

Using the Templates

Everything you need to use these templates is included on the Win School Report Manager Templates CD:

- a copy of every template
- a readme file on installing the templates into Win School
- a PDF copy of this document

Student Demographics

The information in all reports is listed alphabetically by student name.

File Name	Template Name	Description	Constraints
100.rmn	Student Demographics by School	Lists student name, number, homeroom, gender, birthdate, age, ethnic category, address, and phone number.	None.
101.rmn	Student Contact Demographics by School	Lists student name, number, the first contact's name, address, home and work phone numbers.	None.
102.rmn	Student Contact Profiles by School	Lists the name, address, relationship to student, and home and work phone numbers for the first to fourth contacts and the first and second emergency contacts. Shows three students per page.	None.
103.rmn	Student Program Demographics by School	Lists student name, number, birthdate, homeroom, grade, phone number, normal program, and special program information.	None.
104.rmn	Student Birthdate by Homeroom	Lists student name, number, grade, and birthdate by homeroom.	None.
105.rmn	Student Phone and Address List by School	Lists student name, number, gender, grade, address, and phone number of all students.	None.
106.rmn	Student Phone and Address List by Class	Lists by class: student name, number, gender, grade, address, and phone number.	None.
107.rmn	Student Directory	Lists student name, birthdate, grade, homeroom, address, phone number, first and second contact names.	None.
108.rmn	Student Health Information by School	Lists student name, birthdate, doctor name and phone number, any disabilities or medical alerts, if a student can be treated, and if a doctor or ambulance can be called.	On the Student tab, disability or medical alert is not equal to blank.

109.rmn	Student Health Information by Homeroom	Lists by homeroom: student name, birthdate, doctor's name and phone number, disabilities or medical alerts, if a student can be treated, and if a doctor/ambulance can be called.	On the Student tab, disability or medical alert is not equal to blank.
110.rmn	Student Medical Conditions - Phone List	Lists the student name, student number, grade, homeroom, phone number, the doctor's name and phone number, and the medical alert for every student with a medical condition.	On Student tab, medical alert is not equal to blank.
111.rmn	Immunization Verification Report	Lists the name, birthdate, and immunization record of every student in the school.	None.
112.rmn	Suspected Withdrawal Report	Lists the name, student number, grade, enrolment date, withdrawal date, and withdrawal code for every student for a specified date range.	On General tab, minimum count for statistics codes equals 1. Multi-item status code equals Left.
113.rmn	Entry/Withdrawal Date and Status Report	Lists the student name, student number, long and short entry/withdrawal code, and date of the entry/withdrawal for every student in the school.	On General tab, minimum count for statistics codes equals 1. Multi-item status code does not equal Enrolled.
114.rmn	Student Locker Number and Combinations by School	Lists the student name, student number, locker number, and locker combinations for every student in the school.	Student locker combinations does not equal blank OR locker number does not equal blank.
115.rmn	Student Locker Number and Combinations by Homeroom	Lists the student name, student number, locker number, and locker combination by homeroom.	Student locker combinations does not equal blank OR locker number does not equal blank.

Attendance

The information in all reports is listed alphabetically by student name.

File Name	Template Name	Description	Constraints
200.rmn	Tally of Absences	Lists the student name, student number, grade, phone number, and space for notes for all students in the school.	None.
201.rmn	Daily Absent/Tardy Circulation List	Lists, by date, the student name, student number, grade, gender, homeroom, and daily attendance long code.	On Student tab, assigned daily attendance long code should be equal to the value you want.
202.rmn	Attendance List for 2 Weeks	Lists the student name, student number, and two sets of MTWTF columns according to a starting date determined by the user.	None.

203.rmn	Weekly Attendance List	Lists by teacher: the student name, student number, starting date, homeroom, and one MTWTF columns with attendance codes.	None.
204.rmn	Attendance Checklist	Lists by teacher name and room number: the student name.	None.
205.rmn	Daily Attendance Exceptions	Lists student name, student number, grade, gender, homeroom, course, excused, unexcused, and total absent and tardy data.	On General tab, attendance minimum count equals 1. On Classes tab, bin absent greater than or equal to 5 OR bin late greater than or equal to 5.
206.rmn	List of Students Present by Date	Lists by date: student name, student number, grade, gender, and homeroom.	On General tab, attendance minimum count equals 1. On Student tab, assigned attendance daily code equals Present.
207.rmn	Daily Attendance Profile	Lists by date: student name, student number, grade, attendance code, and comments.	On General tab, attendance minimum count equals 1. Student Assigned Attendance code is not equal to present OR is not blank.

Grade Reporting

The information in all reports is listed alphabetically by student name.

File Name	Template Name	Description	Constraints
300.rmn	Grade Verification Report (Bin 1)	Lists student name, letter grade, percentage grade, comment codes, and absence occurrences by course and teacher name. Uses information from Bin 1 for the first quarter.	None.
301.rmn	Grade Verification Sheet	Lists by class: the student name, student number, and three marking periods which list percentage grades, comments, and absent values for each course name and section, homeroom, and semester.	None.
302.rmn	Progress Report	Lists course name, teacher name, letter grade, comment codes, final grade, and credits. Prints one page for each student.	None.
303.rmn	Mid-Quarter Progress Report	Lists course, teacher name, letter grade to date, class conduct code, and teacher comments. Prints one page per student.	None.
304.rmn	Report Card	Lists course name/section, teacher name, letter grade, percentage grade, GPA, credits earned, and comments. Prints one student per page.	None.

305.rmn	First Quarter Report Card	Lists course name, number/section, teacher name, period, semester, mid term mark, end term mark, final mark, and comments. Prints one student per page. Marks are from bin # 1, 4 and 5. Comments are from bin #1.	None.
306.rmn	Full Year Report Card	Lists period, course, teacher name, and grade, effort and comment codes, and attendance data for the entire school year. Lists one student per page.	None.
307.rmn	Report Card 4 Bins	Lists subject, teacher name, current and year-to-date class absences, letter grades per quarter, letter grades for mid-term, final exam, regents exam, final average letter grade and units earned Lists two report cards per page.	None.
308.rmn	Honor Roll Certificate	A certificate from principal to a student showing student's high GPA in the particular grade.	None.

Roster Lists

The information in all reports is listed alphabetically by student name.

File Name	Template Name	Description	Constraints
400.rmn	Class Roster	Lists student names. Set a week range before running this report.	None.
401.rmn	Class Roster	Lists by class and section: teacher name and student names in a five-column format. Set a week range before running this report.	None.
402.rmn	Class Roster	Lists class and section: teacher name and student names in a ten-column format. Set a week range before running this report.	None.
403.rmn	Class Roster	Lists by class and section: teacher name and student names in a 15-column. Set a week range before running this report.	None.

404.rmn	Class Roster	Lists by class and section: teacher name and student names in a 30-column format. Set a week range before running this report.	None.
405.rmn	Monday To Friday Class Roster	Lists student names and total number of students in the class in a Monday to Friday format by teacher, class, and section. Set a week range before running this report.	None.
406.rmn	Class Roster - Student Phone List	Lists student names and phone numbers by course name, section, and teacher name.	None.
407.rmn	Social Security Number by School	Lists the student name, student number, grade, and social security number for all students in the school.	None.
408.rmn	Missing Social Security Number by School	Lists the student name, student number, grade, and a blank space for the social security number for all students in the school.	On Student tab, social security number-student is equal to blank.
409.rmn	Bus Roster	Lists by bus number: the student name, student number, homeroom, grade, address, phone number, and first contact's name for all students who take the bus.	On Student Groups tab, groups description is equal to bus number.

Student Schedule

The information in all reports is listed alphabetically by student name.

File Name	Template Name	Description	Constraints
500.rmn	Students' Schedules	For internal use. Lists student name, student number, terms, class, teacher name, and room number for all students in the school. Prints multiple student schedules per page.	None.
501.rmn	Student Schedule	For distribution to students. Lists terms, course name, course number, section, homeroom, course department, and teacher name. Prints one student schedule per page.	None.

Transcripts

The information in all reports is listed alphabetically by student name.

File Name	Template Name	Description	Constraints
600.rmn	Transcript of Marks	Lists by student: the course name, course code, grade, pass/fail status, percentage mark, grade points, and credits earned. Prints an area for school stamp and signature.	None.

Teacher Information

The information in all reports is listed alphabetically by teacher name.

File Name	Template Name	Description	Constraints
700.rmn	Teacher Demographics by School	Lists by school: teacher name, employee number, homeroom, gender, birthrate, date hired, address, phone number, and department.	Teacher position equal to teacher.
701.rmn	Teacher Contact Demographics	Lists by date: teacher name, employee number, department, the first contact's name, relationship, and home/work phone numbers.	None.
702.rmn	Teacher Home Phone List	Lists teacher names and home phone numbers.	Teacher position equals teacher.
703.rmn	Teachers' Schedules	Lists teacher name, employee number, terms, class name/section, room number, and number of students taught. Prints multiple teacher schedules per page.	None.
704.rmn	Teacher Schedule	Lists teacher name, employee number, terms, block, class name/section, room number, and number of students taught.	On Class tab, class name/grade section is not equal to blank.

Letters

File Name	Template Name	Description	Constraints
800.rmn	Absent Letter	Letter to inform parent/guardian that a student has been absent more than school policy allows. Requests a meeting.	Bin absent total occurrences equals school policy
801.rmn	Five Day Absence Letter	Letter to inform parent/guardian that a student has had five absences.	On General tab, attendance minimum count equal to 5; maximum count equal to 5. On Attendance tab, assigned daily attendance code equal to absent excused OR absent unexcused.
802.rmn	Five Day Suspension Letter	Letter to inform parent/guardian that a student has been suspended for five days and cannot return to school until the parent/guardian has met with a counselor.	On Conduct Information tab, conduct action equals suspended.
803.rmn	Tardy Letter	Letter to inform parent/guardian that a student has been tardy. Asks for a meeting.	Total tardy occurrences greater than or equal to school policy.
804.rmn	Conduct Letter	Letter to inform parent/guardian of a student's unacceptable conduct and ask for a meeting with the parent/guardian.	On Conduct Information tab, conduct action equals suspended.
805.rmn	Infraction Letter	Letter to inform parent/guardian of a student's infraction of regulations. Requires a parent/guardian signature.	None.
806.rmn	Books Issued Letter	Letter to inform parent/guardian of books issued to student. Lists book title, unit value, and the total value of all books issued. Requires parent/guardian signature.	None.
807.rmn	Course Selection Confirmation Letter	Letter to a student to confirm course selection for the following school year. Lists course name, grade, graduation requirement, course fee, and book fee. Requires parent/guardian signature.	None.

Labels

The information is listed alphabetically by student name.

File Name	Template Name	Description	Constraints
900.rmn	Student Mailing Labels – 2 Columns	Lists student names and home addresses. Two column per page.	None.
901.rmn	Student Mailing Labels – 3 Columns	Lists student names and home addresses. Three columns per page.	None.
902.rmn	Student No. Labels - 4 Columns	Lists student names and student numbers. Four columns per page.	None.

Miscellaneous

The information in all reports is listed alphabetically by student name.

File Name	Template Name	Description	Constraints
M1	Textbooks Issued by Class	Lists by course number and name: grade, book title, type, unit value, and total value.	On Classes tab, class section is equal to 1.
M2	Textbooks Issued by Teacher	Lists by class number and name: book title, type, unit value, and total value.	On Classes tab, class section is equal to 1.
M3	Textbook Sign out Sheet by School	Lists by student name and number: book title, unit price, ID number of book, date returned, and the total cost of books.	None.