Available Reports

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Each module within Campus contains reports that can be generated by either a School or District (as noted) for gathering information such as average daily attendance, enrollment status, transcript summary and several other options.

Authorized users can generate reports without preventing another user from generating the same report simultaneously. This applies to authorized Portal users.

If a needed report cannot be found in the available reports, use the Ad hoc Reporting module to design reports using the Filter Designer and Letter Builder.

Attendance

Attendance reports should be generated by attendance clerks. Some reports allow users to select data from a school level only and some allow the selection of data from multiple schools. Users are restricted to only looking at data from schools and calendars to which they have rights.

The following reports are available:

Reports	School Use	District Use	Description
ADM and ADA Detail	X	X	This report calculates **Average Daily Membership (ADM) and Average Daily Attendance (ADA)** based on the whole day and half-day attendance minutes defined in the calendar or an exact minute setting. The report summarizes the data by student, grade and calendar for the date range entered. This report is available in State Edition applications.
Attendance Reason	X		The **Attendance Reason Report** counts the attendance by period and days. Blank dates default to the start/end dates of the calendar.
Consecutive Absence	X	X	The Consecutive Absence Report generates a list of absences for the students during an entered date range. Users need to indicate the amount of consecutive days to report.
Day Count	X		This report determines the total number of days a student has been in attendance based on the minutes entered on the calendar and/or grade level in the System Administration module.

Reports	School Use	District Use	Description
Dialer Extract	X		The **Dialer Extract Report** will generate a fixed-width file for importing into an attendance auto-dialer. It will return the names, phone numbers and a period string where the student was absent and the excuse is unknown.
Funding Report	X	X	The **Attendance Funding Report** prints state-level summaries of membership and attendance for funding. This report does not count students with the state exclude flag marked on their enrollment. This report is available in State Edition applications.
Home and Hospital Attendance	X		The Home and Hospital Attendance Register produces weekly or monthly attendance register for manual documentation of attendance for students in home/hospital attendance settings.
Period Count	X		The **Period Count** report counts attendance marks that meet the filter criteria by period. Excuse codes count specific values; to count generalized attendance, use the *Status and Excuse* values.
Period Detail Batch	X		The Period Detail Batch Report prints student attendance by the period name. The report will print one student per page, and can be sorted by the student name, grade level or student number.
Register	X		The **Attendance Register** report calculates whole day and half day attendance based off the number of minutes defined in the calendar, and displays the result for each day, for each student for a grade level along with a summary of ADA and ADM during that time frame.
Sub Attendance Roster	X		The **Sub Attendance Roster** report will print a list of students for a substitute teacher to use when recording attendance.
Attendance Change Tracking	X		The **Attendance Change Tracking** report extracts attendance changes that have been made for the entered attendance date range during the selected modification time frame. Each modification to a student's section attendance is displayed in a separate row.
Section Change Tracking	X		The **Section Change Tracking** report displays changes to student attendance in a course section. Each modification to a student's attendance record displays in a separate row.

Reports	School Use	District Use	Description
Behavior Attendance Audit Report	X		The **Behavior Attendance Audit Report** identifies students who have a behavior resolution that has invalid data either due to the attendance record not being entered properly to match a behavior resolution or the behavior resolution does not match attendance data.
Positive Attendance Summary	X		The **Positive Attendance Summary Report** lists students who had positive attendance entries during the entered date range. Two options are available for the report - Student Summary or Course Section Summary.
Federal Chronic Absenteeism Report	X	X	The Federal Chronic Absenteeism Report provides a summary of chronic absenteeism detail by school or district. Student-level chronic absenteeism information is detailed by calendar for all non-excluded students tied to a calendar and by school for all non-excluded student enrollment(s) tied to calendars within a school.
Lunch Counts Report	X		The Lunch Counts Report prints the number of lunches, milks and adult lunches for each course for the date you select on the report editor.

Behavior

Behavior reports are designed for a behavior administrator to generate. Users are limited to pulling the reports for one school at a time. The following behavior reports are available in District Edition applications only:

Reports	School Use	District Use	Description
Behavior Event Report	X		This report lists the number of events per type. Various filtering and grouping options exist for this report.
Behavior Resolution Report	X		This report lists students who have been assigned resolutions and basic resolution information. The summary report only lists the count of resolutions for each student and the detail report provides more resolution details.
Behavior Removal Report	X		This report lists Resolutions assigned to students which have a Removal subtype of Detention, Suspension and/or Expulsion.

Reports	School Use	District Use	Description
Behavior Incident Report	X		This report lists the number of incidents recorded based on the options selected in the report editor.
Behavior Attendance Audit Report	X		This reports identifies students who have a behavior resolution that has invalid data due to the attendance record not being entered properly to match the assigned behavior resolution or the behavior resolution does not match attendance data.

Campus Instruction

Report Name	Use to report
Reports (Attendance)	
Attendance Change Tracking	Attendance events that have been added and changed for a date range
Attendance Register	Attendance for a term in a student-by-day grid
Attendance Summary	Attendance totals for a term by event type (excused, tardy, etc)
Positive Attendance Section Summary	Total time spent in class for each student in a term (positive attendance)
Reports (Grade Book)	
Flagged Assignments	Assignments flagged as missing, exempt, late, or incomplete for students
Grade Book Export	An export of your Grade Book in another format
Missing Assignments	Assignments flagged as missing per student
Section Summary	Scores for assignments and grades for tasks and standards
Student Summary	Assignment scores by student
Student Assessment Summary	Student scores on assessments.
Report Cards (Instruction)	Generate and print class report cards.
Assignment Analysis Report	View a bar chart representing the students' grades for the selected assignment.
Print Scoring Rubrics	Print scored rubrics for the selected assignment with page breaks between standards. Part of the Campus Learning premium offering.
Reports (Planner)	

Report Name	Use to report
Assignment Standards	Standards associated with assignments for a section
Blank Spreadsheet	A blank spreadsheet of selected students
Section Standards	A list of standards aligned to the section's course
Curriculum Report	A list of assignments in the section with an overview of curriculum information.
Reports (Roster)	
Blank Spreadsheet	A blank spreadsheet of selected students
Portal Usage	Students and parents with Portal accounts and login activity
Roster Labels	Roster labels for mailing or classroom use
Roster Report	Generate a student roster report by term and section.
Printing Seating Charts	Generate and print a seating chart report.
Other	
Teacher Schedule (Instruction)	Generates a printable version of your schedule in the calendar selected in the Campus toolbar.

Census

Because the Census module includes all persons in the district, it is recommended to select a school from the Campus toolbar to limit the results included and to also keep the generation time of the report at a minimum. The following reports are available in District Editions applications:

Reports	School Use	District Use	Description
Address Change	X		This report lists all people within Census who have had a change of address as of a specified date. This report is designed to be run for all school in the district (i.e., Campus Toolbar School option set to All Schools).
Census by Address	X		This report lists the latest student addresses active on or before the effective date entered on the Report editor.
Census by Birth Date	X		This report will list all people with a birth date in the date range specified.
Census by School Boundary	X		This report will display student addresses within the school boundary.

Reports	School Use	District Use	Description
Census Verification	X		This report will batch print a student's census verification data. This report allows a school to view address, guardian and contact information and identify any necessary changes needed. An ad hoc Filter Search Option is available for this report.
Impact Aid Report	X		This report displays people employed at a federal institution who have at least one child who is a student enrolled in one of the selected calendars.
Mailing Labels		X	This report will generate a list of mailing labels for the selected students. One label for each household and only the students' guardian's names will be printed if the selected is for Household. One label per student will be printed if the selection is for Student. Only addresses marked with a mailing checkbox in the Census module will be included. An Ad hoc Filter Search Option is available for this report.
State Person Identity Verification Report	N/A		This report allows a district to compare its local student and staff person/identity records to those existing at the state level. **This report is only available to District installations linked to a State Edition installation.**
Missing Photo Student Report	X		This report returns a list of students who do not have a photograph of themselves stored in Campus. This report can be generated after importing student pictures using the Photo Import tool (when adding multiple photos) or the Demographics tab (when adding just one image).
Staff Report	X	X	Provides a list of all staff members (based on employment records) entered in Campus. This report looks at district employment and district assignment records in the Census module.
State Person Identity Verification Report		X	Allows a district to compare its local student and staff person/identity records to those existing at the state level. It should be run regularly to promote early identification of gaps, duplications and inconsistencies in person/identity data. **This report is only applicable to users who operate at the district level of a Campus State Edition product.**

Reports	School Use	District Use	Description
Badge Printing	X		The Badge Printing tool generates a PDF of badges based on templates created in the Badge Designer tool. Additional fields display when a badge template is selected. Badge generation is specific to the Calendar selected. **The Scanning toolset is part of the Campus Workflow Suite.**

Data Utilities

Reports	School Use	District Use	Description
Ad Hoc Runtime Security Report	X	X	The Ad Hoc Runtime Security Report identifies filters which are assigned to users and/or user groups in which the user or group does not have proper tool rights for accessing information (fields) contained within the filter.
Data Health Check Report	X	X	For districts already using Campus, this report shows areas where data can be cleaned to ensure accuracy and increase overall data quality. For districts implementing Campus, this report is generated after every conversion to identify area of source system data cleanup as well as potential mapping rule changes needed by the conversion analyst for a successful implementation.
Deactivated Elements Impact Report	X	X	The Deactivated Elements Impact Report lists which user-created Ad hoc Filters and Reports have been affected by elements being deactivated.

Digital Repository

Instruction Usage Report	Track and analyze the number and size of files stored in the Digital Repository by the Instruction service. The report includes a summary view of currently stored files.
Person Documents Usage Report	Track and analyze the number and size of files stored in the Digital Repository by the Person service. The report includes a summary view of currently stored files.
Digital Repository Data Usage Reports	Track and analyze current and historical information regarding the number and size of files stored in the Campus Digital Repository (CDR).

Fees

Fees reports are generated by staff members at a school or district responsible for processing student fees. The following reports are available in District Edition applications:

The following report will only generate for the school selected in the Campus toolbar. The user can then select one or more multiple calendars based on tool rights.

Reports	School Use	District Use	Description
Fee Audit	X		The Fee Audit report collects all students with unbalanced and/or overpaid fees.
Recurring Payments Report	X		The Recurring Payments Reports provides the following information as of the current date: • Summary view of all active recurring payments currently set up in Infinite Campus. • Which recurring payments were not successful and the last time they were run.

The following reports generate for the school that is selected in the Campus toolbar, but will allow users to see multiple years. If the user only has rights to the current calendar, fees from previous calendar years can still be viewed.

Reports	School Use	District Use	Description
Fee Billing Batch	X		The Fee Billing Batch report, also called the Batch Fee Billing Statement report, builds a billing statement for each student indicated in the report editor.
Fee Receivable Summary	X		The Fee Receivable Summary report displays all assigned fees, when the payment was made and when the payment is due.

FRAM

FRAM Reports are designed to be generated by users who have access to records for multiple school years. The following FRAM reports are available for District Edition applications only

Reports	School Use	District Use	Description
Eligibility	X	X	The Eligibility Report displays free, reduced and paid eligibility information by student based on the date and type selected on the report editor.
FRAM Letter Batch	X		The FRAM Letter Batch tool prints four different FRAM letter types including: Pre-Application Letter, Direct Certification Approval Letter, and the Approval/Denial Letter.

Reports	School Use	District Use	Description
Household Applications Report	X		The Household Applications Report displays free and reduced applications processed by school year.
Lunch Counts	X		The Lunch Counts Report displays the lunch count, milk count and adult count for each course in a specific day for schools for which the user has rights.

Grading and Standards

Grading and Standards reports are designed to be generated by schedulers and registrars. Each report is school specific and is determined by the school selected in the Campus toolbar. Users can only view data from schools to which they have rights.

The following reports are available in District Edition only.

Reports	School Use	District Use	Description
Class Rank	X		The Class Rank report calculates a student's class rank that is based on historical (transcripted) grades.
Course Audit Report	X		The Course Audit report compares the grading setup between course masters and their associated courses to identify differences.
Course Awaiting Push Report	X		The Course Course Awaiting Push Report collects all grading setup existing at the course level that has not been pushed to the section level.
Course Credit	X		The Course Credit report lists the credits associated with each course.
Course Master Awaiting Push Report	X		The Course Course Master Awaiting Push Report collects all grading setup existing at the course master level that has not been pushed to the course level.
Course Standards	X		The Course Standards Report lists the standards that are associated with each course.
Cumulative Labels	X		A Cumulative Label is a large-size mailing label that has an entire year's transcript printed on it.
eTranscript Batch	X		The eTranscript Batch Report allows users to generate eTranscripts to upload to third party vendors.
Grade Book Usage	X		The report will track how well teachers are maintaining their grade books.

Reports	School Use	District Use	Description
Grades Report	X		The Grades Report will print the students' grades based on the criteria chosen. This report is useful in determining which teachers have not posted grades or which students have missing grades.
Grading Changes Not Pushed Report			Lists changes to grading setup that could not be pushed from the course master to the course for various reasons. X
Grading Setup Audit	X	X	The Grading Setup Audit Report tracks the setup of teacher grade books and displays all courses that have grading tasks and standards marked as post-only, whether or not they are aligned to categories and assignments.
Missing Assignments	X		This Missing Assignments report allows users to view assignments that have been flagged in the Grade Book as Missing, Incomplete, Late, or Exempt.
Report Card	X		The Report Card Batch will take the student grades for the selected term and print them on a standard printed view, listing all of the selected options.
Snapshot Comparison	X		The Snapshot Comparison Report generates a CSV file that allows users to compare a student's posted grade and/or in-progress grade against a snapshot grade calculated on what the student's grade would have been if it was calculated based only the assignments due between the entered Snapshot Start and Snapshot End dates.
Standards Alignment	X		The Standards Alignment Report lists assessments (tests) associated with each standard. Assessments are aligned to standards in the Standards Bank.
Student Credits	X		The Student Credits Report displays the total number of credits earned by the students in the selected calendar.
Student Summary Report	X		The **Student Summary Report** returns a list of assignments per student that are assigned to the student along with any scores that the student has received. Grading Tasks are listed first, followed by Standards.
Term GPA	X		The Term GPA Report displays the student's term GPA.
Transcript Audit	X		The Transcript Audit report will compare the transcript data with the source grading data and will list the differences in score and comments.
Transcript Batch	X		The Transcript Batch Report pulls student grades from their transcript and places them on a (usually) one page document.

Health

Health reports should be generated by a health official at the school. Health reports are available in District Edition applications only

The following reports only allow users to pull information from schools and calendars to which the health personnel have rights.

Reports	School Use	District Use	Description
Archived Health Visits	X		This report generates a list of health events and resolutions that have been archived from the Health Visits tab. The current calendar scope is used to filter which students are included in the report and is used to filter the grade list. The date range applies ONLY to health visits.
Annual Immunization Report	X		The Annual Immunization Report summarizes the students enrolled in the selected school and provides a total number of students that have immunizations for DTP, Polio, MMR and other standard immunizations.
Generic Immunization Extract	X	X	The Generic Immunization Extract reports immunizations that have been entered for a student, much like the Immunizations Report.
Immunization Batch	X		The Immunization Batch Report will provide a view of selected students' immunizations. This is a very complex report, so try to limit the number of students run per batch. The Immunization Batch report uses data that is entered on a student's Immunization tab. Data should be up to date on this tab for the report.
Immunization Compliance Summary Report	X	X	The Health Immunization Compliance Summary Report provides a summary of immunization compliance broken out by grade, compliance status, and exemptions with totals for all vaccines selected and each individual vaccine with rules. This report is not available for Illinois, Kentucky, and Ohio districts.
Immunization Certificate	X	X	The Immunization Certificate Report provides a listing of students that have met immunization compliances on the basis of a valid certificate, rather than the dates and numbers of immunizations.
Immunization Summary	X		The Immunization Compliance Summary Report provides a listing students and their compliance of health vaccinations. This report is organized by grade level, compliance status and exemptions/waivers.

Reports	School Use	District Use	Description
Immunizations	X		The Immunizations Report provides a listing of students and their compliance of health vaccinations. This report is organized by grade level, compliance status and exemptions/waivers.
Health Alert Summary	X	X	The Health Alert Summary report provides a list of students who have active programs marked as medical between an entered start and end date. The report will output the total number of active medical flags by program name, with aggregate totals, showing the number of students who have the alert and the grand total of all medical alerts.
Health Condition Summary	X	X	The Health Conditions Summary report will allow users to review health conditions, including the ability to view conditions by groupings, such as allergies. This report will consist of aggregate numbers and grand totals on health conditions for students.
Medication Summary	X	X	The Medications Summary Report lists prescription information for students in the selected calendar or the student list. The Medication Summary Report pulls data from the student's Medications tab. The entered date range specifies the period in which to check if any medications were submitted.
Health Condition Alerts		X	The Health Conditions Alerts Report provides a list of students who have the selected health conditions and health alerts. This report can be used to identify all students who have health conditions that also have a health alert. Users can display students by school, grade or course section. Data is returned in alphabetical order by student last name.

The following health reports are not limited to users based on their school or calendar rights. If a user has rights to only one school or calendar, that person is able to see data from other schools in the district.

Report	School Use	District Use	Description
Screenings Compliance	X	X	The Screening Compliance Report aids districts in assessing compliance for health. The report finds the following situations: • Students who do not have any screening records; • Student who have a screening record for a particular date; • Students who have a screening record of a particular type; • Students who have a screening record with a particular status. Information returned on this report is stored in the student's Health Screenings area.

Report	School Use	District Use	Description
Health Office Visits	X	X	The Health Office Visit Report generates a list of health visits that occurred on the effective date entered in the current school year.

The following reports are only available in the noted states.

Report	School Use	District Use	Description
Annual Immunization	X	X	**(MN ONLY)** The Annual Immunization Report summarizes the students enrolled in the selected school and provides a total number of students that have immunizations for DTP, Polio, MMR and other standard immunizations.
Blue Card Report	X	X	**(CA ONLY)** The Blue Card Report generates an Immunization Record for selected students.

Lockers

The following reports are available and should be generated by those individuals at a school who assign lockers to students.

Reports	School Use	District Use	Description
Locker Assignments Report	X		The Locker Assignments Report will print all lockers assigned to students based on an entered effective date.
Vacant Locker	X		The Vacant Locker Report will print a list of all vacant lockers.
Students without Lockers	X		The Students without Lockers Report will print a list of all enrolled students who are not assigned a locker.

Medicaid

Medicaid Reports are available for District Edition applications only and should be generated by school officials who are able to see data from multiple schools and calendars.

The following reports allow users to see all schools and calendars in the district, regardless of a user's school and calendar rights.

Reports	School Use	District Use	Description
Provider Service Log	X	X	The Provider Service Log Report lists the services being provided by each provider for each service group type and location.
Services		X	The Medicaid Services Report details currently configured Medicaid billable services.
Service Log	X	X	The Medicaid Service Log Report is used for reporting billable services to a third party billing agent.

This report shows data for those schools and calendars to which the user has applicable tool rights.

Reports	School Use	District Use	Description
Eligibility	X	X	The Eligibility Report is used to more effectively assess eligibility across a district.

Messenger

The following Messenger report is available and can be generated by a system administrator.

Reports	School Use	District Use	Description
Messenger Activity Report	X	X	Messenger Activity Report provides total counts of delivery devices selected and usage information by school, sender and message type based on criteria selected.
Messenger Tool			
Recipient Log	X		Allows you to review process alert, email, voice and text messages that were eligible to be sent to specific recipients. Once you find the message for which you are searching, you can review the message details as well as print a Recipient Report for a specific message.
Mailgun Message Log	X		Generate a report of all message sent through the Mailgun API during a specific date range by entering this date range in the **Created Between** date fields.
Printing a Sent Message Report	X		The Sent Message Report is a report that provides additional details about the delivery of a specific message.
Messenger (Admin)			

Reports	School Use	District Use	Description
Recipient Log (Admin)	X		The Recipient Log, within the System Administration module, allows a system administrator (or user with rights to this module) to review the process alert, email, voice and text message sent by **ANY** user in the district to a specific recipient.
Sent Message Log (Admin)	X		The Sent Message Log, within the System Administration module, allows a system administrator (or user with rights to this module) to review the process alert, email, voice and text message sent by **ANY** user in the district.
Admin Mailgun Message Log - Video	X		Generate a report of all message sent through the Mailgun API during a specific date range by entering this date range in the **Created Between** date fields.

My Account

Reports	School Use	District Use	Description
Access Log	N/A	N/A	Every Campus login attempt is stored by the system on the user's Access Log tab.
Payment History	N/A	N/A	The Payment History tool allows you to see a detailed history of all the payments you have made. This functionality is only available to districts who have purchased Online Payments.

Point of Sale

Point of Sale reports should be generated by individuals who have access to Point of Sale data at the school and district level. These individuals usually have access to data from multiple schools.

The following reports show multiple schools, years, or dates to users even if users do not have rights to see that information.

Reports	School Use	District Use	Description
Adjustment Report	X	X	The Adjustment Report displays adjustment summary and detail information.

Reports	School Use	District Use	Description
Audit Report	X	X	The Audit Report audits for potentially incorrect transactions within a selected time frame. Users can generate this report in one of two modes: either by the quantity of items purchased or by the cash sale value of items purchased.
Backdated Adjustments Report	X	X	This report provides a list of backdated transaction adjustments in summary or detail form. The report can be generated as a PDF or CSV file.
Cashier Report	X	X	The Cashier Report will print daily, period or monthly transaction information for the selected terminals. This report can be used by an administrator/manager for reconciliation purposes, including review of a cashier's drawer to verify overages or shortages.
Deposit Report	X	X	The Deposit Report prints the daily account deposit information grouped by POS terminals. There are three types of deposits: check, cash and credit card.
Deposit Slip Log	X	X	The Deposit Slip tool stores the Deposit Report when the **Snapshot for Deposit Slip** checkbox is marked on the Deposit Report editor and a Deposit Report is created. You can use the Deposit Slip tool for auditing purposes and for reprinting the Deposit Report.
Edit Check Report	X	X	The purpose of an Edit Check is to compare each school's daily counts of free, reduced and paid lunches against the number of children currently eligible for free, reduced and paid lunches, times an attendance factor. This report prints school level summaries of enrollment and meal counts grouped by students' eligibilities and the purchasable items' Federal Program.
End of Day	X	X	The End of Day Report will print daily, period or monthly transactions in order to reconcile drawers and eliminate or reduce overages and shortages.
Funds Transfer	X	X	The Funds Transfer report generates based on data that has been moved from one food service account to another.
Item Summary	X	X	The Item Summary Report looks at all purchasable items, noting the total amount purchased and the total sales for the item based on the date range entered.
Patron Balance	X	X	The Patron Balance Report prints active staff and active student account balances. This report can be generated for a specific school or for all the schools within the district.
PIN Report	X	X	The PIN Report tool allows users to generate a list of PIN numbers, PIN barcode labels and PIN labels for each patron with a POS account within a school or district.

Reports	School Use	District Use	Description
Transaction Summary	X	X	This report prints patron summary information, transaction summary information and transaction detail information. The group options are used to summarize the transaction information in a different way of grouping by item category: POS and Service.
Voids Report	X	X	The Voids Report provides users with a way to view and print voided transactions. The report includes results for an individual Point-of-Sale terminal or a group of terminals.

The following reports show data for those users who have rights to specific schools and calendars.

Reports	School or District Use	District Use	Description
Edit Check	X	X	The Edit Check Report is based on USDA regulations, 7CFR210, subpart B, section 210.8. This report prints school level summaries of enrollment and meal counts, grouped by student eligibilities and purchasable item state codes. Enrollment counts are based on students' primary enrollments. Students marked as enrollment state-excluded will not be included in enrollment counts.
Journal Batch	X		The Journal Batch Report will batch print monthly transactions detail and account balance information. This report is also available for parents/guardians to view on the Portal.
Transaction Detail	X		The Transaction Detail Report reviews transactions that have occurred for the selected POS terminal.

The following are additional reports that are available in the Point of Sale Reports section:

Reports	School Use	District Use	Description
Balance Letter Wizard	X	X	The Balance Letter Wizard walks the user through the creation of a letter that includes the patron's POS account balance. It includes basic demographic information, account balance and the mailing address. Letters can be saved for quick retrieval and generation at future dates.

Portal

The following reports are available to assess Campus Portal usage:

Reports	School Use	District Use	Description
Portal Request Summary Report		X	Generates a list of requests submitted via the portal, the date the request was made, the date the request was processed, who processed the request and the status of the request.
Portal Usage Report		X	The Portal Usage report helps analyze activity for Campus Portal user accounts. The information displayed by grade level includes the percent of students and parents that have user accounts, the number of times they have logged into the account and the average number of times they log in each week during the selected enrollment year.

Scheduling

Scheduling reports should be generated by staff responsible for scheduling students and placing courses and sections in appropriate terms and periods. These reports are school specific and can be viewed based on the school and calendar selected in the Campus toolbar.

The following reports are available in District Edition applications only:

Reports	School Use	District Use	Description
Course Projections Report	X		This report uses planned courses from student academic plans to determine the total number of course sections that may be needed over the next four school years.
Master Schedule	X		This report lists detailed information about each section within a schedule. This report lists roster counts by gender and Special Education, section placements, team, room and teacher. *This report can be generated from the Schedule Wizard.*
Open Rooms	X		This report lists rooms that are not scheduled with a with a section, organized by term and period. *This report can be generated from the Schedule Wizard.*
Request Batch	X		This report will batch print a list of student requests in a one page per student format. Student requests are entered in the Walk-In Scheduler portion of a student's Schedule tab. An Ad hoc Filter Search option is available for this report.

Reports	School Use	District Use	Description
Request Conflicts	X		This report identifies potential scheduling conflicts where a student has requested conflicting courses. Identifying these conflicts is useful when planning where to place courses that have few sections. *This report can be generated from the Schedule Wizard.*
Request Detail	X		This report lists students who have requested the chosen department or courses. Information comes from the Walk-In Scheduler portion of a student's Schedule tab. *This report can be generated from the Schedule Wizard.*
Requests Satisfied	X		This report counts the requests and requests satisfied per grade and per course. *This report can be generated from the Schedule Wizard.*
Room Usage	X		This report will display what sections meet in each term and period for each room. Data is pulled from the Room Assignment option on the Course editor. *This report can be generated from the Schedule Wizard.*
Seat Count	X		This report will list the total number of seats filled based on the roster for each course section. This report is designed for scheduling use and counts may or may not be accurate after a term starts. *This report can be generated from the Schedule Wizard.*
Section Rosters	X		This report displays the roster for each section taught by a specific teacher.
Schedule Batch	X		This report will print student schedules en masses, one page per student suitable for handing out to students. Display options will only appear for users who have tool rights to the Report Preferences. *An Ad hoc Filter Search option is available for this report.*
Schedule Conflicts	X		This report will list each non-alternate request that has not been fulfilled in the currently active trial. *An Ad hoc Filter Search option is available for this report.*
Schedule Units Report	X		This report looks for students who have not requested enough courses to fill a schedule. *This report can be generated from the Schedule Wizard.*

Reports	School Use	District Use	Description
Staff History Report	X		This report prints primary teachers, teachers and section staff assigned to sections based on the entered effective date.
Teacher Load	X		This report summarizes teachers' utilization and includes the number of classes, sections, periods (excluding non-instructional periods), students, Special Education students and the total number of unique students they taught. Records are broken down by term.
Teacher Schedule Batch	X		This report will batch print teachers' schedules, one page per teacher, listing which sections are taught and when for each teacher.

Student Information

Reports in the Student Information module are designed to be run by a variety of users. Reports are available in both District and State Edition applications, unless otherwise noted:

The following reports allow users to see information from schools and calendars to which they have appropriate calendar rights.

Reports	School Use	District Use	Description
Activity Eligibility*	X		The Activity Eligibility Report batch prints student activity eligibility statuses.
Age and Grade Level Exceptions Report	X	X	The Age/Grade Level Exceptions Report identifies students who are enrolled in grade levels but may not be the appropriate age for that grade level, as determined by the Grade Level Age settings.
Counselor*	X		The Counselor Report details counselor information for students based on report filter criteria.
Duplicate IDs	X	X	The Duplicate IDs Report lists students with the same Local ID (Student Number) and/or the same State ID, depending on the selected criteria.
Duplicate Students Search	X	X	The Duplicate Student Search Report is used to identify duplicate students within Infinite Campus based on search criteria.
Enrollment Loss Report*	X		The Enrollment Loss Report lists situations where a student who is currently enrolled in the selected school does not have a primary enrollment record in the same school for the following school year. This does not include students who are graduating to the next school level.

Reports	School Use	District Use	Description
Enrollment Overlap	X	X	The Enrollment Overlap Report details enrollment record information for students who have overlapping enrollments.
Enrollment Status	X	X	The Enrollment Status Report lists student's enrollment start/end status and mailing address.
Enrollment Summary Details Report	X	X	The Enrollment Summary Details Report lists student enrollment data using the start and end date of enrollment, enrollment start and end status, and race/ethnicity information.
File Labels by DOB*	X		The File Labels by DOB Report is formatted to print on 1" X 2-5/8" labels and includes student name, student number and birthday information.
Folder Labels by DOB*	X		The Folder Labels by DOB Report is formatted to print on 1" X 2-5/8" labels and includes parent name, student name, gender, date of birth and address information.
Graduation Cohort Validations Report	X	X	The Graduation Cohort Validations Report lists graduation and cohort records that are not complete or do not match enrollment records. Information returned on this report can be used to perform data cleanup before state and federal graduation reporting.
Graduation Rate	X	X	The Graduation Report extracts and calculates graduation rates.
Meeting Report	X		The Meeting Report provides detailed or summary information about counseling meetings, based on the options selected.
No Show Report	X	X	The No Show Report lists enrollments with the No Show checkbox selected.
Plan Audit	X	X	The Plan Audit Report lists services and plans based on auditing types in order to facilitate cleanup of potential data errors.
Progress Report	X		The Progress Report lists students' credits toward graduation standards.
Service Detail	X	X	The Service Detail Report details student information including student name, student number, grade, service provider, service start/end date and minute summary based on the services and date range entered on the report editor.
Service Provider Detail	X	X	The Service Provider Detail Report details service provider information based on the providers and date range entered on the report editor.

Reports	School Use	District Use	Description
Service Provider Summary	X	X	The Service Provider Summary Report details service provider information such as students' count, service providers' count and minute summary based on the services and date range entered on the report editor.
Service Summary	X	X	The Service Summary Report details service information such as students' count, service providers' count and minute summary based on the services and date range entered on the report editor.
State Enrollment Overlap	X	X	This report will list students who are simultaneously enrolled in two or more different schools on the same date. While running the report, students visible under the user's calendar rights enables the visibility of data regarding enrollment overlaps that pertain to other schools in the state.
State Enrollment Verification Report*	N/A	N/A	The State Enrollment Verification Report allows a district to compare its local student enrollment data to that existing at the state level.
Graduation Cohort Validations	X	X	The Graduation Cohort Validations Report lists graduation and cohort records that are not complete or do not match enrollment records.
Test Results	X		The Test Results Report lists tests results for each test selected on the report editor.

The following reports display results from multiple schools and calendars regardless of a user's school and calendar rights.

Reports	School Use	District Use	Description
Caseload Summary Report	X	X	The Caseload Summary Report details information about each student in a caseload.
Duplicate IDs		X	The Duplicate IDs Report generates a list of students who have the same Local or State IDs.
Enrollment Summary	X	X	The Enrollment Summary Report details a district-wide breakdown of enrollment records summarized by school, grade, gender and race.
Process Compliance	X	X	The Process Compliance Report lists all students who have information that does not comply with certain requirements.
Test Accommodations	X	X	The Test Accommodations Report lists student special accommodations and modifications

An asterisk indicates the report is only available in District Edition applications.

Note the following:

- The Caseload Summary report will show all Special Education assignments within a school.
- The Duplicate IDs report will show all information from the district when the user has only one calendar and school right.
- The Enrollment Summary Report will show all information from the district when the user has only one calendar and school right.

Survey

The following Survey reports are available and are designed to be generated by those users who have created a survey and need to summarize responses to those surveys.

Reports	School Use	District Use	Description
Response Extract Report	X	X	This report generates a spreadsheet file of received/completed survey answers.
Response Summary Report	X	X	This report generates a report that displays the questions and recipient answers, broken down by count and percentage totals.

Transportation

Reports	Description
Transportation Summary	The Transportation Summary Report prints bus or parking detail information for students who match the selected criteria.
Student Bus Assignment	The Student Bus Assignment Report prints bus information for students in either list or badge form. The report can be generated based on bus number or teacher, and will print student transportation data as of the entered effective date. Use Avery Labels 74541 for best results when printing in badge format.

User Security

The following reports are available in the User Security area and should be used by system administrators only.

Reports	School Use	District Use	Description
Ad Hoc Runtime Security Report	X		The Ad Hoc Runtime Security Report identifies filters which are assigned to users and/or user groups in which the user or group does not have proper tool rights for accessing information (fields) contained within the filter.
Audit Log		X	Monitor and track changes made to areas of user security. **The View Audit Log tool is available for district and state level use.**
Client Statistics Report		X	The Client Statistics Report analyzes the security access table and generates a graph of operating systems, browsers, screen size and the number of users that access the system, including internal (staff) and external (parents and students) users.
Product Security Role Report	X	X	The Product Security Role Report provides a list of all users who have been granted specific Product Security Roles. Users can group reported data by person or product security role and include disabled user accounts in report results. Montana Edition Users: A Montana Edition Product Security Role is available for assignment. See this article for more information.
Tool & Calendar Right Access Report	X	X	The Tool and Calendar Right Access Report allows you to view a list of all users or user groups who have been granted tool rights for a specific tool and/or rights to a particular calendar.
User Account Automation Log	X	X	The User Account Automation Log allows users to view detailed information about user account username modifications, user account creation failures, and accounts automatically disabled via preferences set in the Account Security Preferences tool.
User Group Report	X	X	The User Group Report provides high-level and detailed information about which user groups exist, all tool rights and calendar rights assigned to each user group, and which user groups are assigned to which Staff Account Automation rules.

State Reporting Extracts

All extracts and reports defined by the state's Department of Education are available in the State Reporting Folder (i.e., MN State Reporting). See each state within the State Specific Information area of the Knowledge Base for more information.