

# SSMS Star\_Student

## Documentation for DHA

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### 1. Discipline Detail Report:

- a. Student Information Module → Maintenance → Student Lookup
- b. Type Student's Last Name, Select FIND
- c. Double Click on Student
  - i. Discipline Module → Reports → Discipline Detail (Student's Name Should be Loaded)
    1. Check Box: Print Incident Notes
    2. Check Box: Print Infraction/Disposition Notes
    3. Check Box: Print Others Involved
    4. Run Report

### 2. Attendance Detail Report: (Keep Student Record Loaded) or

- a. Student Information Module → Maintenance → Student Lookup
- b. Type Student's Last Name, Select FIND
- c. Double Click on Student
  - i. Attendance Module → Reports → Student Detail (Student's Name Should be Loaded)
    1. Check Box: Include Tardy Codes
    2. Check Box: Schools – All
    3. Run Report

### 3. Grade Report: (Keep Student Loaded) or

- a. Student Information Module → Maintenance → Student Lookup
- b. Type Student's Last Name, Select FIND
- c. Double Click on Student
  - i. Grading Module → Reports → Report Card
  - ii. Scroll Down Page, Student's Name Should be Selected, if not, Select Student
  - iii. Run Report