

Printing Emergency Information and Medical Forms from Campus

Infinite Campus now has the ability to create PDF files of the emergency information forms and the medical forms, so each school can now print the forms when they need them. Forms can even be printed for individual students.

Since the elementary schools can print by teacher and the secondary schools cannot, the procedures for each are listed separately. Some of the screen shots shown may differ slightly from what you see, but all reports will be listed in the **School Office Reports** folder under **192 Reports** near the bottom of the **Index** in Campus.

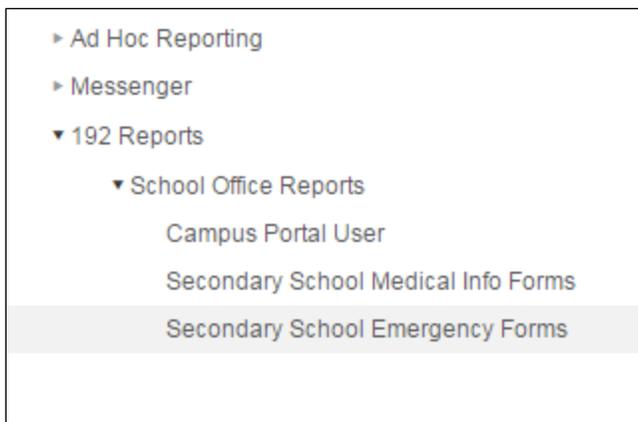
Before clicking on the link, make sure you are in the correct year and school in Campus, as the reports are based on that:



A screenshot of the Infinite Campus interface showing two dropdown menus. The first menu is labeled 'Year' and has '14-15' selected. The second menu is labeled 'School' and has 'Farmington Elementary' selected.

Only active students are included in the reports.

Here is the image for secondary schools -- elementary schools will see links for elementary school forms instead:

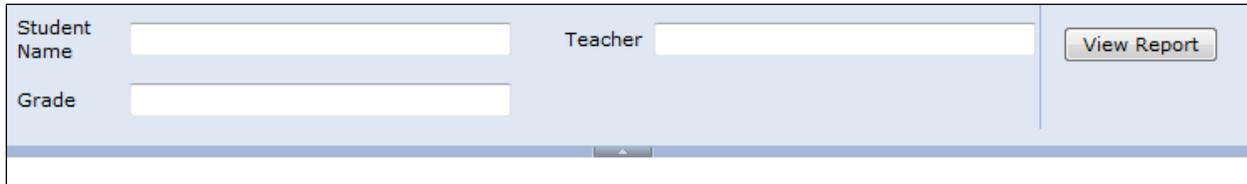


When you click on either the Medical Forms link or the Emergency Forms link, you may be asked for a username and password. This is the same username and password you use to logon to a computer or to access email via the web.

It can take a minute or two for the server to respond, depending upon activity. When it does, you will see a new window or tab as explained on subsequent pages.

Elementary School Emergency Information Forms

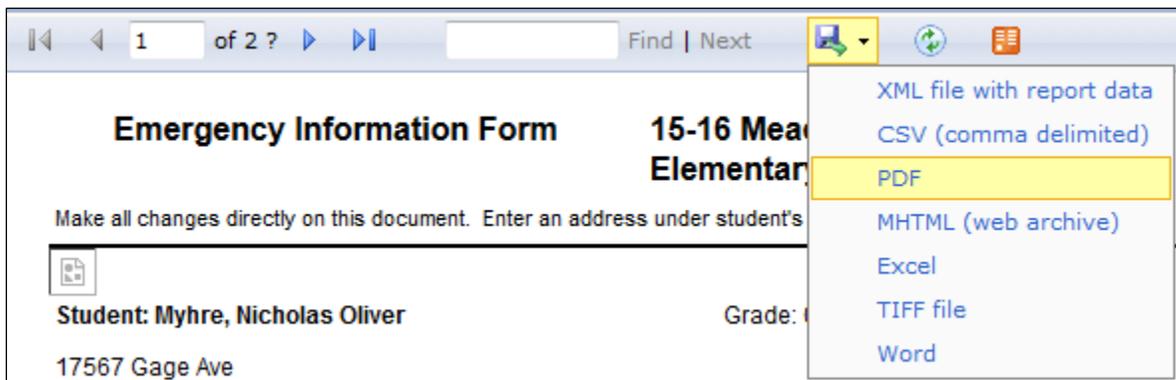
When the window first opens, you will see:



The screenshot shows a search interface with three input fields: "Student Name", "Teacher", and "Grade". A "View Report" button is located to the right of the "Teacher" field. Below the input fields is a horizontal scrollbar.

Simply clicking the **View Report** button will display data for all of the school's students. You can limit the report by student name, teacher, or grade. You can enter partial student names. For example, you can enter "Anders" and the report will contain all students with that text in their name, either in the last name or first name.

When the report displays, you will see a menu of options. Use the Diskette icon to save the report as a PDF file:



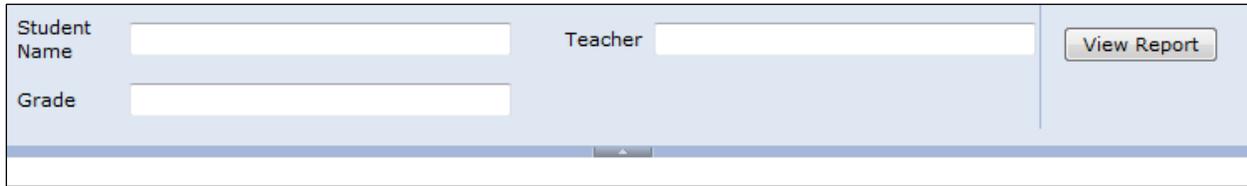
The screenshot shows a report titled "Emergency Information Form" for "15-16 Mead Elementary". The report content includes the instruction "Make all changes directly on this document. Enter an address under student's" and a "spacing" icon (a document with a plus sign). The student information is "Student: Myhre, Nicholas Oliver" and "Grade: 1". The address is "17567 Gage Ave". A file format menu is open, showing options: XML file with report data, CSV (comma delimited), PDF (highlighted), MHTML (web archive), Excel, TIFF file, and Word.

Note: A "spacing" icon  displays in the report in various spots. This icon is not part of the PDF file and does not print.

The PDF file can then be printed at the Doc Center for large files or to a local printer for small files.

Elementary School Medical Forms

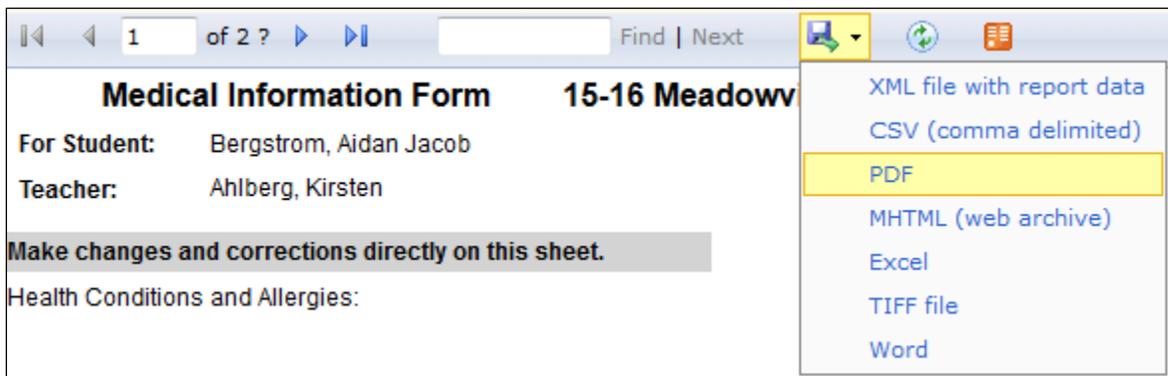
When the window first opens, you will see:



The screenshot shows a web form with three input fields: "Student Name", "Teacher", and "Grade". A "View Report" button is located to the right of the "Teacher" field. The form is set against a light blue background.

Simply clicking the **View Report** button will display data for all of the school's students. You can limit the report by student name, teacher, or grade. You can enter partial student names. For example, you can enter "Anders" and the report will contain all students with that text in their name, either in the last name or first name.

When the report displays, you will see a menu of options. Use the Diskette icon to save the report as a PDF file:



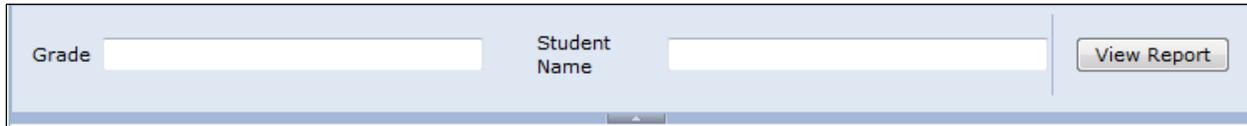
The screenshot shows a web browser window displaying a "Medical Information Form 15-16 Meadow". The form includes fields for "For Student: Bergstrom, Aidan Jacob" and "Teacher: Ahlberg, Kirsten". A dropdown menu is open, showing options: "XML file with report data", "CSV (comma delimited)", "PDF" (highlighted), "MHTML (web archive)", "Excel", "TIFF file", and "Word".

Note: A "spacing" icon  displays in the report in various spots. This icon is not part of the PDF file and does not print.

The PDF file can then be printed at the Doc Center for large files or to a local printer for small files.

Secondary School Emergency Information Forms

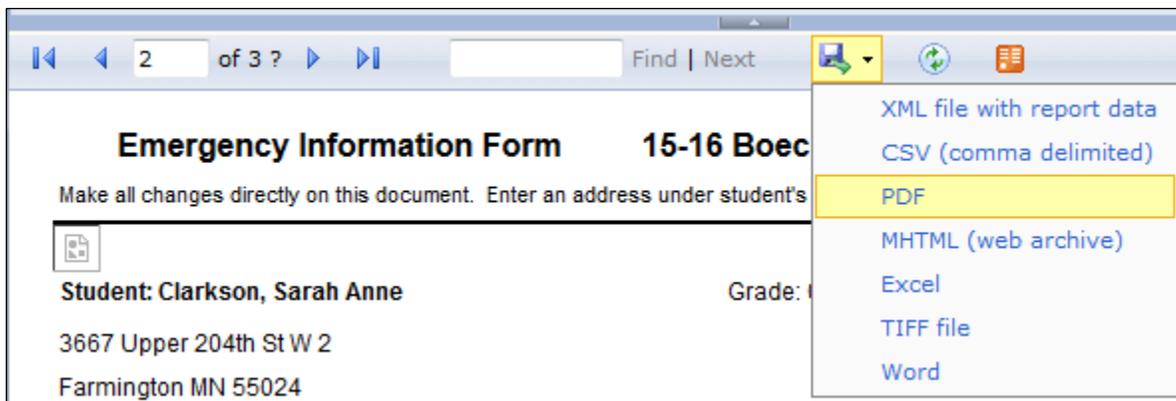
When the window first opens, you will see:



The screenshot shows a light blue window with two input fields. The first field is labeled "Grade" and the second is labeled "Student Name". To the right of the "Student Name" field is a button labeled "View Report".

Simply clicking the **View Report** button will display data for all of the school's students. You can limit the report by student name or grade. You can enter partial student names. For example, you can enter "Anders" and the report will contain all students with that text in their name, either in the last name or first name.

When the report displays, you will see a menu of options. Use the Diskette icon to save the report as a PDF file:



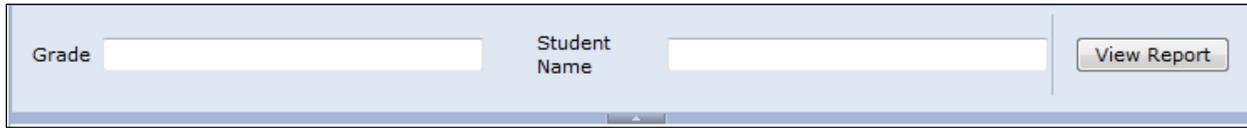
The screenshot shows a window titled "Emergency Information Form 15-16 Boec". The main content area displays student information: "Student: Clarkson, Sarah Anne" and "Grade: 15-16". Below this is the address: "3667 Upper 204th St W 2, Farmington MN 55024". A file menu is open over the report, showing options: "XML file with report data", "CSV (comma delimited)", "PDF" (highlighted), "MHTML (web archive)", "Excel", "TIFF file", and "Word".

Note: A "spacing" icon  displays in the report in various spots. This icon is not part of the PDF file and does not print.

The PDF file can then be printed at the Doc Center for large files or to a local printer for small files.

Secondary School Medical Forms

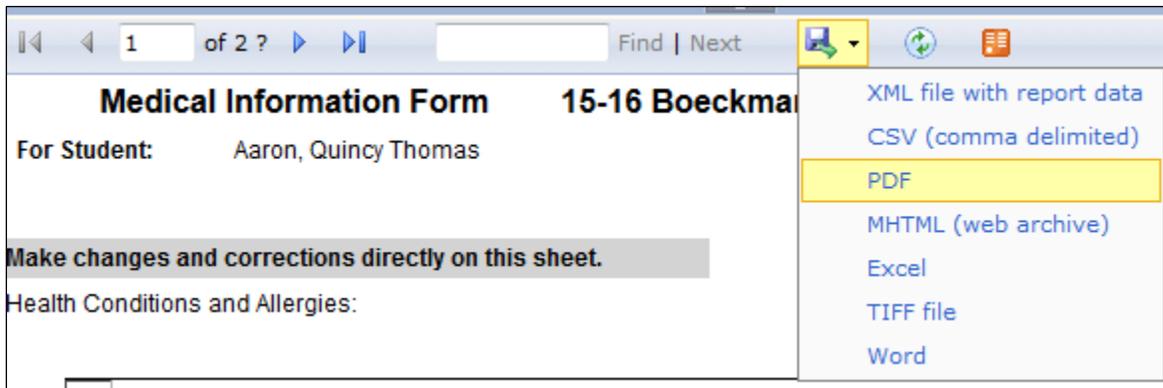
When the window first opens, you will see:



The screenshot shows a light blue header bar with two text input fields. The first field is labeled "Grade" and the second is labeled "Student Name". To the right of the "Student Name" field is a button labeled "View Report".

Simply clicking the **View Report** button will display data for all of the school's students. You can limit the report by student name or grade. You can enter partial student names. For example, you can enter "Anders" and the report will contain all students with that text in their name, either in the last name or first name.

When the report displays, you will see a menu of options. Use the Diskette icon to save the report as a PDF file:



Note: A "spacing" icon  displays in the report in various spots. This icon is not part of the PDF file and does not print.

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