

## Editing Teachers in Follett Reports

### Removing Teachers no longer at the school:

1. Open Reports.
2. Click on Circulation Reports.
3. Choose Patron Name List.
4. Select by: Teacher Name.
5. Type in starting Teacher's Name and Ending Teacher's Name (whole faculty).
6. Print the list. You may put a check in "include page breaks".
7. Any student still attached to a teacher's name needs to be corrected in Patron Maintenance. If the student no longer attends the school, delete the student. If the student belongs in another class, change their name to the correct teacher.
8. Once you have made the necessary changes to the students attached to that teacher's name, the teacher will no longer show up in Reports.

### Correcting discrepancies in teachers' names:

1. If you find that a teacher shows up twice, look for discrepancies, for example, K. Peterson, Kathy Peterson, etc. Any small difference, even an extra space will make the teacher show up twice.
2. The correction path for duplicate teachers is: Patron Maintenance/edit/global update. For every patron whose teacher is (name) change teacher to (correct name). Update.