

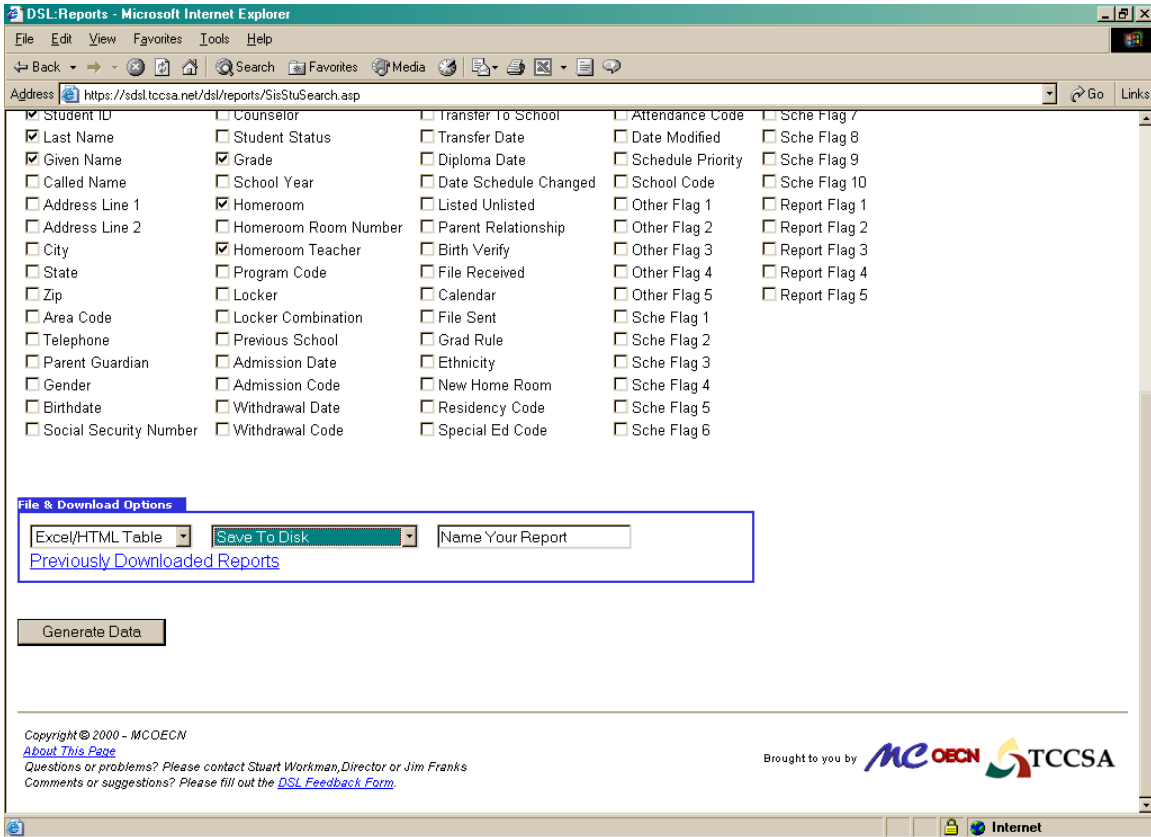
# Creating a file for Picture Vendors

To create picture files for vendors, get into DSL, select the Reports option from the blue bar, and then the SIS Student Search option.

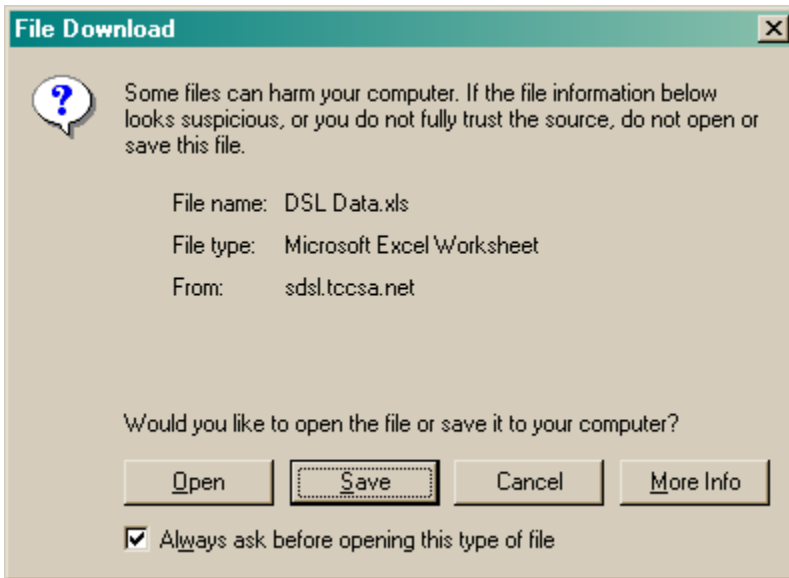
The screenshot shows a Microsoft Internet Explorer browser window titled "DSL: Reports". The address bar displays "https://sdsi.tccsa.net/dsl/reports/SisStuSearch.asp". The page content includes a navigation bar with links: Home | Student Info | Test Results | Fiscal | Classroom Management | Classroom Resources | Reports | Other | Log Off. Below this, the "DSL: Reports" section is active, and the "SIS Student Search" form is displayed. The form contains several input fields: School (MELROSE ELEMENTARY), Gender, Grade, Ethnicity, Student ID, Last Name, Given Name, School Year (2003), Attendance Code, Program Code, Homeroom, Calendar, Special Ed Code, Social Security Number, Previous School, Student Statuses (A, N), Address Line 1, City, and Zip. Below the form, a section titled "Select column information to be displayed for students:" contains a grid of checkboxes for various data fields. The following table represents the visible checkboxes in the screenshot:

Field Name	Field Name	Field Name	Field Name	Field Name
<input checked="" type="checkbox"/> Student ID	<input type="checkbox"/> Counselor	<input type="checkbox"/> Transfer To School	<input type="checkbox"/> Attendance Code	<input type="checkbox"/> Sche Flag 7
<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> Student Status	<input type="checkbox"/> Transfer Date	<input type="checkbox"/> Date Modified	<input type="checkbox"/> Sche Flag 8
<input checked="" type="checkbox"/> Given Name	<input checked="" type="checkbox"/> Grade	<input type="checkbox"/> Diploma Date	<input type="checkbox"/> Schedule Priority	<input type="checkbox"/> Sche Flag 9
<input type="checkbox"/> Called Name	<input type="checkbox"/> School Year	<input type="checkbox"/> Date Schedule Changed	<input type="checkbox"/> School Code	<input type="checkbox"/> Sche Flag 10
<input type="checkbox"/> Address Line 1	<input checked="" type="checkbox"/> Homeroom	<input type="checkbox"/> Listed Unlisted	<input type="checkbox"/> Other Flag 1	<input type="checkbox"/> Report Flag 1
<input type="checkbox"/> Address Line 2	<input type="checkbox"/> Homeroom Room Number	<input type="checkbox"/> Parent Relationship	<input type="checkbox"/> Other Flag 2	<input type="checkbox"/> Report Flag 2
<input type="checkbox"/> City	<input checked="" type="checkbox"/> Homeroom Teacher	<input type="checkbox"/> Birth Verify	<input type="checkbox"/> Other Flag 3	<input type="checkbox"/> Report Flag 3
<input type="checkbox"/> State	<input type="checkbox"/> Program Code	<input type="checkbox"/> File Received	<input type="checkbox"/> Other Flag 4	<input type="checkbox"/> Report Flag 4
<input type="checkbox"/> Zip	<input type="checkbox"/> Locker	<input type="checkbox"/> Calendar	<input type="checkbox"/> Other Flag 5	<input type="checkbox"/> Report Flag 5
<input type="checkbox"/> Area Code	<input type="checkbox"/> Locker Combination	<input type="checkbox"/> File Sent	<input type="checkbox"/> Sche Flag 1	
<input type="checkbox"/> Telephone	<input type="checkbox"/> Previous School	<input type="checkbox"/> Grad Rule	<input type="checkbox"/> Sche Flag 2	
<input type="checkbox"/> Parent Guardian	<input type="checkbox"/> Admission Date	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Sche Flag 3	
<input type="checkbox"/> Gender	<input type="checkbox"/> Admission Code	<input type="checkbox"/> New Home Room	<input type="checkbox"/> Sche Flag 4	
<input type="checkbox"/> Birthdate	<input type="checkbox"/> Withdrawal Date	<input type="checkbox"/> Residency Code	<input type="checkbox"/> Sche Flag 5	

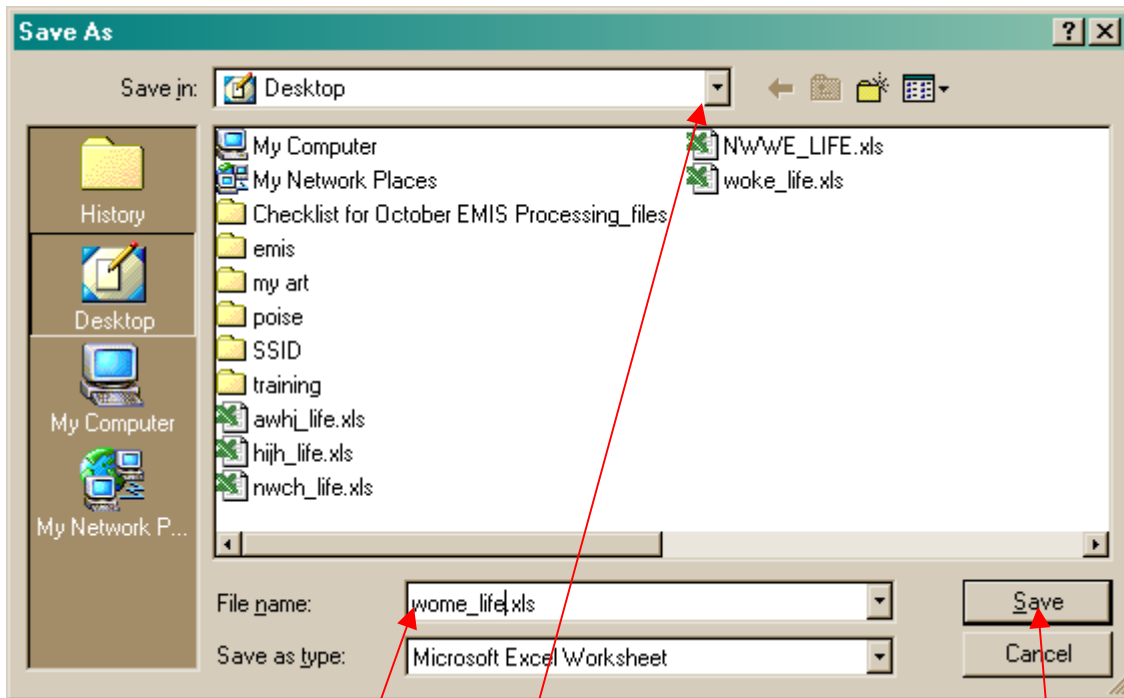
Select the options for those students you want on the report, and then the fields you would like to give them. Be sure to include the Student Id, if you would like us to put your pictures in DSL. As for the other information, name, grade, and homeroom is enough for what they usually need. If you are getting them to make rolodex cards for you, you can select the other information, like address, birthdate, etc. to send them also.



Be sure to select the Excel/HTML option, and Save to Disk, then hit the Generate Data button.



You will get this dialog box, hit the Save button.



You may need to hit the drop down box, for a selection, but we recommend you save to your desktop, and name it something that is useful to you. Be sure to use the .xls file extension for the name.

Close the DSL session out, and login to webmail or whatever mail system you use, other than reflections. Send to the vendor of your choice, and attach the file that is on your desktop to them. You should have some type of browse feature when attaching the file, to see it on your desktop.