

# Report Comments (Student)



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

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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.

**Report Comments** ☆

[Student](#) > [General](#) > Report Comments

**Report Comments**

Transcript

Report Card

**Report Comments Detail**

**Active**
☒ Graduation Requirements

**Active**
☒ State Law

*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

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

**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
2700 Human Geography I	B+	1.0000	1.000

**Courses Taken 2017-2018 from 053 AHS Plus Credit Recor**

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

**Report Comments**

Student > General > Report Comments

Save

Report Comments

Transcript

Report Card

**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	P	04/10/2007
Spring 2008 GRAD Rdg:MGRT:08A	55	P	04/14/2008
Spring 2009 GRAD Mt:MGMT:09A	53	P	04/13/2009

<u>Credit Groups</u>	<u>Credits Earned</u>
<b>High School</b>	
Electives	11.000
English	6.000
Health	1.000
Mathematics	6.000
Phy Ed	3.000
Science	6.000
Social Studies	7.000
<b>Total</b>	<b>40.000</b>

**Graduation Requirement**

This is the school's requirements for all students.

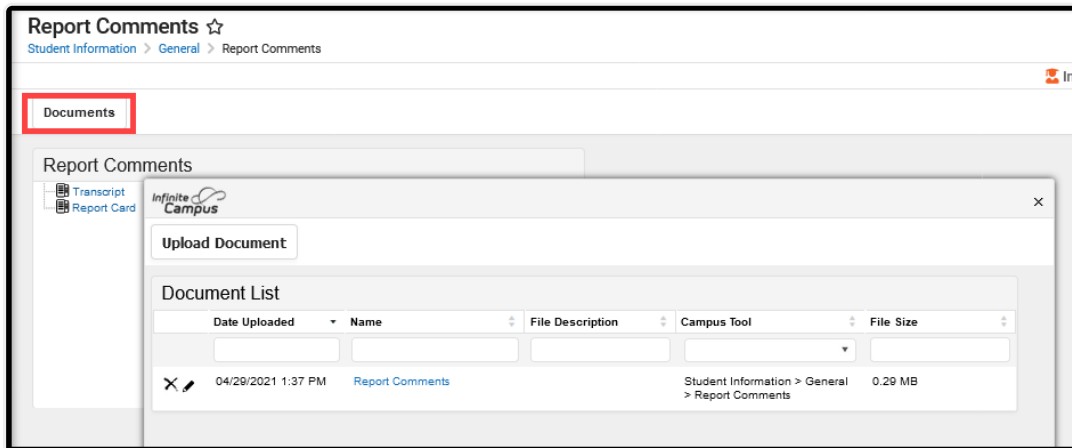
*Report Comments - Bottom of Report*

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.



The screenshot shows the 'Report Comments' page in the Infinite Campus system. The breadcrumb trail at the top reads 'Student Information > General > Report Comments'. On the left sidebar, the 'Documents' tab is highlighted with a red box. The main content area shows a modal window titled 'Report Comments' with an 'Upload Document' button. Below this is a 'Document List' table.

Date Uploaded	Name	File Description	Campus Tool	File Size
04/29/2021 1:37 PM	Report Comments		Student Information > General > Report Comments	0.29 MB

*Report Comments Documents*