

School Pathways SIS

Mailing Labels

Go to Administration>Reports>Create-a-Report

Click on the Show Pre-built Reports box.

Scroll down to find the pre-built report in the drop down field called "**Addresses for currently enrolled students**" and **LOAD** it.

DESERT SANDS
CHARTER HIGH SCHOOL

A NEW WAY OF LEARNING

Home | Site Home | Administration | Learning Center | My Pages | Staff Info | Parents | Help | Logout | Closed

▶ Create A Report

Create-A-Report

Create-A-Report allows you to query and export information from SchoolPathways SIS.

Begin by creating or loading a previously saved report below. You can also access pre-built reports designed by School Pathways by checking Show Pre-built Reports.

Looking for Test Scores?
Check out the new Test Score Center by going into Administration->Test Module->Test Score Center, or by [clicking here](#).
If you encounter an Access Denied message, please logout and log back in.

Load a report by selecting from the list below:

(Pre-Built) Addresses of currently enrolled students [v] [Load] [Delete]

[Link For Export]

Show Pre-built Reports

To create a new report, select a starting table:

Course Categories [v] [Select]

Click on the underlined word **Enrollments**

Create-A-Report

The report is now ready to be displayed or downloaded.

You can also edit the report by clicking on any of the links available under Report Summary, or set additional options by clicking Options, and save the report for future use by clicking Save Report

Save Report

Report Summary

Options

[x] Students -- Primary Table:

Address Street 1 [\(any\)](#)
Birthdate [is a date earlier than](#)
City [\(any\)](#)
First Name [\(any\)](#)
Gender [\(any\)](#)
Last Name [\(any\)](#)
Local ID [\(any\)](#)
State [\(any\)](#)
State Student ID [\(any\)](#)
Zip [\(any\)](#)
[\[+\] Link additional tables related to Students](#)

[x] Enrollments [\(linked to Local ID of Students\)](#):

Finish Date [is a date that is current](#)
Grade [\(any\)](#)
[\[+\] Link additional tables related to Enrollments](#)

Start Over

Printing Labels:

Custom Labels

Students

Display Results

Download Results as .CSV

Choose the **Learning Center Name**. Click **OK**

Create-A-Report

From Enrollments, choose the fields to export:

- Attendance Type
- CSIS Exit Code
- Educational Program
- Enrollment Exit Reason
- Finish Date
- Grade
- Graduation Requirement
- Learning Center Name
- School Track
- Start Date
- Student Local ID

Check All

Ok

Report Summary

[x] Students -- Primary Table:

Address Street 1 [\(any\)](#)
Birthdate [is a date earlier than](#)
City [\(any\)](#)
First Name [\(any\)](#)
Gender [\(any\)](#)
Last Name [\(any\)](#)
Local ID [\(any\)](#)
State [\(any\)](#)
State Student ID [\(any\)](#)
Zip [\(any\)](#)

Type in **Lancaster** and then change from Yes to **No**.

Click **DONE**.

Create-A-Report

Enter any restrictions for the fields chosen from Enrollments
(Leave fields blank if you do not wish to restrict them)

Field	Restriction	Allow blanks for this field?
Finish Date	is a date that is current	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Grade	is within [] and []	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Learning Center Name	includes the text <input type="text" value="Lancaster"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

* Include records from that have no matching records in Enrollments? Yes No

Select a table related to Enrollments:

(Click Done if finished)

Report Summary

[x] [Students](#) -- Primary Table:
 Address Street 1 [\(any\)](#)
 Birthdate [is a date earlier than](#)
 City [\(any\)](#)
 First Name [\(any\)](#)
 Gender [\(any\)](#)
 Last Name [\(any\)](#)
 Local ID [\(any\)](#)
 State [\(any\)](#)
 State Student ID [\(any\)](#)
 Zip [\(any\)](#)
 [+] Link additional tables related to Students

Click the **Download Results as .CSV** (excel spreadsheet) to get a view of how many students you have in this report.

Create-A-Report

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Report Summary

[x] [Students](#) -- Primary Table:
 Address Street 1 [\(any\)](#)
 Birthdate [is a date earlier than](#)
 City [\(any\)](#)
 First Name [\(any\)](#)
 Gender [\(any\)](#)
 Last Name [\(any\)](#)
 Local ID [\(any\)](#)
 State [\(any\)](#)
 State Student ID [\(any\)](#)
 Zip [\(any\)](#)
 [+] Link additional tables related to Students

[x] [Enrollments](#) (linked to Local ID of Students):
 Finish Date [is a date that is current](#)
 Grade [\(any\)](#)
 Learning Center Name [includes the text "Lancaster" - blank entries in this field not allowed](#)
 [+] Link additional tables related to Enrollments

To make mailing labels for these students, click on the **STUDENTS** button at the bottom of the page.

Create-A-Report

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Save Report

Report Summary

Options

[x] Students -- Primary Table:

Address Street 1 [\(any\)](#)
Birthdate [is a date earlier than](#)
City [\(any\)](#)
First Name [\(any\)](#)
Gender [\(any\)](#)
Last Name [\(any\)](#)
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[+] Link additional tables related to Enrollments

Start Over

Printing Labels:

Custom Labels

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Display Results

Download Results as .CSV

You can choose to add a header to each label such as **"To the parents/guardians of:"** then click **Print Labels**.

Create-A-Report

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Save Report

Report Summary

[x] Students -- Primary Table:

Address Street 1 [\(any\)](#)
Birthdate [is a date earlier than](#)
City [\(any\)](#)
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Last Name [\(any\)](#)
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[+] Link additional tables related to Students

[x] Enrollments (linked to Local ID of Students):

Finish Date [is a date that is current](#)
Grade [\(any\)](#)
Learning Center Name [includes the text "Lancaster" - blank entries in this field not allowed](#)
[+] Link additional tables related to Enrollments

Labels

You are about to print out labels for the table: **Students**. If you would like to precede the label addresses with a line such as "To the Parents/Guardians of:", then please enter that text here:

Prepend Label Text:

Back

Print Labels