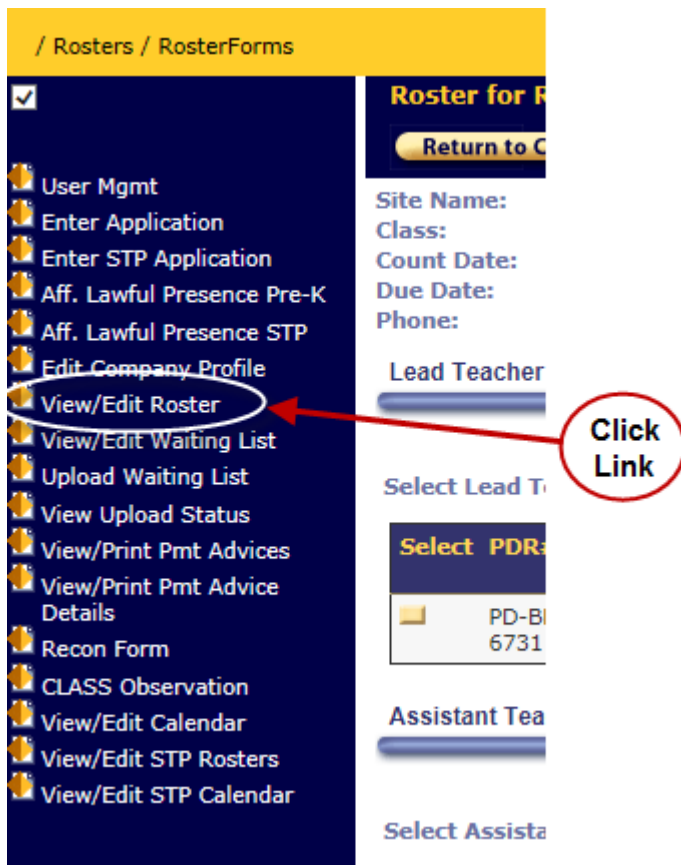


How to Print/Email a PANDA Roster Report

(Updated 7/23/15)

1. Access PANDA and click the View/Edit Roster link.



2. At the top of the screen displayed, click the 'Print w/o SSN' button. (NOTE: This report can be run at the program, site, or class level.)



How to Print/Email a PANDA Roster Report

(Updated 7/23/15)

3. The following PANDA Roster Report will be displayed. Note the Class ID to be used in WSO as the class name and the Student ID which is to be used in WSO as the PANDA Student ID.

	Year 2014 - 2015	Summary Totals # Kids 22 # Category One 12 # Trans & Cat.1 0															
Site	Count 9/5/2014																
	Due 9/12/2014																
Class	<div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;">61862</div> <div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block; margin-left: 20px;"> Class ID to be used as Class Name in WSO </div>																
Lead Teacher																	
Bachelor of	No	11.00 0.00 8/1/2014 11780															
Last Name	First Name	Credentical															
T & E Eligible	Training level	Frozen Training level															
Credentical	Creditable Years Experience	Frozen Years Experience															
T & E Eligible	Training level	Frozen Training level															
Credentical	Creditable Years Experience	Frozen Years Experience															
T & E Eligible	Training level	Frozen Training level															
Credentical	Creditable Years Experience	Frozen Years Experience															
T & E Eligible	Training level	Frozen Training level															
Credentical	Creditable Years Experience	Frozen Years Experience															
Assistant Teacher																	
PSC Paraprofessional	6.00	8/1/2014 3/31/2014															
Last Name	First Name	Credentical															
Credentical	Creditable Years Experience	Instruction Begin Date															
Credentical	Creditable Years Experience	Instruction End Date															
Credentical	Creditable Years Experience	Instruction End Date															
Associate of Science/Arts																	
1.00	8/5/2014																
Last Name	First Name	Credentical															
Credentical	Creditable Years Experience	Instruction Begin Date															
Credentical	Creditable Years Experience	Instruction End Date															
Credentical	Creditable Years Experience	Instruction End Date															
Students																	
Last Name	First Name	Middle Name	Suffix	Student ID	GTID	Birth Date	M/F	Multi Birth 1/2/3/4	Trans Y/N	Socio/ Eco	Race Group	Ethnicity	LLP	IEP Y/N	Funding	Attend. Begin Date	Attend. End Date
	Lydia			969998		11/2/2009	F	1	N	1	African American	Not Hispanic/Latino	N	N	Lottery	8/5/2014	
	Katie			970005		9/23/2009	F	1	N	1	White	Hispanic/Latino	N	N	Lottery	8/5/2014	

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4. By hovering your mouse near the bottom of the report, you will see the following tool bar displayed. By clicking one of the indicated icons, you will be able to either save a .pdf copy of the report to email to your teacher or print a copy for your teacher.

First Name	Middle Name	Suffix	Student ID	GTID	Birth Date	M/F	Multi Birth 1/2/3/4	Trans Y/N	Socio/Eco	Race Group	Ethnicity	LLP	IEP Y/N	Funding
dia			969998		11/2/2009	F	1	N	1	African American	Not Hispanic/Latino	N	N	Lottery
tie			970005		9/23/2009	F	1	N	1	White	Hispanic/Latino	N	N	Lottery
jjad			970027		9/26/2009	M	1	N	2	Asian	Not Hispanic/Latino	N	N	Lottery



Click this icon to save a copy of the report to your PC

Click this icon to print a copy of your report.