***Risk Assessment Report***

1. Go to **Enrollment**
2. Reports
3. Scroll down to **Visits**
4. 
5. Go to **Visit Type** and click **ALL.** You will get a drop down menu.
6. Go all the way down until you see **Risk Assessments**
7. Be certain to unclick **Print Notes** (unless you want the notes)
8. Be certain **Start Date** and **End Date** are where you want them to be. And to generate a report for ALL the schools, leave **Enrollment** at **Active Students.**
9. Under **Sort** click **Print Subtotal** in order to get a total per school.