



Online Student Registration – Reports

There are four reports to help users understand every step of the Registration Process. Some reports are helpful to run before the Registration Process even starts—such as the **Student Attachment Report**—while others are only useful at the end of the Registration Process—such as the **User/Admin Fields Report**.

The four reports that are located at **Administration > Online Student Registration > Reports** are as follows:

1. ActiveCode Report
2. Registration Status Report
3. Student Attachment Report
4. User/Admin Fields Report

Listed below is detailed information on each report with examples and explanations to help SAM Administrators through the entire Registration Process.

ActiveCode Report

This report displays ActiveCodes, or lack thereof, for students. It is also capable of displaying detailed information about each ActiveCode, such as when and if the code was used and created, and by whom.

There are numerous options, in addition to the **Print Options** that will allow more columns to be displayed on the report:

- **Has ActiveCode** – Selecting anything other than “Only Students Without Generated Codes” will include the an “ActiveCode” column.
- **Include Students not attached to a School** – Checking will include a “School Name” column.
- **Only Show Unused Codes** – Unchecking this will include a “Used” column.

This report also allows users to generate letters for Existing Students, which can be defined at the following path as an Online Student Registration Letter Type:

Administration > District/School Setup > School Letter Maintenance.

The **Line Spacing** option will provide a blank area on the top and bottom of each row. This can be very helpful for distributing ActiveCodes to Students to conserve paper by printing multiple students on a page and cutting them out.

Registration Status Report

This report displays the progress of Student's registration. A **Date Range** is required.

The **System Progress** filters are arranged in a hierarchy.

For example, if the Student has an Processed Status of "**Processed & ...**" then that Student must have also been **Submitted** and **Started Registration**. Therefore, SAM hides these redundant filters to avoid confusion.

The following a list of the possible Registration Progresses and where they fall in the **System Progress** Filter. The Registration Progresses are ordered here from the Finish to the Start of the Registration Process:

- **Processed Status** – If the Registration was Processed.
 - **Processed** –
 - "Processed & Imported" with the date that the SAM User processed the registration
 - "Processed & Rejected" with the date that the SAM User processed the registration
 - **Not Processed** –
 - **Submitted Status** – If the ActiveParent User has confirmed the data in ActiveParent, entered their full name, and selected "**Save And Finish**" without errors.
 - **Submitted** –
 - "Submitted, Waiting Processing" with the date that the ActiveParent User last submitted the Student Registration
 - **Not Submitted** –
 - **Has Started Registration** –
 - **Has Started** –
 - "In Progress" with the last date that the ActiveParent User last saved their progress
 - **Has Not Started** –
 - "Has Not Started" – Students manually attached to an ActiveParent User or the ActiveParent User used that Student's ActiveCode.
 - "Code Has Not Been Used" – Students with unused ActiveCodes.
 - "Not Attached to a User/No Code Generated" – Students without an ActiveParent User attached for Registration AND without an ActiveCode. This will only display for **Existing Students**.

The **User Tied to Student** column will display the User that the student is attached to. If the Student is detached after the Registration process has started, "(Detached)" will be displayed next to the username.

Student Attachment Report

This report displays attached ActiveParent Users for ActiveParent and/or Registration.

This report works in the following order:

1. Get a list of Students from the Student Filter.
2. From those Students, get a list of ActiveParent Users are attached for ActiveParent and/or Registration.
 - a. If no user is Attached to the Student, it will display “**(No User Attached)**”
 - See step 4 for more information.
3. The User Filters are now applied to this list of ActiveParent Users.
 - a. The “**Either Can or Cannot**” options are best described as “Active” and “Not Active” and can be seen in **Administration > ActiveParent Admin > User Maintenance** on the right side of each Student’s row, where it says “Deactivate,” meaning this User **Can Currently Register** the Student or “Activate,” meaning the User **Cannot Currently Register** the Student, if the Online Student Registration School and District Options allow Students to be Registered.
 - b. The “**Only Show Users NOT Attached to the Student for both ActiveParent and Registration**” can help diagnose which Users and Students were not affected by the Mass Set (see the **Mass Set** section below).
4. If the Student no longer contains a user in the filtered ActiveParent Users list, it will display “**(No User Attached)**”
 - a. The Print Option of “**Only Show Students With/Without Attached Users Matching ALL Criteria in the User Filter**” can be checked to not display OR only display the Students with “**(No User Attached)**”.

Student Attachment Report (cont.)

Mass Set Registration Users

The Mass Set is an option located at **Administration > ActiveParent Admin > Mass Users**, titled **“Attach All Students to Accounts for Online Registration based on the Student's Currently Attached AP Account”** (see the Online Student Registration documentation on Attaching Students).

This report is very helpful while running the **Mass Set**, especially for the following scenarios:

- If Students have not been attached for Registration to ActiveParent Users in any way:
 - Running this report with the User Filter “Only Show Users if the Student is Attached for Registration...” should display “(No User for Registration)” for all Students.
 - OR Running this report with the Student Filter “Only Show Students attached to **No Users** for Registration” should display “(No User Attached)” or their ActiveParent User for all Students.
- 1. Use the Mass Set.
- 2. Run this report either way with the following options selected:
 - a. To display the students that were just Mass Set and their attached Users:
 - User Filter:
 - Only Show Users if the Student is Attached for Registration and **Can (Active)** Register the Student
 - Only Show Users if the Student is Attached for ActiveParent
 - Print Options:
 - Only Show Students **With** Attached Users Matching ALL Criteria in the User Filter
 - b. To display the students that were NOT Mass Set:
 - User Filter:
 - Only Show Users if the Student is Attached for Registration and **Can (Active)** Register the Student
 - Only Show Users if the Student is Attached for ActiveParent
 - Print Options:
 - Only Show Students **Without** Attached Users Matching ALL Criteria in the User Filter
- If Students have been attached for Registration to ActiveParent Users before:
 - Running this report with the User Filter “Only Show Users if the Student is Attached for Registration...” should display an ActiveParent User for some Students.
 - OR Running this report with the Student Filter “Only Show Students attached to **One or More Users** for Registration” should display ActiveParent User for some Students.
- 1. Run this report with the same options as **step 2a. above** to get a list of Students already attached.
- 2. Use the Mass Set.
- 3. Run this report again with the same options to get a list of Students attached. The ones that are different will be the newly attached Students.

User/Admin Fields Report

This report displays processed Registrations and the changed and updated information. The information displayed is only the information that the ActiveParent User changed or added in the Registration process.

When “Show Individual Field Info” is checked, the report will always page break on each student. When this option is not checked, this report can easily display who processed which students and which Students’ had their Registration Data “Processed & Imported” or “Rejected & Deleted”.

This report displays all data fields available for import during registration except the following:

- Student Addresses
- Student Phone Numbers
- Student Email Addresses
- Student Medical Conditions
- Any uploaded documents
- Contacts’ Addresses
- Contacts’ Phone Numbers that are not for AIM
- Contacts’ Emails that are not for AIM

This report does, however, show a count of deleted—or flagged to be deleted—Student and Contact Addresses, Emails, and Phone numbers and Student Medical Condition. It does not show the information that was deleted.

It is highly recommended that when going through the process that the SAM User approving and/or deleting the data use the “Print Screen” button at the bottom of the page to keep for that student’s records.