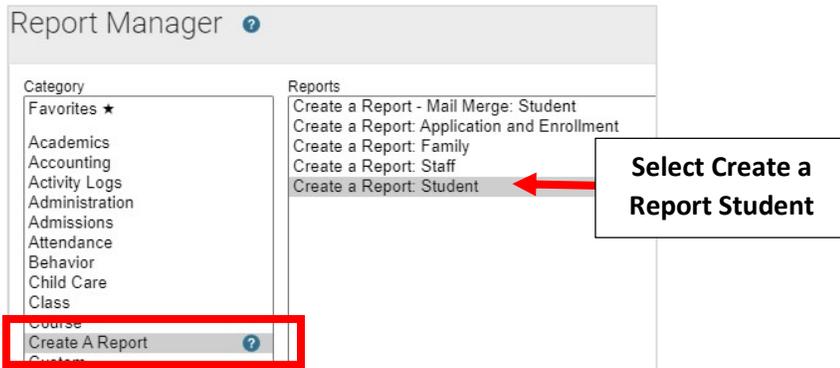


Create a Report to Display Missing Parent Custody

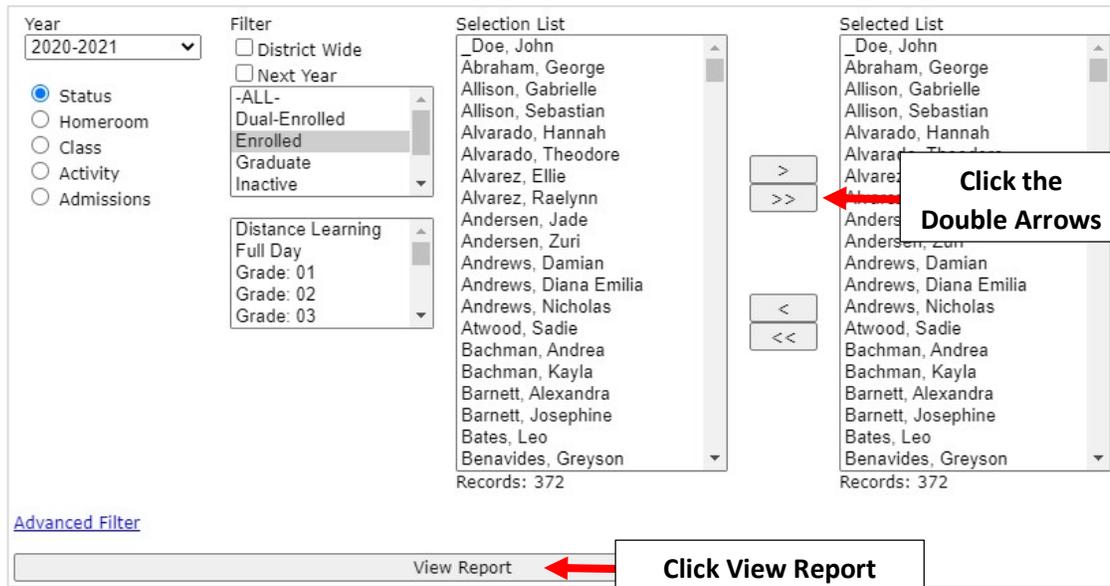
Once logged into FACTS please select **Report Manager**



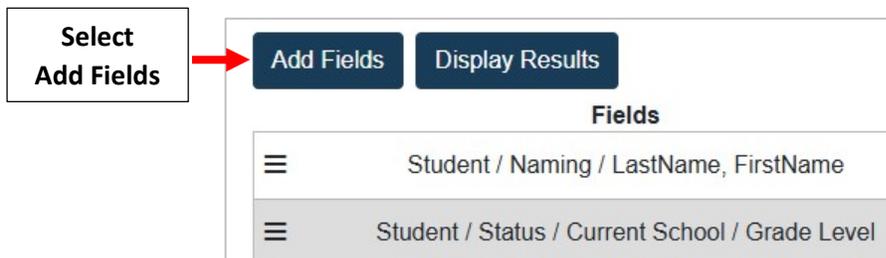
Select **Create a Report > Create a Report Student**



Click the Double Arrows to move all Students to **"Selected List"** and Click **View Report**



Select **Add Fields**



Select "Has Custody"

Custody

- ▶ Student
- ▶ Emergency Contacts
- ▶ Student Pickups
- ▶ Student Transportation - Bus
- ▶ Family
- ▲ Parents
 - ▲ All Parents
 - Parent Individual ID
 - Parent Birth Date
 - Parent Gender
 - Parent Marital Status
 - Parent Deceased
 - Parent Denomination
 - Parent Church
 - Family Order
 - ▶ Naming
 - ▲ Parent connection to student
 - Relationship to student
 - Has Custody**

Select Has Custody

Select Done

Custody

- ▶ Student
- ▶ Emergency Contacts
- ▶ Student Pickups

Select Done

Select Display Results

Fields

Student / Naming / LastNa

Select Display Results

“No” Means Custody Has NOT Been Assigned and will need to be Updated in FACTS SIS. Select Export to Excel to Save Report as an Excel Document

Select
Export to Excel

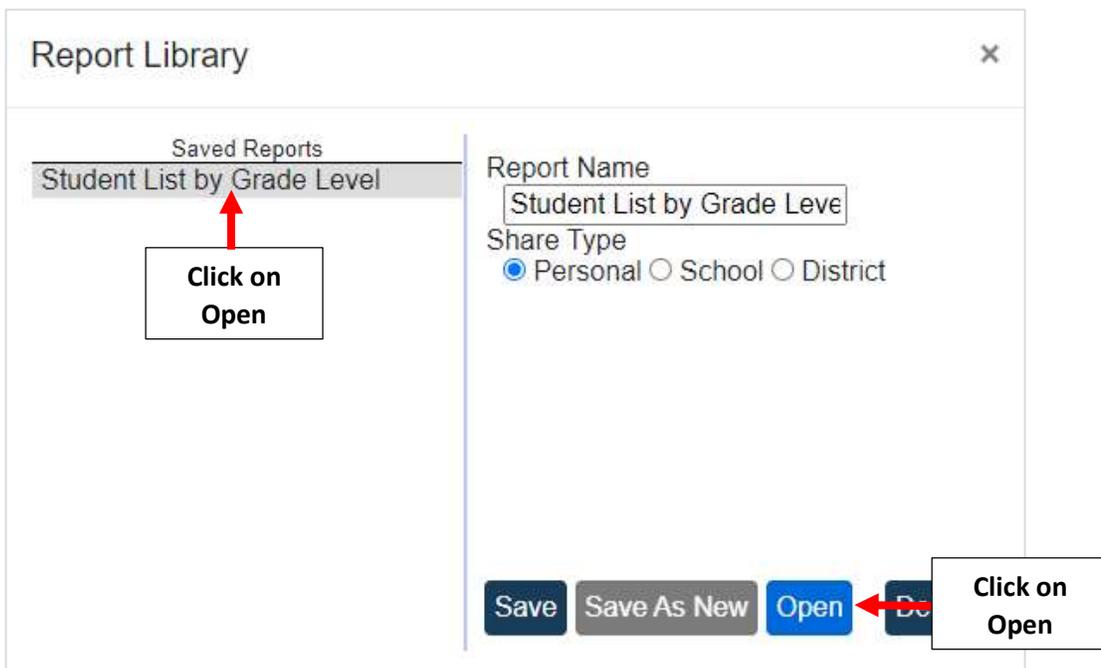
Back to Filters	Export to Excel	Export to CSV	Print
1.	LastName, FirstName	Grade Level	Has Custody
1.	Adams, John	03	No
2.	Adams, John	03	Yes
3.	Akins, Maggie	08	Yes
4.	Akins, Melissa	PK3	Yes
5.	Allison, Gabrielle	07	No

**“No” Means Custody
Has NOT Been Assigned**

Select **“Report Library”** located in Right Corner of Screen



Select Report and Click on **“Open”**



Select **“Display Results”** to run Report

Create a Report

Student Data

Save

Report Library

New

Report Name: Student List by Grade Level

Add Fields

Display Results

Select
Display Results

Fields

Filters

Parameters Hide Functions Order



Student / Naming /
LastName, FirstName

None



None



None



You can select to Export report to Excel or Print to your Printer

Back to Filters

Export to Excel

Export to CSV

Print

LastName, FirstName

Grade Level Class Section

Select to Export report to
Excel or Print