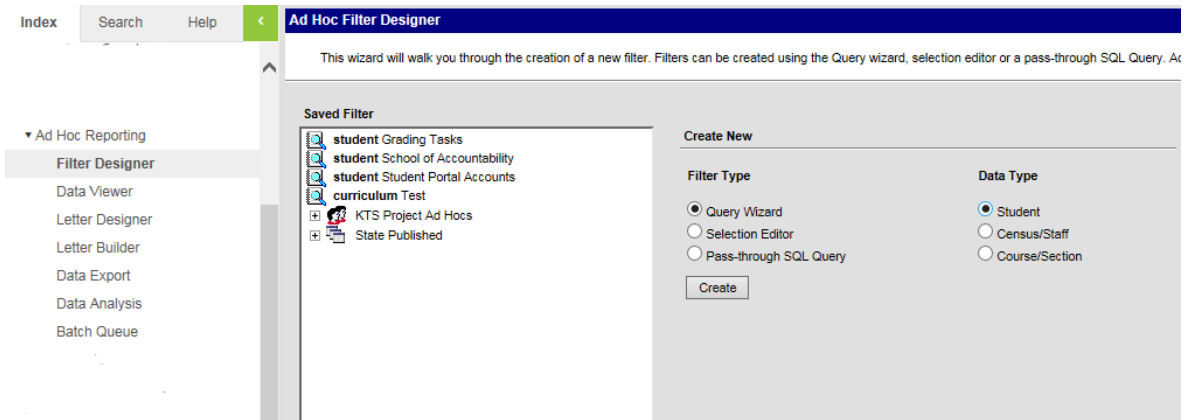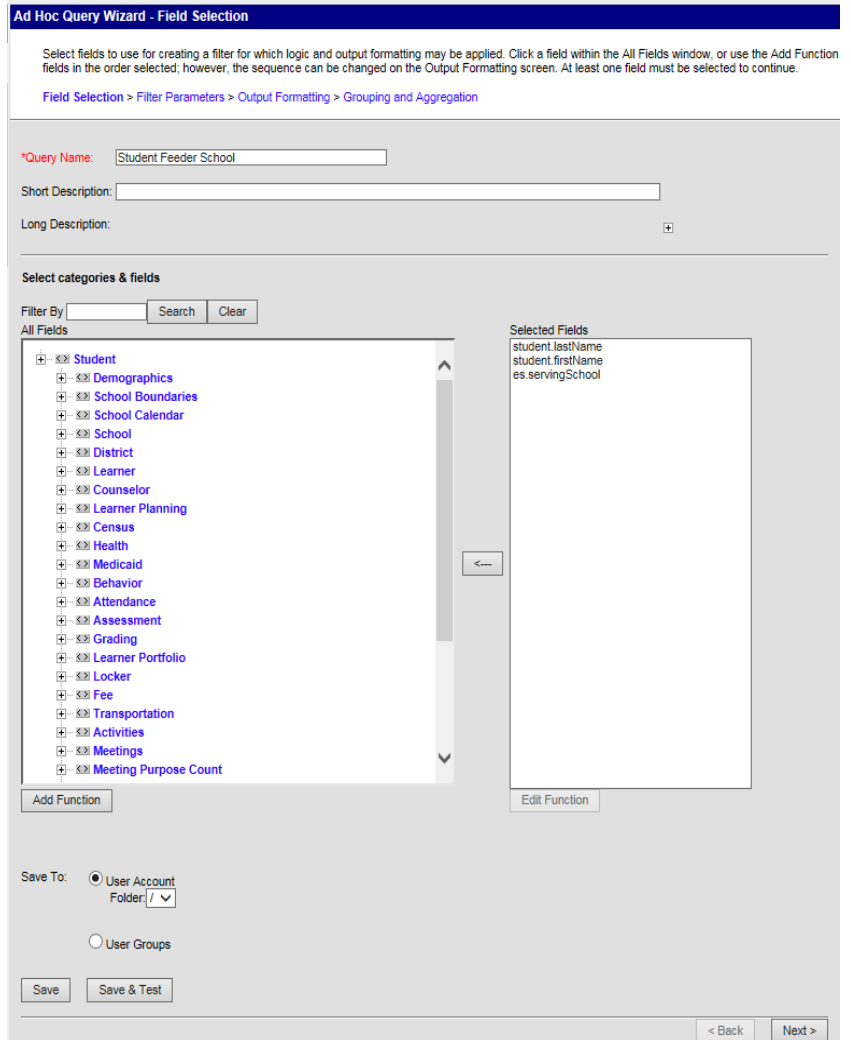# STUDENT FEEDER SCHOOL AD-HOC QUERY

The below ad-hoc query can be created in the technical school Infinite Campus database to assist with identifying the feeder high school, entering technical school attendance data, using the Fill Counselor feature when granting rights to a feeder high school counselor, or any other need a technical school may have to isolate a list of students within their technical school.

1. Ad Hoc Reporting > Filter Designer
   a. Select Filter Type: Query Wizard
   b. Select Data Type: Student
   c. Select Create

2. Give the query a Query Name.
3. Select the following fields:
   a. Under Demographics select
      i. lastName
      ii. firstName
   b. Under Learner select
      i. State Localized Elements
      ii. servingSchool
   c. Select the Next button

4. To retrieve a complete list of students with the accountability code next to their name, leave the Operator & Value areas blank and Save the query.
5. To limit the query to one feeder high school, select = in the Operator dropdown and enter the Feeder School of Accountability Code in the Value. A list of Feeder School Accountability Codes can be found here.
6. Select Save.
7. To create an ad-hoc for another feeder high school, go back to the Filter Designer, Copy the query and change the school accountability code.

Contact ktssupport@education.ky.gov for questions.