

Family Contact Information available in SchoolWise

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Fri, Aug 19, 2022 at 12:44 PM

Reply-To: classroom_teachers@pacificesd.org

To: Classroom Teachers <classroom_teachers@pacificesd.org>, Doña Bumgarner <dbumgarner@pacificesd.org>, Hillary Redding <hredding@pacificesd.org>

Hello all,

Just in case you did not know (I didn't until today 😊), teachers have access to Family Contact Information and their students DOB through the Schoolwise portal.

Here's how:

- Log in to your schoolwise account
- In between the **CLASS** column and the **Room** column, you will see the "hamburger" menu.

] Show Empty Classes Too

Class	Room	Period	Students	Actions				
				Attend	Seating	Grades	Analysis	Setup
Grade 6 (Grade6-A)	☰	Day	15 / 15	📋	🪑			⚙️
Independent Study 6 (Grade6-IS)	☰	Day	3 / 3	📋	🪑			⚙️

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- Click on the hamburger menu and a dropdown menu will appear. Choose **More Class Reports** from the dropdown menu

Class	Room	Period	Students	Actions				
				Attend	Seating	Grades	Analysis	Setup
Grade 6 (Grade6-A)	☰	Day	15 / 15	📋	🪑			⚙️
Independent Study 6 (Grade6-IS)	☰		3 / 3	📋	🪑			⚙️

- ✉️ Send Message to all Students in class...
- ✉️ Send Message to all Student's Parents...
- 📄 Class Roster Report...
- ➔ More Class Reports...

- A new window will open

[Logout](#) [View Report](#) [Help](#)

Report Description
<input type="checkbox"/> Standards Based Grading Reports
<input type="checkbox"/> Attendance Reports
<input type="checkbox"/> Letter Grading Reports
<input type="checkbox"/> Meal Cafeteria Counts
<input type="checkbox"/> Roster Reports

- Click the **+** sign next to **Roster Reports**.

[Logout](#) [View Report](#) [Help](#)

Report Description
<input type="checkbox"/> Standards Based Grading Reports
<input type="checkbox"/> Attendance Reports
<input type="checkbox"/> Letter Grading Reports
<input type="checkbox"/> Meal Cafeteria Counts
<input checked="" type="checkbox"/> Roster Reports




- A drop-down menu will appear

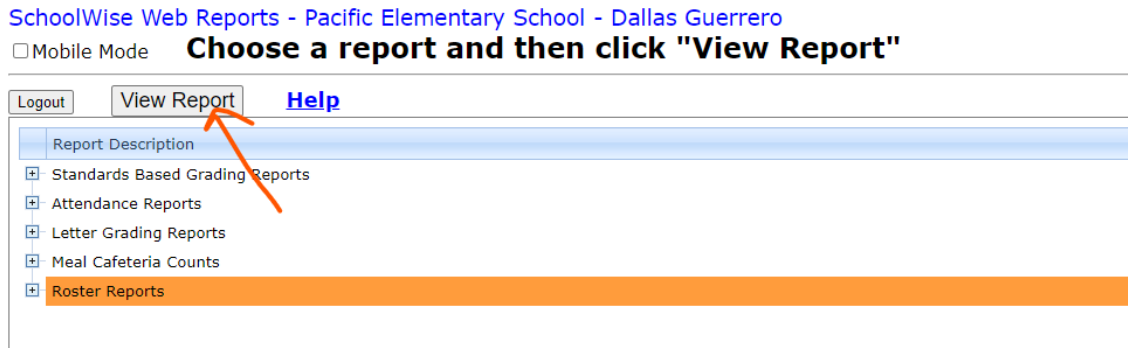
[Logout](#) [View Report](#) [Help](#)

Report Description
<input type="checkbox"/> Standards Based Grading Reports
<input type="checkbox"/> Attendance Reports
<input type="checkbox"/> Letter Grading Reports
<input type="checkbox"/> Meal Cafeteria Counts
<input checked="" type="checkbox"/> Roster Reports <ul style="list-style-type: none">Class Rosters With AttendanceClass Rosters With Check boxesClass Rosters With Extended Family/ContactsClass Rosters With Family InfoWeekly Engagement Learning Log (Assignment Summary - Section B)Weekly Engagement Learning Log (Assignment Summary - Section B) By Teacher

- Choose **Class Rosters With Extended Family/Contacts**

- Roster Reports
 - Class Rosters With Attendance
 - Class Rosters With Check boxes
 - Class Rosters With Extended Family/Contacts 
 - Class Rosters With Family Info
 - Weekly Engagement Learning Log (Assignment Summary - Section B)
 - Weekly Engagement Learning Log (Assignment Summary - Section B) By Teacher

- Click the **View Report** button at the top left side of the screen



- Choose the appropriate Parameters in the box in the upper right-hand corner of the screen. You will need to run one report for 5-Day students and a separate report for IS students:

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PREVIEW PARAMETERS

School Year:

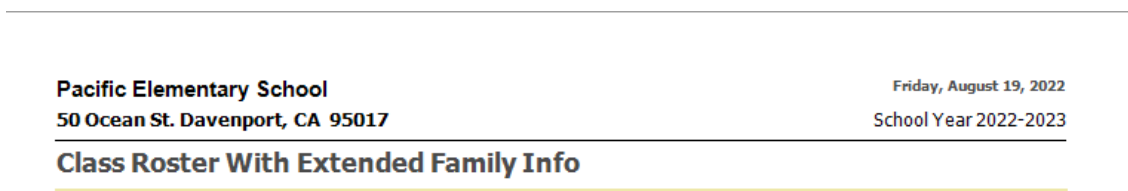
Section:

Report Title:

Address to Use:

- Hit **SUBMIT**
- You will get a report with a header like the below that contains contact information and birthdates.



- This report can be printed or saved as a PDF
- Please be mindful this information will change throughout the year, depending on family situations.

The data from these reports is based on information submitted during the enrollment process, as well as parent information submitted with the Back-to-School paperwork. As some parents have not filled out the Back-to-School paperwork, this information may be inaccurate or incomplete. Please help us encourage families to complete the Back-to-School paperwork online.

Yippee,

Chyna Darby, Registrar

Pacific Elementary School District

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in the office: Monday, Thursday, Friday