

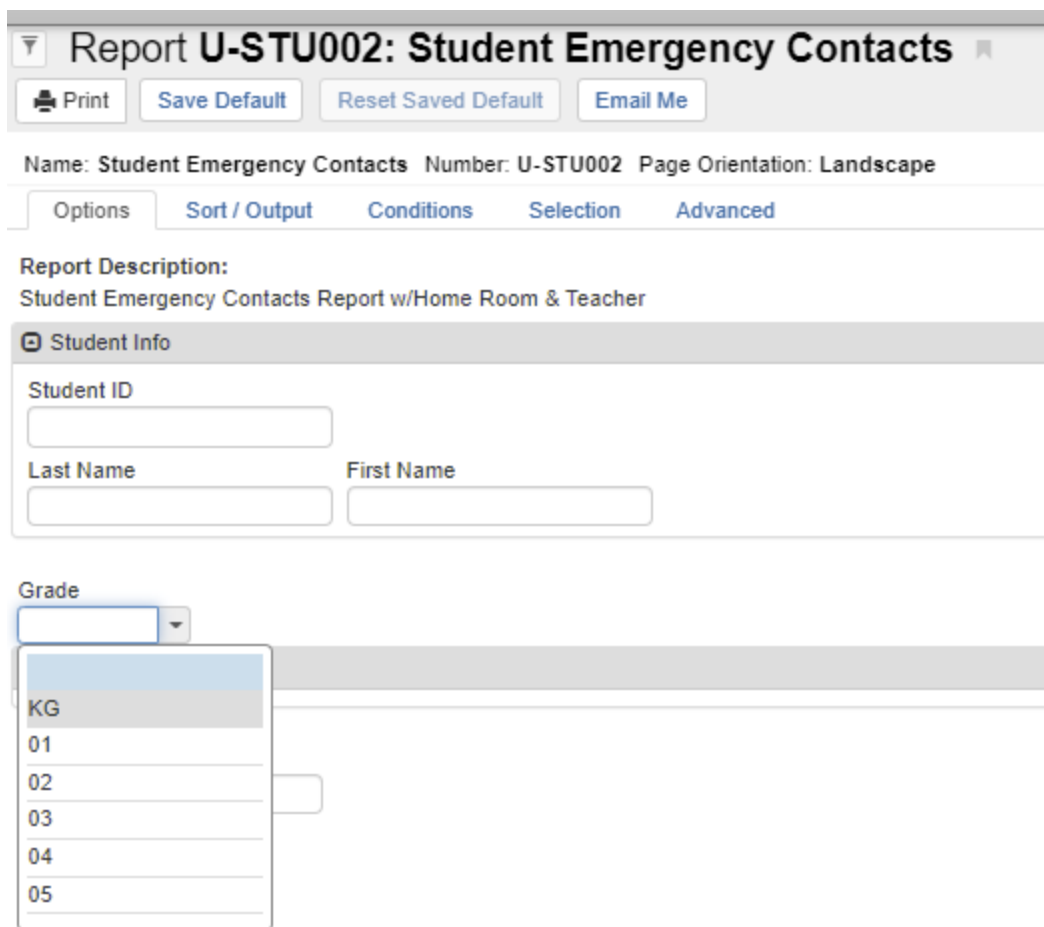
Synergy Reports for Logs with Parent Contact Information

To print Student Lists with Parent and Emergency Contact Information

1. In Synergy, select report U-STU-002

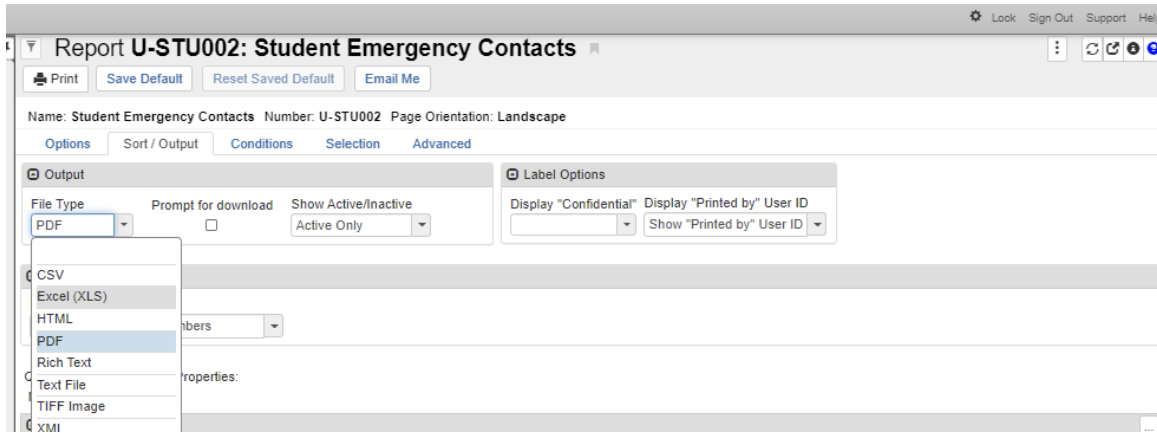


2. Select the appropriate grade level for the report in the "Grade" dropdown:

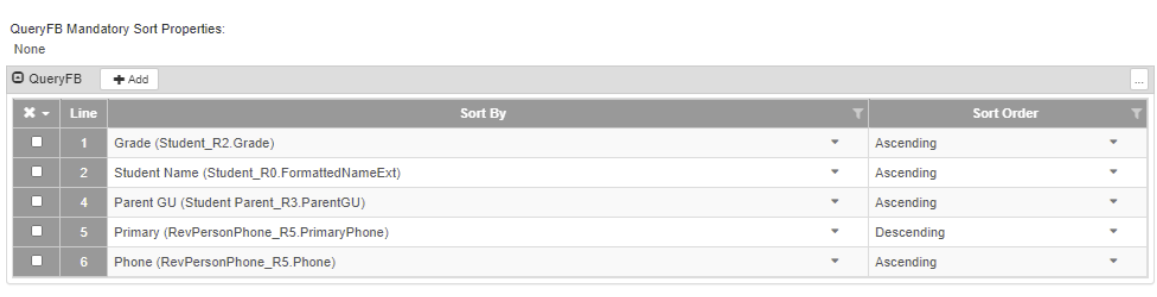


3. After your grade is selected, choose the "Sort/Output" tab along the top.
4. Select Excel for File Type, and select "Active Only" under the dropdown "Show Active/Inactive" if you wish to modify the report (i.e. you need to remove students that were not present during exposure), you may choose to submit report to LPHA as a pdf if all

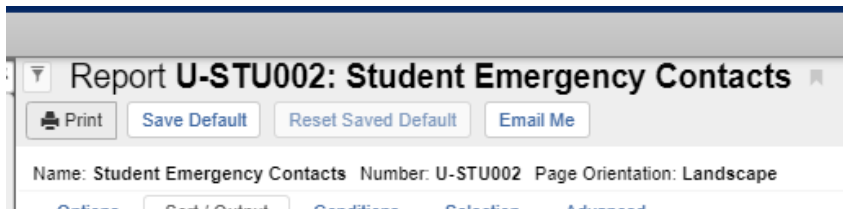
students were present during exposure time frame and the report does not need to be modified.



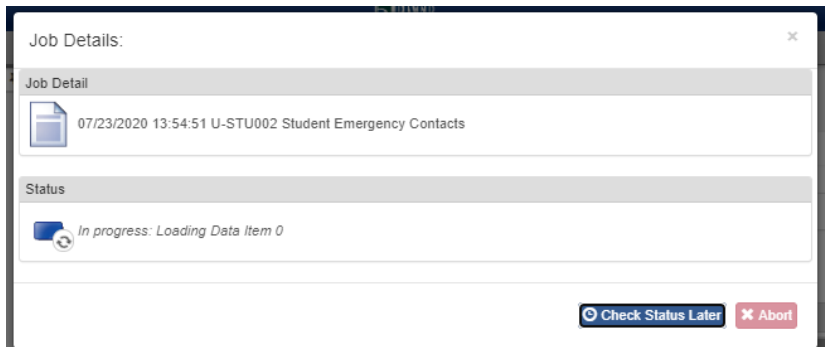
5. Select the appropriate information for query, which includes parent and emergency contact information as per current guidelines.



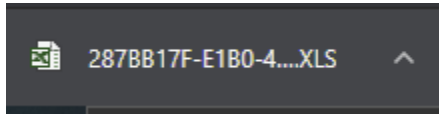
6. Select "Print" to run report, this will create the report, it will not automatically print it.



Job will process:



7. An Excel Spreadsheet will download in the lower left hand corner.



This document can be modified. If a pdf is selected, it will auto-populate to your screen, you can save either report to your computer for transmission to LPHA.

Arrival and departure time can be captured and edited by exception (i.e. students arriving late, staff only in the classroom part of the day).

8. The following considerations should be made:

- A list of staff that encountered student/staff who was ill must be developed in addition to student log.
- If the student is in any intervention groups, these logs must include specialists, which can be obtained from itinerant staff logs.
- A school bus roster should be extracted from Synergy, if the student rides a bus and compatible information exported for these students.
- A review of Health Room logs should be made to determine if individual was in the health room at the same time as other students
- If the student is an athlete, athletic logs must be obtained as well

9. This compilation of logs should include a case identifier that is easy for the LPHA to recognize is essential.