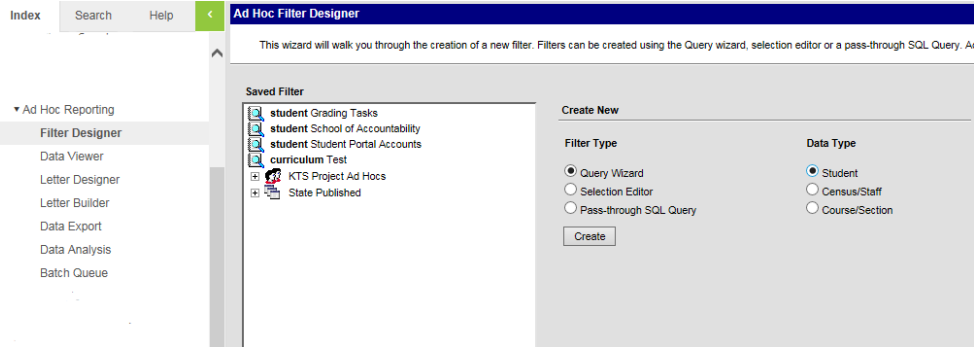


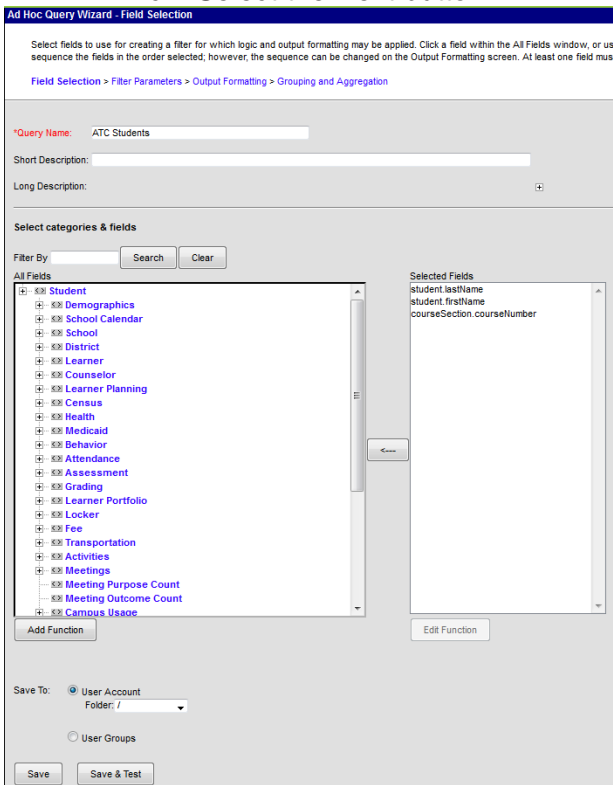
## TECHNICAL STUDENT AD-HOC QUERY

The below ad-hoc query can be created at the home high school Infinite Campus database to assist with entering technical school attendance data, using the Fill Counselor feature when granting rights to an ATC principal, or any other needs a home high school may have to isolate a list of students within their district that attend the 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. student.lastname
    - ii. student.firstname
  - b. Under Learner select
    - i. Schedule then select
    - ii. Course/Section then select
    - iii. courseSection.courseNumber
  - c. Select the Next button



4. Select "Starts With" for the Operator next to the *courseSection.courseNumber* field.
5. Enter the 2-digit ATC Tech ID number in the Value area. A list of the technical schools with their Tech ID numbers can be found [here](#).
6. Save the query to the User Group called KTS Data Exchange.

\*Query Name:

Short Description:

Long Description:

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**Filter the data**

ID	*Field	Operator	Value
X 1	<input type="text" value="student.lastName"/>	<input type="text"/>	<input type="text"/>
X 2	<input type="text" value="student.firstName"/>	<input type="text"/>	<input type="text"/>
X 3	<input type="text" value="courseSection.courseNumber"/>	<input type="text" value="STARTS WITH"/>	<input type="text" value="ENTER 2-DIGIT TECH ID # HERE"/>

**Logical Expression (Optional):**

If logical expression is left blank, all operators will be applied.  
Allowed symbols: AND OR NOT ( ) IDs  
Example Syntax: (1 AND (2 OR 3) AND 4 AND (NOT 5 OR 6))

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Save To:  User Account  
Folder:

User Groups

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