

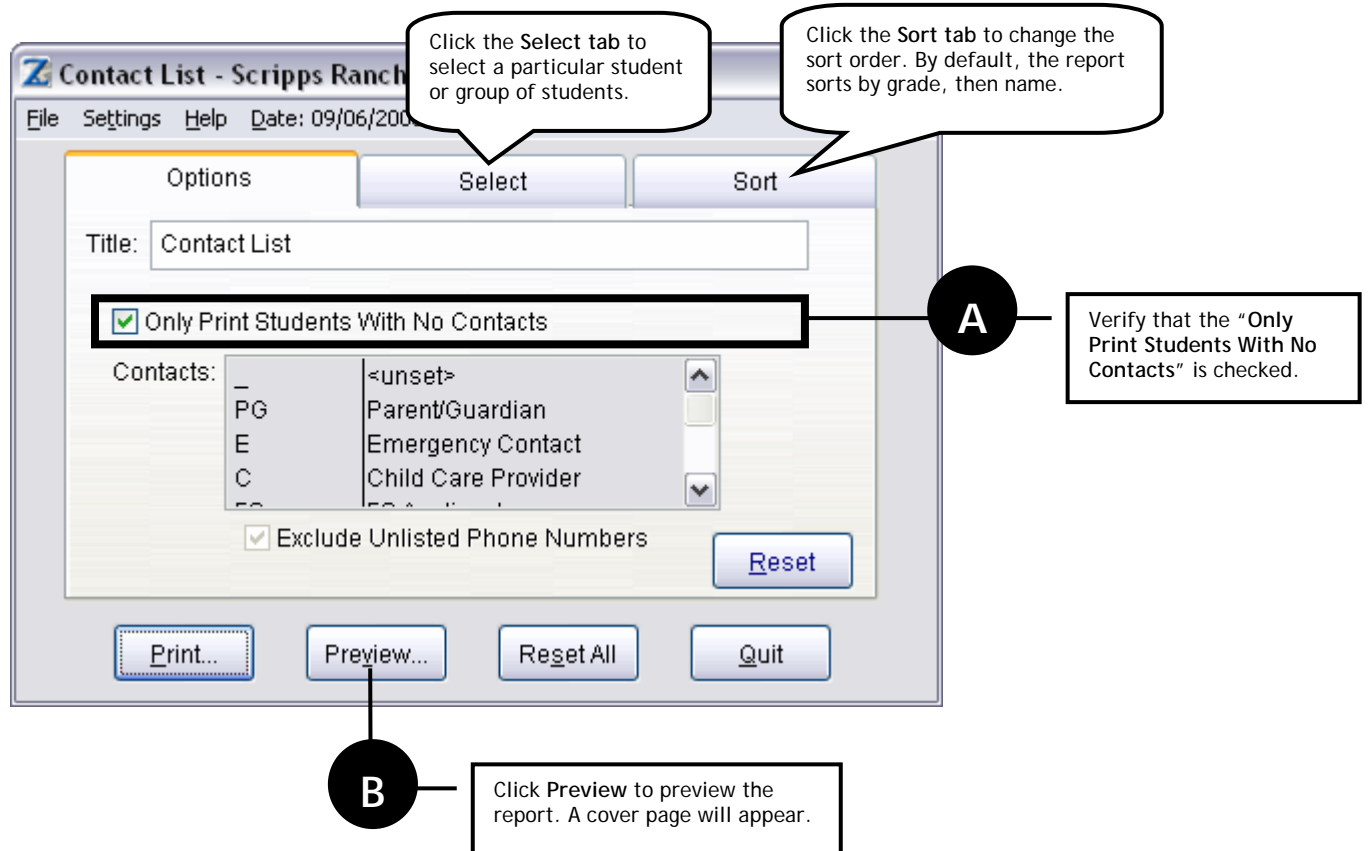
Identifying Students With No Contact Information

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Use the **Contact List Report** to identify which students have no contact information (parent/guardian, emergency contact, and so on) in Zangle. For any student that appears on the report, enter the contact information in **Student Editor**. Refer to Managing Contact Information in the Enrollment Handbook v4.0 for directions on how to enter contact information.

Follow the steps below to determine students with no contacts.

- Open Zangle. Click Enrollment. Click Reports. Select Contact List.
- Complete Steps A-E. Steps A and B are shown below. Steps C-E are on the following page.



The screenshot shows the 'Contact List - Scripps Ranch' window. The 'Select' tab is active, and the 'Sort' tab is also visible. A callout box labeled 'A' points to the 'Only Print Students With No Contacts' checkbox, which is checked. Another callout box labeled 'B' points to the 'Preview...' button. Two other callout boxes provide instructions: one for the 'Select' tab and one for the 'Sort' tab.

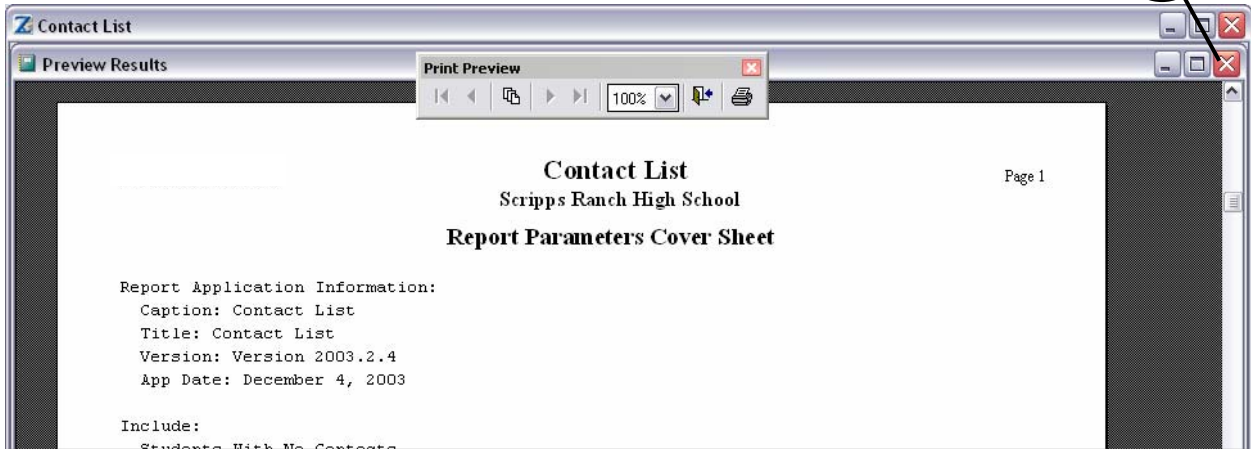
Click the Select tab to select a particular student or group of students.

Click the Sort tab to change the sort order. By default, the report sorts by grade, then name.

Verify that the "Only Print Students With No Contacts" is checked.

Click Preview to preview the report. A cover page will appear.

Read the cover page. Then click the X to close it. The report is "underneath" it.

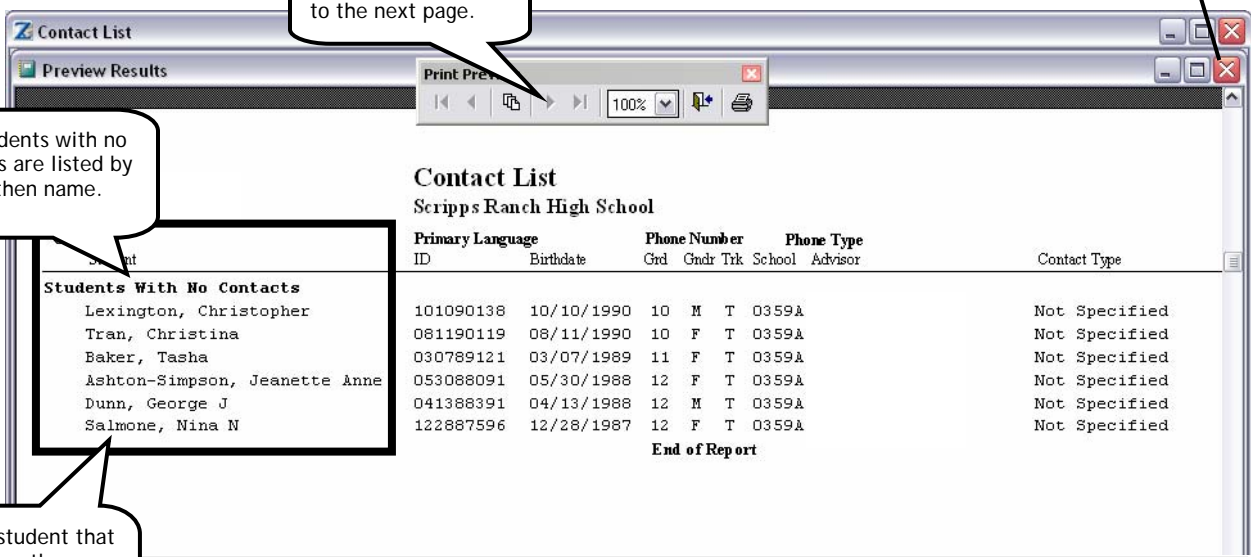


Preview the report. Then click the X to close the report. A print dialog box will appear.

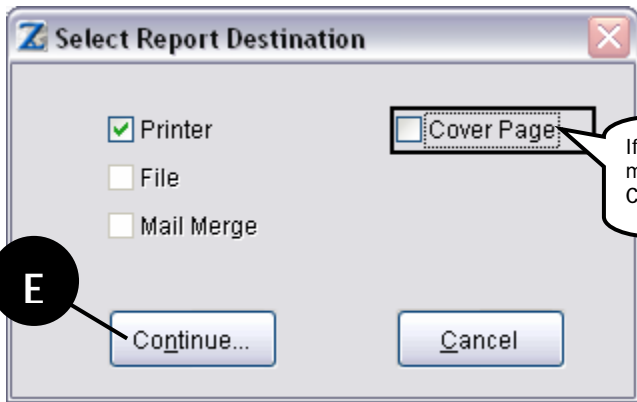


Use the arrow to go to the next page.

The students with no contacts are listed by grade, then name.



For any student that appears on the report, enter the contact information in Student Editor.



If you print the report, you may want to uncheck the Cover Page option.

Click Continue to print. Otherwise, click Cancel.

