

Infinite Campus

Household Errors Report

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Guardians with No Address Information

Report Logic:

The report looks for guardians of students enrolled in the calendar selected and reports those who have no current address information. The goal is to have no lines of data appear on this report.

Report Headers:

Calendar	Calendar related to matched record
Student Number	Student Number
Guardian personID	Guardian Number
Emerg #	Emergency sequence number
Guardian Name	Guardian Last Name, First Name
Relationship	Relationship to student
Household	Guardian's household name
Mailing Address	This will remain blank on the report to show that the info does not exist
Physical Address	This will remain blank on the report to show that the info does not exist

Report Sample:

Guardians with No Address Information								
Calendar	Student Number	Guardian personID	Emerg Seq #	Guardian Name	Relationship	Household	Mailing Address	Physical Address
24-25 Kapalama HS			2		Father			
24-25 Kapalama HS			2		Mother			
24-25 Kapalama HS			2		Father			

Students and Guardians with No Household

Report Logic:

The report looks for guardians of students enrolled in the calendar selected and reports those do not have a PRIMARY household. The goal is to have no lines of data appear on this report.

Report Headers:

Student First	Student First Name
Student Last	Student Last Name
Student Number	Student Number
Grade	Student Grade
Calendar Name	Calendar related to matched record
Person	The person who is missing the Primary household. Either Guardian or Student.
Missing First	The first name of the person missing the primary household
Missing Last	The last name of the person missing the primary household
Mailing personID	The personID for the person missing the primary household

Report Sample:

Household Errors Report								
Students and Guardians with No Primary Household								
Student First	Student Last	Student Number	Grade	Calendar Name	Person	Missing First	Missing Last	Missing personID
			12	24-25 Kapalama HS	Guardian			
			11	24-25 Kapalama HS	Guardian			
			11	24-25 Kapalama HS	Guardian			
			11	24-25 Kapalama HS	Guardian			

Students and Guardians with No Mailing or Physical

Report Logic:

The report looks for guardians and students enrolled in the calendar selected and reports those who are missing either a mailing address or a physical address in their primary household. The goal is to have no lines of data appear on this report.

Report Headers:

Student First	Student first name
Student Last	Student last name
Student ID	Student KSID
Grade	Student grade level
Calendar Name	Calendar related to matched record
Relationship	Relationship to student
Person w/Issue	Student or Guardian
personID	PersonID of person with issue
Student Number	Student Number
Emerg #	Emergency sequence number
First Name	Issue person's first name
Last Name	Issue person's last name
Issue	Which address is missing

Report Sample:

Household Errors Report

Students and Guardians with No Primary Mailing or Physical

Student First	Student Last	Student ID	Grade	Calendar Name	Relationship	Person w/Issue	person ID	First Name	Last Name	Issue
			12	24-25 Kapalama HS	Self	Student				Missing Physical Address
			12	24-25 Kapalama HS	Mother	Guardian				Missing Physical Address
			12	24-25 Kapalama HS	Self	Student				Missing Physical Address
			12	24-25 Kapalama HS	Mother	Guardian				Missing Physical Address
			12	24-25 Kapalama HS	Self	Student				Missing Physical Address

Guardians In Multiple Households

Report Logic:

The report looks for guardians and students enrolled in the calendar selected and reports on guardians that are in more than 1 household. Guardians should only live in one main household. The goal is for this report to return blank.

Report Headers:

Calendar	Calendar related to matched record
Student ID	Student Number
Guardian Name	Guardian Last Name, First Name
Relationship	Relationship to student
PersonID	Guardian personID
Household1	First household the guardian belongs to
Household2	Second household the guardian belongs to

Report Sample:

Household Errors Report

Guardians In Multiple Households

Calendar	Student ID	Guardian Name	Relationship	personID	Household1	Household2
24-25 Kapalama HS			Mother			
24-25 Kapalama HS			Father			
24-25 Kapalama HS			Mother			
24-25 Kapalama HS			Mother			
24-25 Kapalama HS			Mother			

No Guardians in Student Household

Report Logic:

The report looks for students who have no guardians in their primary household. The goal is that this report returns null and that all the keiki have guardians.

Report Headers:

Calendar	Calendar related to matched record
Student ID	Student Number
Student Name	Student first and last name
Lonely Household	Student household name where there are no guardians

Report Sample:

Household Errors Report

No Guardians in Student Household

Calendar	Student ID	Student Name	Lonely Household
24-25 Kapalama ES Summer			
24-25 Kapalama ES Summer			
23-24 Kapalama ES Summer			
23-24 Kapalama ES Summer			
23-24 Kapalama ES Summer			

Non-Related (No Current Relationship) Contacts in Same Household

Report Logic:

The report looks for guardians enrolled in the calendar selected and reports those who are in the relationship tab but where the relationship has not been defined. The goal is that this report returns blank. Every relationship should have a description.

Report Headers:

Calendar	Calendar related to matched record
Student ID	Student Number
Student First Name	Student first name
Student Last Name	Student last name
Contact personID	PersonID of the contact in the household that has no relationship to the student
Unrelated Contact First Name	Contact first name
Unrelated Contact Last Name	Contact last name
Household Name	Household shared with student
Relationship	This will always be blank since it is the thing that is missing.

Report Sample:

Household Errors Report

Non-Related (No Current Relationship) Contacts in Same Household

Calendar	Student ID	Student First Name	Student Last Name	Contact personID	Unrelated Contact First Name	Unrelated Contact Last Name	Household Name	Relationship
24-25 Kapalama HS								
24-25 Kapalama HS								
24-25 Kapalama HS								
24-25 Kapalama HS								
24-25 Kapalama HS								