

How to...

Review Outstanding Student Declarations in TRACS

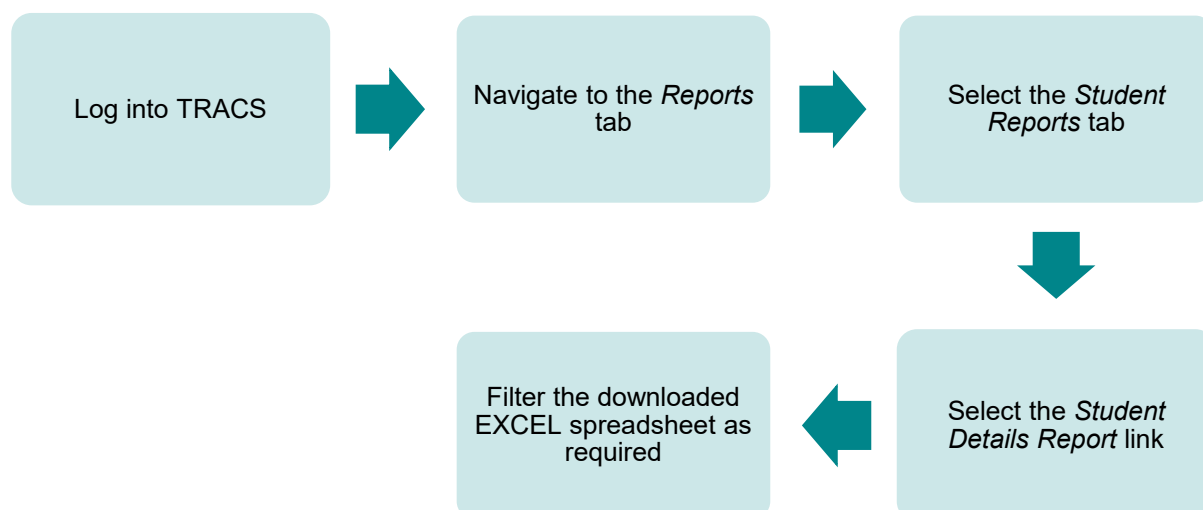
This guide is for:

- TLO, Principals and School Administrators: to identify students who have not completed their online Student Declaration.

IMPORTANT:

- More information about the Student Declaration process is on the TASC webpage at [Student Declaration - TASC](#)
- Teachers are unable to view this report as their profile does not allow access in TRACS.

Quick version

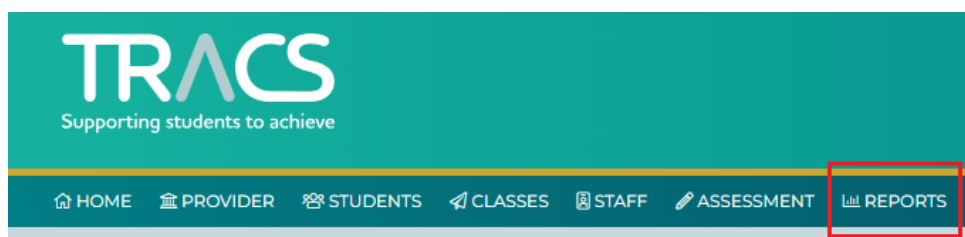


Detailed version

1. Log into TRACS. You must be logged using your TLO, Principal or School Administrator role.



2. Click on the *REPORTS* tab.



3. Click on the *STUDENT REPORTS* tab.

Reports

REPORTS

SCHOOL REPORTS

ASSESSMENT REPORTS

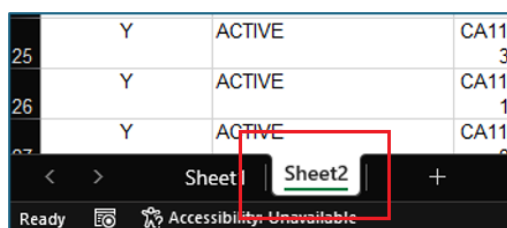
STUDENT REPORTS

4. Select the *Student Details Report* (Excel) link.

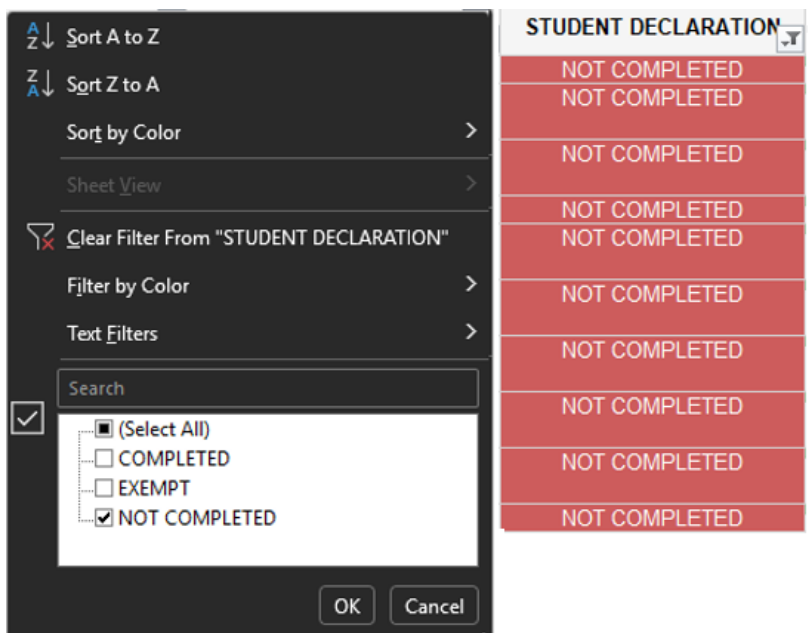
NOTE: you may need to scroll down the page to see the report list.

Folio Status Report	pdf
Course Enrolment Report	pdf
Adjustments Report	pdf
Missing Internal Ratings Report	pdf
Individual TimeTable Changes Report	pdf
Student Details Report	excel

5. Open the Excel file and select **Sheet2** (bottom of the excel file).



6. Apply a filter to the *STUDENT DECLARATION* column by ticking the *NOT COMPLETED* checkbox. If you are unsure how to apply filters in Excel, refer to the guide under *TRACS – General Resources* on the [TRACS Resources](#) webpage.



- If you want to identify only those students who are enrolled in a Level 2, 3 or 4 courses, filter for values '2', '3' and/or '4' in the *MAX. TASC COURSE LEVEL* column.

