To Print a Permit Report (Boundary Exception Report)

At your entity choose:
Student
Reports
Student Enrollment/Boundary Report

Add a Template Description
Add a Report Title
Under Student Ranges:
   CY status - Active
   NY status - Both
   Prior to the end of December the Boundary - Current Year
   After Pre-transfers – Next Year
   Check – All Schools, All Calendars and All Boundary Reasons
Under Print Exceptions Only:
   Check - Current School is Different than Boundary School
Under Print Options:
   Check - “Both” to include Totals and Detail
   Check - Student Other ID
   Check - Print Boundary Override Reason Code (permit code)
   Check - Print Address

To Sort the report:
   Click on the Sort tab and select the Boundary Override Reason
   Click OK
If the report is Sorted:
   You can select Page By and select Boundary Override Reason
To print Totals:
   Click on the Total By button and select the Boundary Override Reason

The report will print students that are attending the entity but live outside of the boundary area. The students without reason codes will be at the top of the report. All other students will be sorted by the reason code and will have a count of each code. The final total will include the number of students that are missing a reason code.

The students with addresses outside of the District Boundary will not have a boundary school. Students who have addresses that have not been matched in Edulog will be on the report until the address is corrected (example: no direction, wrong street type, misspelled street names, etc.)

To print a report of your school’s students who are on permit at other entities, run this report on the District Entity (000). The only addition to the parameters is in the School Ranges. You must put your school number in the Boundary School: low and high range.