

Using the Family Report to list other parents receiving reports

Navigate to the Family Report in ERN.

The screenshot shows the ERN Family Report configuration interface. On the left, a navigation menu lists various school management functions, with 'Reports' expanded. The main content area is titled 'Family Report' and contains a 'Tick to Display in Report' section. This section includes several fields and checkboxes for configuring the report: 'Reporting Focus' is set to 'Student Group'; 'School Name' is 'Blackalls Park Public School'; 'Student Group', 'Enrolment Type', 'Sub Enrolment Type', and 'Is Census' are all set to 'ALL'. The 'Scholastic Year' is also set to 'ALL'. There are search icons and a 'Clear' button next to the 'Student Group' field.

To display the desired information in the report

- place a tick in the box next to any of the fields you would like to display in the report ie Scholastic Year, Roll Class
- expand the 'Advanced Family Criteria' box by clicking on the 'x' in the top right corner
- expand the 'Family Details Display Fields' box by clicking on the 'x' in the top right corner
- place a tick in the box next to 'Parent/Carer Salutation', 'Parent/Carer Name', 'Parent/Carer Other Name', 'Parent/Carer Residential Address'

The screenshot shows the 'Family Details Display Fields' configuration window. It contains a list of fields with checkboxes for selection. The following fields are checked: 'Parent/Carer Salutation', 'Parent/Carer Name', 'Parent/Carer Preferred Name', 'Parent/Carer Other Name', and 'Parent/Carer Residential Address'. Other fields like 'Family Title', 'Family Mailing Address', 'Family Residential Address', 'Family Correspondence Address', 'Family Contact Phone', 'Family Contact E-Mail', 'Student Medicare Card ID', 'Parent/Carer Gender', 'Parent/Carer Contact Phone', and 'Parent/Carer Contact Email' are not checked.

- place a tick in the box next to 'Parent/Carer Receive Academic Report'
- update the value of 'Parent/Carer Receive Academic Report' to 'Yes'
- place a tick in the box next to 'Student Resides With'

- update the value of 'Student Resides With' to 'No'

<input type="checkbox"/>	Parent is alive :	Yes ▾
<input type="checkbox"/>	Parent/Carer Relationship Type :	ALL ▾
<input type="checkbox"/>	Parent/Carer Lang Other Than Eng Spoken :	ALL ▾
<input checked="" type="checkbox"/>	Parent/Carer Receive Academic Report :	Yes ▾
<input type="checkbox"/>	Parent/Carer Has Custody :	ALL ▾
<input checked="" type="checkbox"/>	Student Resides With :	No ▾
<input type="checkbox"/>	Parent/Carer Statement of Account :	ALL ▾
<input type="checkbox"/>	Parent/Carer Occupation Category :	ALL ▾
<input type="checkbox"/>	Parent/Carer School Education :	ALL ▾
<input type="checkbox"/>	Parent/Carer Tertiary Education :	ALL ▾
<input type="checkbox"/>	Parent/Carer Multiple Address Indicator :	ALL ▾
<input type="checkbox"/>	Parent/Carer Language :	ALL ▾
<input type="checkbox"/>	Parent/Carer Country Of Birth :	ALL ▾
<input type="checkbox"/>	Parent Dossier :	ALL ▾

You can place a tick next to any of the other values you'd like to see in the report.

Scroll to the bottom of the page to the 'Report Schedule' box.

- choose whether you'd like a pdf or csv output file in the 'Report Format'
- choose whether you'd like to see header information in the output file using the 'Report Header Criteria'
- modify the other options depending on your preferences

Click the Schedule Report button.

Note: If this is a report that you anticipate running frequently, you can save the criteria using the 'Save Criteria' button. You can then use the 'Load Criteria' button at a later date to save having to go through and tick the required boxes.