

Report Comments (Student)

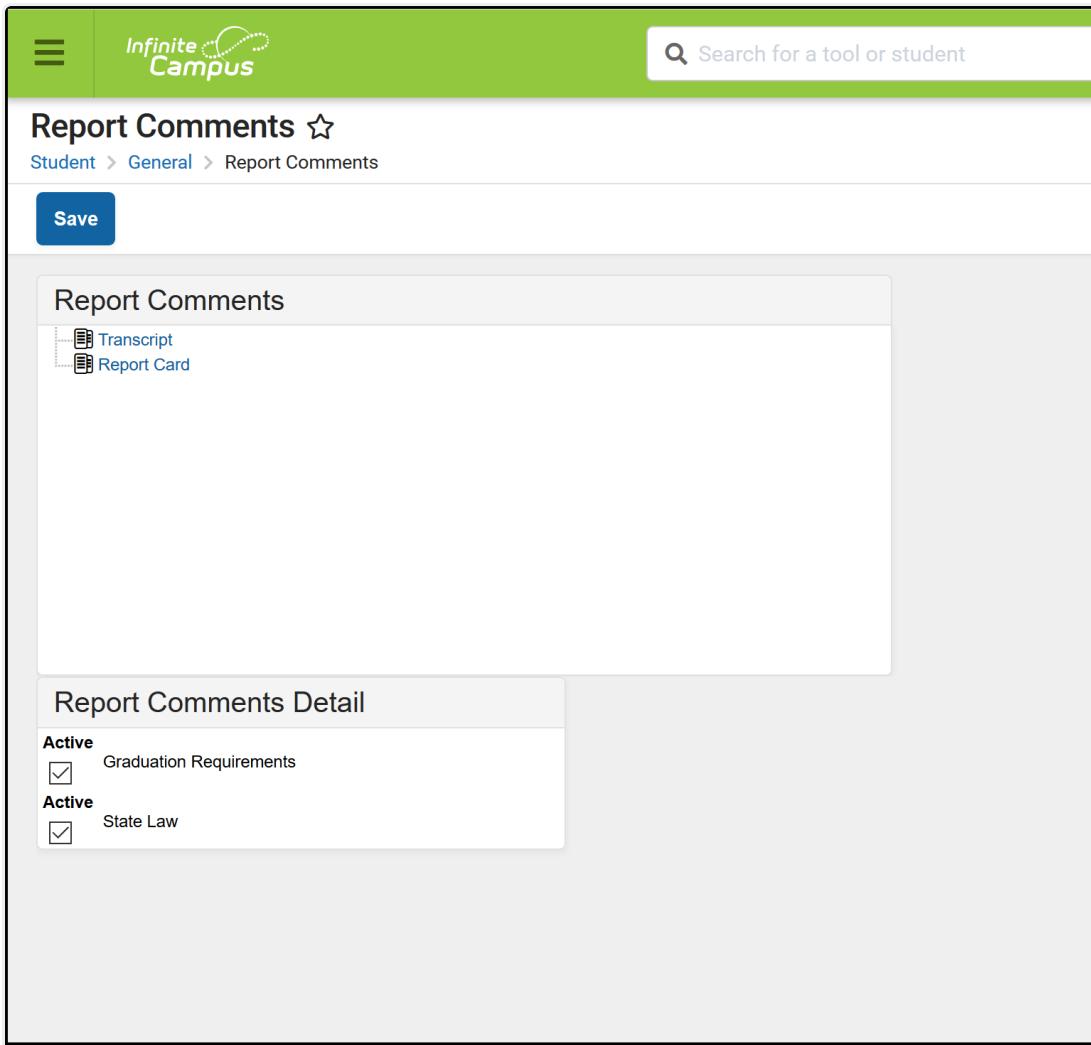
Last Modified on 12/14/2025 8:45 pm CST

[Required Setup](#) | [Report Comments Creation and Report Generation](#) | [Documents](#)

Tool Search: Report Comments

The Report Comments tool, when used in conjunction with the System Administration Preference of Report Comments for Transcripts and eTranscripts, provides schools and districts a way to include specific comments on printed versions of student Transcripts and eTranscripts. These comments could be indications of certain state requirements that need to be included on all transcripts or a graduation requirement about GPA guidelines on report cards.

If a report comment is marked active for a student's transcript, it is also active on the student's eTranscript. There is no separate option for adding a comment to an eTranscript report.



The screenshot shows the 'Report Comments' page within the Infinite Campus system. The top navigation bar includes the Infinite Campus logo, a search bar, and a 'Save' button. The main content area is titled 'Report Comments' with a star icon. Below the title, a breadcrumb navigation shows 'Student > General > Report Comments'. The 'Report Comments' section contains a 'Transcript' and 'Report Card' checkbox. The 'Report Comments Detail' section lists two active comments: 'Graduation Requirements' and 'State Law', each preceded by an active checkbox. At the bottom of the page, a footer reads 'Student Report Comments'.

See the [Report Comments Tool Rights](#) article for information about rights needed to use this tool.

Only report comments marked as Active on the [Report Comments](#) tool in System Administration are available for selection on the student's Report Comments tool.

There is no limit to the number of comments that can be chosen to appear on a report. It is advised that the number of comments be limited to only those that are necessary, as these comments will affect the display of the report and may alter the page length and the layout of the report.

At this time, Report Comments can only be created for use with Report Cards, Transcripts and eTranscripts.

Required Setup

Before selecting report comments for a student and before a comment appears on a report, the following must be done:

- Create desired comments to appear on reports in the [Report Comments](#) tool in System Administration.
- Mark the Report Comment option on the [Report Preferences](#).

Report Comments Creation and Report Generation

Users cannot see the detail of the comments, just the name. For this reason, administrators and personnel responsible for creating the report comments should name the comments in such a way that it is easy to determine what comment should be included.

Create Report Comments

1. Select the comment(s) to include on the reports by placing a checkmark in the appropriate comment checkbox on the **Report Comments Detail** editor.
2. Click the **Save** icon. The report comment will be saved.

Generate Reports

1. Navigate to the appropriate location for generation of the report that will include report comments (either when generating in batch mode or the individual students' tabs).
2. Select the appropriate report to generate. The report displays the selected report comments.

State Law
As of November 2009, state law dictates a student must have passing grades to be considered for promotion to the next grade level.
Graduation Requirement
Students must have an overall GPA of 2.0 to meet graduation requirements.

Transcript Statistics
Cumulative GPA (Unweighted) 2.994

Courses Taken 2016-2017 Grade 09		
from 053 Robbinsdale Armstrong High School		
Course	Mark	Weight Credit
1700 English 9 I	D+	1.0000 1.000
1701 Pre-AP English 9 II	B	1.0000 1.000
2200 Human Geography I	B+	1.0000 1.000

Student #: 807891
Diploma Date: Current Grade: 12
Birthdate: 05/16/2002
Gender: F

Courses Taken 2017-2018
from 053 AHS Plus Credit Recovery

Course	Mark	Weight Credit
1199 CR U.S. History I	A-	

Report Comments

Report Comments Detail

Active Graduation Requirements

Active State Law

Report Comments Appearing on Transcripts

Comments set up to display at the bottom of a report appear after all grade information.

ACT SP09-6 English-Writing 36 pts	20	05/01/2009
Spring 2007 GRAD Wtg:MGWT:07A	4	04/10/2007
Spring 2008 GRAD Rdg:MGRT:08A	55	04/14/2008
Spring 2009 GRAD Mt:MGMT:09A	53	04/13/2009

Credit Groups

High School	Credits Earned
Electives	11.000
English	6.000
Health	1.000
Mathematics	6.000
Phy Ed	3.000
Science	6.000
Social Studies	7.000
Total	40.000

Graduation Requirement

This is the school's requirements for all students.

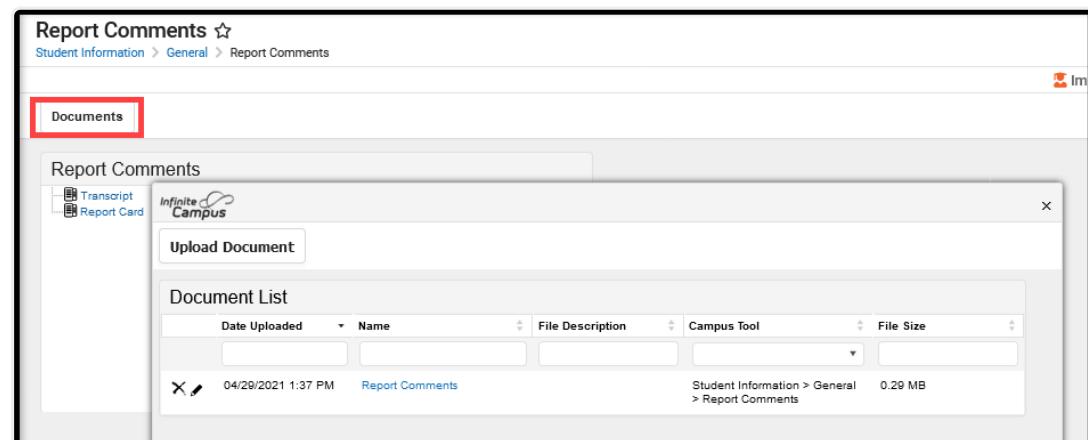
Report Comments - Bottom of Report

Report comments on eTranscripts print at the very end of the XML layout.

Report comments can also be assigned to multiple students using the [Report Comment Batch Wizard](#).

Documents

To view documents, click the **Documents** button on the action bar. See the [Student Person Documents](#) article for more information.



Report Comments ☆

Student Information > General > Report Comments

Documents

Report Comments

Transcript Report Card

Upload Document

Document List

Date Uploaded	Name	File Description	Campus Tool	File Size
04/29/2021 1:37 PM	Report Comments			0.20 MB

X 04/29/2021 1:37 PM Report Comments Student Information > General > Report Comments 0.20 MB

Report Comments Documents