




Counselor Report

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

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Tool Search: Counselor Report

The Counselor Report will print counselor information for students. To appear in this report, the staff member must be listed as a counselor in the District Assignment or in the Personnel Master, and the student must have an active enrollment.

Counselor Report ☆

Counselor Report

This report prints information for students and their Counselors based on active Counselor Staff Te


Which students would you like to include in the report?

☒ Grade

All Students ^

08
 09
 10
 11

☐ Ad Hoc Filter

Enrollment Effective Date 


☒ Exclude students without a counselor

Which counselors would you like to include in the report?


Counselor
 (Total: 3)

All Counselors ^

Staff, Amber
 Staff, Ben
 Staff, Camille

Counseling Effective Date 

Group Options ☒ Student ☐ Counselor

Report Format: 

Counselor Report

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

Report Logic

Counselors are marked as such on the District Assignment editor. Counselors are added to students using the [Fill Counselor Wizard](#).

Counselor names can be set to display in the Student header if desired by setting the [Show Counselor in the Student Header](#) system preference to Yes.

Report Editor

The following fields are available on the Counselor Report Editor.

Field	Description
Grade	Selection indicates the student's Grade level of enrollment.
Ad hoc Filter	Students can also be included in the report by choosing an ad hoc filter instead of a grade level.
Enrollment Effective Date	Entered date (pre-populated with the current date) indicates the date on which the student's enrollment is active.
Exclude students without a counselor	When selected, students who are not assigned a counselor will not be included in the report.
Counselor Selection	Select which counselors to include on the report.
Counseling Effective Date	Indicates the date (pre-populated with the current) when the counselor was assigned to the student.
Group Options	Select how the report should be sorted - either by the Student name or the Counselor name.
Report Format	The report can be generated in PDF or DOCX format.

Generate the Counselor Report

1. Select the students to include on the report by selecting a **Grade** level or an **Ad hoc filter**.
2. Enter the desired **Enrollment Effective Date**.
3. Determine if the report should include students who do not have a counselor and mark or remove the checkbox for **Exclude students without a counselor**.
4. Select the **Counselors** to include on the report.
5. Enter a **Counseling Effective Date**.
6. Determine how the report should be sorted - by **Student** or **Counselor**.
7. Select the desired **Report Format**.
8. Click the **Generate Report** button. The report generates in the selected format.

2019-20 High School				Counselor Report			
Generated on 09/04/2019 03:56:15 PM Page 1 of 45				All Grades Effective Date: 09/04/2019 Counseling Effective Date: 09/04/2019 Students: 1481 Counselors: 8			
Grade	Student (#)	Counselor	Start/End Date	Title	Work Phone	Cell Phone	Email
10	Student_Amanda (#123456)	Staff_Alice	08/20/2018 -	Counselor			counselor_HS@school.com
10	Student_Ben (#234567)	Staff_Alice	08/20/2018 -	Counselor			counselor_HS@school.com
10	Student_Charlotte (#345678)	Staff_Alice	08/28/2018 -	Counselor		(612)888-8888	five.aaa@infinitecampus.com
10	Student_David (#456789)	Staff_Brian	08/20/2018 -	Counselor			counselor_HS@school.com
10	Student_Eric (#567890)	Staff_Brian	08/20/2018 -	Counselor			counselor_HS@school.com

Counselor Report, PDF Format