Returning Students Report

Table of Contents

Introduction

Do you want to ask parents if their children are returning to school next year, so you can budget accordingly?

The 'Returning Students Report' enables you to ask parents by email, if their child(ren) are returning to school next year and record their answers within SchoolSpeak. The email Includes a link to page in SchoolSpeak, which parents click to bring up a SchoolSpeak page where they indicate **'Yes'** or **'No'** for each child. You may then run a report to view who is returning and not returning to your school for next year. , Admins may also follow-up with families that have and have not responded via email.

> **Note:** *To indicate the student's status for next year, parents/guardians must have the privilege to edit their children's profile. This is typically the default setting for each parent and guardian. If a child's name is missing on the page for inputting the information, or if parents are not able to update their children's information, verify and fix if necessary the parent's association with the child and provide the permission to Edit the student's profile.*

How to use SchoolSpeak's Returning Student Report

To access Returning Students Report:

1. Click **[Admin] link** on the top left of any SchoolSpeak page.
2. Select **Returning Students Report** under **User Reports,** either from the list shown on the left margin of the page or the center of the page.
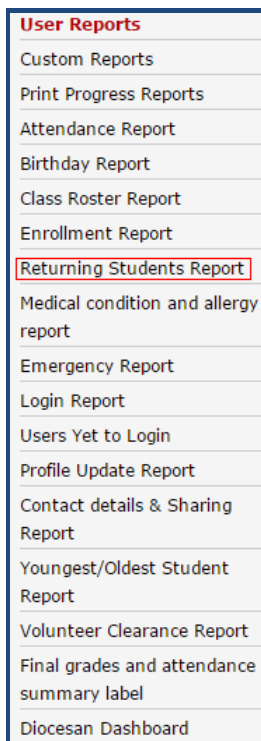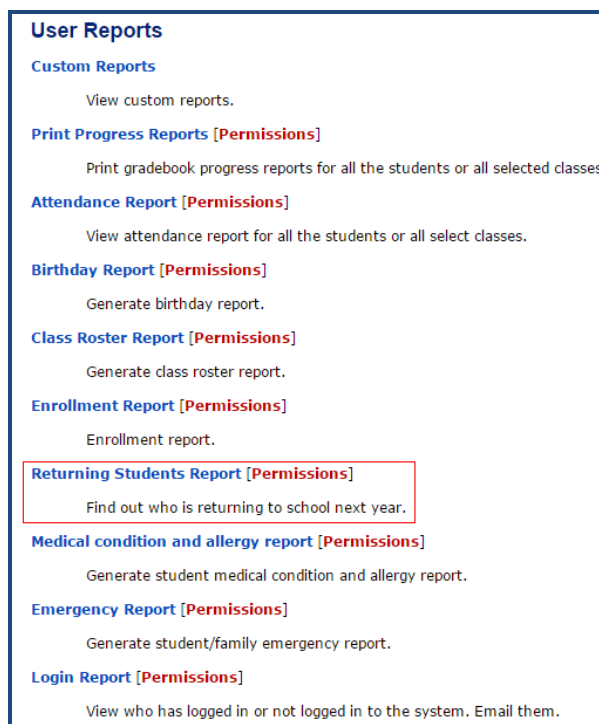

Figure 1 Returning Student Report on the left margin

Figure 2 Returning Students Report on the center of the page

> ***Note:*** *The tools and their order shown in the sample screenshots may differ from your SchoolSpeak page.*

Prerequisites

Before you can use the Returning Students report for your school, verify that the following are complete:

1. Set the Grade level for each group.
2. Initialize the Returning Students Report Tool.

Set the grade level for each grade group

To use SchoolSpeak's **Returning Students Report** tool to work, the grade levels need to be set for each grade group. To know more about configuring a group's grade level see Appendix A - **How to Set Grade Levels** at the end of this document.

Initializing Returning Students Report Tool

When you click on the Returning Students Report tool, SchoolSpeak will check to see if the fields listed in prerequisite section already exist in the student profile. If the fields are not present, you will need to initialize the tool before you can use it. During the initialization process, SchoolSpeak will add the new fields that are required. If the fields do exist, SchoolSpeak will display the 5 steps process to verify student status.

The Returning Students Report makes use of two fields in the **Student Profile**. If these fields are not currently listed in the student profile, the following screen will display.

Figure 3 Set up Screen

The fields are as follows:

Returning Next Year – This field enables you to capture the students returning next year status in as a **Yes** or **No** option. This field is editable by parents.

Next Year Grade – This field is not visible to parents. It can be viewed and edited only by

SchoolSpeak administrators and users with permission to edit all user profiles. It is mainly used for indicating next year's grade levels for students who have been retained in the same grade level. This field does not need to be filled out for students advancing to the next grade level.

Click the **Yes** button to add **Returning Next Year** and **Next Year Grade** fields, under **Students Profile.**

⚠️ *In case you add these fields by mistakes or want to remove them, please contact SchoolSpeak Support. These fields can only be removed by SchoolSpeak Support.*

Note: You will not be able to use the Returning Students Report tool, if the above fields are not set up under Student's Profile.

How to Use Returning Students Report

The returning student report is organized in five easy steps.

Figure 4 Overview of Returning Students Report

Note: The above screen will not appear if you have not initialized Returning Student Report. Refer to Initializing Returning Students Report Tool.

Step 1: Get ready to collect returning student information

Get ready to collect returning student information: This option enables you to reset the returning student information from last year. Skip this step if you initialized the Returning Students Report Tool for the first time this year and go to **Step 2**.

1. Click Step 1: Get ready to collect returning student information. The following screen will appear.

Figure 5 Clear returning student information

2. Click the **Clear return student information** button.

> ⚠️ *This option will clear the existing data in the returning student fields and prepares the system to collect new data.*

> *Note: Once the fields are cleared you can see the date and time the fields were last cleared. For example, before clearing the existing data, check the date when the fields were last cleared.*

Step 2: Send email to parents asking if their children are returning

Figure 6 Send email to parents asking if their students are returning

To email parents:

1. Click Step 2: Send email to parents asking if their children are returning.
2. Select the group of students for whom you want to collect data in **Email parents of students in** list.
3. Typically, administrators will not include the outgoing students groups in the email. In this example, the administrator has opted to exclude asking 8th grade parents. The email request will be sent to the parents of the students in the groups selected.
4. Click the **Email** button and it will take you to the **Email** page. Parent email addresses will be placed into the **BCC** field.
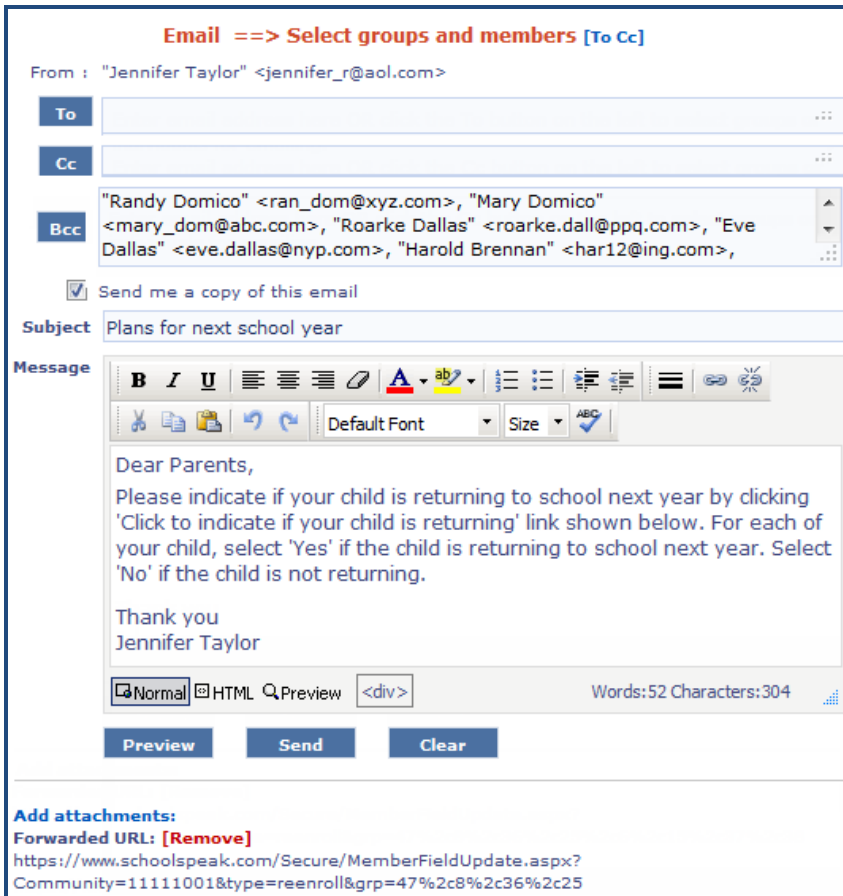
Figure 7 Email Page

5. The email page will be populated with a sample subject and message, and web address of to the returning student data collection page that parents will use. Edit the subject and message as necessary.

6. Click the **Send** button to send the email.
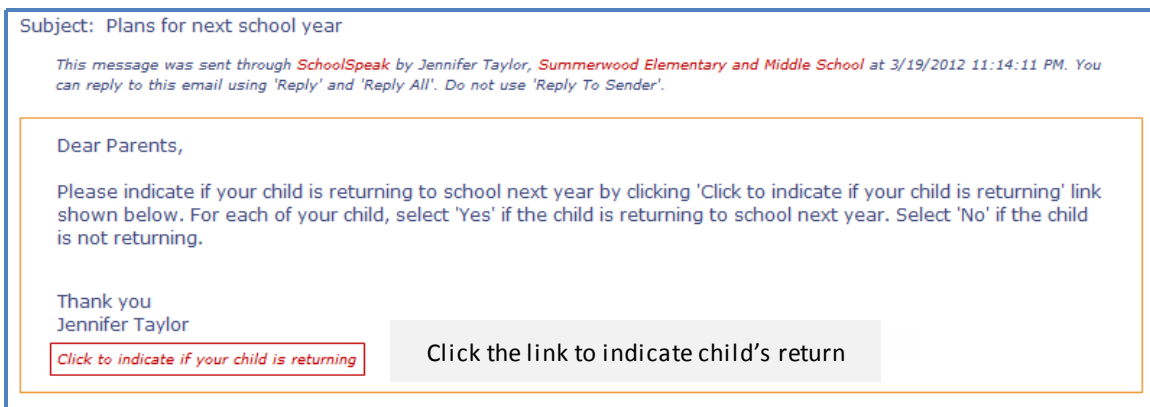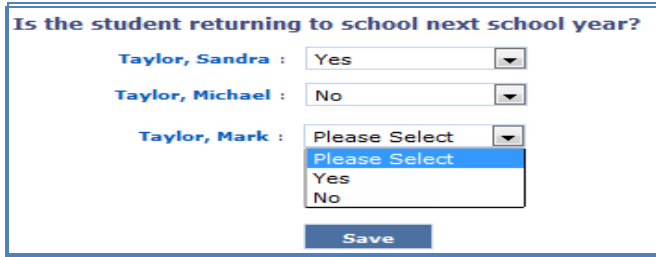   The parents will receive email as shown below.

Figure 8 Email received by parents

7. When the parents click on the link **Click to indicate if your child is returning** a page with parent's children in the groups selected for emailing will display. Next to each child's name, the parents may use a drop-down with **Yes** or **No** values to indicate if the child is returning or not.
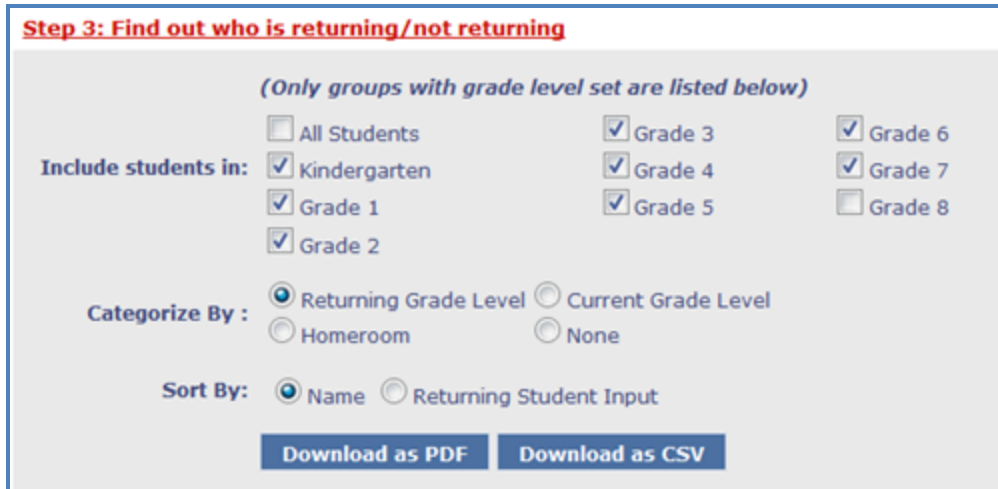

Figure 9 Update Students Return

Step 3: Find out who is returning/not returning

In **Step 3: Find out who is returning /not returning** you can run a report to find who is returning, who is not returning and which students do not an updated returning student data status.

Figure 10 Find out who is returning /not returning

To run the report:

1. Click and expand Step 3: Find out who is returning /not returning.
2. Select the students you want to include in the report by selecting the appropriate groups in **Include students in** list. Most schools will not include the outgoing students - 8th grade in the above example.
3. In the **Categorize By** field, specify how you want the results to be organized:
   - **Returning Grade Level** - The report will show next year grade level of students. It will be categorized by grade level and there is summary field at the end of each grade level indicating the number of students returning, not returning, or who don't have any input yet as well as a summary page for all grade levels
   - **Current Grade Level** – Similar to the previous option, but the report will show current grade level of the students.

- **Homeroom** – It will categorize the students data based on the current Homeroom.
- **None** – Shows a summary of all selected students under one list.

4. In the **Sort By** field, specify how you want to sort the results: **Name** or **Returning Student Input**.

5. Click either [Download as PDF] or [Download as CSV] to download PDF or CSV version of the report.

Note: CSV files may be opened by most standard spreadsheet applications such as Excel or Numbers.

The example below shows a sample PDF Report

Summerwood Elementary and Middle School
4444 Learning Dr, SchoolCity, ZZ 11111
Phone: (123) 456-7890 Email: demo@schoolspeak.com

Returning Students Report for Returning Grade Level - 2   Details for Grade level 2

#	Student ID	Name	Birthday	Age	H-Room	Current Grade Level	Returning Student Input	Returning Grade Level
1	784	Abraham, Reji	07/16/2006	5		1	Y	2
2	785	Bradford, Jasmine	09/03/2006	5		1	N	
3	765	Brennan, Kathy	11/29/2006	5		1	Y	2
4	20767	Harris, Aimee	10/18/2006	5		1		
5	793	Muller, Christian	08/08/2006	5		1	Y	2

Students returning: 3   Students not returning: 1   Students not indicated: 1   Summary of how many are returning, not returning, etc.

Returning Students Report for Returning Grade Level - 3

#	Student ID	Name	Birthday	Age	H-Room	Current Grade Level	Returning Student Input	Returning Grade Level
1	28359	Bearcat, Benny	11/22/2005	6		2	Y	3
2	758	Domico, Charlotte	07/28/2005	6		2		
3	774	Nguyen, Catherine	08/05/2005	6		2	Y	3
4	789	O'Hara, Rhet	05/18/2005	6		2	Y	3
5	771	Wu, Lin	09/30/2005	6		2	N	

Students returning: 3   Students not returning: 1   Students not indicated: 1

Figure 11 Returning Students Report for Returning Grade Levels

Summerwood Elementary and Middle School
4444 Learning Dr, SchoolCity, ZZ 11111
Phone: (123) 456-7890 Email: demo@schoolspeak.com
Returning Students Report Summary

Returning Grade Level	Returning	Not Returning	Not Indicated	Total
1	3	1	1	5
2	2	1	2	5
3	1	2	2	5
4	2	1	2	5
5	3	1	1	5
6	1	2	2	5
7	3	1	1	5
8	2	2	1	5
9	3	1	1	5
Total	**20**	**12**	**13**	**45**

Figure 12 Returning Students Report Summary

Step 4: Follow up with parents

This step allows administrators to follow up with parents who have not provided student return information as well as email parents of students who are returning or not returning.

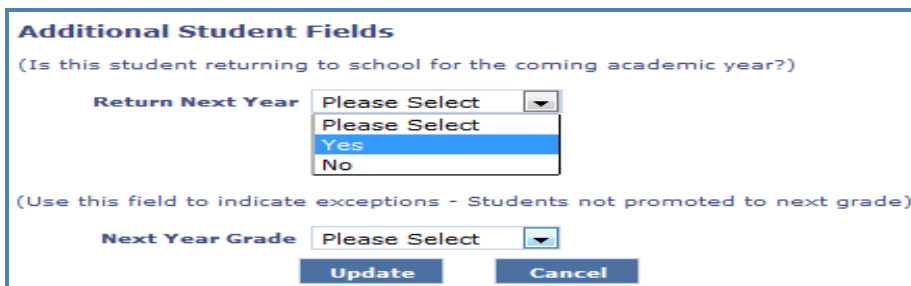**Figure 13 Follow up with parents**

To follow up with parents:

1. Click and expand Step 4: Follow up with parents.
2. Select the groups with whom you want to follow up in **Email parents of students in** list.
3. Select whom you want to follow up in **Email parents of student with** :
    *   Return next year = not filled in - parents who have not yet filled the Returning Students information.
    *   Return next year = Yes - parents who have indicated that their children will be returning to school next year.
    *   Return next year = No - parents who have indicated that their children will not be returning to school next year.

4. Click the **Email** button and it will take you to the **Email** page. Selected parent email addresses will be placed into the **BCC** field.
5. Draft or edit the email as necessary.
6. Click the **Send** button to send the email.

Update Return Next Year/Next Year Grade fields manually in the Student Profile

You may be required to manually input/edit returning student information at times. **For example,** you can input/edit information on behalf of a parent.

1. **Edit Students Profile**, locate the below mentioned fields under **Additional Students Fields**. The exact locations of the fields vary from account to account.

Figure 14 Additional Students Fields

2. Choose the correct value from **Return Next Year** drop-down list.
3. **Next Year Grade** field does not need to be set for students advancing to the next grade level. If the student will be retained in the current grade level, select the student's current grade level.
4. Click the **Update** button to save.

Step 5: Finish – Hide the Return Next Year field from the parents

After collecting the returning student information, hide the **Return Next Year** field from the parents using the **Hide** button.

1. Click to expand **Step 5**.
2. Click on the **Hide button.** SchoolSpeak will hide the Return next year field from the parent's view. Administrators may still access this information.

Appendix A

How to Set Grade Levels
To set up grade levels:

1. Select **Edit Groups** tool, in the **[Admin]** tools page.
2. Click **[Admin]** link next to the group name.

Figure 15 Edit Groups Tool Page

3. Select the grade level, from **Grade Level** drop-down list.

Figure 16 Grade level Set Up

4. Click the **Update** button to save the changes.
5. Repeat for additional grade level groups.

Contact support

Have questions? SchoolSpeak has a number of options available to our System Administrators and teachers.

Online Videos

SchoolSpeak has videos that cover a number of the most common topics – from basic training to resource specific information to the report card process. These videos range in time form a few minutes to more lengthy training. You can watch them at your own pace – start and stop when you need to or fast forward to areas that you are interested in.

Resource Guides

SchoolSpeak has created resource guides that specialize on one or more resources and provide in-depth information as to how to setup the resource, use the resource and how to expand your own use within your school.

Training

SchoolSpeak provides all of our schools with free training including Introduction to SchoolSpeak, Admin Training and Advanced Admin training. You may take advantage of one of our regularly scheduled classes or setup a personal one on one session where you may review specific questions or resources.

Custom Appointments

Sometimes a question is a simple one, and sometimes you may want to discuss your school setup or how to roll out a change, SchoolSpeak offers our schools custom appointments with our training and support staff.

General Support

To contact SchoolSpeak support, email - support@schoolspeak.com and phone 877-773-2513 ext 2.