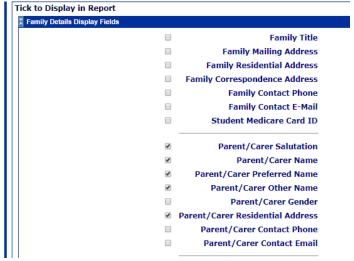# Using the Family Report to list other parents receiving reports

Navigate to the Family Report in ERN.

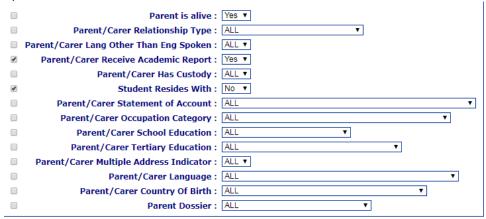To display the desired information in the report
- place a tick in the box next to any of the fields you would like to display in the report ie Scholastic Year, Roll Class
- expand the 'Advanced Family Criteria' box by clicking on the 'x' in the top right corner
- expand the 'Family Details Display Fields' 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'

- 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'

☐	**Parent is alive :** Yes ▾
☐	**Parent/Carer Relationship Type :** ALL ▾
☐	**Parent/Carer Lang Other Than Eng Spoken :** ALL ▾
☑	**Parent/Carer Receive Academic Report :** Yes ▾
☐	**Parent/Carer Has Custody :** ALL ▾
☑	**Student Resides With :** No ▾
☐	**Parent/Carer Statement of Account :** ALL ▾
☐	**Parent/Carer Occupation Category :** ALL ▾
☐	**Parent/Carer School Education :** ALL ▾
☐	**Parent/Carer Tertiary Education :** ALL ▾
☐	**Parent/Carer Multiple Address Indicator :** ALL ▾
☐	**Parent/Carer Language :** ALL ▾
☐	**Parent/Carer Country Of Birth :** ALL ▾
☐	**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.