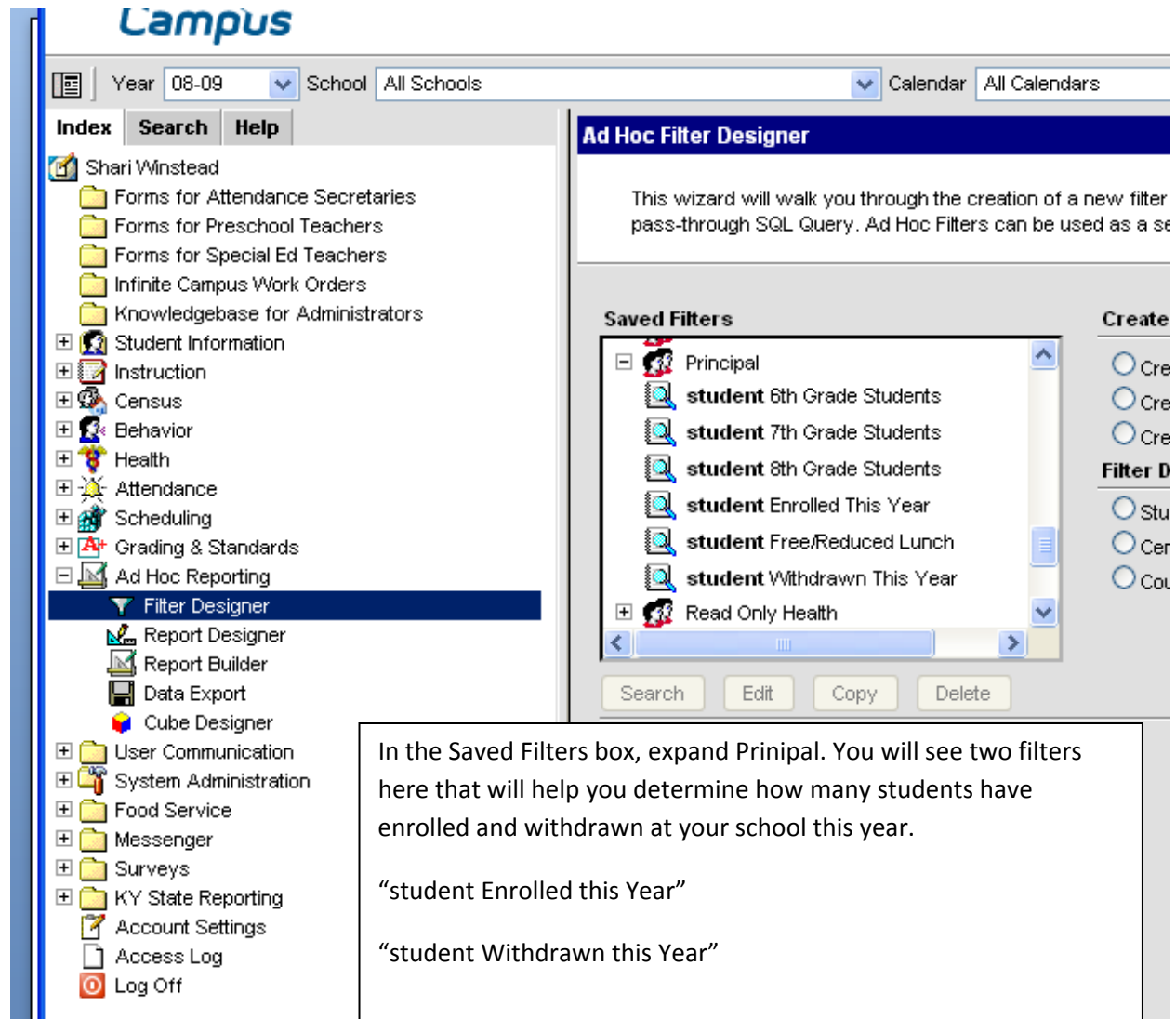


How to Monitor New Students and Withdrawals at Your School

Principals may be interested to know how many students enroll and withdraw from their school during the course of the school year.

This information can be found by using an Infinite Campus filter.

Expand Ad Hoc Reporting and select Filter Designer.



The screenshot shows the Infinite Campus interface. At the top, there are dropdown menus for 'Year' (08-09), 'School' (All Schools), and 'Calendar' (All Calendars). Below these are tabs for 'Index', 'Search', and 'Help'. The left sidebar contains a tree view of the system's structure, with 'Filter Designer' selected under 'Ad Hoc Reporting'. The main content area is titled 'Ad Hoc Filter Designer' and contains a text box explaining the wizard's purpose. Below this is a 'Saved Filters' list with a search bar and buttons for 'Search', 'Edit', 'Copy', and 'Delete'. The 'Principal' filter is expanded, showing two filters: 'student Enrolled This Year' and 'student Withdrawn This Year'. To the right of the list are 'Create' and 'Filter D' sections with radio buttons.

In the Saved Filters box, expand Prinipal. You will see two filters here that will help you determine how many students have enrolled and withdrawn at your school this year.

“student Enrolled this Year”

“student Withdrawn this Year”