

# eSchool Report Tips

## QuickGuide

### Logging In

Log in to eSchool by using your Novell username & password.



### Creating your Student List (W/D or Graduates)

### Advanced Student Search

**Search Favorites**

Search Favorites:

Custom Search Name:

**Custom Search Criteria**

And/Or	Area	Field Name	Condition	Value	Delete
	Demographic	Building			<input type="checkbox"/>
And	Demographic	Current Status			<input type="checkbox"/>
And	Entry/Withdrawal	Withdrawal Date			<input type="checkbox"/>
And					<input type="checkbox"/>

**Withdrawal Date**

- 1/4/2011
- 8/23/2010
- 8/23/2010
- 3/1/2011
- 8/23/2010
- 12/6/2010
- 8/23/2010
- 8/23/2010
- 8/23/2010
- 8/23/2010
- 8/23/2010

**Run report to verify W/D date**

**Verify correct W/D date**

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## QuickGuide

Number of records found: 224 (Student Abundis - Horn displayed)

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Student Name	Student ID	Grade	Birthdate	Building	Withdrawal Date
<a href="#">Abundis, Jose Feliciano Jr</a>	316560	02	4/4/2002	102	1/4/2011
<a href="#">Acosta, Irvin Eduardo</a>	202531	01	1/6/2004	102	8/23/2010
<a href="#">Acuna Ponce, Kevin Gabriel</a>	200820	02	7/18/2003	102	8/23/2010
<a href="#">Adekolu, Naomi Oluwaseyi Ebelechukwu</a>	309123	02	3/31/2003	102	3/1/2011
<a href="#">Allen, Mackenzie Janae</a>	308970	01	7/14/2004	102	8/23/2010
<a href="#">Alvarez, Jose Manuel</a>	202187	03	4/1/2003	102	12/6/2010
<a href="#">Anderson, Nicole Elizabeth</a>	305300	03	1/18/2002	102	8/23/2010
<a href="#">Arias, Ruben O</a>	302610	03	11/29/2001	102	8/23/2010
<a href="#">Armendariz, Brisa Fernanda</a>	139680	04	10/26/2001	102	8/23/2010
<a href="#">Baldrige, Taylor Jean</a>	309159	02	1/30/2003	102	8/23/2010
<a href="#">Baldrige, Tyler Jones</a>	309018	01	5/4/2004	102	8/23/2010

- **Double check the W/D date is correct before printing your report.**

- **Note: Your report will not be 100% accurate.**

- **Print out report with Name, DOB & State ID only.**