

# INDEX REPORTS

## TURNING ZEROS INTO ONES

All books today start with this notion first attempted by the HJ family. The next page illustrates how the completed reports will look. These are from an actual school, so the names and the numbers are real. Do not post these charts in your room.

### STEPS

(If you've done this before, you will only have to merge last year's report to this year's adding the newest class on your campus):

1. Get a STUDENT ROSTER (you should have this already since you needed to send it to your CSA as a step in getting your online ordering set up) complete with home addresses and email addresses.
2. Save that spreadsheet as INDEX REPORT 2018. (Do not save over the original database!)
3. SORT BY GRADE and DELETE ALL OTHER COLUMNS besides student names and grade. Staff members should not have access to student home addresses or parent email addresses.
4. PRINT a copy of the INDEX REPORT 2018 document for assigned staffers so they can WRITE information onto the paper. Do not attempt this with an electronic document. You will need staffers' sheets attached to the final report.
5. Assign your BUSINESS TEAM or ALL NEW STAFFERS to take every book in which the senior class would have appeared (past three books for high schools, past five books for combined schools, past two books for middle schools and past 12 books for pre-K-12 schools) and compile a COVERAGE FRACTION for every student, for every year coverage was possible in the book. This single process, while tedious and thankless, helps reinforce to these staff members how important coverage is, and how it impacts your business. It is also the basis for #SoulsOnPaper.
6. Coverage fractions, on the next page, tell us students' total and type of inclusions per book. For instance, the number of times students appeared in the EDITORIAL SECTION will be the "NUMERATOR" or top number in the fraction. The number of times they appeared in the REFERENCE SECTION will be the "DENOMINATOR" or the bottom number in the fraction. Books are divided into these two basic sections. REFERENCE contains portraits, team photos, club photos, business and personal ads, index and colophon (production information). If a student was enrolled in your school, but was not included in a section, that student has a 0 in the fraction. If a student was not at your school that year, write a dash.
7. Have someone proficient in spreadsheet programs, not the adviser, not an editor, but a good organizer, compile the written report into ONE MASTER DIGITAL REPORT. This document will become the backbone for your book's coverage plan.
8. PRINT and POST copies of the report around your room.

# INDEX REPORTS

## SENIORS:

720	Boyd	Demetri	12	1/3	0/2	0/2
721	Bradley	Austin	12	0/1	0/1	0/1
722	Bradley	Destiny	12	-	-	0/2
723	Brady	Johnathan	12	0/1	0/1	0/1
724	Branham	Colton	12	-	0/3	0/2
725	Braxton	Cameron	12	0/2	0/1	1/1
726	Brooks	Logan	12	1/2	0/1	2/5
727	Brown	Ashton	12	1/3	0/2	2/3

## JUNIORS:

61	Hamlett	Clayton	11	-	0/1	-
62	Hanks	Caleb	11	-	0/1	1/1
63	Harris	David	11	-	0/2	2/3
64	Haskins	Joshua	11	-	0/2	1/2
65	Hayes	Ashton	11	-	0/2	1/3
66	Hendricks	Alexis	11	-	0/2	1/4
67	Hermanson	Victoria	11	-	0/1	1/4
68	Hodge	Mi'leea	11	-	0/1	1/1

## SOPHOMORES:

45	Bernard	Braxton	10	-	-	0/1
46	Berumen-Via	Anjelicia	10	-	-	0/3
47	Birdsong	O'Dell	10	-	-	0/2
48	Blankinship	Myra	10	-	-	0/1
49	Bogle	Seth	10	-	-	0/1
50	Bolen	Chole'	10	-	-	-
51	Bower	Mitchell	10	-	-	1/1
52	Brame	Zachary	10	-	-	0/3

**FRESHMEN:** NOT IN LAST YEAR'S BOOK