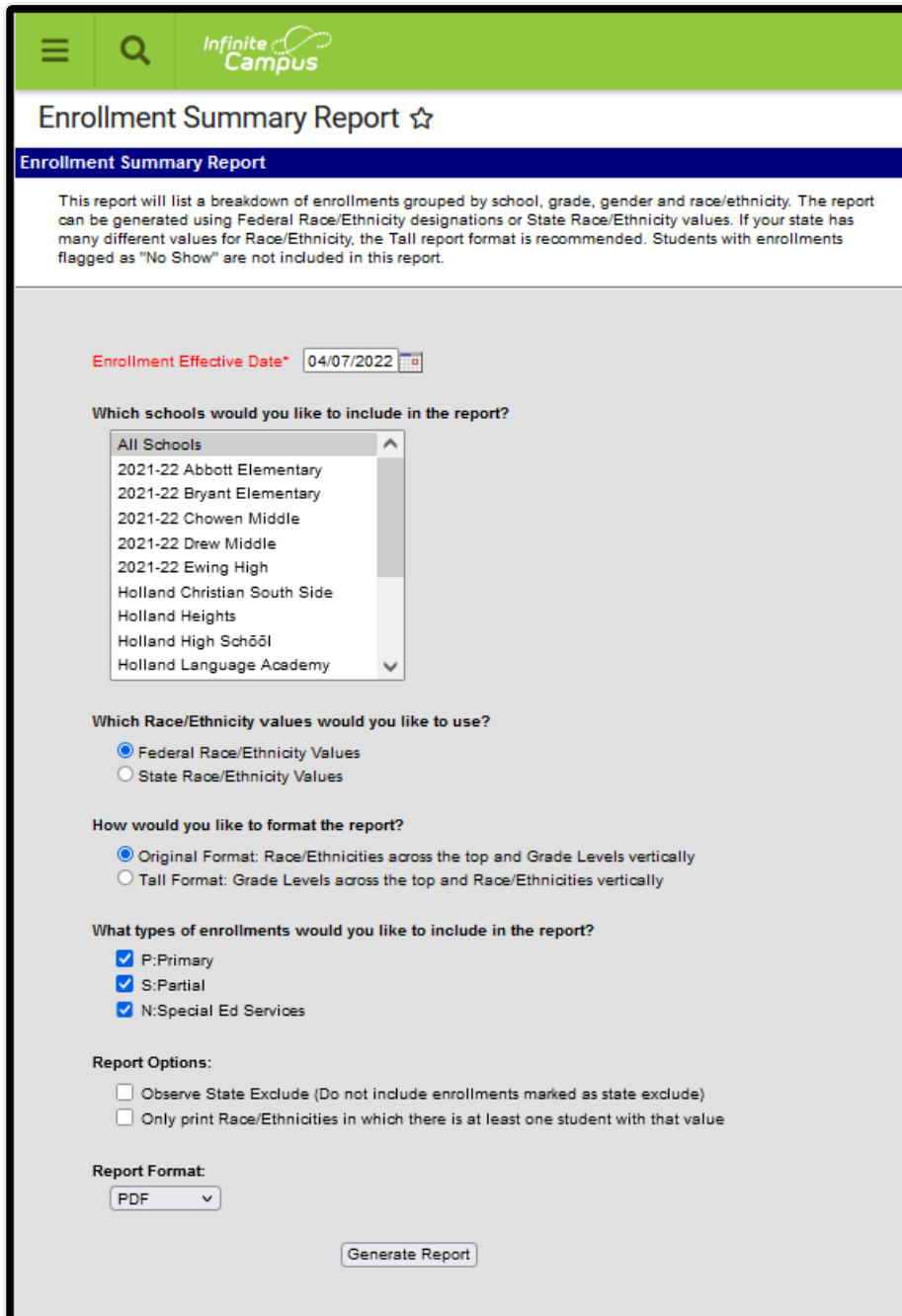


# Enrollment Summary Report

Last Modified on 12/14/2025 8:45 pm CST

Tool Search: Enrollment Summary Report

The **Enrollment Summary Report** provides a district-wide breakdown of enrollments grouped by school, grade, gender, and race. This report prints for one school, multiple schools, or All Schools.



The screenshot shows the 'Enrollment Summary Report' tool interface. At the top, there is a green header with the 'Infinite Campus' logo. Below the header, the title 'Enrollment Summary Report ☆' is displayed. A blue bar contains the text 'Enrollment Summary Report'. A paragraph explains that the report lists enrollments grouped by school, grade, gender, and race/ethnicity, and can be generated using Federal or State Race/Ethnicity designations. It also notes that students flagged as 'No Show' are not included.

The main form area includes the following sections:

- Enrollment Effective Date\***: A date picker set to 04/07/2022.
- Which schools would you like to include in the report?**: A dropdown menu with 'All Schools' selected. Other options include 2021-22 Abbott Elementary, 2021-22 Bryant Elementary, 2021-22 Chowen Middle, 2021-22 Drew Middle, 2021-22 Ewing High, Holland Christian South Side, Holland Heights, Holland High School, and Holland Language Academy.
- Which Race/Ethnicity values would you like to use?**: Two radio buttons: 'Federal Race/Ethnicity Values' (selected) and 'State Race/Ethnicity Values'.
- How would you like to format the report?**: Two radio buttons: 'Original Format: Race/Ethnicities across the top and Grade Levels vertically' (selected) and 'Tall Format: Grade Levels across the top and Race/Ethnicities vertically'.
- What types of enrollments would you like to include in the report?**: Three checkboxes: 'P:Primary' (checked), 'S:Partial' (checked), and 'N:Special Ed Services' (checked).
- Report Options:**: Two checkboxes: 'Observe State Exclude (Do not include enrollments marked as state exclude)' and 'Only print Race/Ethnicities in which there is at least one student with that value'.
- Report Format:**: A dropdown menu set to 'PDF'.
- Generate Report**: A button at the bottom right.

*Enrollment Summary Report*

See the [Student Information Reports Tool Rights](#) article for the tool rights needed to generate

this report.

## Report Editor

Option	Description
<b>Enrollment Effective Date</b> <i>Required</i>	<p>This required field is used to return actively enrolled students as of the entered date.</p> <p>This field defaults to the current date. It can be changed by selecting the calendar icon to the right of the field or entering the date manually in MM/DD/YYYY format.</p>
<b>Which schools would you like to include in the report?</b>	<p>The Enrollment Summary Report can be generated for multiple schools in the district or one school in the district. At least one school needs to be selected.</p> <p>Because this report is complex, it is recommended that the report not be generated for all schools in a district at one time.</p>

Option	Description
<p><b>Which Race/Ethnicity Values would you like to use?</b></p>	<p>Select which race/ethnicity values to include in the report - <b>Federal Race/Ethnicity</b> or <b>State Race/Ethnicity</b> Values.</p> <p>Each district is required to collect race/ethnicity data for students, and sometimes staff and parents/guardians, based on the following federal values:</p> <ul style="list-style-type: none"> <li>• 1: Hispanic/Latino</li> <li>• 2: American Indian or Alaska Native</li> <li>• 3: Asian</li> <li>• 4: Black or African American</li> <li>• 5: Native Hawaiian or Other Pacific Islander</li> <li>• 6: White</li> <li>• 7: Two or more races</li> </ul> <p>States can also require additional values for race/ethnicity reporting, as desired.</p> <p><b>Federal Race/Ethnicity Values</b> When choosing the <b>Federal Race/Ethnicity Values</b> on the Enrollment Summary Report, student summaries print using the federal values listed above.</p> <p>The calculation for the number and percentage of students who are not <b>White (non-Hispanic)</b> is based on identifying any student assigned a Race/Ethnicity value other than the value of <b>6: White</b>.</p> <p><b>State Race/Ethnicity Values</b> When choosing the <b>State Race/Ethnicity Values</b>, student summaries print using the race/ethnicity values defined by the state.</p> <p>The calculation for the number and percentage of students who are not <b>White (non-Hispanic)</b> is based on identifying any student assigned a Race/Ethnicity value that does not include the value "white." When no Campus Dictionary item contains a value of "white," a message displays, indicating that the report should be generated using Federal Race/Ethnicity values to calculate this value.</p> <div> <p>For more information on Race/Ethnicity values, see the <a href="#">Race/Ethnicity</a> article.</p> </div>

Option	Description
<b>How would you like to format the report?</b>	<p>The report can be generated using the Original Format or the Tall Format.</p> <p>The <b>Original Format</b> prints race/ethnicities across the top of the report and grade levels vertically.</p> <ul style="list-style-type: none"> <li>• The report prints in portrait layout when there are eight or fewer race/ethnicities defined by the state.</li> <li>• The report prints in landscape layout when there are more than eight race/ethnicities defined by the state.</li> </ul> <p>The <b>Tall Format</b> prints the grade levels across the top of the report and the Race\Ethnicities vertically.</p> <ul style="list-style-type: none"> <li>• The report prints in portrait layout when there are eight or fewer grade levels for all schools included in the report.</li> <li>• The report prints in landscape layout when there are more than eight grade levels reported for any of the schools included in the report.</li> </ul> <p>For states that have many racial and ethnic values, it is recommended to use the Tall Format.</p>
<b>What types of enrollments would you like to include in the report?</b>	<p>Users can select to print only students who have a certain enrollment type chosen on their enrollment record. Enrollment records fall into three categories:</p> <ul style="list-style-type: none"> <li>• P: Primary</li> <li>• S: Partial</li> <li>• N: Special Education</li> </ul> <p>All types can be selected at once for display on the report (this is the default selection), but at least one enrollment type must be selected for the report to generate. Refer to the <a href="#">Enrollments</a> page for more information on these types.</p>
<b>Report Options</b>	<p>The following can be selected when generating the Enrollment Summary Report:</p> <ul style="list-style-type: none"> <li>• <b>Observe State Exclude</b> - does not print students whose enrollments are marked as state exclude. This only removes enrollment records that are marked as state exclude. Calendars and grade levels marked as state exclude may still be included in the report.</li> <li>• <b>Only print race/ethnicities in which there is at least one student with that value</b></li> <li>• <b>Print in HTML format</b> (if this option is not selected, the report displays in a PDF document)</li> </ul>
<b>Report Format</b>	Indicates how the report generates - PDF, DOCX, or HTML.

# Report Generation

1. Enter an **Enrollment Effective Date**.
2. Select the **School(s)** to include on the report.
3. Select the appropriate **Race/Ethnicity** values to report.
4. Select the desired format of the report.
5. Select which types of **Enrollments** to include on the report.
6. Select which **Report Options** to include on the report.
7. Select the desired **Report Format**.
8. Click the **Generate Report** button.

For states that allow the recording of a non-male or non-female gender, a total count of Other is included.

**09-10**

**Regional High School**

600 Franklin Street, Whitman MA 02382

Generated on 08/27/2010 03:53:30 PM Page • of •

**Student Enrollment Summary Report**

Effective Date: 10/01/2009 Enrollment Types: P, S, N

Total Race/Ethnicities: 18 of 62 Total Schools: 1

Race/Ethnicity Source: State Male/Female/Total: 601/600/1201

**Student Population by Race/Ethnicity and Grade Level (Male/Female/Total)**

Regional High School																			
Grade	01	02	03	04	05	06	07	08	09	11	16	17	31	33	34	36	39	Undefined	Total
09	143/122/265	4/5/9	1/1/2	0/2/2	-	2/0/2	-	-	-	-	1/0/1	-	3/2/5	-	-	-	-	0/1/1	154/133/287
10	139/138/277	5/2/7	1/1/2	2/3/5	0/1/1	3/1/4	1/0/1	2/3/5	1/0/1	1/0/1	-	1/0/1	-	-	-	-	-	-	156/149/305
11	130/140/270	2/4/6	2/1/3	2/2/4	-	2/1/3	0/1/1	2/0/2	-	-	0/1/1	-	-	-	-	0/1/1	-	1/0/1	142/151/293
12	130/158/288	4/1/5	2/0/2	-	-	1/1/2	-	-	-	-	0/1/1	-	1/0/1	2/2/4	0/1/1	-	1/0/1	1/0/1	143/164/307
N	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0/1/1
SP	5/2/7	-	-	-	-	-	-	-	-	-	-	-	-	1/0/1	-	-	-	-	6/2/8
All Grades	547/560/1107	15/12/27	6/3/9	4/7/11	0/1/1	8/3/11	1/1/2	4/3/7	1/0/1	1/0/1	0/2/2	2/0/2	1/0/1	6/4/10	0/1/1	0/1/1	1/0/1	2/1/3	601/600/1201

**Student Population Excluding White not of Hispanic Origin**

\*\*No Campus Dictionary item for 'white' is available. Generate this report with Federal Race/Ethnicities to view this calculation based on Federal Designation of 'white'.

Enrollment Summary - HTML

# Regional School District

Generated on 08/27/2010 03:58:24 PM Page 1 of 1

# Student Enrollment Summary Report

Effective Date: 10/01/2009 Enrollment Types: P, N  
Total Race/Ethnicities: 5 of 7 Total Schools: 2  
Race/Ethnicity Source: Federal Male/Female/Total: 196/138/334

## Student Population by Race/Ethnicity and Grade Level (Male/Female/Total)

Outside Placement														
Race/Ethnicity	Grade 02	Grade 03	Grade 04	Grade 05	Grade 06	Grade 07	Grade 08	Grade 09	Grade 10	Grade 11	Grade 12	Grade K	Grade SP	All Grades
1:Hispanic/Latino	-	-	-	-	-	-	0/1/1	-	-	1/0/1	-	-	-	1/1/2
2:American Indian or Alaska Native	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3:Asian	-	0/1/1	-	-	-	-	-	-	-	-	-	-	-	0/1/1
4:Black or African American	-	1/0/1	-	-	-	-	-	-	-	-	-	-	-	1/0/1
5:Native Hawaiian or Other Pacific Islander	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6:White	1/1/2	1/0/1	2/0/2	0/1/1	4/1/5	4/1/5	3/0/3	2/0/2	2/1/3	3/1/4	1/0/1	3/1/4	2/2/4	28/9/37
7:Two or more races	-	-	-	-	1/0/1	-	-	-	-	1/0/1	-	-	-	1/0/1
Undefined	-	-	-	-	-	-	-	-	-	-	-	-	-	1/0/1
Total	1/1/2	2/1/3	2/0/2	0/1/1	5/1/6	4/1/5	3/1/4	2/0/2	2/1/3	5/1/6	1/0/1	3/1/4	2/2/4	32/11/43

Private School Students																
Race/Ethnicity	Grade 01	Grade 02	Grade 03	Grade 04	Grade 05	Grade 06	Grade 07	Grade 08	Grade 09	Grade 10	Grade 11	Grade 12	Grade KA	Grade KF	Grade KP	All Grades
1:Hispanic/Latino	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2:American Indian or Alaska Native	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3:Asian	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4:Black or African American	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5:Native Hawaiian or Other Pacific Islander	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6:White	5/11/6	5/5/10	8/5/13	5/5/11	5/5/11	5/4/9	7/4/11	8/5/17	8/5/14	44/16/60	31/20/51	30/28/58	0/2/2	0/2/2	0/2/2	161/125/287
7:Two or more races	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Undefined	-	1/0/1	-	-	-	-	-	1/0/1	0/1/1	1/0/1	-	-	-	-	-	3/1/4
Total	5/11/6	6/5/11	8/5/13	5/5/11	5/5/11	5/4/9	7/4/11	9/5/18	8/7/15	45/16/61	31/20/51	30/28/58	0/2/2	0/2/2	0/2/2	164/127/291

## Student Population Excluding White not of Hispanic Origin

School	Total	Percentage
Outside Placement	8	13.95%
Private School Students	4	1.37%
Total	10	2.99%

Enrollment Summary - PDF