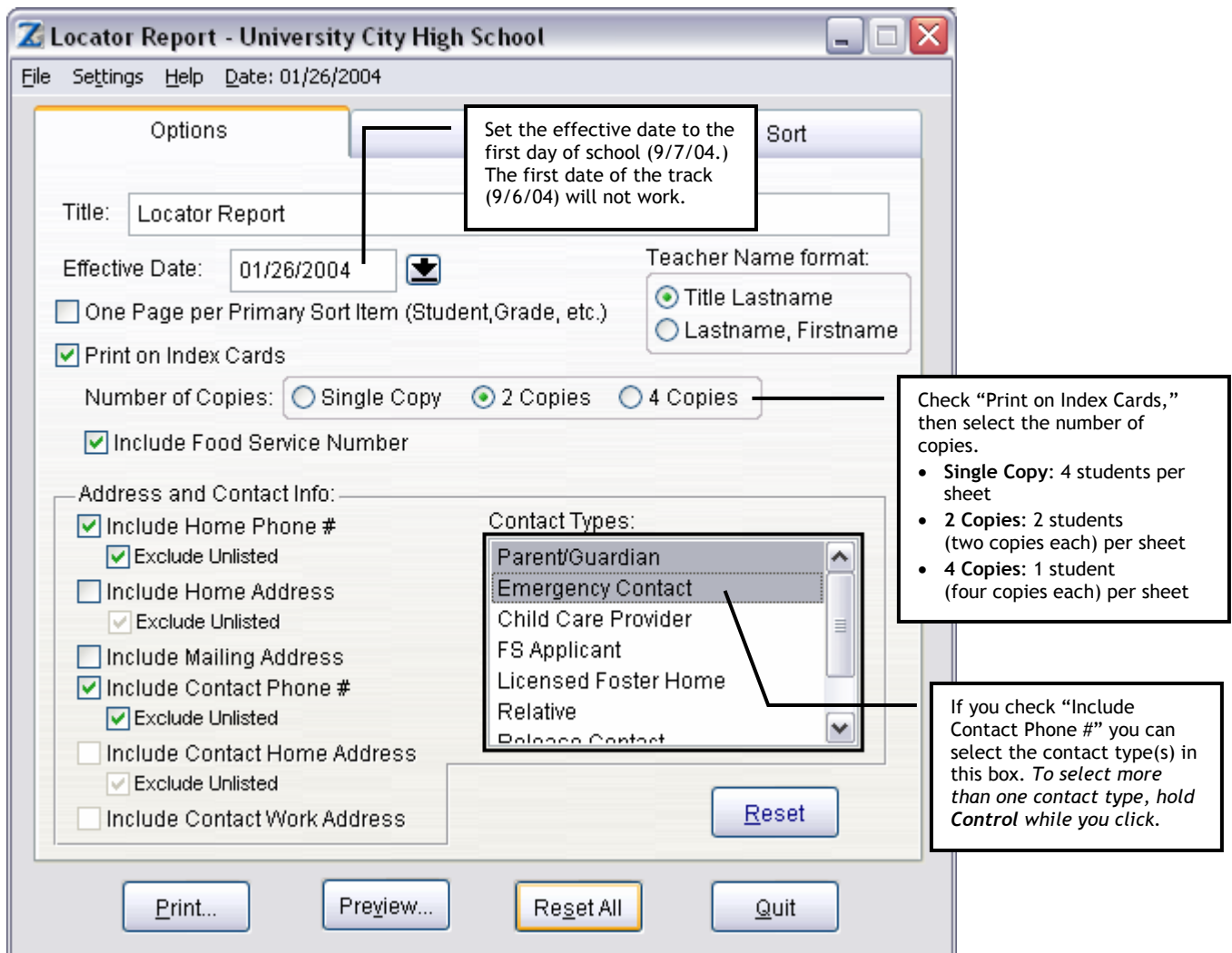


Locator Cards

Effective August 30, 2004

C-Innovation redesigned the Locator Report to print to index cards. You can use the same stock that you were using for Aeries locator cards. The screenshot below shows how to configure the Locator Report to print “2-up.”



Locator Report - University City High School
File Settings Help Date: 01/26/2004

Options

Title: Locator Report

Effective Date: 01/26/2004

One Page per Primary Sort Item (Student, Grade, etc.)

Print on Index Cards

Number of Copies: Single Copy 2 Copies 4 Copies

Include Food Service Number

Teacher Name format:
 Title Lastname
 Lastname, Firstname

Address and Contact Info:
 Include Home Phone #
 Exclude Unlisted
 Include Home Address
 Exclude Unlisted
 Include Mailing Address
 Include Contact Phone #
 Exclude Unlisted
 Include Contact Home Address
 Exclude Unlisted
 Include Contact Work Address

Contact Types:
 Parent/Guardian
 Emergency Contact
 Child Care Provider
 FS Applicant
 Licensed Foster Home
 Relative
 Release Contact

Buttons: Print... Preview... Reset All Quit

Callout 1: Set the effective date to the first day of school (9/7/04.) The first date of the track (9/6/04) will not work.

Callout 2: Check “Print on Index Cards,” then select the number of copies.
 • Single Copy: 4 students per sheet
 • 2 Copies: 2 students (two copies each) per sheet
 • 4 Copies: 1 student (four copies each) per sheet

Callout 3: If you check “Include Contact Phone #” you can select the contact type(s) in this box. To select more than one contact type, hold Control while you click.

A sample is attached. Please see the next page.

Grade: 11 Pine, Renee G [040387641] (858) 555-7729

University City High School 2003-2004
 Effective Date: 01/26/2004
 Johnson, Ronald (Emergency Contact)
 (858) 552-8003 Work Phone

Per Course	Description	Room	Teacher	Cycle Day	Term
1 6112	BIOLOGY 2(P)	R9	Wann	Standard Day	S2
2 5711	PHYS ED MLVL SH	Gym	Dr Jamiston	Standard Day	S2
3 1634	ESL4 LITBL 11-12	454	Ms Barrington	Standard Day	S2
4 1634	ESL4 LITBL 11-12	454	Ms Barrington	Standard Day	S2
5 6702	US HST/GEO 2(P)	B20	Invin	Standard Day	S2
6 4142	GEOMETRY 2(P)	448	Mrs Redding	Standard Day	S2

Grade: 9 Pinkerton, Paul [121089188] (619) 559-2010

University City High School 2003-2004
 Effective Date: 01/26/2004
 Pinkerton, Teresa (Parent/Guardian)
 (619) 559-2010 Home Phone

Per Course	Description	Room	Teacher	Cycle Day	Term
1 2322	SPN 2(P)	B7	Bonita	Standard Day	S2
2 0232	CERAM 2 (P)	230	Mr Mckirthy	Standard Day	S2
3 4142	GEOMETRY 2(P)	448	Mrs Redding	Standard Day	S2
4 6192	BIO 2 AP (HP)	R9	Wann	Standard Day	S2
5 6756	EUR HIST 2 (P)	203	Mr Ray	Standard Day	S2
6 1642	ENG LIT 2(P)	201	Mrs Savohn	Standard Day	S2

Grade: 11 Pine, Renee G [040387641] (858) 555-7729

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