How to Print Field Trip Report

We have created a "Quick Report".

**Hint for Secondary Teachers– First use your filter to select the appropriate class (the report will print for all students displaying on your screen).

Go to the **Student Top Tab** > **Reports** > **Quick Report** > Select **Saved Reports** and choose **Field Trip Report**. Click **Finish**.

This will give you a report with the student's name, care card #, and their first two contacts information.

Field Trip Report
1/9/2017

Name	Care Card	HomePhone	1st Contact > Name	1st Contact > Relationship	1st Contact > CellPhone	1st Contact > WorkPhone	2nd Contact > Name	2nd Contact > Relationship	2nd Contact > CellPhone	2nd Contact > WorkPhone