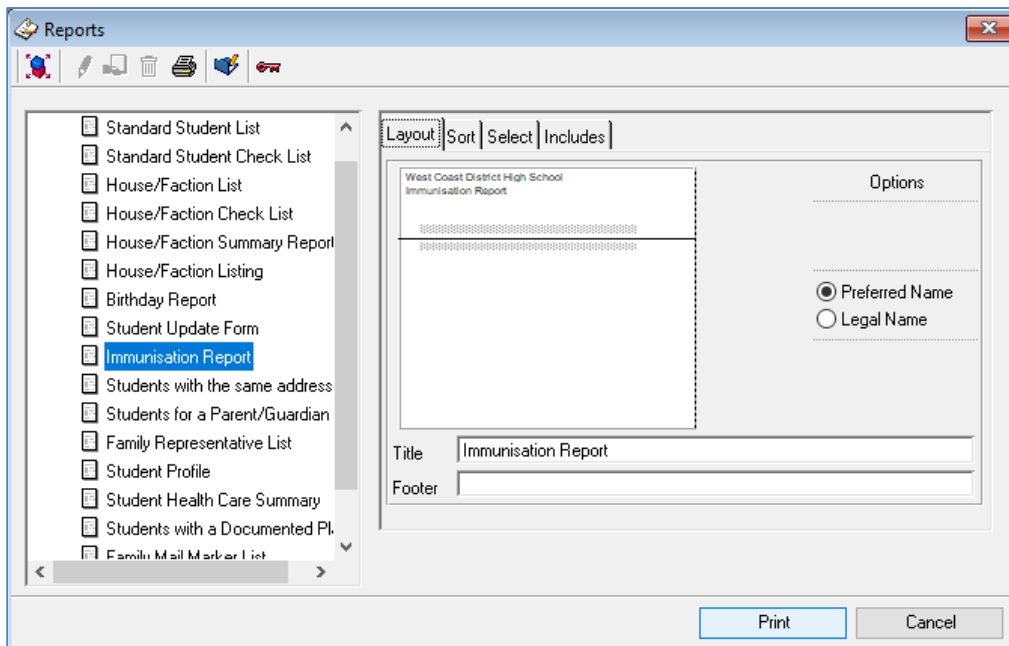
Jackie

Legal Surname

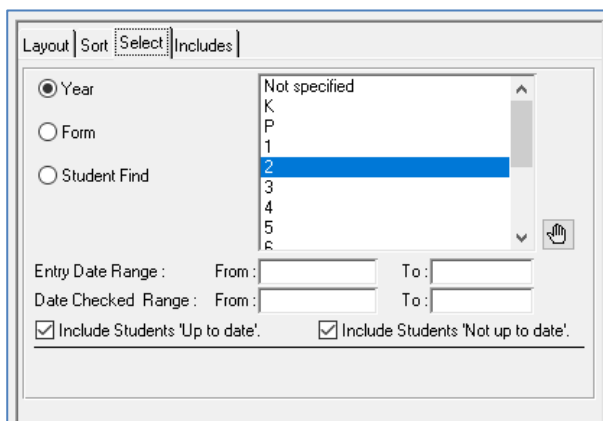
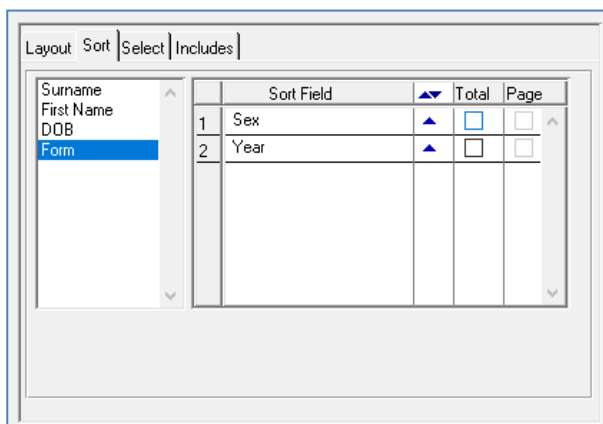
Albert

Note: This sample Student Update Form has been printed with student's home address and contact number hidden.

75 WA Reports: Immunisation Report



Settings used in the following sample report.



Layout | Sort | Select | Includes

Order

☐ Selection Criteria

☐ Student Ref Number

☐ Form Teacher(s)

☐ Totals only

☐ Student Year Group

☐ Student Form

☐ Room

☐ Teacher Name(s)

1 ☒ Student Sex

☐ Student House

☐ Family Rep Flag

2 ☒ Student Date of Birth

☐ Age (in years) at specified date

WA Reports: Immunisation Report

West Coast District High School Immunisation Report



Name	Sex	DOB	Details Provided	Date Checked	Immunisation History Statement	Measles Exclude
Allen, Tamara	F	24/08/2011	YES	07/09/2012	Up to date	NO
Conchi, Cherie Ann	F	07/02/2012	NO		Not up to date	YES
Davies-Slate, Candice	F	18/03/2012	NO		Not up to date	YES
Fava, Krystal	F	01/10/2011	NO		Not up to date	YES
McAlindon, Tanya	F	24/08/2011	YES		Not up to date	YES
Pauley, Candice	F	18/03/2012	YES		Up to date	NO
Schmidt, Hannah	F	18/03/2012	YES		Up to date	NO
Sharp, Sarah	F	07/02/2012	NO		Not up to date	YES
Simpson, Bernadette	F	24/08/2011	YES		Up to date	NO
Thorne, Tina	F	24/08/2011	YES		Up to date	NO
Winter, Annette	F	24/08/2011	YES		Not up to date	YES
Amber, Kyle	M	24/08/2011	YES	10/02/2014	Up to date	NO
De Jong, Sebastian	M	07/02/2012	YES		Not up to date	YES
Dean, Troy	M	01/10/2011	YES		Up to date	NO
Green, Thy	M	18/03/2012	YES		Up to date	NO
Rafferty, Paul	M	24/08/2011	NO			YES
Rogers, Conan	M	18/03/2012	YES		Up to date	NO
Smith, Steven	M	07/02/2012	YES		Up to date	NO

76 WA Reports: Students with the Same Address

Settings used in the following sample report.

Layout | Sort | Select | Includes

West Coast District High School
Students with the same address

Options

☒ Preferred Name
☐ Legal Name

Title: Students with the same address

Footer:

Layout | Sort | Select | Includes

Sort Field	Total	Page
1 Form		

Layout | Sort | Select | Includes

☐ Year
☐ Form
☒ Student Find

Selected Subset 14 entries

New Query

Layout | Sort | Select | Includes

☒ Parent/Guardian
☐ Selection Criteria
☐ Student Ref Number
☐ Form Teacher(s)

Order

1 ☒ Student Year Group
2 ☒ Student Form
3 ☒ Room
Teacher Name(s)
Student Sex
Student House
4 ☒ Family Rep Flag
5 ☒ Student Date of Birth

WA Reports: Students with the Same Address

West Coast District High School

Students with the same address

Students by Find Tool



Becker, Tareq	27 Noonan Street, Piney Woods, WA, 6999, Austr...	9392 3807	5	Room 5	Mr L Wagner	YES	01/05/1993
PG1 Becker, Sheena	Relationship Mother	PR YES	SR NO	PG2 Becker, David	Relationship Father	PR YES	SR NO
Brown, Steven	33 Collins Street, Piney Woods, WA, 6999, Austr...	9395 1891	5	Room 5	Mr L Wagner	YES	27/09/1993
PG1 Throssell, Sandy	Relationship Mother	PR YES	SR YES	PG2 Brown, Barry	Relationship Father	PR YES	SR YES
Baker, Reuben	22 Concraige Road, Piney Woods, WA, 6999, Austr...	9393 1916	6	Room 6	Mr P Payne	YES	30/10/1992
PG1 Pearce, Ann	Relationship Father	PR YES	SR NO	PG2 Baker, Nadine	Relationship Mother	PR YES	SR NO
Students Conchi, Cherie Ann	Year 2	Form Room 2	Teacher Drake	Sex F	PG1 Conchi, Michael	PG2 Conchi, Robyn	
Barbour, Ross	1 Shadbolt Road, Piney Woods, WA, 6999, Australia	9391 8025	6	Room 6	Mr P Payne	YES	30/10/1992
PG1 Richie, Pamela	Relationship Father	PR YES	SR NO	PG2 Barbour, Nadine	Relationship Mother	PR YES	SR NO
Students Kinnane, Bern	Year P	Form K/P	Teacher Maxwell	Sex M	PG1 Kinnane, Fred	PG2 Kinnane, Cynthia	
Born, Tanya	7 Rostrata Place, Piney Woods, WA, 6999, Australia	9395 5093	6	Room 6	Mr P Payne	YES	15/03/1992
PG1 Born, Darlene	Relationship Mother	PR YES	SR NO	PG2 Born, Philip	Relationship Father	PR YES	SR NO
Brokenshire, Pamela	56 Hovia Tce, Piney Woods, WA, 6999	9465 2323	6	Room 6	Mr P Payne	YES	30/10/1992
PG1 Brokenshire, B	Relationship Mother	PR YES	SR YES	PG2 Brokenshire, B	Relationship Father	PR YES	SR YES
Brown, Lana	31 Parramatta Street, Piney Woods, WA, 6999, Au...	9392 9446	7	Room 7	Ms E Everage	YES	12/08/1991

Produced on 10th April 2003 at 10:05

Page 4
WA Reports: Students with the same address

77 WA Reports: Students for a Parent/Guardian

Settings used in the following sample report.

- Use **New Query** to find the required parent(s).

Parent Search - Extended Mode

Select

Surname

ALLEN

First Name

K

Address Line 1

Address Line 2

Town

State

Post Code

Find

Close

- Select and load the query.

Titles

Main Title

Students for a Parent/Guardian

Page Footer

Sort

P/G Surname

First Name

Address Line1

Sort Field

Select

Selected Subset 1 entry

New Query

WA Reports: Student for a Parent/Guardian

West Coast District High School

Students for a Parent/Guardian



Allen, Kelly	39 Drury Place, Piney Woods, WA, 6999		9397 7110	Mob- 040 896 789	PCN- 9397 7110
Students	Relationship	Year	Form	Teacher(s)	SR
Allen, Tamara	Mother	2	Room 2	D Drake	YES
Allen, Penelope	Mother	5	Room 5	L Wagner	YES
Mommer, Stephen	Mother	12	12.3	M Alan	YES

Note: The accuracy of this report is dependent on Parent surname, first name and address line 1 being entered in full.

Produced on 10th April 2003 at 10:23

Page 1

78 WA Reports: Family Representative List

Settings used in the following sample report.

Layout | Sort | Select | Includes

West Coast District High School
Family Representative List

Options

☒ Preferred Name
☐ Legal Name

Title: Family Representative List

Footer:

Layout | Sort | Select | Includes

Surname
First Name
House
Sex
Year

	Sort Field	Total	Page
1	Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Layout | Sort | Select | Includes

☐ Year
☒ Form
☐ Student Find

Not specified
8.1
8.2
8.3
8.4
8.5
9.1
9.2
9.3

Layout | Sort | Select | Includes

☒ Selection Criteria
☐ Student Ref Number
☒ Form Teacher(s)
☒ Totals only

Order
☐ Student Year Group
☐ Student Form
☒ Room
☐ Teacher Name(s)
☐ Student Sex
☐ Student House

WA Reports: Family Representative List

West Coast District High School

Family Representative List

Students for all Forms



10.1 Mr DJ Trainor

22 Student(s) in Form 10.1

10.2 Dr N Swiderski

22 Student(s) in Form 10.2

10.3 Ms T Lorner

21 Student(s) in Form 10.3

11.1 Ms F Hind

21 Student(s) in Form 11.1

11.2 Ms S Corner

21 Student(s) in Form 11.2

11.3 Mr A Guiseppe

22 Student(s) in Form 11.3

12.1 Ms J McLaren

22 Student(s) in Form 12.1

12.2 Mr HJ Barclay

22 Student(s) in Form 12.2

12.3 Ms T Alan

20 Student(s) in Form 12.3

8.1 Mr C Best

27 Student(s) in Form 8.1

8.2 Mr J Brigg

28 Student(s) in Form 8.2

8.3 Ms J Calvin

27 Student(s) in Form 8.3

8.4 Mr L Evans

27 Student(s) in Form 8.4

8.5 Mr W Davids

27 Student(s) in Form 8.5

9.1 Ms A Greaves

23 Student(s) in Form 9.1

9.2 Ms K Holter

23 Student(s) in Form 9.2

9.3 Mr N Creed

23 Student(s) in Form 9.3

K/P Mrs S Maxwell

19 Student(s) in Form K/P

Room 1 Mr G Kenny

8 Student(s) in Form Room 1

Room 2 Mr D Drake

13 Student(s) in Form Room 2

Room 3 Mr B Pitt

9 Student(s) in Form Room 3

Room 4 Mr T Jones

10 Student(s) in Form Room 4

Room 5 Mr L Wagner

Produced on 10th April 2003 at 10:28

Page 1
WA Reports. Family Representative List

79 WA Reports: Student Profile Report

Settings used in the following Report

Student Selection | 13 Behaviour Type(s) / 13 Action(s) | Attendance | Activity Type

Options

- ☒ Page per student
- ☒ Display All
- ☐ Behaviour
- ☐ Attendance
- ☐ Student Activities

Select

Selected Subset 1 e...

Date Range from: 2 FEB 2011 to: 2 MAY 2011

Student Selection | 13 Behaviour Type(s) / 13 Action(s) | Attendance | Activity Type

☒ Show Behaviour Details

Behaviour Type	Action
<input checked="" type="checkbox"/> + Merit or good behaviour award (often via	<input checked="" type="checkbox"/> Not specified (+)
<input checked="" type="checkbox"/> + Positive behaviour - other	<input checked="" type="checkbox"/> School Award
<input checked="" type="checkbox"/> + Significant positive behaviour or major av	<input type="checkbox"/> Counselling
<input checked="" type="checkbox"/> - Illegal substance offence	<input type="checkbox"/> Detention
<input checked="" type="checkbox"/> - Negative behaviour - other	<input checked="" type="checkbox"/> Individual Behaviour P
<input checked="" type="checkbox"/> - Physical assault or intimidation of other st	<input checked="" type="checkbox"/> Intention to suspend
<input checked="" type="checkbox"/> - Physical assault or intimidation of staff	<input checked="" type="checkbox"/> Loss of privilege
<input checked="" type="checkbox"/> - Substance misuse	<input checked="" type="checkbox"/> Not specified (-)
<input checked="" type="checkbox"/> - Verbal abuse or harassment of staff	<input checked="" type="checkbox"/> Other
<input checked="" type="checkbox"/> - Verbal abuse or harassment of students	<input checked="" type="checkbox"/> Reprimand
<input checked="" type="checkbox"/> - Violation of school Code of Conduct, beh	<input checked="" type="checkbox"/> Suspended
<input checked="" type="checkbox"/> - Wilful offence against property	<input checked="" type="checkbox"/> Withdrawal
<input checked="" type="checkbox"/> = Neutral behaviour	<input checked="" type="checkbox"/> Not specified (=)

Student Selection | 13 Behaviour Type(s) / 13 Action(s) | Attendance | Activity Type

Options

☒ Show Attendance Details

1 or more half day absences

Codes

- All Lesson Absences
- Unresolved Absences
- Unauthorised Absence
- Authorised Absences
- Approved Absences
- Lates
- U
- X
- T

Student Selection | 13 Behaviour Type(s) / 13 Action(s) | Attendance | Activity Type

☒ Show Activities

Activity Type

- All
- Awards
- Endorsed Program
- Fighting
- Good Work - sent to office
- Letter Sent
- Merit Certificates
- Misbehaviour
- Not specified
- Verbal Abuse

☒ Show Activity Details

Completion Status

Both

West Coast District High School

Student Profile

Date Range: 2 FEB 2011 to: 2 MAY 2011

Bandy, Tamara 8/08.1



Behaviour Details

Filter: Behaviour Type - All / Actions - Leadership Program, Not specified (+), School Award, Detention, Individual Behaviour Plan, Intention to suspend, Loss of privilege, Not specified (-), Other, Reprimand, Suspended, Withdrawal, Not specified (=)

Date	Type / Sub-Type	Location	Reported By	Action (-, + or =)	Behaviour Details	Action Details
22 FEB 2011	N7	Not specified	Ms Jennifer Calvin	Reprimand (-)	Tamara and Alecia were caught smoking before school near the bike racks.	Students sent to student services. Given the Quit Smoking Information pack and parents notified. Tamara has been referred to the school Chaplain to discuss her current attitude to school.
17 FEB 2011	N6	Not specified	Mr Mark Alan	Detention (-)	Four girls were disruptive for the relief teacher in Health Education class. They were not following instructions and at one point left the classroom without permission and sat outside.	Students will attend detention at lunch time for the next two days
4 FEB 2011	N6	Not specified	Mr Mark Alan	Not specified (-)	Tamara has been found to be Truanting from school for the first three days of this year.	A meeting has been scheduled with Tamara's parents for 10th February to discuss her Truanting.

Attendance Details

Filter: All Lesson Absences, 1 or more half days absences

Half Days	Unauthorised				Authorised							Total Half Days	Approved Ed. Activity				Late
	U	X	T	Total	R	Z	C	N	V	F	Total		E	W	M	Total	
108	12	0	6	18	0	0	0	0	0	0	0	18	0	0	0	0	0

Activities

Filter: All Activity Types, Completion Status: Both

West Coast District High School

Student Profile

Date Range: 2 FEB 2011 to: 2 MAY 2011

Bandy, Tamara 8/08.1



Activity Type: Not specified

Activity Description:

Parent Contact
4 FEB 2011

Review Date:

Completed

NO

Activity Details: Tamara's mum rang the school after it was discovered she has been Truanting. A meeting has been set up for the 10th of Feb at 3:30 p.m.

Activity Type: Letter Sent

Activity Description:

c:\KEYS\INTEGRIS\MMTPL\LETTERS\FORM 1 STUDENT HEALTH CARE SUMMARY1 revised Sept 201007_12_10 092124.doc
2 FEB 2011

Review Date: 1 FEB 2012

Completed

NO

80 WA Reports: Student Health Care Summary

The screenshot shows a software window titled "Reports". On the left, a list of reports is shown under the "WA Reports" category. The "Student Health Care Summary" report is selected. On the right, the "Titles" section has a "Main Title" field filled with "Student Health Care Summary" and an empty "Page Footer" field. Below this is a "Select" dropdown menu and a "New Query" button. At the bottom right, there are "Print" and "Cancel" buttons.

This is the report format of the Student Health Care Summary (Form 1)

FORM 1 - STUDENT HEALTH CARE SUMMARY

SECTION A

School: West Coast District High Year: 4 Form: Room 4 Teacher: Ms J Garden
 Student's Name: Jackie Albert Date of Birth: 7 OCT 2005
 Address: 9 Marmion Drive, PINEY WOODS, WA, 6999 Gender: Female

FAMILY CONTACT DETAIL

Name: Rita Albert
 Relationship to student: Mother
 Address: 9 Marmion Drive, PINEY WOODS, WA, 6999

Telephone: (W) 9325 3996
 (H) 9396 7008
 (M)

Name: Paul Albert
 Relationship to student: Father

Address: 9 Marmion Drive, PINEY WOODS, WA, 6999

Telephone: (W) 9221 4857
 (H) 9396 7008
 (M)

MEDICAL DETAILS

Medical Practice: Carepoint Medical Centre Telephone: 9226 7845
 Doctor 1: Dr Pi Peng Telephone:
 Doctor 2:
 Dental Practice:
 Name of Dentist: Telephone:

I give permission for the school to seek medical/dental attention for my child as required.
 Yes ☐ No ☐

Do you have ambulance insurance? Yes ☒ No ☐ Insurance Provider:
 If there is a medical emergency, parents/carers HBF
 are expected to meet the cost of an ambulance.

List any essential information that could affect your child in an emergency e.g. allergy to penicillin.

Health care card: Yes ☒ No ☐ Expiry Date: 27 NOV 2015
 Card Number: 234 - 567 - 8900

Medicare No. (if required - for children requiring regular emergency care):
 Card Number: 45621632104 Expiry Date: 08/2016

ADMINISTRATION OF MEDICATION

Written authorisation must be provided for staff to administer any form of medication at school.

Long term medication - Complete the Medication section of the relevant health care plan - see below.

Short term medication - Request an Administration of Medication form to complete and return to the principal or class teacher.

Note: All medication required must be supplied by parents/carers

INFORMED CONSENT

Your child's health care information will be shared with staff on a "need to know" basis unless otherwise stated.

Do you give permission for the school to share your child's health care information? Yes ☐ No ☐

Note: If your child is enrolled in a TAFE, PEAC or an alternative education program, this includes the transfer of their health care information to the principal or manager of that program.

If no, and the information is to be restricted, who can be informed of your child's health care information? _____

Does your child have one or more health condition(s) that will **require support** from school staff?

No ☐ - sign below and return Section A of this form to the school office. If your child's requirements change, please notify the school.

Signature: _____ Date: _____

Yes ☐ - complete the remainder of this form and return to the school office. You will be given additional forms to complete.

List your child's health condition(s): _____

SECTION B - IN THE FOLLOWING TABLE, PLEASE INDICATE YOUR CHILD'S CONDITION(S) WHICH REQUIRE THE SUPPORT OF SCHOOL STAFF

(In response to the information below, you will be given further forms for specific health conditions to complete)

Health Conditions	Tick health condition	Will school staff require specific training to support your child?
Severe Allergy/Anaphylaxis	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Minor & Moderate Allergies	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Diabetes	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Seizures	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Asthma	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Activities Of Daily Living	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Other Conditions or Needs (Please specify)	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

Has your child's Medical Practitioner provided a health care plan to assist the school to manage the condition?

YES ☐ NO ☐

If yes, advise the Principal

If you have ticked "Yes" for specific staff training, please discuss the type of training needed with the Principal.

Form 1, Page 1 of 2

Name: Jackie Albert

Date of Birth: 7 OCT 2005

School: West Coast District High

SECTION C: CONSENT FOR PHOTO IDENTIFICATION ON YOUR CHILD'S HEALTH CARE PLAN

If your child has a condition where an emergency may occur, please indicate whether you give consent for staff to place your child's medical details and photo on view to provide immediate identification.

I give permission for my child's "medical details and photo" to be on view for staff.

Yes ☐ No ☐

If yes, please attach photo to the relevant health care plan(s).

SECTION D: MEDIC ALERT INFORMATION

Does your child have a Medic Alert bracelet or pendant? Yes ☐ No ☒

If yes, provide details: _____

Signature: _____

Parent/Carer Signature: _____ Date: _____

Parent/Carer Name: _____

ON COMPLETION OF THIS FORM, PLEASE REQUEST AND COMPLETE THE RELEVANT HEALTH CARE PLANS

Note: Where appropriate students should be encouraged to participate in their health care planning.

Office Use Only

Does the child have an allergy that needs to be flagged on SIS? Yes ☐ No ☐ Date: _____

Have relevant health care plans been issued to the parent? Yes ☐ No ☐ Date: _____

Has the Principal been informed if:

▪ specific training is required to support the student? Yes ☐ No ☐

▪ the student's health care information is to be restricted? Yes ☐ No ☐

Date *Student Health Care Summary* was completed and uploaded on SIS: / /

81 WA Reports: Students with a Documented Plan

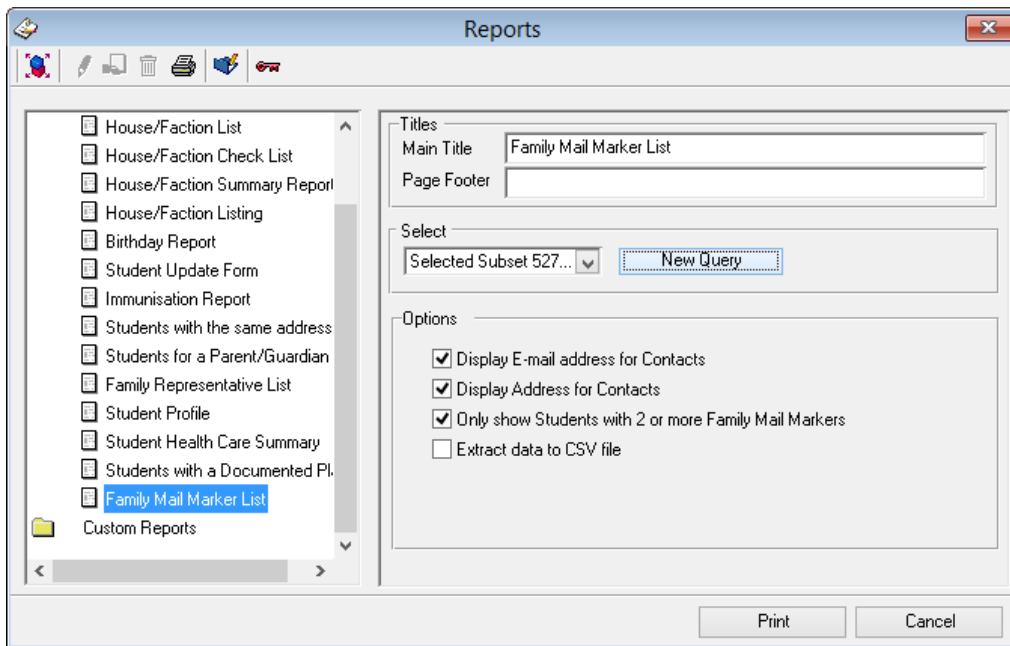
The screenshot shows the 'Reports' window with the following details:

- Titles:**
 - Main Title: Students with a Documented Plan
 - Page Footer: (empty)
- Include:**
 - ☒ All Students with a Documented Plan
 - ☐ Students with a Document Plan matching the selected dates
 - ☐ All Students in Care of DCP
- Date Selection:**
 - Documented Plan completion and forwarded to DCP Date: From [] To []
 - Documented Plan Review Date: From [] To []

This report allows schools to print out details of those students who are in Care of the Department of Child Protection DCP

West Coast District High School					
Students with a Documented Plan					
Surname	First Name	Year	Form	DP completion and forwarded to DCP Date	DP Review Date
Albert	Jackie	4	Room 4	2 DEC 2011	20 JUL 2012
Alkitik	Adam	9	09.1	2 NOV 2011	2 JUN 2012
Allen	Penselope	5	Room 5	6 JUN 2011	1 JUN 2012

82 WA Reports: Family Mail Marker List



Settings used in the sample report.

This Report will display all contacts for a student that are marked as a Family Mail Marker. An option to extract the data to a CSV file is also available.

West Coast District High School

Family Mail Marker List

Student Details

Family Mail Marker Details

Surname	First Name	Year	Form	First Name	Surname	Relationship	E-mail	AddL1	AddL2	Suburb	State	PCODE
Baker	Reuben	6	Room 6		Baker	Mother		22 Concraige Road		PINEY WOODS	WA	6999
					Pearce	Father		22 Cardinal Gardens		PERTH	WA	6000
Baverstock	Helen	7	07.1	Hazel	Baverstock	Mother		12 St. Etienne Gardens		WEST PERTH	WA	6008
				Ron	Baverstock	Father		9 Avon Cres		MIDLAND	WA	6156
Brabazon	Amy	8	08.2		Brabazon	Father		19 Torcross Street		LEEDERVILLE	WA	6010
					Brabazon	Mother		6 Brecon Way		PINEY WOODS	WA	6999
Brown	Lana	7	07.1	Chris	Brown	Father		31 Parramatta Street		PINEY WOODS	WA	6999
				Robyn	Em	Mother		10 Armistice Way		WEST PERTH	WA	6008
Brown	Steven	5	Room 5	Sandy	Throssell	Mother		33 Collins Street		PINEY WOODS	WA	6999
				Barry	Brown	Father	bbrown@miinet.net.au	15 The Avenue		SUBIACO	WA	6008
Busuttil	Sacha	9	09.3	Leone	Parker	Mother		175 Currie Street		DALKEITH	WA	6012
				Gizela	Busuttil	Aunt		200 Currie Street		DALKEITH	WA	6012
Guthrie	Sean	11	11.2	Dave	Guthrie	Father		10 Kiwa Place		WEST	WA	6011
				Denise	Guthrie	Mother		10 Kiwa Place		LEEDERVILLE	WA	6011
Hayley	Martyn	3	Room 3	Janet	Hayley	Mother		11 Charsley Tapper		PINEY WOODS	WA	6999
				Sarah	Jackson	Guardian		13 Wonder Way		PINEY WOODS	WA	6999
James	Kendell	7	07.1	Tina	Kendell	Mother		25 Greeny Way		PINEY WOODS	WA	6999
				Roger	Kendell	Father		45 Porky Close		PINEY WOODS	WA	6999
Kafer	Brad	9	09.3	Melissa	Kafer	Mother		17 La Rochelle Ramble		SUBIACO	WA	6009
				Daniel	Kafer	Father		24 Raymond Street		YOKINE	WA	6060
Koehler	Bronson	7	07.1	Della	Koehler	Mother	Koehler@spacenet.net.au	18 Mauldon Road		PINEY WOODS	WA	6999
				Walter	Koehler	Father	WKoehler@fishnet.net.au	14 Grogan Court		FRENCH'S COVE	NSW	3999
Laurensch	Robert	P	K/P		Laurensch	Mother		9 Guy Street		PINEY WOODS	WA	6999
				Carl	Porteral	Father		1 Orania Mews		WEST	WA	6011
										LEEDERVILLE		
Lim	Bunthy	P	K/P	Anne	Lim	Mother		5 Tansor Drive		PINEY WOODS	WA	6999
				Harry	Brabazon	Father		19 Torcross Street		LEEDERVILLE	WA	6010
Loxton	Katherine	6	Room 6	Sigourney	Loxton	Mother		16 Dulwich Court		PINEY WOODS	WA	6999
				Gary	Silva	Father		16 St Tropez Court		FREMANTLE	WA	6247
Master	Lewis	9	09.2	Anthony	Master	Father		4 Tucama Court		CLAREMONT	WA	6014

Produced on 13th January 2015 at 09:06

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CSV Data Extract Sample

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Surname	FirstName	Year	Form	FFMFirstN	FMMSurname1	FMMRelation1	FMMEMail1	FMMAddL1	FMMAddL2	FMMSuburb1	FMMState1	FMMPCode1	FMMFirstName2	FMMSurname2
1	Brabazon	Amy	8	8.2	Brabazon	Father			19 Torcross Street		LEEDERVILLE	WA	6010		Brabazon
2	Price	Bernard	8	8.4	Martyn	Price	Father		48 Montebourg Meander		DALKEITH	WA	6012	Jo	Price
3	Scholar	Imogen	8	8.2	Tristan	Scholar	Father		20 Monkon Way		SUBIACO	WA	6009	Isolde	Scholar
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