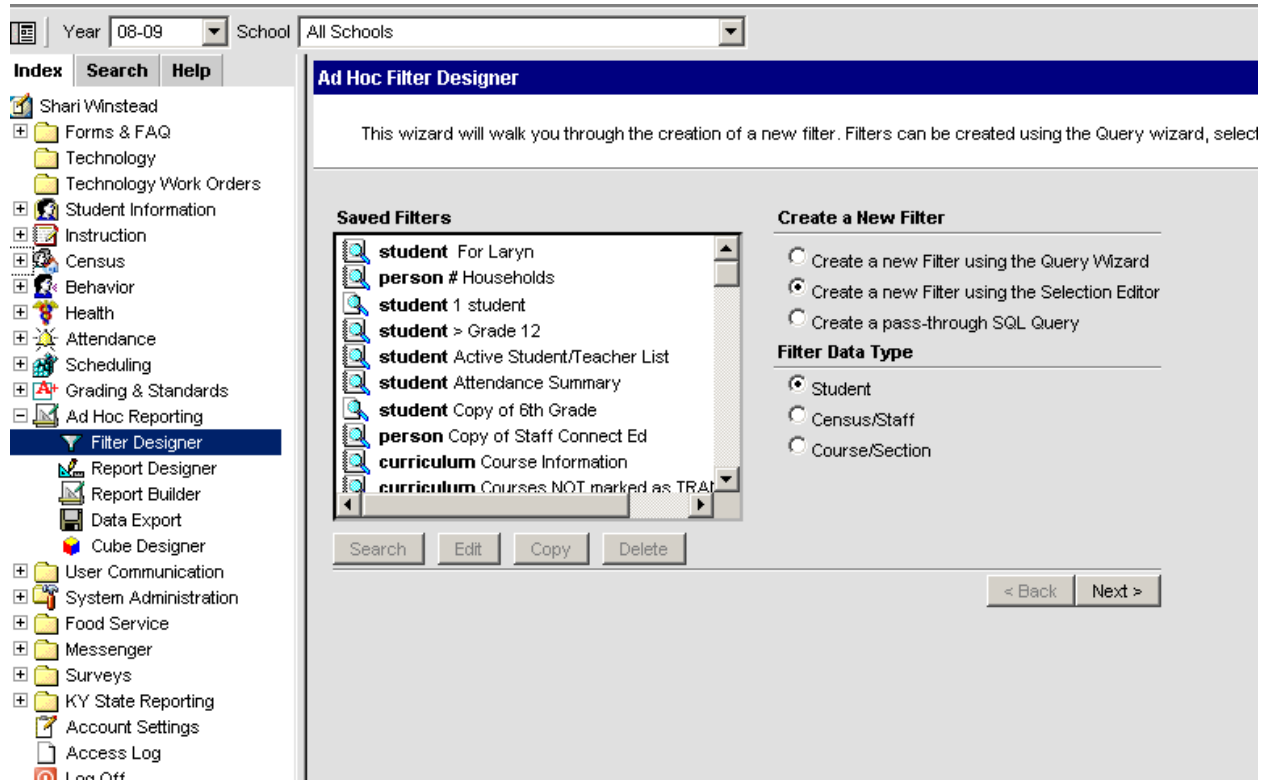


Creating a 1 Student Filter to use for Census Verification

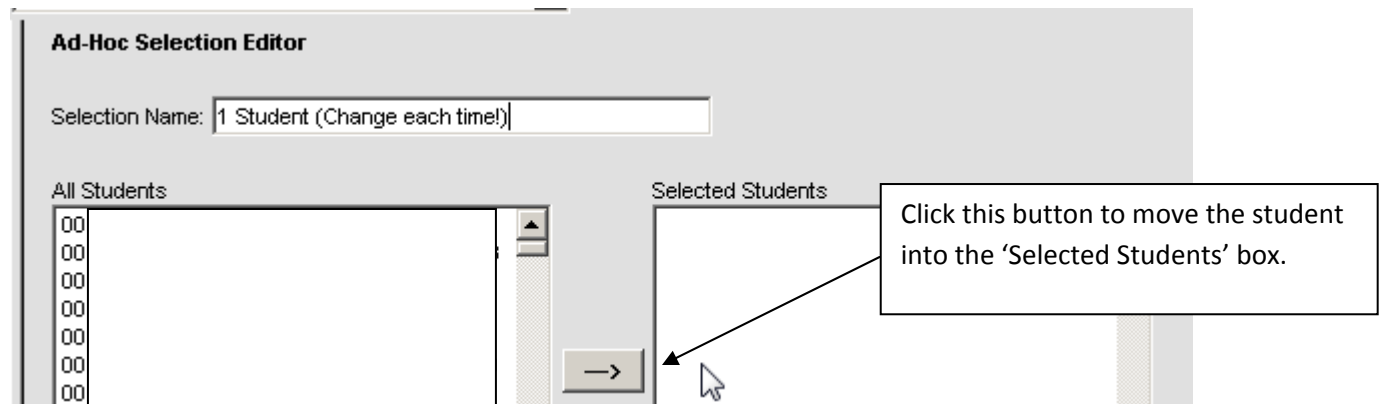
Rather than ask the parent to fill out an entire household form, you may instead choose to print a Census Verification Report.

Currently the print options are for all students, by grade, or by ad hoc filter. For one student, you will need to create an ad hoc filter.

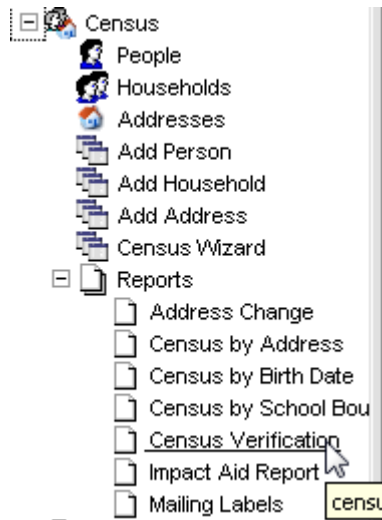
Expand Ad Hoc Reporting. Select Filter Designer and create a new filter using the SELECTION EDITOR for a student. Click NEXT.



Name the filter "1 Student (Change each time!)" and click on the name of the applicable student.



Now run the Census Verification Report found at Census > Reports > Census Verification.



Select the filter and generate the report.

Census Verification Report

This report will batch print student's census verification data. Page breaks are inserted automatically for each student. This is a very complex report, so try to limit the number of students run per batch.

Which students would you like to include in the report?

Grade

Ad Hoc Filter

Would you like to print active students only?

Active Students

Would you like to print secondary households?