

# Counselor Report

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**Classic View:** Student Information > Reports > Counselor

**Search Terms:** Counselor

The Counselor report will print counselor information for students. To appear in this report, the staff member must be listed as a counselor in the District Assignment or in the Personnel Master, and the student must have an active enrollment.

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Infinite Campus

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## Counselor Report ☆

**Counselor Report**

This report prints information for students and their Counselors based on active Counselor Staff Te

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Which students would you like to include in the report?

Grade
 

All Students ▲  
 08  
 09  
 10  
 11 ▼

Ad Hoc Filter
 

▼

Enrollment Effective Date  📅

Exclude students without a counselor

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Which counselors would you like to include in the report?

Counselor (Total: 3)
 

All Counselors ▲  
 Staff, Amber  
 Staff, Ben  
 Staff, Camille ▼

Counseling Effective Date  📅

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Group Options  Student  Counselor

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Report Format:  ▼

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*Counselor Report*

## Report Logic

Counselors are marked as such on the District Assignment editor. If the district is using [Campus Human Resources](#), a counselor is marked as such in the [Personnel Master](#). Counselors are added to students using the [Fill Counselor Wizard](#).

Counselor names can be set to display in the Student header if desired by setting the [Show Counselor in the Student Header](#) system preference to Yes.

## Report Editor

The following fields are available on the Counselor Report Editor.

Field	Description
<b>Grade</b>	Selection indicates the student's Grade level of enrollment.
<b>Ad hoc Filter</b>	Students can also be included in the report by choosing an ad hoc filter instead of a grade level.
<b>Enrollment Effective Date</b>	Entered date (pre-populated with the current date) indicates the date on which the student's enrollment is active.
<b>Exclude students without a counselor</b>	When selected, students who are not assigned a counselor will not be included in the report.
<b>Counselor Selection</b>	Select which counselors to include on the report.
<b>Counseling Effective Date</b>	Indicates the date (pre-populated with the current) when the counselor was assigned to the student.
<b>Group Options</b>	Select how the report should be sorted - either by the Student name or the Counselor name.
<b>Report Format</b>	The report can be generated in PDF or DOCX format.

## Generate the Counselor Report

1. Select the students to include on the report by selecting a **Grade** level or an **Ad hoc filter**.
2. Enter the desired **Enrollment Effective Date**.
3. Determine if the report should include students who do not have a counselor and mark or remove the checkbox for **Exclude students without a counselor**.
4. Select the **Counselors** to include on the report.
5. Enter a **Counseling Effective Date**.
6. Determine how the report should be sorted - by **Student** or **Counselor**.
7. Select the desired **Report Format**.
8. Click the **Generate Report** button. The report generates in the selected format.

2019-20 High School				Counselor Report			
Generated on 09/04/2019 03:56:15 PM Page 1 of 45				All Grades Effective Date: 09/04/2019 Counseling Effective Date: 09/04/2019 Students: 1481 Counselors: 8			
Grade	Student (#)	Counselor	Start/End Date	Title	Work Phone	Cell Phone	Email
10	Student_Amanda (#123456)	Staff_Alice	08/20/2018 -	Counselor			counselor_HS@school.com
10	Student_Ben (#234567)	Staff_Alice	08/20/2018 -	Counselor			counselor_HS@school.com
10	Student_Charlotte (#345678)	Staff_Alice	08/28/2018 -	Counselor		(612)888-8888	five.aaa@infinitecampus.com
10	Student_David (#456789)	Staff_Brian	08/20/2018 -	Counselor			counselor_HS@school.com
10	Student_Eric (#567890)	Staff_Brian	08/20/2018 -	Counselor			counselor_HS@school.com

*Counselor Report, PDF Format*