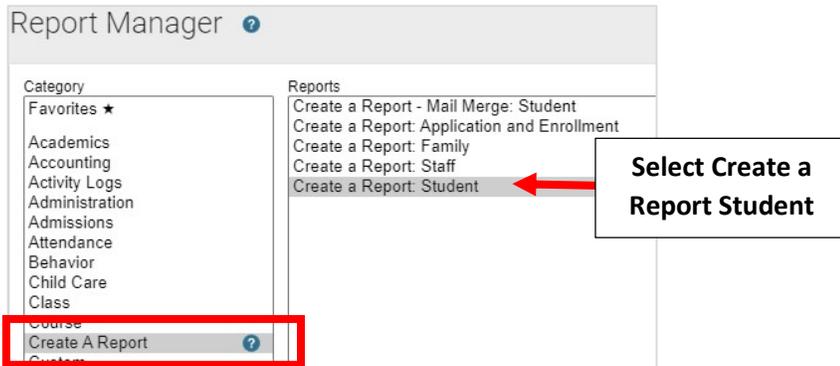


Create a Report to Display Missing Phone Number

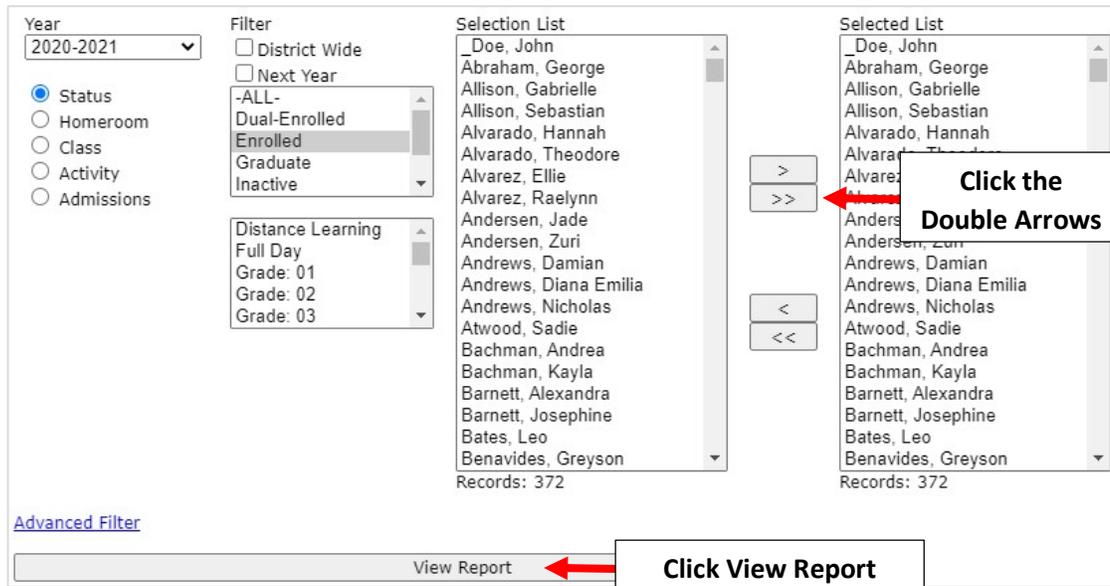
Once logged into FACTS please select **Report Manager**



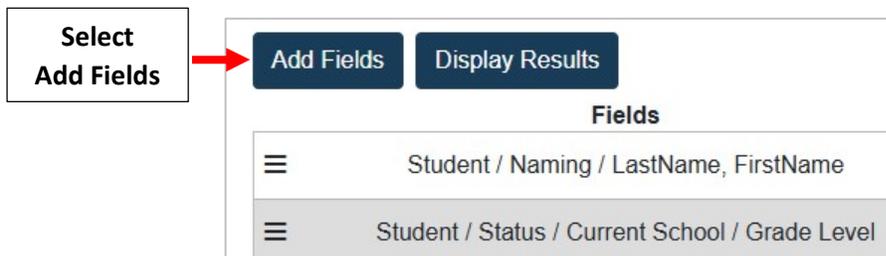
Select **Create a Report > Create a Report Student**



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



Select **Add Fields**



Select Dropdown for **Parents > All Parents > Contact Information** and Select **Home Phone** and **Cell Phone**. Select Done

2. Select Done

1. Select Home Phone and Cell Phone

Select **Display Results**

Select Display Results

If Home Phone is blank, a Home Phone will need to be entered for the Parent in FACTS SIS. ****Please Note: Enter Cell Phone if no Land Line is Used*** Select Export to Excel to **Save** Report as an Excel Document

Select Export to Excel

"No" Means Custody Has NOT Been Assigned

	LastName, FirstName	Grade Level	Home phone	Cell phone
1.	Adams, Frank	01		817-
2.	Adams, Frank	01		817-
3.	Adams, John	03		817-
4.	Adams, John	03		817-555-2395
5.	Akins, Maggie	08	402-770-6474	402-770-6474
6.	Akins, Melissa	PK3	402-770-6474	402-770-6474