

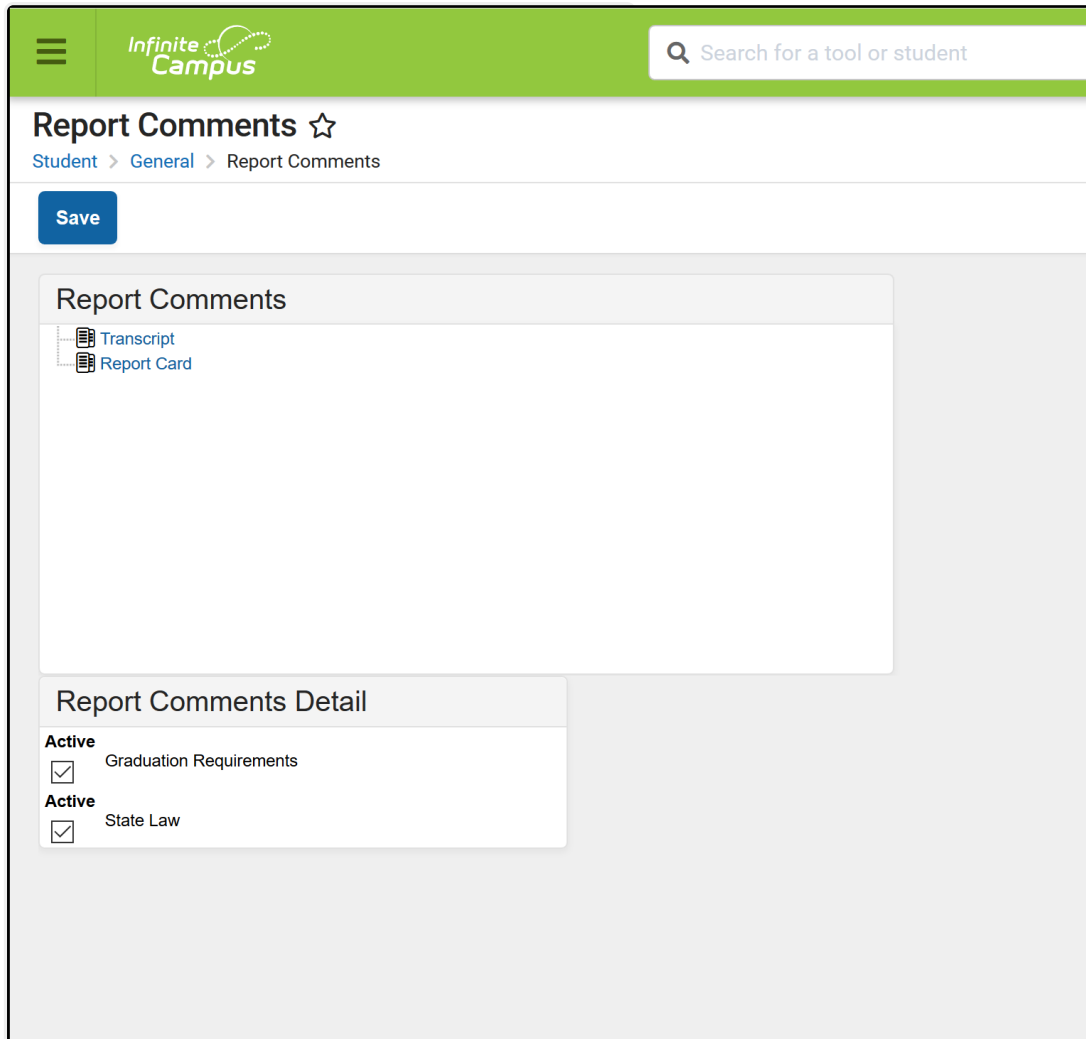
Report Comments (Student Information)

Last Modified on 05/20/2026 10:42 am CDT

Tool Search: Report Comments

The Report Comments tool provides schools and districts a way to include specific comments on printed versions of student Report Cards, Transcripts, and eTranscripts. These comments could indicate state requirements that must be included on all transcripts, or a graduation requirement regarding 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.



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 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.

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](#).

Add Report Comments

1. Select the comment(s) to include on the reports by marking the appropriate comment checkbox on the **Report Comments Detail** editor.
2. Click the **Save** icon.

Report comments can be added to groups of students simultaneously using the [Report Comments Batch Wizard](#).

Generate Reports

1. Navigate to the appropriate location to generate the report that includes report comments.
 - [Report Card](#) | [Report Card Batch](#)
 - [Transcript](#) | [Transcript Batch Report](#)
 - [eTranscript](#) | [eTranscript Batch](#)
2. Select the appropriate report to generate. The report displays the selected report comments.

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

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: 12
Current Grade: 12
Birthdate: 05/16/2002
Gender: F

Courses Taken 2017-2018 from 053 AHS Plus Credit Recor			
Course	Mark	Weight	Credit
1199 CR U.S. History I	A-		

Report Comments Appearing on Transcripts

Example Report Comment

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>
<u>High School</u>	
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

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

Infinite Campus

Upload Document

Document List

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