

## Report Reference Guide

### Infinite Campus Reports and Comparable AS/400 Reports

Infinite Campus Location (Path)	Infinite Campus Report Name	Explanation	Comparable AS/400 Program Name
Adhoc Reporting>Data Export> to Excel file	Data Export		STU595C - Print Course Enrollment Counts
Adhoc Reporting>Data Export> to Excel file	Data Export		STU524C - Create Adult Address Download File & Labels
Attendance>Reports>Attendance Period Count	Attendance Period Count	This report counts attendance marks that meet the filter criteria by period. Excuse codes let you count specific values, but if you want a count of generalized attendance, use the Status & Excuse values. The report will filter to the INTERSECTION between the fields (Status, Excuse, and Excuse Code), but UNION within a single category.	ATT541C - Print Homeroom Absence Count
Attendance>Reports>Day Count.	Day Count	This report calculates whole day & Half Day attendance based off the number of minutes defined in the calendar, and sums and filters the totals based on the report options below.	ATT555C - Print Student Absences by Half Day
Attendance>Reports>Period Count or Attendance>Daily Attendance, Pick Date>Print Summary.	Period Count or Daily Attendance (Windows) Print Screen, Will only Display 50 Students or Daily Attendance, Print Summary Report has NO Filters. or Print Caller Report Caller Report has NO Filters.		ATT516C - Print Daily Attendance Report
Attendance>Reports>Period Counts	Period Count	This report counts attendance marks that meet the filter criteria by period. Excuse codes let you count specific values, but if you want a count of generalized attendance, use the Status & Excuse values. The report will filter to the INTERSECTION between the fields (Status, Excuse, and Excuse Code), but UNION within a single category.	ATT511C - Absence Reason Report by TAG by Area
Behavior>Reports>Event	Event	This report will list the number of events per type. The report can be grouped by staff member, staff member with student, event type and student.	STU864C - Print Number of suspensions - EEN Students
Census>Reports>Census by Address	Census by Address	Finds the latest student addresses active on or before the effective date. If effective date is not entered, the current date is assumed.	STU705C - Print Entire School Alphabetic Reference List
Census>Reports>Census Verification Report	Census Verification Report	This report will batch print student's census verification data. Page breaks are inserted automatically for each student. This is a very complex report, so try to limit the number of students run per batch.	STU876C - PRINT STUDENT REGISTRATION WORKSHEET
Census>Reports>Census Verification Report.	Census Verification Report	This report will batch print student's census verification data. Page breaks are inserted automatically for each student. This is a very complex report, so try to limit the number of students run per batch.	STU579C - Print Annual Questionnaires
Grading & Standards >Reports> Transcript Audit	Transcript Audit	This report will compare the transcript data with the source Grading data and lists the differences in score and comments.	GRD590C - Students With Grades Not Transcribed
Grading & Standards> Reports> Class Rank	Class Rank	This report calculates students rank based on cumulative GPA.	GRD460C - Index of Rank in Class
Grading & Standards> Reports> Class Rank, Choose Class, Choose Sort by name.	Class Rank	This report calculates students rank based on cumulative GPA.	GRD549C - Print CUM GPA List By Student Name
Grading & Standards> Reports> Class Rank, Choose Class, Choose Sort by Rank.	Class Rank	This report calculates students rank based on cumulative GPA.	GRD548C - Print Cum GPA Rank List
Grading & Standards> Reports> Grades Report	Grades Report	This report will batch print student's grades. There is an option to print the report grouped by student, teacher or course. There is an option to set page break for each student or course suitable for handing out. The grades report group by Teacher will always set page break for each teacher. This is a very complex report, so try to limit the number of students run per batch. Checking page break option will make the report run faster.	GRD555C - Print Grade Distribution by Course & Section

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Grading & Standards> Reports> Grades Report	Grades Report	This report will batch print student's grades. There is an option to print the report grouped by student, teacher or course. There is an option to set page break for each student or course suitable for handing out. The grades report group by Teacher will always set page break for each teacher. This is a very complex report, so try to limit the number of students run per batch. Checking page break option will make the report run faster.	GRD556C - Print Grade Distribution by Teacher
Grading & Standards> Reports> Grades Report	Grades Report	This report will batch print student's grades. There is an option to print the report grouped by student, teacher or course. There is an option to set page break for each student or course suitable for handing out. The grades report group by Teacher will always set page break for each teacher. This is a very complex report, so try to limit the number of students run per batch. Checking page break option will make the report run faster.	GRD558C - Print Grade Exceptions List by Student
Grading & Standards> Reports> Grades Report	Grades Report	This report will batch print student's grades. There is an option to print the report grouped by student, teacher or course. There is an option to set page break for each student or course suitable for handing out. The grades report group by Teacher will always set page break for each teacher. This is a very complex report, so try to limit the number of students run per batch. Checking page break option will make the report run faster.	GRD559C - Print Grade Exception List by Teacher
Grading & Standards> Reports> Grades Report,	Course Grades Report		GRD510AC - Print Grade Verification Class Listing
Grading & Standards> Reports> Report Card	Report Card	This report will batch print student report cards, 1 page per student suitable for handing out to students. This is a very complex report, so try to limit the number of students run per batch.	GRD511C - Print Student Report Cards
Grading & Standards> Reports> Report Card	Report Card	This report will batch print student report cards, 1 page per student suitable for handing out to students. This is a very complex report, so try to limit the number of students run per batch.	GRD515C - Print Progress Reports
Grading & Standards> Reports> Report Card	Report Card	This report will batch print student report cards, 1 page per student suitable for handing out to students. This is a very complex report, so try to limit the number of students run per batch.	GRD516C - Progress Report Verification List
Grading & Standards> Reports> Term GPA, Choose Class,	Term GPA	This report will batch print student term GPA and rolling term GPA.	GRD541C - Print Current Period GPA Rank List
Grading & Standards> Reports> Term GPA.	Term GPA	This report will batch print student term GPA and rolling term GPA.	GRD540C - Print Current Period GPA List by Student Name
Grading & Standards> Reports> Transcript Batch.	Student Transcript Batch	This report will batch print student transcripts, 1 page per student suitable for handing out to students. Having a calendar selected will filter the marks to only those that were completed in a grade level that is offered by the selected school. This is a very complex report, so try to limit the number of students run per batch.	GRD550C - Print Student Transcripts
Instruction>Attendance, choose a Section.	Not a Report, it's the Teacher Attendance Screen.	No Notes: Just look at the screen for New or Dropped Students.	SCH450C - Produce Add/Drop Notices
Instruction>Reports>Blank Spreadsheet.	Blank Spreadsheet	This report creates an empty grid with the students you select on the y-axis and blank column headers on the x-axis.	STU531C - Student List w/Four User Defined Data Fields
Scheduling>Reports> Request Batch.	Request Batch	This report will batch print a list of student requests, 1 page per student suitable for handing out to students. Since there can be tens of thousands of requests, try to limit the number of student run per batch.	SCH588C - Print Student Request Verification

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Scheduling>Reports> Request Conflicts	Request Conflicts	A request conflict is a potential scheduling conflict, and it basically shows course pairs where a student has requested both. These conflicts are useful when planning where to place courses that have few sections. Keep the report options limited as much as possible. A required course that meets every period will conflict with every other course, and the resulting report will be long and difficult to work with.	SCH585C - Print List of Scheduling Errors by Course
Scheduling>Reports>Master Schedule	Master Schedule	This report lists detail information about each section in a schedule. The report lists roster counts by gender and special Ed, section placement, team, room, and teacher.	SCH525C - Print Next Years Courses for Department
Scheduling>Reports>Master Schedule	Master Schedule	This report lists detail information about each section in a schedule. The report lists roster counts by gender and special Ed, section placement, team, room, and teacher.	SCH560C - Print Course Master Schedule
Scheduling>Reports>Master Schedule, Run with Limit on Period.	Master Schedule	This report lists detail information about each section in a schedule. The report lists roster counts by gender and special Ed, section placement, team, room, and teacher.	SCH561C - Print Master Schedule by Period
Scheduling>Reports>Request Batch	Request Batch	This report will batch print a list of student requests, 1 page per student suitable for handing out to students. Since there can be tens of thousands of requests, try to limit the number of student run per batch.	SCH711C - Students with Course Requests
Scheduling>Reports>Request Conflicts	Request Conflicts	A request conflict is a potential scheduling conflict, and it basically shows course pairs where a student has requested both. These conflicts are useful when planning where to place courses that have few sections. Keep the report options limited as much as possible. A required course that meets every period will conflict with every other course, and the resulting report will be long and difficult to work with.	SCH515C - Print Potential Conflict Matrix
Scheduling>Reports>Request Detail select all courses.	Request Detail	This report lists the students that have requested the chosen department or courses. Since detail data is reported, this report could take a while to generate if you select too many courses.	SCH521C - Print Course Request by Course
Scheduling>Reports>Room Usage	Room Usage	This report will display what sections meet in each term and period for each room.	SCH564C - Print Room Utilization
Scheduling>Reports>Room Usage	Room Usage	This report will display what sections meet in each term and period for each room.	SCH568C - Print Master Schedule Matrix by Room
Scheduling>Reports>Schedule Batch	Student Schedule Batch	This report will batch print student schedules, 1 page per student suitable for handing out to students. This is a very complex report, so try to limit the number of students run per batch.	SCH582C - Print Student Schedule Listing
Scheduling>Reports>Schedule Batch or Student Info>General> Schedule>Choose Report option, Click Print.	Student Schedule Batch	This report will batch print student schedules, 1 page per student suitable for handing out to students. This is a very complex report, so try to limit the number of students run per batch.	SCH581C - Print Student Schedules
Scheduling>Reports>Schedule Conflicts	Schedule Conflicts	List each non-alternate request that haven't be fulfilled in the currently active trial. If all sections for that course are full, display "NO SEATS REMAIN". If the Course only has 1 section, and the student has a course in their schedule that also only has 1 section, display "SINGLETON CONFLICT". If the student has no schedule gaps, or the size of the course is larger than the size of the schedule hole, display "FULL SCHEDULE". For all others, display "CONFLICT".	SCH584C - Print List of Scheduling Errors by Student

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Scheduling>Reports>Schedule Conflicts Select parameters.	Schedule Conflicts	List each non-alternate request that haven't be fulfilled in the currently active trial. If all sections for that course are full, display "NO SEATS REMAIN". If the Course only has 1 section, and the student has a course in their schedule that also only has 1 section, display "SINGLETON CONFLICT". If the student has no schedule gaps, or the size of the course is larger than the size of the schedule hole, display "FULL SCHEDULE". For all others, display "CONFLICT".	SCH520C - Print Potential Conflicts by Course
Scheduling>Reports>Section Rosters,Click Term, Periods, Select all Teachers, Build Report or Scheduling>Course>Select Course, Click Section, Edit, Click Roster, Print or Instruction>Reports> Roster fro Teachers	Section Roster Report, Is found in 3 places.	This report displays Section Rosters for each teacher.	SCH538C - Print Teacher Rolls
Scheduling>Reports>Section Rosters,Click Term, Periods, Select all Teachers, Build Report or Scheduling>Course>Select Course, Click Section, Edit, Click Roster, Print or Instruction>Reports> Roster fro Teachers	Section Roster Report, Is found in 3 places.	This report displays Section Rosters for each teacher.	SCH539C - Print Teacher Rolls for Home Room
Scheduling>Reports>Section Rosters,Click Term, Periods, Select all Teachers, Build Report or Scheduling>Course>Select Course, Click Section, Edit, Click Roster, Print or Instruction>Reports> Roster fro Teachers	Section Roster Report, Is found in 3 places.	This report displays Section Rosters for each teacher.	STU703C - Print Elementary Homeroom List
Scheduling>Reports>Section Rosters,Click Term, Periods, Select all Teachers, Build Report or Scheduling>Course>Select Course, Click Section, Edit, Click Roster, Print or Instruction>Reports> Roster fro Teachers	Section Roster Report, Is found in 3 places.	This report displays Section Rosters for each teacher.	STU704C - Print Homeroom Attendance List
Scheduling>Reports>Teacher Load	Teacher Load	Teacher Load Report summarize teachers' utilization, which includes the number of classes, sections, periods(exclude nonInstruction periods), students, Special Ed students, the total number of unique students they taught. The records are breakdown by term.	SCH721C - Print Number of Teacher-Student Contacts
Scheduling>Reports>Teacher Schedule Batch, Click All or Multiple Teachers.	Teacher Schedule	This report will batch print teachers' schedules, 1 page per teacher suitable for handing out to teachers. This is a very complex report, so try to limit the number of teachers run per batch.	SCH563C - Print Teacher Schedules for a School
Scheduling>Reports>Teacher Schedule Batch.	Teacher Schedule	This report will batch print teachers' schedules, 1 page per teacher suitable for handing out to teachers. This is a very complex report, so try to limit the number of teachers run per batch.	SCH562C - Print Teacher Utilization

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Scheduling>Schedule Gap Scheduler	Schedule Gap Scheduler	<p>This tool fills the selected sections to the students' schedule which has empty instructional scheduling gaps.</p> <p>This tool will always fill students to the section which has largest number of open seats if there are more than one section available for students' schedule gaps. Only the courses with sections having empty seats will be listed in the course dropDown box.</p> <p>The term-period grid will be updated automatically when a course and corresponding sections are selected/unselected.</p> <p>After filling the students' schedule gap, A report will be generated to list actions taken for each student and the selected sections' information.</p>	STU513NC - Print Students w/o Schedules for Next Year
Scheduling>Student Gap Scheduler	Student Gap Scheduler	<p>This tool fills the selected sections to the students' schedule which has empty instructional scheduling gaps.</p> <p>This tool will always fill students to the section which has largest number of open seats if there are more than one section available for students' schedule gaps. Only the courses with sections having empty seats will be listed in the course dropDown box.</p> <p>The term-period grid will be updated automatically when a course and corresponding sections are selected/unselected.</p> <p>After filling the students' schedule gap, A report will be generated to list actions taken for each student and the selected sections' information.</p>	SCH565C - Print Analysis of Unscheduled Periods
Scheduling>Student Gap Scheduler	Student Gap Scheduler	<p>This tool fills the selected sections to the students' schedule which has empty instructional scheduling gaps.</p> <p>This tool will always fill students to the section which has largest number of open seats if there are more than one section available for students' schedule gaps. Only the courses with sections having empty seats will be listed in the course dropDown box.</p> <p>The term-period grid will be updated automatically when a course and corresponding sections are selected/unselected.</p> <p>After filling the students' schedule gap, A report will be generated to list actions taken for each student and the selected sections' information.</p>	SCH566C - Print Student Unscheduled Periods
Scheduling>Student Gap Scheduler	Student Gap Scheduler	<p>This tool fills the selected sections to the students' schedule which has empty instructional scheduling gaps.</p> <p>This tool will always fill students to the section which has largest number of open seats if there are more than one section available for students' schedule gaps. Only the courses with sections having empty seats will be listed in the course dropDown box.</p> <p>The term-period grid will be updated automatically when a course and corresponding sections are selected/unselected.</p> <p>After filling the students' schedule gap, A report will be generated to list actions taken for each student and the selected sections' information.</p>	SCH583C - Print Incomplete Student Schedules

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Scheduling>Student Gap Scheduler	Student Gap Scheduler	This tool fills the selected sections to the students' schedule which has empty instructional scheduling gaps. This tool will always fill students to the section which has largest number of open seats if there are more than one section available for students' schedule gaps. Only the courses with sections having empty seats will be listed in the course dropDown box. The term-period grid will be updated automatically when a course and corresponding sections are selected/unselected. After filling the students' schedule gap, A report will be generated to list actions taken for each student and the selected sections' information.	SCH595C - Students Without Any Course Requests
Scheduling>Student Gap Scheduler	Student Gap Scheduler	This tool fills the selected sections to the students' schedule which has empty instructional scheduling gaps. This tool will always fill students to the section which has largest number of open seats if there are more than one section available for students' schedule gaps. Only the courses with sections having empty seats will be listed in the course dropDown box. The term-period grid will be updated automatically when a course and corresponding sections are selected/unselected. After filling the students' schedule gap, A report will be generated to list actions taken for each student and the selected sections' information.	STU513C - Print Students without Schedules This Year
Search>Household>Advanced Search, fill in Phone Number.	Advanced Search on Households	Search for a record being tracked in Campus by using search fields or by selecting a Saved Filter. If you have created a Saved Filter and do not see it in the list, it is likely the Saved Filter was created for a context other than the current (Example: A student filter cannot be applied to a Census Person Search)	STUPHNC - Phone Number Search for Student Name
Student Info >Reports>Folder Labels by DOB	Folder Labels by DOB or New Adhoc Report	This report is formatted to print on 1" X 2-5/8" labels. Labels include: Parents names, Name, Gender, DOB, Address and Phone. Only the students whose birth date falls within the user input date range are included in the report.	STU591C - Print Name Labels (Last,First)
Student Info> Behavior>Print Calendar or Print Year	Behavior Detail Report	The <b>Behavior</b> screen lists a history of the student's behavior events, organized by calendar of enrollment.	STU533C - Print Suspensions by Individual
Student Info> General> Attendance. Print Screen for 1 Student.	Student Attendance	No Notes: Just click the Print Button...	ATT510IC - Print Individual Absence Reason Worksheet
Student Info> General> Grades, Choose Report, Click Print.	Report Card	This report will batch print student report cards, 1 page per student suitable for handing out to students. This is a very complex report, so try to limit the number of students run per batch.	GRD515IC - Print Individual Student Progress Report
Student Info> General> Grades, Choose Report, Click Print.	Report Card	This report will batch print student report cards, 1 page per student suitable for handing out to students. This is a very complex report, so try to limit the number of students run per batch.	GRD511IC - Print Individual Student's Report Card
Student Info> General> Transcript>Choose Report Format,Click Print.	Student Transcript	No Notes: Just click the Print Button...	GRD550OC - Print Individual Student Transcript
Student Info> General>Attendance	Attendance	No Notes: Just click the Print Button...	ATT595C - Print Student Period Absences
Student Info> General>Credit Summary Tab, Choose Plan, Print Screen or Student>Grad Planner	Credit Summary or Grad Planner	No Notes: Just click the Print Button...	GRD552IC - Print Individual H.S. Student Credit Profile

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Infinite Campus Location (Path)	Infinite Campus Report Name	Explanation	Comparable AS/400 Program Name
Student Info> Reports> Enrollment Status Report.	Enrollment Status Report.	This report lists students' enrollment start/end status and mailing address. The default calendar year is the current selected calendar.	STU781C - Print Student Reference List Alpha by School
Student Info> Reports>Enrollment Summary.	Student Enrollment Summary Report.	This report will list a district-wide breakdown of enrollments summary grouped by school, grade, gender and race.	STU502C - Ethnic Breakdown Report
Student Info> Reports>Enrollment Summary.	Student Enrollment Summary Report.	This report will list a district-wide breakdown of enrollments summary grouped by school, grade, gender and race.	STU516BC - Enrollment Totals Report
Student Info> Reports>Enrollment Summary.	Student Enrollment Summary Report.	This report will list a district-wide breakdown of enrollments summary grouped by school, grade, gender and race.	STU543C - Print Enrollment By Race, Sex and Age
Student Info> Reports>Fee Receivables	Fee Receivables		STU927C - Print Students with Obligations
Student Info> Reports>Test Results	Test Results	This report lists out students' best test results for each selected test. At least one test category, test result and test score must be selected to generate the report.	STU509C - Student Achievement Scores
Student Info>Reports>Enrollment Summary.	Student Enrollment Summary Report.	This report will list a district-wide breakdown of enrollments summary grouped by school, grade, gender and race.	STU503C - Distribution of Student Population
SystemAdmin>Calendar>Calendar>Days click Print.	Calendar Days Report	No Notes: Just click the Print Button...	ATT572C - Print School Calendar Report
SystemAdmin>Lockers>Reports>Locker Combinations	Locker Combinations	This report will print locker assignments sorted by student, grade/student, or locker number.	STU555C - Print Locker Assignments by Locker Number
SystemAdmin>Lockers>Reports>Locker Combinations, click by Student Name.	Locker Combinations	This report will print locker assignments sorted by student, grade/student, or locker number.	STU556C - Print Locker Assignments by Student Name