

How to Create a Report Looking at Frequency of Student Visits

1. Go to Reports >Presentation>Visit Log>Student Specific>Frequency and you will see this screen. Things to note:
 - a. On the left you can run this report for entire building, a specific teacher, or specific grade
 - b. You will need to put in your specific start and end dates
 - c. You will need to select how many visits you want the report to be run for, in this example, it is going to run a report for all students in a specific building, who have had 10 or more visits between the beginning of the school year and today.
 - d. On the right hand side, you have "Sort By" and you can put in teacher so that you get the entire school, but it is sorted by teacher.

Health Services Summary Visit Log Medications / Treatments Billing Student Info.

Population Selection:

School [Redacted]
Teacher All Teachers
Grade All Sex Both
Classification Student
Status Active Inactive
Track Any
Ethnicity Any
Hisp./Latino Any
Race Any
City Any
Language Any
Activity None
Special Ed. Any

Report Description:

This report presents a student specific report based on the number of visit log entries they have had.

Options Include:

- Selecting by # of Visits
- Placing resulting student in a Group (check off **BEFORE** clicking Search), which can later be processed (i.e. Form Letters)

Results Include:

- Student Name, DOB, Grade, Teacher, Student ID
- Classification
- Number of Visits - Number of entries logged in the visit log

Start 08/01/2018
End 11/26/2018
>= 10

Sort By School

Date Selection:

None Enrollment Date of Birth Place In Group

Sort Method: Ascending Descending

Run report for the group selected. Preview (If Unchecked, results will go directly to the printer) Shade

2. You will then hit search and you will see this report. This report is great as it shows you things such as:
 - a. How many visits the student has had
 - b. The most frequent times of the visits
 - c. Total time spend in nurses office-**missed class time**

Classification	# Visits	Date of Last	Total Time (min.)	Avg. Time	Most Freq. Times
Student	17	11/19/2018	217	12 m 46 s	10:54 AM - 10:55 AM (4)
Student	16	11/8/2018	95	5 m 56 s	12:14 PM (3)
Student	18	11/8/2018	202	11 m 13 s	09:00 AM (3)
Student	12	10/12/2018	111	9 m 15 s	10:32 AM (2)
Student	15	11/1/2018	176	11 m 44 s	10:40 AM - 10:50 AM (3)
Student	14	11/13/2018	191	13 m 39 s	01:15 PM (3)
Student	12	10/16/2018	209	17 m 25 s	09:55 AM - 10:00 AM (2)
Student	15	11/9/2018	110	7 m 20 s	10:56 AM (3)
Student	11	10/15/2018	897	81 m 33 s	12:21 PM - 12:22 PM (4)
Student	15	10/25/2018	147	9 m 48 s	01:10 PM - 01:12 PM (2)
Student	12	11/13/2018	169	14 m 5 s	11:41 AM - 11:48 AM (2)
Student	10	11/13/2018	100	10 m 0 s	12:45 PM - 12:53 PM (2)
Student	22	11/7/2018	237	10 m 46 s	01:45 PM - 01:46 PM (4)
Student	10	11/12/2018	172	17 m 12 s	11:30 AM - 11:48 AM (2)
Student	33	11/9/2018	135	4 m 5 s	11:50 AM (12)
Student	11	11/9/2018	88	8 m 0 s	02:47 PM (3)
Student	11	10/11/2018	73	6 m 38 s	12:23 PM - 12:24 PM (3)
Student	10	11/19/2018	135	13 m 30 s	09:02 AM (3)

In this report, I cut off the student's name and teacher's names, they would normally be to the left.