

How to use the FSM and SEN Contact Details Report

How to import the reports:

1. Save the reports to your pc/laptop
2. Log into SIMS
3. Select Reports and Import
4. Use the spy glass to browse out to find the saved reports
5. Then click Import.

These will then be available for you to run as an when needed via Reports / Run Report

Report Output

Below is a copy of the output of each of these reports:

Parent details FMS excel:

This report runs for only the pupils who are entitled to Free School Meals to an excel format so can be modified further in Excel if need be:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	W
Forename	Legal Surname	Year	Reg	Pupil Premium Indicator	SEN Status	Eligible for free meals	Full name	Relationship	Priority	Address/Block	Main Home Telephone	Mobile number	Home Email	
Jessica	Abbott	Year 1	ASH	T		T	Mrs Elaine Abbott	Other Family Member	1	12 Downham Close Great Denham Bedford MK40 4RR	01632 778011	07333 300122	Abbott@example.com	
Tamwar	Abdullah	Year 6	6VC	T	SEN Support	T	Mr Usaf Abdullah	Father	1	3 Penrith Grove Peterborough PE4 7FQ	01632 367110		Abdullah@example.com	
							Mrs Aneets Abdullah	Mother	2	3 Penrith Grove Peterborough PE4 7FQ	01632 367110		Abdullah@example.com	
Nancy	Adams	Year 3	3TO	T		T	Mr Patrick Adams	Father	2	20 Poplar Avenue Bedford MK41 8BL	01632 550981	07333 585200	Adams@example.com	
							Mrs Katrina Adams	Mother	1	20 Poplar Avenue Bedford MK41 8BL	01632 550981		Adams@example.com	

SEN Contact Details:

This report includes only Pupils who have and SEN of E or K and to an excel format so can be modified further in Excel if need be:

A1	Forename												
	A	B	C	D	E	F	G	H	I	J	K	L	M
6	James	Bolton	Year R	ELM	Education, Health	Mr Matthew Bolton	Father	2	13 The Furlong Oakley Bedford MK43 7RD	01632 787200	07333 901610	07333 901610	Bolton@example.com
7						Ms Vivienne Russell	Mother	1	13 The Furlong Oakley Bedford MK43 7RD	01632 787200	07333 400100	07333 400100	Bolton@example.com
8	Ryan	Carter	Year 4	4SL	SEN Support	Mr Matthew Carter	Father	2	Hyde Park Barracks Knightsbridge London SW7 1SE	01632 600144	01632 600144	07333 871234	Carter@example.com
9						Mrs Emily Carter	Mother	1	Hyde Park Barracks Knightsbridge London SW7 1SE	01632 600144	01632 600144	07333 871234	Carter@example.com
	Viktor	Cichy	Year 4	4ES	SEN Support	Mr Klimek Cichy	Father	2	Garden Flat 10 The Embankment Bedford MK40 3PD	01632 777012	01632 777012	07333 230766	Cichy@example.com

Please do not hesitate to contact us if you would like any further assistance

visit www.cygnet.it email info@cygnet-it.org call 020 8619 1200

