

## 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).

s	My Info	Student	Attendance	Gradebook	Planner	Assessment	PD	Тос	ls		
Student I	tudent List										
Details	ails Options▼ Reports▼ Help ▼ Search on Name										
Contacts		Manage Filters							8 selected		
Attendance		School > II	D Pupil# U	sualLast Stude	ents in My Hor ents in My Clas	nerooms sses	oom Ho	meLang	E		
Conduct				Desig	gnated Studen	ts - Classes	En	ilish	21		
Academics				Desig	gnated Student se-Section=?	ts - Homerooms	Eng	lish	10		
Transcript				My G	Froups		Enį	jlish	10		

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

		Source	Source			
		New report Saved report				
		< 1:Active with Designation				
Stude	nt Attendance Gradebo					
				Name		
		0	Active with Designation			
ons 🔻	Reports V Help V Sea		Checklist			
			$\odot$	Class Lists With ELL, IEP, NA		
	BC Homeroom List w. Desig		0	Demographic Report for Nurses		
Schoo	BC Student Information with Ph		$\odot$	Family Courier Elementary		
	Report Cards - Interim IB MYP		•	Field Trip Information Division 1		
	Report Cards		۲	Field Trip Report		
	Quick Chart		0	LS Report by Grade and Code		
	Quick Report		$\odot$	medical alerts		
	My Job Queue		0	next year grade 8s Addresses		

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

	1/9/2017													
Name	Care Card	HomePhone	1st Contact > Name	1st Contact	1st Contact > CellPhone	1st Contact > WorkPhone	2nd Contact > Name	2nd Contact > Relationship	2nd Contact > CellPhone	2nd Contact > WorkPhone				
				Relationship	CellFilone	WORKFHORE		Relationship	CellFilone	WORKFHORE				

Field Trip Report