Students who do not have an assigned homeroom may cause schedule gap issues. Follow these directions to tell which students are NOT assigned a homeroom.

Expand Ad Hoc Reporting > Data Export

Expand the Attendance group.

In the "Saved Query Wizard Filters" box, select "Students without a Homeroom". Select CSV format and click the EXPORT button.

Data Export Wizard This wizard will dump the result of a filter into a dat	ta file (csv, tab delimited, xml) or a simple list report.
Saved Query Wizard Filters	Pick an Export Format
 person Staff student Student SS# student Students with "programs" student Students with 504 Plans student Students with Truancy Data 	 HTML list report XML Comma Separated Values (CSV) Tab delimited Values PDF report
Image: Student Students Without a Homeroon Image: Student T-Codes Image: Student T-Codes Image: Student T-Codes	Prompt to save file

Open the file in Excel.

Expand all columns.

Click on Column D which lists homeroom teachers. Click the Data tab (using Office 2007), and click SORT.

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In the SORT WARNING dialog box, expand the selection, and click SORT.

Sort Warning
Microsoft Office Excel found data next to your selection. Since you have not selected this data, it will not be sorted.
What do you want to do? Expand the selection O Continue with the current selection
Sort Cancel

Sorty by "student.homeroomTeacher". Place a checkmark next to "My data has headers". Click OK.

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Scroll down to the bottom, and you will see names of students who do not have an assigned homeroom.