

**New Report Request Form**

Fill out and attach this form to a Cherwell ticket. Please also attach a mockup of how you would like your report to look, including any subtotals, totals, highlighting, etc. Your request will be prioritized by SIAC and approved for development.

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| **School District Name (if applicable)** |  |
| **District Contact (Name and Email)** |  |
| **ITC** | **ITC Contact Name** |  |
| **Contact Email** |  |
| **Type of Request (select only one)** | **New Report** | **Change to Existing Report** |
| **Available to (select only one)** | **District Only** | **ITC Only** | **All ITCs** |
| **Report Name** |  |
| **Purpose**Example: As a report administrator, I need to generate a report that displays to the Principal and Secretaries in the District:* The number of widgets posted in the District for the Year in Context
* Subtotal of the number of Widgets by School
* Students should not have a graduation date
* Students should be in grades 9, 10, 11
* User can switch to whichever Building or District to which they have rights
* User can switch to any year in context and return valid values for that period
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| **Are there any printing restrictions (e.g., all on one page, each student on his/her own page, page break between schools)?** |  |
| **Please provide an example of a record that should display on this report.** |  |
| **Provide an example of a record that should not display on this report.** |  |
| **Subject Area (e.g., Fees, Marks, Attendance)** |  |



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| **Selection Criteria*****Which filters should be required? Should filters be building level or district level?*** |  |
| **Sorting Method** |  |
| **Fields to Include** |  |
| **Grouping*****How should the data be grouped (e.g., group all data by student, all data per student by class, etc.)?*** |  |
| **Calculated Fields*****(e.g., Exc. Abs + Unex. Abs = Total Days Absent)*** |  |
| **Subtotaling*****List any totals, subtotals, and group totals*** |  |
| **Intended Audience/Expected Users*****What type of staff member will use this report?*** |  |
| **District Level, Building Level, or Both?** |  |
| **Output Format** | **Excel** | **Text** | **PDF** |
| **Date Needed** |  |
| **Frequency of Use** |  |