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.