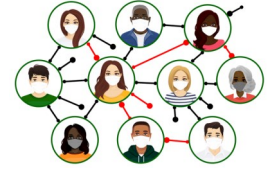


# SCHOOLTOOL STUDENT CONTACT TRACING REPORTS



Below is information about the reports available to assist school districts with potential contact tracing for students. To generate the reports, cohorts need to be identified with a custom flag/alert and the remote checkbox for the teacher attendance screen needs to be turned on. When running the reports, a review of the data is needed to confirm only the students that were *actually* present in the building are listed on the report.

## Report Name: Contact Tracing Building

**Description:** Provides a list of students that were marked present for in-person instruction for at least one class period in the school building on the selected date

**Report Path:** Home—>My Reports —>All Reports

\*If you do not have access to the report, please reach out to your school district Schooltool primary contact

Number of	Student Name	Grade	Primary Contact	Parent Address	Parent Address	County
10000	John Doe	10	John Doe	12345 Main St	Spring Hill, TN 37174	Hamilton
10001	Jane Smith	11	Jane Smith	67890 Elm St	Memphis, TN 38118	Shelby
10002	Michael Brown	12	Michael Brown	11111 Oak St	Franklin, TN 37067	DeKalb
10003	Sarah White	9	Sarah White	22222 Pine St	Clarksville, TN 37040	Montgomery
10004	David Green	10	David Green	33333 Maple St	Chattanooga, TN 37403	Hamilton
10005	Emily Black	11	Emily Black	44444 Birch St	Clarksville, TN 37040	Montgomery
10006	James Blue	12	James Blue	55555 Cedar St	Chattanooga, TN 37403	Hamilton
10007	Alice Yellow	9	Alice Yellow	66666 Spruce St	Clarksville, TN 37040	Montgomery
10008	Robert Purple	10	Robert Purple	77777 Fir St	Chattanooga, TN 37403	Hamilton
10009	Michelle Pink	11	Michelle Pink	88888 Ash St	Clarksville, TN 37040	Montgomery
10010	Christopher Grey	12	Christopher Grey	99999 Willow St	Chattanooga, TN 37403	Hamilton

## Report Name: Contact Tracing Student

**Description:** Allows for searching by student ID and date to obtain a listing of students that the student who tested positive for COVID may have come in contact with based on student schedules and being marked present for in-person instruction for at least one class period on the selected date

**Report Path:** Home—>My Reports —>All Reports

\*If you do not have access to the report, please reach out to your school district Schooltool primary contact

Number of	Student Name	Grade	Primary Contact	Parent Address	Parent Address	County
10000	John Doe	10	John Doe	12345 Main St	Spring Hill, TN 37174	Hamilton
10001	Jane Smith	11	Jane Smith	67890 Elm St	Memphis, TN 38118	Shelby
10002	Michael Brown	12	Michael Brown	11111 Oak St	Franklin, TN 37067	DeKalb
10003	Sarah White	9	Sarah White	22222 Pine St	Clarksville, TN 37040	Montgomery
10004	David Green	10	David Green	33333 Maple St	Chattanooga, TN 37403	Hamilton
10005	Emily Black	11	Emily Black	44444 Birch St	Clarksville, TN 37040	Montgomery
10006	James Blue	12	James Blue	55555 Cedar St	Chattanooga, TN 37403	Hamilton
10007	Alice Yellow	9	Alice Yellow	66666 Spruce St	Clarksville, TN 37040	Montgomery
10008	Robert Purple	10	Robert Purple	77777 Fir St	Chattanooga, TN 37403	Hamilton
10009	Michelle Pink	11	Michelle Pink	88888 Ash St	Clarksville, TN 37040	Montgomery
10010	Christopher Grey	12	Christopher Grey	99999 Willow St	Chattanooga, TN 37403	Hamilton



## Report Name: TBD—report not available at this time

**Description:** Will provide a list of students in the selected cohort that were marked present for in-person instruction for at least one class period on the selected date

**Report Path:** TBD

\*If you do not have access to the report, please reach out to your school district Schooltool primary contact