



Forms and Reports

2024-2025

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Overview

- Logic in Forms and Reports – including A few thoughts on “**Conditional**” Logic
- When to use User/Family/Guest forms
- Workflows are really helpful
- Common Reports
 - And, some that are not so common



References

- Forms Overview Video
- Application Content Overview Video – details on Form fields
- Creating a Form – Step One
- Creating a Form – Step Two (Editing A Form)
- Forms – Conditional Logic
- Creating a Form Workflow
- Report Examples – (*various*)

Forms Overview

Settings Page

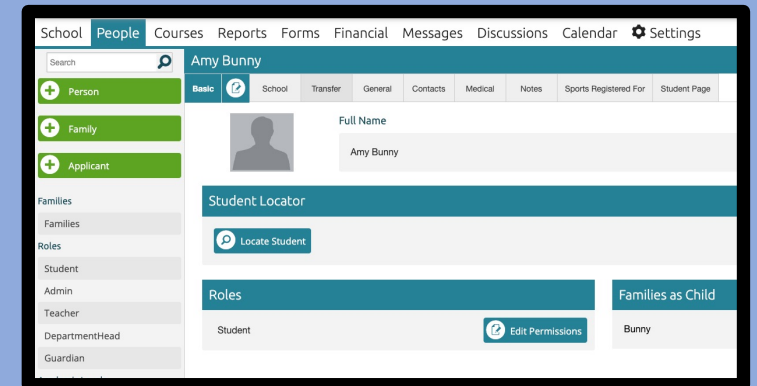
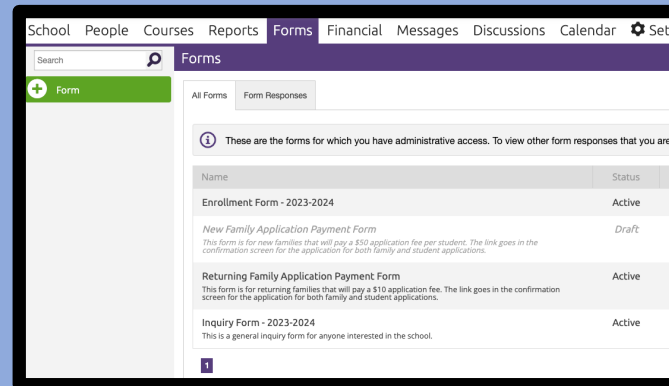
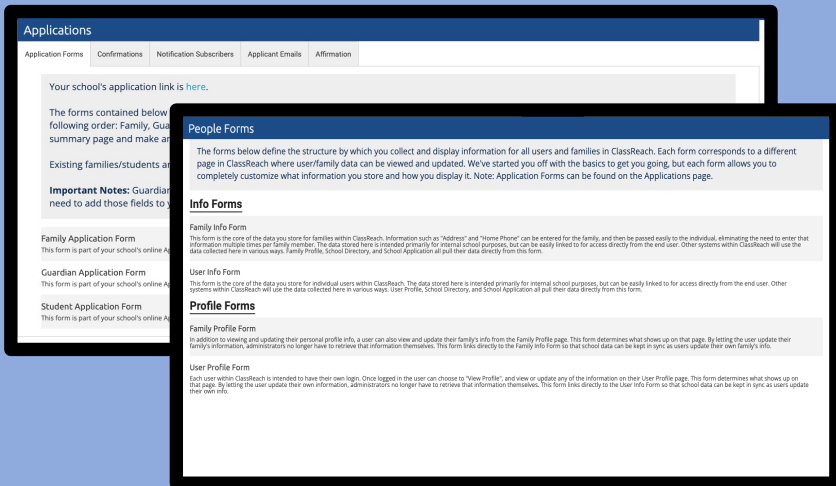
- People Forms
 - Info Forms
 - Profile Forms
- Applications
 - Application Forms

Forms Creator

- Admin creates Forms
- Admin edits Forms
- Admin views Responses

People Page

- The Admin View of a Family/User's Info
 - A few unique tabs
- The Admin View of Application content



The screenshot shows the Class Reach interface for the 'People' section. The top navigation bar includes 'School', 'People', 'Courses', 'Reports', 'Forms', 'Financial', 'Messages', 'Discussions', 'Calendar', and 'Settings'. A search bar is present, and the user profile 'Amy Bunny' is displayed. The left sidebar contains a search bar and three main categories: 'Person', 'Family', and 'Applicant', each with a plus icon. Below these are sub-categories: 'Families', 'Roles', 'Admin', 'Teacher', 'DepartmentHead', and 'Guardian'. The main content area for 'Amy Bunny' has tabs for 'Basic', 'School', 'Transfer', 'General', 'Contacts', 'Medical', 'Notes', 'Sports Registered For', and 'Student Page'. The 'Basic' tab is active, showing a profile picture placeholder and a 'Full Name' field with the value 'Amy Bunny'. Below this is a 'Student Locator' section with a 'Locate Student' button. The 'Roles' section shows 'Student' with an 'Edit Permissions' button. The 'Families as Child' section shows 'Bunny'.

The People Page Forms

How an Admin views/edits User and Family Info

The People Forms

Where the data is stored – Info Forms

Where Users can update their data – Profile Forms

USER INFO FORM

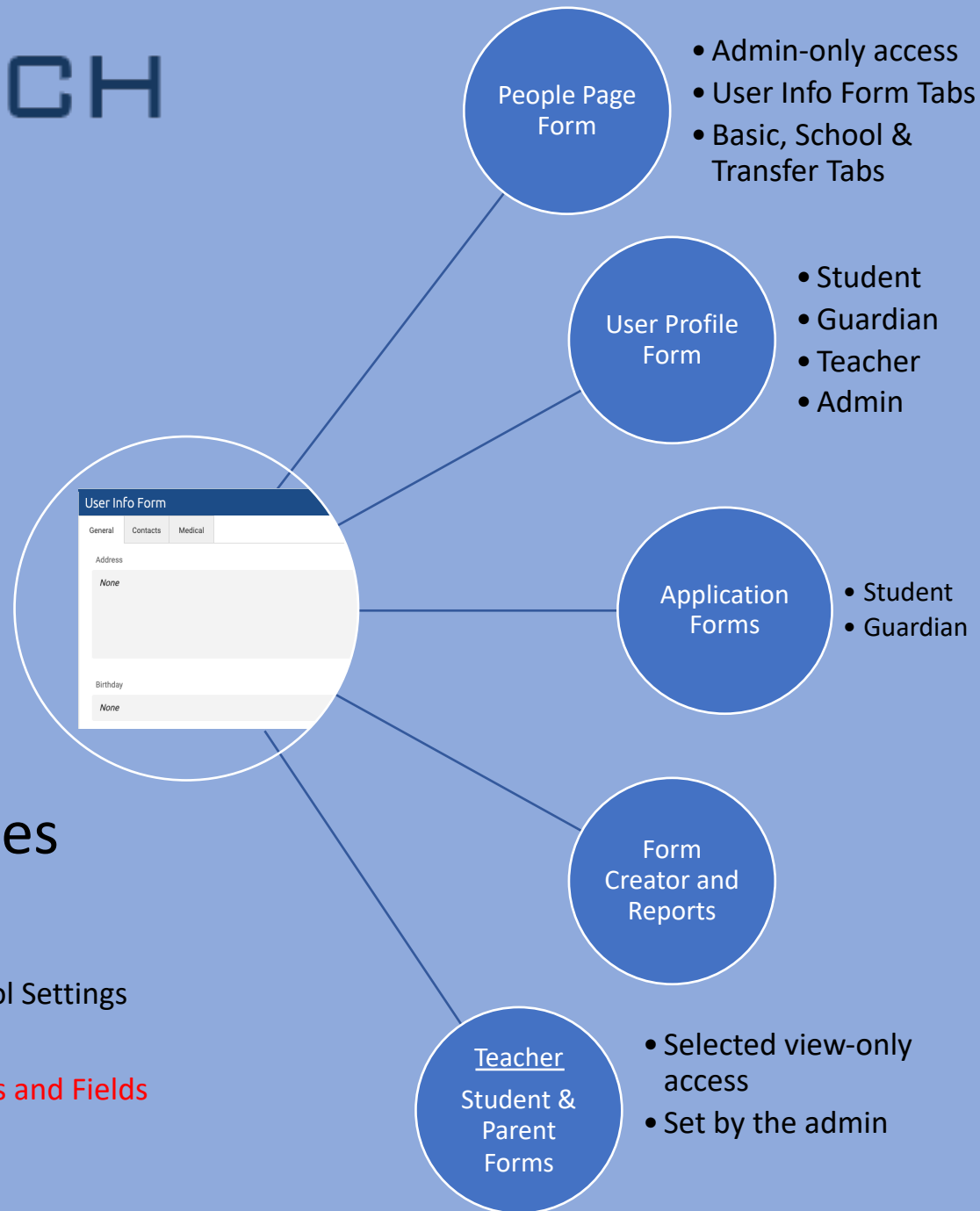
- All core user data

- Students
- Guardians
- Teachers
- Admins

- For internal school purposes

- Admin-only access

- Edit the form set up via People Forms in School Settings
- View/Edit data via the People Page Form
- **Admin allows Teachers to view specified Pages and Fields**



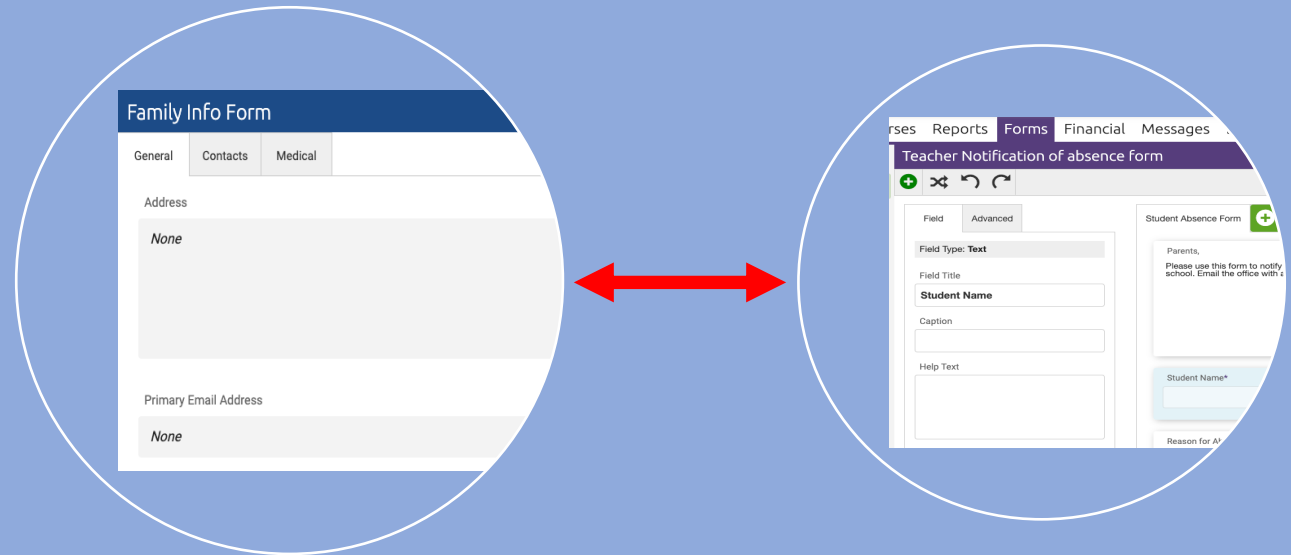
FAMILY INFO FORM

- All core family data
- For internal school purposes
- Admin-only access
 - Edit the form set up via People Forms in School Settings
 - View/Edit data via the People Page Form



FORMS CREATOR

- Data can be linked between any form you create and the Info Forms
- Data can flow both directions
- If a user looks at the form, they see data that actually resides in the Info Form
 - For example, it auto-populates a linked address field with the current address field in the Info Form
- If a user changes the data in the form, it updates the data in the Info Form



Fields and Pages

Editing Content

Admins can Add/Remove/Edit...

- Linked Fields
 - Linked Pages
 - Unlinked Fields
 - Unlinked Pages
-
- Editing Form Content is the same for all types of forms
 - Application Forms
 - People Forms
 - Forms Creator Forms

Linked Pages and Fields

School Settings

- School Information
- Login Page Settings
- Billing
- Academic Levels
- Academic Terms
- Grading Units
- Data Copier
- Imports

People Settings

- Applications
- People Forms
- Directory Settings

Course Settings

- Course Options
- Course Registration
- Departments

Settings

School Settings

- School Information
- Login Page Settings
- Billing
- Academic Levels
- Academic Terms
- Grading Units
- Data Copier
- Imports

People Settings

- Applications
- People Forms
- Directory Settings

Course Settings

- Course Options
- Course Registration
- Departments

Classroom Settings

- Attendance Markings
- Class Rank Settings
- Classrooms
- Conduct Items
- GPA Calculation
- Gradebook Settings
- Transcript Settings

School Settings

- School Information
- Login Page Settings
- Billing
- Academic Levels
- Academic Terms
- Grading Units
- Data Copier
- Imports

People Settings

- Applications**
- People Forms
- Directory Settings

Course Settings

- Course Options
- Course Registration
- Departments

Applications

- Application Forms
- Confirmations
- Notification Subscribers
- Applicant Emails
- Affirmation

Your school's application link is

<https://classreach.classreach.com/Apply>

The forms contained below are intended to act as pages in the application process. A new family application will have a digital page for each form in the following order: Family, Guardians, Students. Before submitting the application families have the opportunity to review the complete application in a summary page and make any needed changes before submitting.

Existing families/students are directed to the student application using the same link from above.

Important Notes: Guardian Names, Student Names, Guardian Emails, Application Year, and Academic Level are all included as default fields in the forms below. You DO NOT need to add those fields to your form.

Family Application Form

This form is part of your school's online Application process. Applicants will be asked to fill out this information for their Family when applying.

Guardian Application Form

This form is part of your school's online Application process. Applicants will be asked to fill out this information for each Guardian in their Family when applying.

Student Application Form

This form is part of your school's online Application process. Applicants will be asked to fill out this information for each Student in their Family when applying.

[School Settings](#)[School Information](#)[Login Page Settings](#)[Billing](#)[Academic Levels](#)[Academic Terms](#)[Grading Units](#)[Data Copier](#)[Imports](#)[People Settings](#)**Applications**[People Forms](#)[Directory Settings](#)[Course Settings](#)[Course Options](#)[Course Registration](#)[Departments](#)

Applications

[Application Forms](#)[Confirmations](#)[Notification Subscribers](#)[Applicant Emails](#)[Affirmation](#)

Family Application Form

[Edit Form](#)[General](#)[Application Admin Notes](#)

Addresses

None

Primary Phone

No Selection

Home Phone

None

Primary Email Address

None

Cell Phone

None

Referring Families

*Please list any families from the school that referred you to us.**None*

Applications

Application Forms Confirmations Notification Subscribers Applicant Emails Affirmation

Family Application Form

[Edit Form](#)

General Application Admin Notes

Addresses

None

Primary Phone

No Selection

Home Phone

None

Primary Email Address

None

Cell Phone

None

Referring Families

Please list any families from the school that referred you to us.

None

Click "Edit Form"



Edit Form

Applications

Application Forms

Confirmations

Notification Subscribers

Applicant Emails

Affirmation

Family Application Form

 Edit Form

General

Application Admin Notes

Addresses

None

Primary Phone

No Selection

Home Phone

None

Primary Email Address

None

Cell Phone



None

Referring Families

Please list any families from the school that referred you to us.

None


Family Application Form ✓ Save ✗ Cancel

+  

This form is part of your school's online Application process. Applicants will be asked to fill out this information for their Family when applying.

Please select a field to edit options for it.

General Application Admin Notes **+** Page


Addresses 

Address Line 1


Address Line 2

City ST Zip


Is International Address?


Primary Phone 

No Selection

Home Phone 

- ### -

Primary Email Address 

Cell Phone 

- ### -

Referring Families
Please list any families from the school that referred you to us.

- Click the Green Plus in the Upper Left to Add a Linked Page/Field

Family Application Form



This form is part of your school's online Application process.

Please select a field to edit options for it.

General

Application

Addresses

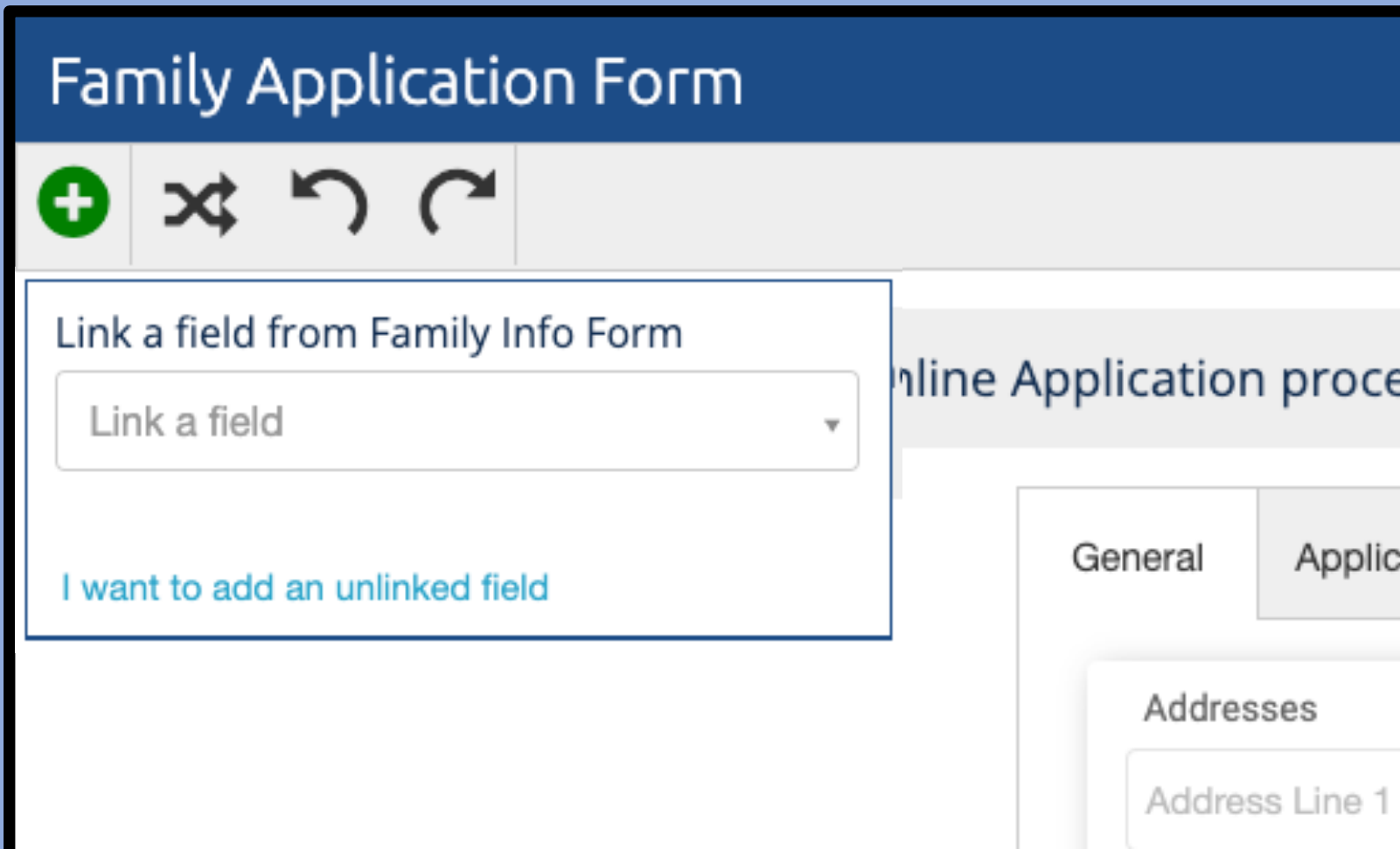
Address Line 1

• Two Options:

“Link a field”

OR

“...add an
unlinked field”



The screenshot shows a web interface for a 'Family Application Form'. At the top, there is a dark blue header with the title 'Family Application Form'. Below the header is a toolbar with four icons: a green plus sign, a crossed-out double-headed arrow, a left-pointing curved arrow, and a right-pointing curved arrow. A white dialog box is open, titled 'Link a field from Family Info Form'. Inside the dialog, there is a dropdown menu with the text 'Link a field' and a downward arrow. Below the dropdown, there is a blue link that says 'I want to add an unlinked field'. In the background, there are tabs for 'General' and 'Applic' (partially visible), and a section titled 'Addresses' with a field for 'Address Line 1'.

Family Application Form

✓ Save ✗ Cancel

+ ✕ ↶ ↷

Link a field from Family Info Form

Link a field

[I want to add an unlinked field](#)

Online Application process. Applicants will be asked to fill out this information for their Family when applying.

General Application Admin Notes + Page

Addresses [Link](#)

Address Line 1

Address Line 2

City ST Zip

Is International Address?

Primary Phone [Link](#)

No Selection

Home Phone [Link](#)

- ### -

Primary Email Address [Link](#)

Cell Phone [Link](#)

- ### -

Referring Families
Please list any families from the school that referred you to us.

Family Application Form ✓ Save ✗ Cancel

+ ✕ ↶ ↷

This form is part of your school's online Application process. Applicants will be asked to fill out this information for their Family when applying.

General

- Address
- Primary Phone
- Home Phone
- Primary Email Address
- Cell Phone

General Application Admin Notes + Page

Addresses [↗](#)

Address Line 1

Address Line 2

City ST Zip

Is International Address?

Primary Phone [↗](#)

No Selection

Home Phone [↗](#)

- ### -

Primary Email Address [↗](#)

Cell Phone [↗](#)

- ### -

Referring Families

Please list any families from the school that referred you to us.

• Where does the list come from?

Each Application Form (Family, Guardian, Student) links to an Info Form (Family, User)

Family Application Form

This form is part of your school's online

- General
- Address**
- Primary Phone
- Home Phone
- Primary Email Address
- Cell Phone

Family Info Form

General | Contacts | Medical | Siblings | Enrollment

Address: *None*

Primary Phone: *No Selection*

Home Phone: *None*

Primary Email Address: *None*

Cell Phone: *None*

Referring Families
Please list any families from the school that referred you to us.

Family Application Form

This form is part of your school's online

- General
- Address**
- Primary Phone
- Home Phone
- Primary Email Address
- Cell Phone

Family Info Form

General | Contacts | Medical | Siblings | Enrollment

Address

None

Primary Phone

No Selection

Home Phone

None

Cell Phone

None

Primary Email Address

None

None

Referring Families

Please list any families from the school that referred you to us.

Family Application Form

This form is part of your school's online

- General
- Address
- Primary Phone**
- Home Phone
- Primary Email Address
- Cell Phone

Family Info Form

General | Contacts | Medical | Siblings | Enrollment

Address

None

Primary Phone

No Selection

Home Phone

None

Primary Email Address

None

Cell Phone

None

Referring Families

Please list any families from the school that referred you to us.

Family Application Form

This form is part of your school's online

- General
- Address
- Primary Phone
- Home Phone**
- Primary Email Address
- Cell Phone

Family Info Form

General | Contacts | Medical | Siblings | Enrollment

Address: *None*

Primary Phone: No Selection

Home Phone: *None*

Primary Email Address: *None*

Cell Phone: *None*

Referring Families
Please list any families from the school that referred you to us.

Family Application Form

This form is part of your school's online

General

- Address
- Primary Phone
- Home Phone
- Primary Email Address**
- Cell Phone

Family Info Form

General | Contacts | Medical | Siblings | Enrollment

Address: *None*

Primary Phone: No Selection

Home Phone: *None*

Cell Phone: *None*

Primary Email Address: *None*

Referring Families
Please list any families from the school that referred you to us.

Family Application Form

This form is part of your school's online

- General
- Address
- Primary Phone
- Home Phone
- Primary Email Address
- Cell Phone**

Family Info Form

General | Contacts | Medical | Siblings | Enrollment

Address: *None*

Primary Phone: *No Selection*

Home Phone: *None*

Primary Email Address: *None*

Cell Phone: *None*

Referring Families
Please list any families from the school that referred you to us.

Family Application Form

This form is part of your school's online

- General
- Address
- Primary Phone
- Home Phone
- Primary Email Address
- Cell Phone

Family Info Form

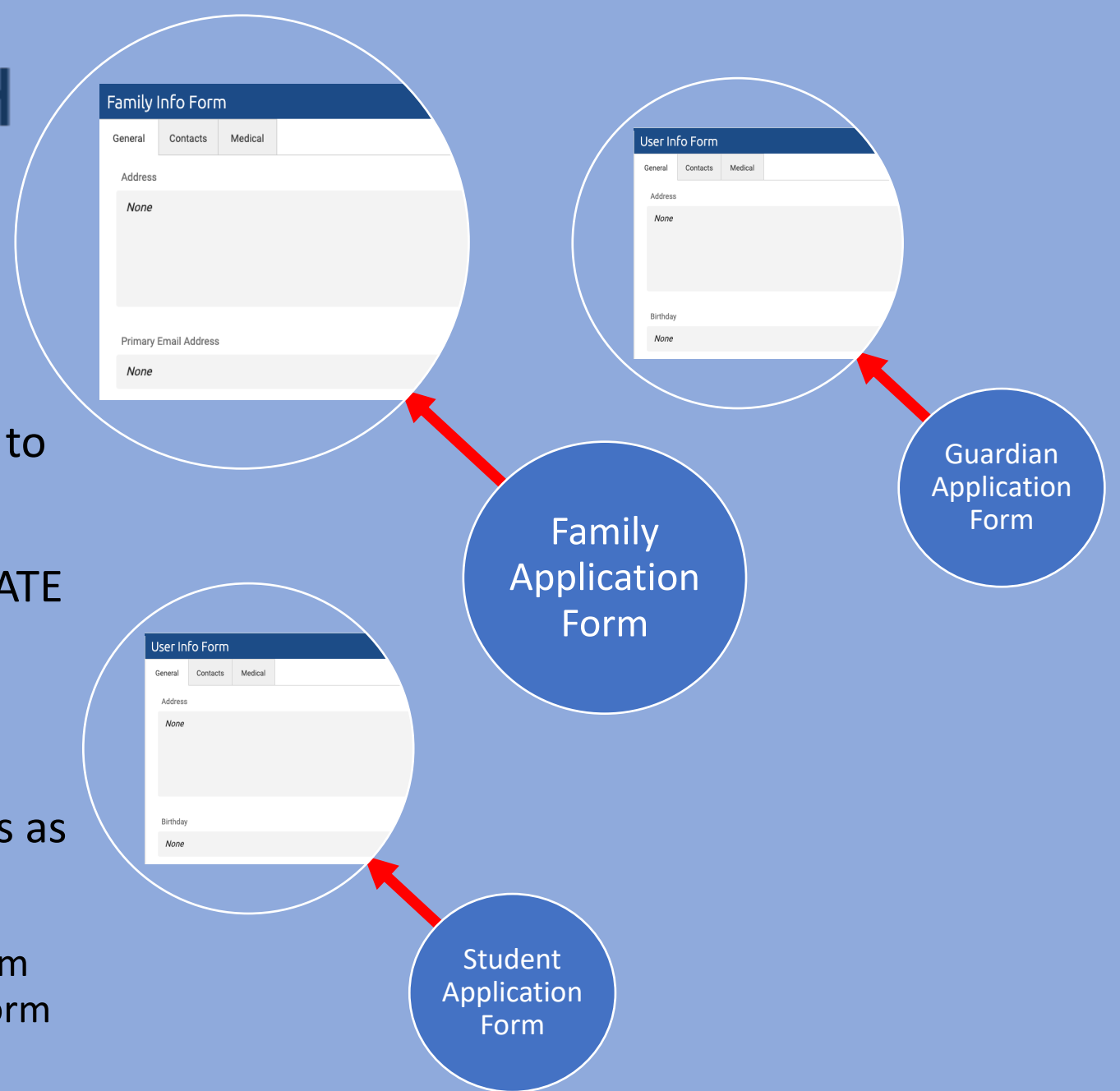
- General
- Contacts
- Medical
- Siblings
- Enrollment

Address	Primary Phone
None	No Selection
Primary Email Address	Home Phone
None	None
	Cell Phone
	None

Referring Families
Please list any families from the school that referred you to us.

CONNECTIONS

- Data FLOWS from each Application form to its associated Info Form via one or more linked pages, sections or fields
- The 3 Parts of the Application are SEPARATE FORMS
 - Family
 - Guardian(s)
 - Student(s)
- Each Application Form links to Info Forms as seen here:
 - Family Application → Family Info Form
 - Student Application Form → User Info Form
 - Guardian Application Form → User Info Form



Family Application Form

 Save  Cancel



This form is part of your school's online Application process. Applicants will be asked to fill out this information for their Family when applying.

Contacts

Authorized Pickup 1

Name (AP1)

Phone (AP1)

Relationship to Student (AP1)

Authorized Pickup 2

General

Application Admin Notes

 Page

Addresses

Address Line 1

Address Line 2

City

ST

Zip

Is International Address?

Primary Phone

No Selection 

Home Phone

- ### -

Primary Email Address

Cell Phone

- ### -

Referring Families

Please list any families from the school that referred you to us.

Contacts

Authorized Pickup 1

Name (AP1)

Phone (AP1)

Relationship to Student (AP1)

Authorized Pickup 2

page

SECTION

Field



This form is the core of the data you store for families. Information such as "Address" and "Home Phone" for the individual, eliminating the need to enter that information multiple times per family member. The information is stored in the system for administrative purposes, but can be easily linked to for access directly from the end user. Other features in the system such as the Family Profile, and School Application all pull their data directly from this form.

Family Application Form

This form is part of your school's online Application process. Applicants will be asked to fill out this information.

General | Address | Primary Phone | Home Phone | Primary Email Address | Cell Phone

General | Application Admin Notes | **+** Page

Addresses

Address Line 1

Address Line 2

City | ST | Zip

Is International Address?

ons for it.

General | Contacts | Medical | Siblings | Enrollment | **+** Page

Address

Address Line 1

Address Line 2

City | ST | Zip

Is International Address?

Linked Field

- Select the field from the "Link a field" pulldown menu
- The bolded "General" in the pulldown corresponds to the "General" page in the Info Form

Family Info Form

This form is the core of the data you store for families. Information such as "Address" and "Home Phone" is entered for the individual, eliminating the need to enter that information multiple times per family member. The information is stored for administrative purposes, but can be easily linked to for access directly from the end user. Other features in the system, such as Family Profile, and School Application all pull their data directly from this form.

Family Application Form

This form is part of your school's online Application process. Applicants will be asked to fill out this information.

General

- Address**
- Primary Phone
- Home Phone
- Primary Email Address
- Cell Phone

Addresses

Address Line 1

Address Line 2

City ST Zip

Is International Address?

ons for it.

General Contacts Medical Siblings Enrollment + Pa

Address

Address Line 1

Address Line 2

City ST Zip

Is International Address?

Linked Field

- **“Address” in the pulldown corresponds to the “Address” field on the Family Info Form**



This form is the core of the data you store for families. Information such as "Address" and "Home Phone" for the individual, eliminating the need to enter that information multiple times per family member. The form can be used for many purposes, but can be easily linked to for access directly from the end user. Other features in the system, such as the Family Profile, and School Application all pull their data directly from this form.

Family Application Form

This form is part of your school's online Application process. Applicants will be asked to fill out this information.

General | Application Admin Notes | [+ Page](#)

General

- Address**
- Primary Phone
- Home Phone
- Primary Email Address
- Cell Phone

Addresses

Address Line 1

Address Line 2

City | ST | Zip

Is International Address?

ons for it.

General | Contacts | Medical | Siblings | Enrollment | [+ Page](#)

Address

Address Line 1

Address Line 2

City | ST | Zip

Is International Address?

Linked Field

- The "Address" field in the Application Form has a link icon in the upper right corner

Family Application Form

This form is part of your school's online Application process. Applicants will be asked to fill out this information.

Field Type: Address

Linked to Address from Family Info Form

Field Title: Addresses

Caption:

Help Text:

General Application Admin Notes

Addresses

Address Line 1

Address Line 2

City ST Zip

Is International Address?

Primary Email Address

Family Info Form

This form is the core of the data you store for families. Information such as "Address" and "Home Phone" for the individual, eliminating the need to enter that information multiple times per family member. The information can be easily linked to for access directly from the end user. Other features in the system, such as the School Application all pull their data directly from this form.

to edit options for it.

General Contacts Medical Siblings Enrollment + Pa

Address

Address Line 1

Address Line 2

City ST Zip

Is International Address?

Linked Field

- If you select the "Address" field, you can confirm that the Address field is linked to the Family Info Form

This form is part of your school's online Application process. Applicants will be asked to fill out this information.

Field

Advanced

Field Type: **Address**



Linked to **Address**
from **Family Info Form**

Field Title

Addresses

Caption


Help Text

General

Application Admin Notes



Page

Addresses 

Address Line 1

Address Line 2

City

ST

Zip

Is International Address?

Primary Email Address 

Family Application Form

This form is part of your school's online Application process. Applicants will be asked to fill out...

Contacts

Authorized Pickup 1

Name (AP1)
Phone (AP1)
Relationship to Student (AP1)

Authorized Pickup 2

General Application Admin Notes **Page**

Addresses

Address Line 1
Address Line 2
City ST Zip
 Is International Address?

Primary Email Address

Family Info Form

This form is the core of the data you store for families. Information such as "Address" and "Home Phone" can be entered for the individual, eliminating the need to enter that information multiple times per family member. The data stored in this form is used for many purposes, but can be easily linked to for access directly from the end user. Other features in the system will pull their data directly from this form.

General **Contacts** Medical Siblings Enrollment **Page**

Authorized Pickup 1

Name (AP1)
Phone (AP1)

Authorized Pickup 2

Name (AP2)
Phone (AP2)

Linked Page

- Select a page from the "Link a field" pulldown menu ("Contacts" in this example)
 - Pages and Sections are Bold
- Note that "Contacts" in the pulldown corresponds to the "Contacts" page on the Family Info Form



This form is the core of the data you store for families. Information such as "Address" and "Home Phone" can be shared with the individual, eliminating the need to enter that information multiple times per family member. The data stored in this form has many purposes, but can be easily linked to for access directly from the end user. Other features in the system will include Profile, and School Application all pull their data directly from this form.

Family Application Form

This form is part of your school's online Application process. Applicants will be asked to fill out this information.

Field: Advanced

Field Type: Page

Field Title: **Contacts**

Caption:

Help Text:

General | Application Admin Notes | **Contacts** | + Page

Authorized Pickup 1

Name (AP1)

Phone (AP1)

Relationship to Student (AP1)

Authorized Pickup 2

Name (AP2)

Phone (AP2)

Relationship to Student (AP2)

General | **Contacts** | Medical | Siblings | Enrollment | + Page

Authorized Pickup 1

Name (AP1)

Phone (AP1)

Authorized Pickup 2

Name (AP2)



Phone (AP2)

Linked Page

- The entire "Contacts" page is now in the Application Form and linked to the Family Info Form
- Note the link icons on each field

Unlinked Pages and Fields


Family Application Form ✓ Save ✗ Cancel

+  

This form is part of your school's online Application process. Applicants will be asked to fill out this information for their Family when applying.

Please select a field to edit options for it.

General Application Admin Notes **+** Page


Addresses 

Address Line 1


Address Line 2

City ST Zip


Is International Address?


Primary Phone 

No Selection

Home Phone 

- ### -

Primary Email Address 

Cell Phone 

- ### -

Referring Families
Please list any families from the school that referred you to us.

- Click the Green Plus in the Upper Left to Add a Field

Family Application Form

Save Cancel

+ ✕ ↶ ↷

Link a field from Family Info Form

Link a field

[I want to add an unlinked field](#)

Application process. Applicants will be asked to fill out this information for their Family when applying.

General Application Admin Notes + Page

Addresses

Address Line 1

Address Line 2

City ST Zip

Is International Address?

Primary Phone

No Selection

Home Phone

- ### -

Primary Email Address

Cell Phone

- ### -

Referring Families

Please list any families from the school that referred you to us.

The screenshot shows the 'Family Application Form' configuration page. At the top, there is a dark blue header with the title 'Family Application Form'. Below the header is a toolbar with icons for adding, deleting, undo, and redo. A dropdown menu is open, titled 'Link a field from Family Info Form', with a search box containing 'Link a field'. The option 'I want to add an unlinked field' is highlighted with a green box. The background shows the form configuration interface with tabs for 'General', 'Application Admin Notes', and '+ Page'. The 'Addresses' section includes fields for 'Address Line 1', 'Address Line 2', 'City', 'ST', and 'Zip', along with a checkbox for 'Is International Address?'. The 'Primary Email Address' section is also visible.

Unlinked Field

- Click “I want to add an unlinked field” – this should only be required once per form

The screenshot shows a 'Family Application Form' interface. At the top, there's a title bar with the text 'Family Application Form' and a set of navigation icons (add, delete, undo, redo). Below the title bar, there's a message: 'This form is part of your school's record. Please select a field to edit or delete.' The form contains several input fields: 'Address Line 2', 'City', 'ST', 'Zip', 'Is International Address?' (checkbox), 'Primary Email Address', 'Home Phone', and 'Cell Phone'. A confirmation dialog box is overlaid on the form, asking: 'Are you sure you want to add an unlinked field? The data collected for the field won't update the permanent record.' The dialog box has a checkbox for 'Don't show this message again' and two buttons: 'Yes' and 'No'.

Unlinked Field

- The message you see here will pop up. Select “Yes”
- This is a reminder that you won't link this data to the Info Form, but remember this data will be saved and retained in the Application

Family Application Form

Save Cancel

+ ↔ ↶ ↷

Link a field from Family Info Form

Link a field

Or, add an unlinked field:

- Section
- Custom Content Area
- Text
- Paragraph Text
- Number
- Yes/No
- Phone Number
- Email
- Address
- File Upload
- Checkboxes
- Radio Buttons
- Date
- Signature

General Application Admin Notes + Page

Addresses

Address Line 1

Address Line 2

City ST Zip

Is International Address?

Primary Phone

No Selection

Home Phone

- ### -

Primary Email Address

Cell Phone

- ### -

Referring Families

Please list any families from the school that referred you to us.

New Section

- A section is a box to organize fields on your form

Family Application Form

+ [undo] [redo]

Link a field from Family Info Form

Link a field

Or, add an unlinked field:

Section

Custom Content Area

Text	Paragraph Text
Number	Yes/No
Phone Number	Email
Address	File Upload
Checkboxes	Radio Buttons
Date	Signature

Family Application Form

+ [undo] [redo]

This form is part of your school's online Application process. Applicants will be asked to fill out this information for t

Field | Advanced | General | Application Admin Notes | Untitled Page | **+ Page**

Field Type: **Section**

Field Title

New Section

Caption

Help Text

New Section

New Section

- Note the two sections with a couple data fields in each

Family Application Form

+ [Undo] [Redo]

Link a field from Family Info Form

Link a field

Or, add an unlinked field:

Section

Custom Content Area

Text	Paragraph Text
Number	Yes/No
Phone Number	Email
Address	File Upload
Checkboxes	Radio Buttons
Date	Signature

Family Application Form Save Ca

+ [Undo] [Redo]

This form is part of your school's online Application process. Applicants will be asked to fill out this information for their Family when applying.

Field **Advanced** General Application Admin Notes Untitled Page **+ Page**

Field Type: **Section**

Field Title

New Section

Caption

Help Text

New Section

New Text

New Section

New Yes/No

Yes No

Email Address

Custom Content Area

This field is used for text you want applicants to read

Family Application Form

+ [Icons]

Link a field from Family Info Form

Link a field

Or, add an unlinked field:

Section

Custom Content Area

Text Paragraph Text

Number Yes/No

Phone Number Email

Address File Upload

Checkboxes Radio Buttons

Date Signature

Family Application Form

+ [Icons]

This form is part of your school's online Application process. Applicants will be asked to fill out this information.

Field Advanced

General Application Admin Notes Untitled Page + Page

Field Type: **Custom Content Area**

Field Title

Content

Caption

Help Text

Content

Your content goes here...

Text

This field is used for applicants to enter text data such as their name or to answer a question

Family Application Form

+ [Icons]

Link a field from Family Info Form

Link a field

Or, add an unlinked field:

Section

Custom Content Area

- Text**
- Paragraph Text
- Number
- Yes/No
- Phone Number
- Email
- Address
- File Upload
- Checkboxes
- Radio Buttons
- Date
- Signature

Family Application Form

+ [Icons]

This form is part of your school's online Application process. Applicants will be asked to fill out this information.

Field | Advanced | General | Application Admin Notes | Untitled Page | + Page

Field Type: **Text**

Field Title

Enter the Name of the Previous Sch

Caption

Help Text

Enter the Name of the Previous School You Attended

Paragraph Text

This field is used for applicants to enter a lot of text data such as a long answer to a question

Family Application Form

+ [Icons]

Link a field from Family Info Form

Link a field

Or, add an unlinked field:

Section

Custom Content Area

- Text
- Paragraph Text
- Number
- Yes/No
- Phone Number
- Email
- Address
- File Upload
- Checkboxes
- Radio Buttons
- Date
- Signature

Family Application Form

+ [Icons]

This form is part of your school's online Application process. Applicants will be asked to fill out this information.

Field: Advanced

General Application Admin Notes Untitled Page + Page

Field Title

Why did you choose our school?

Caption

Help Text

Min Words Max Words

Basic Data

These fields allow users to enter any of these standard types of information

Family Application Form

+ [Icons]

Link a field from Family Info Form

Link a field

Or, add an unlinked field:

Section

Custom Content Area

Text Paragraph Text

Number Yes/No

Phone Number Email

Address File Upload

Checkboxes Radio Buttons

Date Signature

Family Application Form

+ [Icons]

This form is part of your school's online Application process. Applicants will be asked to fill out this

Field Advanced

Field Type: **Email**

Field Title

Email Address

Caption

Help Text

General Untitled Page + Page

Email Address

Yes/No

Applicants can answer a Yes/No question

Family Application Form

+ [Icons]

Link a field from Family Info Form

Link a field

Or, add an unlinked field:

Section

Custom Content Area

Text Paragraph Text

Number **Yes/No**

Phone Number Email

Address File Upload

Checkboxes Radio Buttons

Date Signature

Family Application Form

+ [Icons]

This form is part of your school's online Application process. Applicants will be asked to fill out this info

Field Advanced

Field Type: **Yes/No**

Field Title

New Yes/No

Caption

Help Text

Default Value

Yes No

General Untitled Page + Page

New Yes/No

Yes No

File Upload

Users can upload a file to ClassReach, such as a reference letter or shot records

Family Application Form

+ [Icons]

Link a field from Family Info Form

Link a field

Or, add an unlinked field:

Section

Custom Content Area

Text	Paragraph Text
Number	Yes/No
Phone Number	Email
Address	File Upload
Checkboxes	Radio Buttons
Date	Signature

Family Application Form

+ [Icons]

This form is part of your school's online Application process. Applicants will be asked to fill out this

Field | Advanced

Field Type: **File Upload**

Field Title

New File Upload

Caption

Help Text

General | Untitled Page | **+ Page**

New File Upload

+ Add Files

Sample File 1 | Sample File 2

Checkboxes

Applicants can check a box or click a button to select one or more choices that the admin customizes

Family Application Form

+ [Icons]

Link a field from Family Info Form

Link a field

Or, add an unlinked field:

Section

Custom Content Area

Text	Paragraph Text
Number	Yes/No
Phone Number	Email
Address	File Upload
Checkboxes	Radio Buttons
Date	Signature

Family Application Form

+ [Icons]

This form is part of your school's online Application process. Applicants will be asked to fill out this info

Field | Advanced

Field Type: **Checkboxes**

Field Title

New Checkboxes

Caption

Help Text

Display Type

Checkboxes Labels

General | Untitled Page | + Page

New Checkboxes

- Choice One
- Choice Two
- Choice Three

Radio Buttons

Applicants can select/click a button or select from a pulldown menu one or more custom options

Family Application Form

+ [Icons]

Link a field from Family Info Form

Link a field

Or, add an unlinked field:

Section

Custom Content Area

Text	Paragraph Text
Number	Yes/No
Phone Number	Email
Address	File Upload
Checkboxes	Radio Buttons
Date	Signature

Family Application Form

+ [Icons]

This form is part of your school's online Application process. Applicants will be asked to fill out this info

Field | Advanced

Field Type: **Radio Buttons**

Field Title

New Radio Buttons

Caption

Help Text

Display Type





Radio | Labels | Dropdown

General | Untitled Page | + Page

New Radio Buttons


- No Selection
- Choice One
- Choice Two
- Choice Three


Family Application Form

This form is part of your school's online Application process. Applicants will be asked to fill out

Please select a field to edit options for it.

General Application Admin Notes  Page

Addresses 

Address Line 1

Address Line 2

Unlinked Page

- Click the Green Plus on the right of the form tabs to Add a Page

Family Application Form

This form is part of your school's online Application process. Applicants will be asked to fill out this information for t

Field Advanced

Field Type: Page

Field Title

Untitled Page

Caption

Help Text

General Application Admin Notes Untitled Page + Page

You have not added any Fields to this Page

Add a Field to this Page

- Click the + button
- Select which type of Field you would like to add

Move Fields to a different Page or Section

- Click the ✕ button
- Drag the Fields to the desired location
- Click the ✕ button again

Unlinked Page

- You can now add fields to the new page
- Note the reminder of how to Move Fields to a different Page or Section

Family Application Form

+ ↻ ↶ ↷

This form is part of your school's online Application process. Applicants will be asked to fill out this information for t

Field Advanced

Field Type: Page

Field Title

Untitled Page

Caption

Help Text

General Application Admin Notes Untitled Page + Page

You have not added any Fields to this Page

Add a Field to this Page

- Click the + button
- Select which type of Field you would like to add

Move Fields to a different Page or Section

- Click the ↻ button
- Drag the Fields to the desired location
- Click the ↻ button again

Unlinked Page

- You can rename the Untitled Page in the Field Title box

Must match the following custom rules:

Application: Status

Is Equal to

Approved

Logic in Forms and Reports

Application: School Year

Is Equal to

2023-2024

Add Condition

Must match the following custom rules:

Customer: Enrolled:
2022-2023

Is True

Add Condition

Delete Rule

Delete Rule

Description

Contains

Football

Add Condition

Delete Rule

Logic

- Forms, Reports, Applications, Financial Agreements all use Logic
- An answer to a Question or a specific data value is used to:
 1. Filter Results (Reports)
 2. Filter/Select Specific Students or Families (Financial Agreements)
 3. Show/Hide selected Fields (Forms & Applications)

—New Report—

Which Users do you want to pull for your report?

Status *(select all that apply)*

Active

Logic in Reports

“Add a Filter”

Roles *(select all that apply)*

- Student
- Guardian
- Teacher
- Admin

▼ Add a Filter...

- By Academic Level
- Create Advanced Filter



School Birthdays

Custom Report
as of May 7, 2024, 9:40 AM CT

First Name	Last Name	Birthday
Noel	Abundis	08/30/2020
Cahill	Gordon	11/29/2018
Manuel	Alvarez	06/30/2016
Titus	Gordon	04/05/2016
Little Don	Henley	11/13/2015
Son	Newfam	03/01/2015
Maxwell	Collver	07/24/2014
Calvin	Abbott	11/01/2013
Wylie	Gordon	10/16/2013
Patsy	Custis	01/07/2013
Sophia	Collver	12/22/2012
Tatum	Gordon	09/30/2010
Jack	Custis	07/04/2010
Han	Happy	04/01/1997
Jax	Happy	10/01/1995
Angel	Abundis	
Ania	Abundis	
Agnes	Addison	
Bruno	Addison	
Georgina	Allen	
Gregory	Allen	
Becky	Alvarez	



School Birthdays - not empty

Custom Report
as of May 7, 2024, 9:39 AM CT

First Name	Last Name	Birthday
Jax	Happy	10/01/1995
Han	Happy	04/01/1997
Jack	Custis	07/04/2010
Tatum	Gordon	09/30/2010
Sophia	Collver	12/22/2012
Patsy	Custis	01/07/2013
Wylie	Gordon	10/16/2013
Calvin	Abbott	11/01/2013
Maxwell	Collver	07/24/2014
Son	Newfam	03/01/2015
Little Don	Henley	11/13/2015
Titus	Gordon	04/05/2016
Manuel	Alvarez	06/30/2016
Cahill	Gordon	11/29/2018
Noel	Abundis	08/30/2020



School Birthdays

Custom Report
as of May 7, 2024, 9:40 AM CT

First Name	Last Name	Birthday
Noel	Abundis	08/30/2020
Cahill	Gordon	11/29/2018
Manuel	Alvarez	06/30/2016
Titus	Gordon	04/05/2016
Little Don	Henley	11/13/2015
Son	Newfam	03/01/2015

Maxwell	C
Calvin	A
Wylie	C
Patsy	C
Sophia	C
Tatum	C
Jack	C
Han	F
Jax	F
Angel	A
Ania	A
Agnes	A
Bruno	A
Georgina	A
Gregory	A
Becky	Alvarez

Must match the following custom rules:

Birthday

Is Not Empty

Add Condition

Select a property to add a rule for

▼ Add a Filter...

Delete Rule



School Birthdays - not empty

Custom Report
as of May 7, 2024, 9:39 AM CT

First Name	Last Name	Birthday
Jax	Happy	10/01/1995
Han	Happy	04/01/1997
Jack	Custis	07/04/2010
Tatum	Gordon	09/30/2010
Sophia	Collver	12/22/2012
Patsv	Custis	01/07/2013
		10/16/2013
		11/01/2013
		07/24/2014
		03/01/2015
		11/13/2015
		04/05/2016
		06/30/2016
		11/29/2018
		08/30/2020

Logic in Reports

Roles *(select all that apply)*

Student Guardian Teacher Admin

Must match the following custom rules:

Select a property to add a rule for

Basic

- First Name
- Last Name
- Email
- Username
- Mobile Phone

Logic in Reports

Roles *(select all that apply)*

Student Guardian Teacher Admin

Must match the following custom rules:

Last Name


- Is Equal to
- Is Not Equal to
- Starts with
- Does Not Start with
- Ends with
- Does Not End with
- Contains
- Does Not Contain
- Is Empty
- Is Not Empty

Select a property to add a rule for

Logic in Reports


Roles *(select all that apply)*

Student Guardian Teacher Admin

Must match the following custom rules: 

Last Name


[Add Condition](#)

 **Delete Rule**

Logic in Reports


Roles *(select all that apply)*

Student Guardian Teacher Admin

Must match the following custom rules: 

Last Name

[Add Condition](#)

 Delete Rule

Logic in Reports

Roles *(select all that apply)*

Student Guardian Teacher Admin

Must match the following custom rules:

Last Name

Contains Jones [Remove Condition](#)


AND OR

Contains Smith [Remove Condition](#)

[Add Condition](#)

[Delete Rule](#)

Logic in Reports

Must match the following custom rules: 


Last Name

Contains [Remove Condition](#)

AND OR

Contains [Remove Condition](#)


[Add Condition](#)

 Delete Rule

Academic Level: 2024-2025

Is Not Empty [Remove Condition](#)

[Add Condition](#)

 Delete Rule

Select a property to add a rule for

Logic in Financial Agreements

Fees and Discounts

Logic in Financial Agreements

—New Per User Fee

Adding this fee to the agreement process will create charges for financial customers when they meet the requirements for this fee. If the user or family filters are not applied, this fee will be applicable to all customers for the designated financial school year.

Name ⓘ *

Line Item Name ⓘ *

Amount *

Account Category ⓘ *

Re-enrollment ▼

Additional Filters ⓘ

- Apply timeframe restrictions to this Fee
- Apply User Filters to this Fee
- Apply Family Filters to this Fee

—New Per User Discount

Adding this discount to the agreement process will reduce charges for financial customers when they meet the requirements for this discount. If the user or family filters are not applied, this discount will be applicable to all customers for the designated financial school year. This Per User Discount will be applied to each matching user in their agreement.

Name ⓘ *

Type of Discount ⓘ *

Percentage Discount ▼

Value (Enter percentage, no decimals) *

0

Apply To Charges Meeting Or Exceeding ⓘ

Maximum Value Of Discount ⓘ

Order Users By

Academic Level Calculated Total

Order Users From

High to Low Low to High

Account Categories ⓘ *

Select... ▼

Additional Filters ⓘ

- Apply a user range restriction to this discount
- Apply timeframe restrictions to this Discount
- Apply User Filters to this Discount
- Apply Family Filters to this Discount

Logic in Financial Agreements

Additional Filters

- Apply a user range restriction to this discount
- Apply timeframe restrictions to this Discount
- Apply User Filters to this Discount
- Apply Family Filters to this Discount

Customers will receive this discount when the Family meets the defined criteria.

Must match the following custom rules:

Employed at
ClassReach
Academy?

Contains

Teacher

[Add Condition](#)

 Delete Rule

Select a property to add a rule for

Name  *

Logic Tuition

Line Item Name  *

Logic Tuition

Amount *

5384

Account Category  *

Tuition

Additional Filters

- Apply timeframe restrictions to this Fee
- Apply User Filters to this Fee

Customers will be charged this fee when Users meet the defined criteria.

Must match the following custom rules:

Academic
Level: 2023-
2024

Is Equal to

7th Grade

[Remove Condition](#)

AND

OR

Is Equal to

8th Grade

[Remove Condition](#)
[Add Condition](#)

 Delete Rule

Conditional Logic in Forms

Forms, Applications

The Advanced Tab

Field | **Advanced**

Visible To:
Guardian

Editable By:
Guardian

Enable Conditional Logic

User Info Form

+ ↔ ↶ ↷

This form is the core of the data you store for individual users. The data access directly from the end user. Other features in the system will use directly from this form.

Field | **Advanced** | General | Contacts | Admin CL/

Applies To:
Teacher | Guardian | **Student**

Visible To:
Teacher

Transcript Display
None | Footer | Footer: Bottom

Enable Conditional Logic

Address
Address Line 1
Address Line 2
City
 Is International Address?

Gender
No Selection

Enable Conditional Logic

Standard -Family Re-Enrollment Form Save

+ [Icons]

Field | Advanced

Visible To:
Guardian

Editable By:
Guardian

Enable Conditional Logic

Show ▾ this field if
any ▾ of the following are true:

Will you be continuing at BLAN... ▾
is ▾ equal to "Yes" ▾

+ Condition

Enrollment | Additional Enrollment | Withdrawal | Family Acknowledgement/Fees | General | Fee options | + Page

Tuition and Fees
Information regarding Tuition and Fees

Will you be continuing at BLANK school for the ... School year?*

Yes No

Would you like to add any additional students to your enrollment?*

Yes No

Would you like to withdraw any students from your enrollment?*

Yes No

Form Types

When to use User/Family/Guest forms

—New Form—

Which best describes the purpose of this form?

- To gather information about users
i.e. T-shirt Orders, School Survey, Re-Enrollment, Hot Lunch
- To gather information about students and classes
i.e. Disciplinary Action, Class Survey
- To gather information about families
i.e. Family Service Log, Church Involvement
- To gather information about guests
i.e. School Interest Meeting



Workflows are really helpful

Viewing Response #5

All Responses Previous Next Print Delete

Admin Acknowledge Interest Form Submitted

Family Auto-Sent the Application Link

Admin Acknowledge Application Submitted

Family Auto Sent the Pastoral Reference link

Admin Acknowledge Pastoral Reference Steps Completed

Family Auto Sent the Interview Scheduling Link

Headmaster Acknowledgement Interview Steps Completed

Family Auto Sent the Assessment Scheduling Link

Admin Acknowledge Assessment completed

Finance Acknowledge Application Fee is Paid

Admin Acknowledge All Application Steps Completed

Headmaster Approve/Decline Application

Approved

Add Comment...

Visible To All


Comment

ClassReach Support added a comment: comment on Apr 11, 2024 5:08 PM CT

ClassReach Admin declined the response. on Nov 20, 2023 10:12 PM CT

Class Rank

Class Rankings for 12
as of May 2, 2024, 7:00 PM ET



Student	Rank	Point Avg.	
Bugs Clark	1	98.655	Top 3 Top 10%
Daphne North	2	97.699	Top 3
Kylian Germain	3	95.528	Top 3
Murphy C	4	94.804	A Honor Roll
Velma Stevens	5	94.624	A Honor Roll
Fred Welker	6	85.767	A/B Honor Roll

Common Reports

And...some that are not so common

Types of Reports

- Default
- Custom
- Financial

—New Report—

What type of Report would you like to run?

Custom

- Users**
Build a custom report for Users.
- Families**
Build a custom report for Families.
- Form Responses**
Build a custom report for a Form.
- Calendar Events**
Build a custom report for Calendar Events.
- Sections**
Build a custom report for Sections.
- Grade Averages**
Build a custom report for Grade Averages.
- Attendance Markings**
Build a custom report for Attendance Markings.

Default

- Attendance**
View students who have been absent / tardy / etc.
- Class Rank**
View rankings of students within an Academic Level.
- Cumulative Grade Reports**
View cumulative grades for a specified range of Academic Terms.
- Grades Below (__)**
View all student averages below a specified value.
- Progress Reports**
View student progress for an Academic Term.
- Schedules**
View student schedules for an Academic Term.
- Section Enrollment**
View enrollment statistics for all sections at once.
- Transcripts**
View a full record of high school classes taken and credit earned.
- Unit Transcripts**
View a full record by Grading Units of high school classes taken and credit earned.

Financial

- Accounts Receivable Aging**
View unpaid customer invoices and display overdue amounts.
- Customers**
Build a custom report for Customers.
- Transactions**
Build a custom report for Transactions.

Default Reports

Default

- Attendance**
View students who have been absent / tardy / etc.
- Class Rank**
View rankings of students within an Academic Level.
- Cumulative Grade Reports**
View cumulative grades for a specified range of Academic Terms.
- Grades Below (___)**
View all student averages below a specified value.
- Progress Reports**
View student progress for an Academic Term.
- Schedules**
View student schedules for an Academic Term.
- Section Enrollment**
View enrollment statistics for all sections at once.
- Transcripts**
View a full record of high school classes taken and credit earned.
- Unit Transcripts**
View a full record by Grading Units of high school classes taken and credit earned.

Class Rank Report

- Report Example –
 - Class Rank

*Class Rankings for 9th Grade
as of October 3, 2023, 5:31 PM ET*

Student	Rank	Point Avg.	
Student 1	1	101.103	Top 3 Top 10% Dean's List
Student 2	2	99.794	Top 3 Top 10% Dean's List
Student 3	3	99.018	Top 3 Top 10% Dean's List
Student 4	4	98.470	Top 10% Dean's List
Student 5	5	98.195	Top 10% Dean's List
Student 6	6	97.746	Dean's List
Student 7	7	95.870	Dean's List
Student 8	8	95.515	Dean's List
Student 9	9	95.088	Dean's List
Student 10	10	94.776	Dean's List
Student 11	11	94.621	Dean's List
Student 12	12	92.444	Dean's List
Student 13	13	92.431	Dean's List
Student 14	14	91.088	Dean's List
Student 15	15	89.861	
Student 16	16	89.367	

Custom Reports

Custom

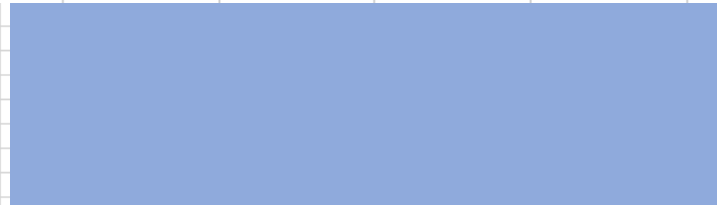
- Users**
Build a custom report for Users.
- Families**
Build a custom report for Families.
- Form Responses**
Build a custom report for a Form.
- Calendar Events**
Build a custom report for Calendar Events.
- Sections**
Build a custom report for Sections.
- Grade Averages**
Build a custom report for Grade Averages.
- Attendance Markings**
Build a custom report for Attendance Markings.

User Report



Last Name	First Name	Roles	Academic Level: 2023-2024	Relation to Student	Address	Cell Phone	Email
Abbott	Calvin	Student	1st Grade				
Abbott	Sienna	Guardian		Mom/Dad			
Abbott	John	Guardian		Mom/Dad	4456 Tilde Messiah Rd #301, Tremont, OH 88574		pirate.abbott@shivermetimbers.org
Abundis	Tom	Guardian		Mom/Dad			
Abundis	Angel	Student	2nd Grade				
Abundis	Noel	Student	9th Grade				
Abundis	Ania	Teacher, Guardian		Mom/Dad			
Adams	Emily	Guardian					
Addison	David	Guardian					
Addison	Agnes	Student					
Addison	Bruno	Student					
Allen	Gertrude	Guardian		Mom/Dad		(222) 222-2222	
Allen	George	Guardian					transformationacademy@maifence.com
Allen	Georgina	Student	3rd Grade				
Allen	Gregory	Student	2nd Grade				
Alvarez	Becky	Teacher, Guardian		Mom/Dad			

Last Name	First Name	Roles	Academic Level: 2023-2024	Relation to Student	Address
Abbott	Calvin	Student	1st Grade		
Abbott	Sienna	Guardian		Mom/Dad	
Abbott	John	Guardian		Mom/Dad	4456 Tilde Messiah Rd #301, Tremont, OH 885
Abundis	Tom	Guardian		Mom/Dad	
Abundis	Angel	Student	2nd Grade		
Abundis	Noel	Student	9th Grade		
Abundis	Ania	Teacher, Guardian		Mom/Dad	
Adams	Emily	Guardian			
Addison	David	Guardian			
Addison	Agnes	Student			
Addison	Bruno	Student			
Allen	Gertrude	Guardian		Mom/Dad	
Allen	George	Guardian			
Allen	Georgina	Student	3rd Grade		
Allen	Gregory	Student	2nd Grade		
Allen	Gregory	Student	2nd Grade		
Allen	Gregory	Student	2nd Grade		
Alvarez	Becky	Teacher, Guardian		Mom/Dad	
Alvarez	John	Guardian		Mom/Dad	
Alvarez	Lew	Student	Kindergarten		
Alvarez	Manuel	Student	1st Grade		
Alvarez	Antonio	Student	3rd Grade		
Angelo	Micheal	Teacher, Student			123 Michelangelo Way, Florence Italy, wylie,
Arron	Jamie	Student	10th Grade		5608 Nation Drive, Beverly Hill, TX 76711
Arron	Anna	Teacher, Guardian		Mom/Dad	5608 Nation Drive, Beverly Hill, TX 76711
Arrowfelt	John	Guardian			
Arrowfelt	Little	Student	12th Grade		
Bird	Baby	Student			
Bird	Teresa	Guardian		Mom/Dad	221 Hawk's Nest, Bloomington, MN 98282
Bird	Larry	Guardian		Mom/Dad	221 Hawk's Nest, Bloomington, IN 98282
Bird	Tweety	Student	1st Grade		221 Hawk's Nest, Bloomington, MN 98282
Bird	Big	Student	11th Grade		250 S Hwy 78 Ste. 103, Wylie, TX 75098
Blanc	Marissa	Guardian		Grandparent	10048 Junie Way, Liberty Grove, TX 75647
Blanc	Mel	Guardian		Grandparent	10048 Junie Way, Liberty Grove, TX 75647



“The Cadillac” User Report

- Report Example
 - Guardian Info by Student

1						
2						
3	Last Name ▼	First Name ▼	Roles	Relation to Student ▼	Cell Phone ▼	Email ▼
4	Allen	George	Guardian	Dad		george@mailfence.com
5		Georgina	Student			georgiana@mailfence.com
6		Gertrude	Guardian	Mom	(222) 222-2222	gertrude@gmail.com
7		Gregory	Student			
8	Arron	Anna	Guardian	Mom/Dad	(123) 456-6789	anna@thisisnotarealemail.com
9		Jamie	Student			jamie@thisisnotarealemail.com
10	Bird	Big	Student			
11		Larry	Guardian	Mom/Dad	(555) 123-4567	larry@abcemail.com
12		Teresa	Guardian	Mom/Dad	(123) 456-6789	email@birdfam.com
13		Tweety	Student			
14	Blanc	Marissa	Guardian	Grandparent	(111) 111-1111	
15		Mel	Guardian	Grandparent	(123) 456-6789	
16		Spacely	Student			
17	Bonilla	Elizabeth	Guardian	Mom	(123) 456-6789	liz@bonillafam.com
18		Juan	Guardian	Dad	(123) 456-6789	
19		PJ	Student			
20	Breitkopf	Casey	Guardian	Mom	(123) 456-6789	
21		Greg	Student			
22		Kyle	Guardian	Dad	(123) 456-6789	
23	Bryant	Angel	Guardian	Mom	(123) 456-6789	
24		Josh	Student			
25		Mark	Guardian	Dad	(123) 456-6789	
26	Bunny	Amy	Student			
27		Bugs	Student			
28		T	Guardian	Mom	(123) 456-6789	
29		TJ	Guardian	Dad	(123) 456-6789	email@tmail.com
30	Burke	Elizabeth	Guardian	Mom	(123) 456-6789	
31		Peter	Guardian	Dad	(123) 456-6789	
32		Satchmo	Student			
33	C	Han	Student			
34		Jax	Student		(555) 121-2121	jax@nonsensemail.com
35		Sue	Guardian	Mom	(111) 222-4444	
36	Cabot	Jessica	Guardian	Mom	(123) 456-6789	
37		John	Student			
38		Joseph	Guardian	Dad	(123) 456-6789	



Family Report

Family Name	Address	Primary Phone	Home Phone	Cell Phone	Primary Email Address
Abbott					
Abundis					
Addison					
Allen*		Cell			
Alvarez					
Arron	5608 Nation Drive, Beverly Hill, TX 76711	Cell		(555) 555-5555	arron@arron.net
Arrowfelt					
Bird	221 Hawk's Nest, Bloomington, MN 98282	Cell		(721) 127-7887	teresa@bogusbird.org
Blanc*	10048 Junie Way, Liberty Grove, TX 75647	Cell		(111) 111-1111	blanc@blanc.org
Bonilla	406 Blue Cat Drive, Saint Paul, TX 75098	Cell	(123) 456-7890	(222) 536-4975	pjmask@nick.net
Breitkopf	6543 Joselyn Way, Sachse, TX 75048	Cell	(986) 843-4683	(351) 546-3564	breitkopf@someplace.org
Brown				(123) 456-7890	brownfam@email.com
Bryant	907 Radford Ave, Murphy, TX 75074	Cell	(025) 258-2578	(025) 256-4866	bryantfamily@someplace.com
Bunny	743 Monster Circle, Wylie, TX 75098	Cell	(258) 854-6324	(265) 156-2316	

User + Family Report (An Excel Merge)

- Report Example –
 - New Families

	A	B	C	D	E	F	G
1	First Name ▾	Last Name ▾	Academic Level: 2024-2025 ▾	Family Name ▾	Cell Phone ▾	Primary Email Address ▾	Application: Date Approved ▾
2	Woodstock	Bird	9th Grade	Bird	(555)123-1245	birddad@mail.com	08/03/2023 9:39 PM CT
3	Sally	Brown	5th Grade	Brown	(111) 222-3333	brownfam@email.com	10/28/2022 7:02 PM CT
4	Charlie	Brown	8th Grade	Brown	(111) 222-3333	brownfam@email.com	10/28/2022 7:02 PM CT
5	Snoopy	Brown	11th Grade	Brown	(111) 222-3333	brownfam@email.com	10/28/2022 7:02 PM CT
6	Pig-Pen	Farmer	6th Grade	Farmer	(898)123-4567	papa@thefarm.com	03/21/2023 12:34 PM CT
7	Violet	Gray	8th Grade	Gray	(123)456-9832	Graes@email.com	07/06/2023 10:58 PM CT
8	Marcie	Jones	7th Grade	Jones	(512)900-8787	joneses@mail.com	07/11/2023 12:06 AM CT
9	Franklin	Knox	8th Grade	Knox	(212)333-9834	knox@thismail.com	03/16/2023 9:54 PM CT
10	Peppermint	Patty	9th Grade	Patty	(212)333-4567	patties@home.edu	06/08/2023 10:48 PM CT
11	Kid	Schroeder	9th Grade	Schroeder	(555)123-9876	pianofam@mail.edu	01/05/2023 2:40 PM CT
12	Linus	Van Pelt	5th Grade	Van Pelt	(123)456-7890	linusfam@email.com	05/16/2023 6:05 PM CT
13	Lucy	Van Pelt	9th Grade	Van Pelt	(123)456-7890	linusfam@email.com	05/16/2023 6:05 PM CT

Form Response Report



Re-Enrollment Report

*Custom Report
as of May 7, 2024, 10:13 AM CT*

Submitter	Will you be continuing at BLANK school for the ... School year?	How many students are you re-enrolling?
ClassReach Support	Yes	4
Teresa Bird	Yes	1
Warrior Curry	No	



Thursday Hot Lunch - Week of 4/1

*Custom Report
as of May 7, 2024, 10:08 AM CT*

Family: Family Name	Student one first name	Student one Slices of pepperoni pizza:	Student one slices of cheese pizza:	Student two first name	Student two Slices of pepperoni pizza:	Student two slices of cheese pizza:
Allen*	Georgina Allen	1	0	George Allen	1	1
Alvarez	Lew	2	2	Manuel	3	3
Bird	Big Bird	2		Tweety Bird		2

CLASS REACH

Grade Average Report

- Report Example
 - Grade Report for One or More Years

Grade	Academic Term	Period	Course	Average
1st	2020-2021 - Fall	1	Math	83
1st	2020-2021 - Fall	2	Reading	95
1st	2020-2021 - Fall	3	Language Arts	99
1st	2020-2021 - Fall	4	History	96
1st	2020-2021 - Fall	5	Science	96
1st	2020-2021 - Fall	6	Elementary Spanish	90
1st	2020-2021 - Fall	7	Art	93
2nd	2020-2021 - Spring	1	Math	91
2nd	2020-2021 - Spring	2	Reading	97
2nd	2020-2021 - Spring	3	Language Arts	98
2nd	2020-2021 - Spring	4	History	95
2nd	2020-2021 - Spring	5	Science	99
2nd	2020-2021 - Spring	6	Art	93
2nd	2020-2021 - Spring	7	Elementary Spanish	90
3rd	2021-2022	1	Math	74
3rd	2021-2022	2	History	96
3rd	2021-2022	3	Science	93
3rd	2021-2022	4	Grammar	78
3rd	2021-2022	5	Reading	92
3rd	2021-2022	6	Spelling	93
3rd	2021-2022	7	Writing	93
4th	2022-2023	1	Reading	88
4th	2022-2023	2	Science	86
4th	2022-2023	3	Writing	92
4th	2022-2023	4	Math	81
4th	2022-2023	5	Language Arts	90
5th	2023-2024	1	History	93
5th	2023-2024	2	Math	89
5th	2023-2024	3	Language Arts	85
5th	2023-2024	4	Science	101
5th	2023-2024	5	Reading	81

CLASSREACH

Grade Average Report

****The students have to have at least have one grade entered in each section.**

- Report Example
 - Student Info by Section



Student Section Report

*Custom Report
as of September 9, 2023, 2:54 PM CT*

Section: Course Name	Section: Section Number	Student: Last Name	Student: First Name	Student: Cell Phone	Student: Allergies/Medications/Conditions	Student: Special needs/Disabilities
Band	09012	Santos	Pele			
Band	09012	Bonilla	PJ		Asthma	
Band	09012	Bird	Tweety		grass	none
Band	09012	Florist	Lorenzo			
Band	09012	O' Hanlon	Melvin			
Band	09012	C	Jax	(555) 121-2121		
Band	09012	Garrett	Diamond			

Financial Reports

Financial

- Accounts Receivable Aging**
View unpaid customer invoices and display overdue amounts.
- Customers**
Build a custom report for Customers.
- Transactions**
Build a custom report for Transactions.



AR Example

*Accounts Receivable Aging
as of May 7, 2024, 9:25 AM CT*

Customer	Past Due: 1-30 days	Past Due: 31-60 days	Past Due: 61+ days	Total
#1006 – Bunny Family	\$511.11	\$521.11	\$2,054.45	\$3,086.67
#1021 – Support Family	---	\$20.00	\$220.00	\$240.00
#1068 – Jetson Family	\$100.00	---	\$20.00	\$120.00
#1099 – Bird Family	---	\$20.00	\$60.00	\$80.00
#1100 – Blanc* Family	\$1,000.00	\$1,010.00	\$5,010.00	\$7,020.00
#1101 – Bonilla Family	---	---	\$280.00	\$280.00
#1103 – Cat Family	\$100.00	\$20.00	\$8,020.00	\$8,140.00
#1105 – Duck Family	\$666.66	\$666.66	\$6,360.02	\$7,693.34
#1155 – Bryant Family	\$710.00	\$720.00	\$5,540.00	\$6,970.00
#1157 – Curry Family	---	---	---	---
#1159 – Dickens Family	\$1,271.66	\$1,271.66	\$10,173.36	\$12,716.68
#1205 – James Family	---	---	\$30.00	\$30.00
#1213 – Ranoldo Family	---	---	\$30.00	\$30.00
#1242 – Arron Family	---	\$10.00	\$10.00	\$20.00
#1250 – C Family	\$825.00	\$845.00	\$2,545.00	\$4,215.00
#1253 – Terry Family	\$416.66	\$426.66	\$2,926.68	\$3,770.00
#1254 – Washington Family	\$100.00	\$137.00	\$30.00	\$267.00
#1255 – Gordon Family	\$2,500.00	\$2,500.00	\$7,500.00	\$12,500.00



Total Balance

*Custom Report
as of May 7, 2024, 9:37 AM CT*

Name	Total Balance: 2024-2025	Total Balance
Abbott Family	2500.00	2500.00
Abundis Family	0.00	8260.00
Addison Family	0.00	0.00
Alvarez Family	20.00	20.00
Arron Family	5000.00	7686.64
Arrowfelt Family	70.00	9570.00
Bird Family	0.00	80.00
Blanc* Family	110.00	8130.00
Bonilla Family	10.00	5840.00
Brown Family	0.00	10.00
Bunny Family	40.00	3637.78
Burke Family	30.00	3520.00
C Family	0.00	5040.00
Curry Family	0.00	500.00
Dickens Family	60.00	15320.00
Germain Family	0.00	300.00
Hayes Family	0.00	0.00
Henry Family	0.00	0.00
	0.00	0.00



Bird Family Transaction Report

*Custom Report
as of May 7, 2024, 9:34 AM CT*

Date Posted	Transaction Type	Payment Type	Description	Amount
07/25/2023 3:11 PM CT	Payment	Check		-500.00
07/03/2023 11:52 AM CT	Payment	Check		-50.00
06/27/2023 6:44 PM CT	Payment	Check		-99.00
04/27/2023 9:42 PM CT	Payment	Check		-9.00
04/21/2023 7:05 PM CT	Payment	Misc. Credit	Refund Example	-2744.06
04/10/2023 6:23 PM CT	Payment	Cash		-5.00
04/10/2023 6:23 PM CT	Charge		Pizza Lunch	5.00
03/22/2023 1:21 PM CT	Payment	Other	Sue's memo item on a payment	-51.00
03/21/2023 5:13 PM CT	Payment	Check		-833.34
03/14/2023 11:25 PM CT	Charge			51.00
03/14/2023 11:14 PM CT	Charge			50.00
03/14/2023 9:49 PM CT	Charge			100.00
03/14/2023 9:40 PM CT	Charge		Registration Fees	250.00
03/14/2023 9:04 PM CT	Payment	Cash		-333.33
03/02/2023 9:10 AM CT	Payment	Cash		-100.00
02/28/2023 8:20 PM CT	Payment	Check		-100.00
02/27/2023 7:13 PM CT	Charge		Tuition Agreement	8000.00
01/11/2023 1:56 PM CT	Payment	Cash	Tuition payment	-733.34

Q & A

