Request Detail Report

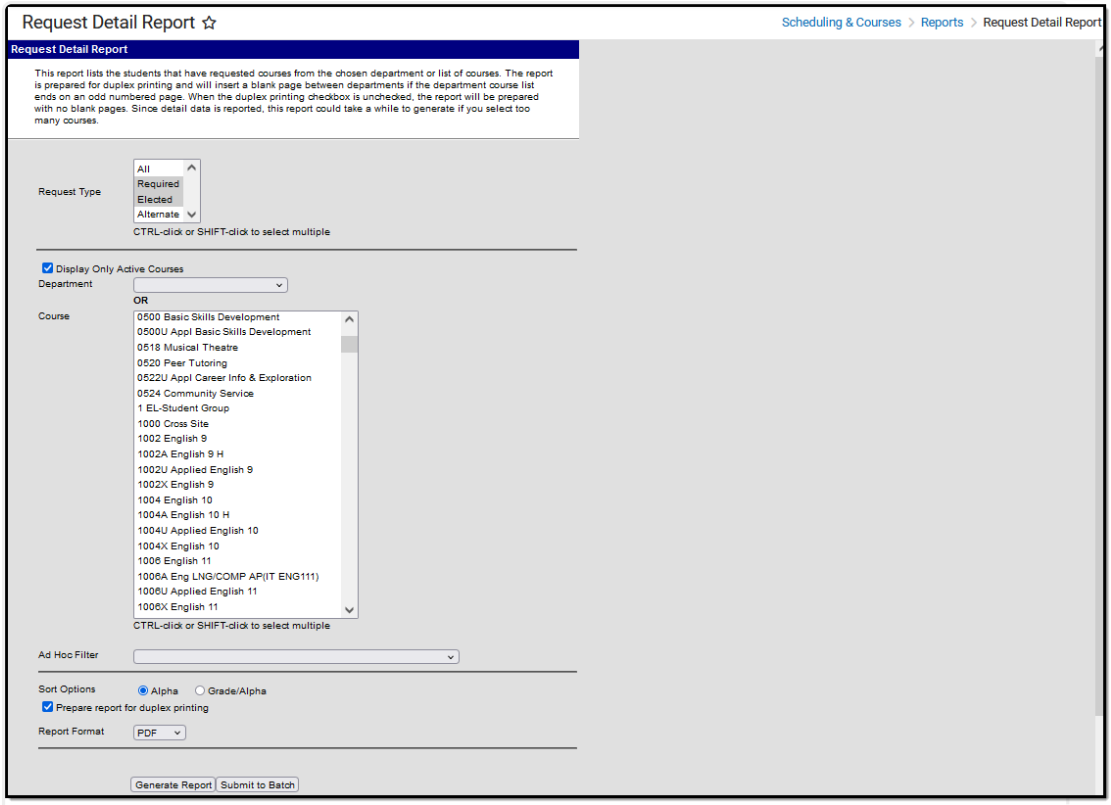
Last Modified on 12/14/2025 8:45 pm CST

Report Editor | Generate the Report

Tool Search: Request Detail

The Request Detail Report returns student course request information for the upcoming school year. The report uses information entered by either counselors, teachers or students when planning the course schedule for the next school year. Requested courses can be viewed from the student's Schedule tool in the Walk-In Scheduler.

The report can be sorted by student last name or by grade of enrollment, then alphabetical by last name. Students who have ended enrollment in the current school year and have entered course requests are included.



Request Detail Report

See the Scheduling & Courses Reports Tool Rights article for information about rights needed to use this tool.

Report Editor

Field	Description
Schedule Structure	When the selected calendar contains multiple schedule structures, an indication of which schedule structure must be made prior to generating the report.
Request Type	Selection indicates which type of course requests are included in the report - Required, Elected or Alternate. Required and Elected request types are automatically selected. Choosing **All** returns required, elected and alternate course requests. Course requests made by or for a student are assigned a request type of Required, Elected or Alternate. These are request types only, separate from and not related to the types of courses being selected. • **R - Required** : Required course requests are entered by school personnel, not by the student. Requests entered via Requests & Rosters display as required requests. Students cannot drop or modify a required request without staff intervention. *The Student must have a request for this course.* • **E - Elected**: Elected course requests may be entered by school personnel or students. Students can choose a course they wish to take in the next school year, remove requests for courses marked as E, and change course requests from E to A. *The Student would like to request this course.* • **A - Alternate**: Alternate course requests may be entered by school personnel or students. Alternate requests display in the order that they were entered. Alternate requests are not automatically loaded by the Walk-In-Scheduler or Scheduling Board. Instead, students are manually placed into an alternate course when other course requests could not be met. *The Student would like to request this course as a second option if another course request cannot be fulfilled.*

Field	Description
Display Only Active Courses	When marked, only courses that are currently active are listed for selection. When not marked, both active and inactive courses are available for selection. Active courses display first; inactive courses display after the active courses and are in red text with an asterisk before the course number. An **Active Course** is defined as a course that is not yet dropped, which has one of three impacts, depending on the context of the course: 1. If the course met in a previous term, "active" means the roster placement for the student either has a blank (null) end date or the end date is the last date of the term. 2. If the course meets in the current term, "active" means the roster placement for the student either has a blank (null) end date or the end date is greater than or equal to the current date. 3. If the course meets in a future term, "active" has no real meaning, as all future courses are considered active regardless of the start or end date.
Department	Returns request information for each course assigned to the selected department. If departments are not assigned to courses (created in System Administration on the Departments tool and assigned on the Course editor), select a course instead. Either a department or a course can be selected.
Course	Lists all courses within the calendar selected in the Campus toolbar, and are sorted in course number order. Depending on the selection of the Display Only Active Courses checkbox, both active and inactive courses are listed. Inactive courses display in red text with an asterisk before the course number. Either a department name or a course can be selected.
Ad hoc Filter	Selecting an ad hoc filter returns course request information only for those students included in the Filter.
Sort Options	The report can be sorted either alphabetically (**Alpha**) by the student's last name or numerically by grade level, then alphabetical (**Grade/Alpha**) by the student's last name. • When a Department name is chosen, course request information first sorts by department name, then course number and course name; then, sorting follows the selected sort option. • When a Department name is not chosen, course request information first sorts by course number and course name; then sorting follows the selected sort option.

Field	Description
Prepare report for duplex printing	Allows the report to print on both the front and back side of the paper. • When marked, a blank page is inserted between department names with text that states *This page is intentionally left blank*, • When not marked, the blank page is not inserted. Print options for printing from the web browser still need to be set to print both sides, whether this checkbox is marked or not.
Report Format	Determines the layout of the report, either in DOCX, PDF or CSV format.
Report Generation	Two buttons are available for report generation: • **Generate Report** - displays the report instantly. • **Submit to Batch** - sends the report to the Batch Queue for generation at a specified time. This option is recommended when generating the report for a large number of students.

Generate the Report

Select a Year, School, and Calendar from the Campus toolbar to populate the Department and Course lists.

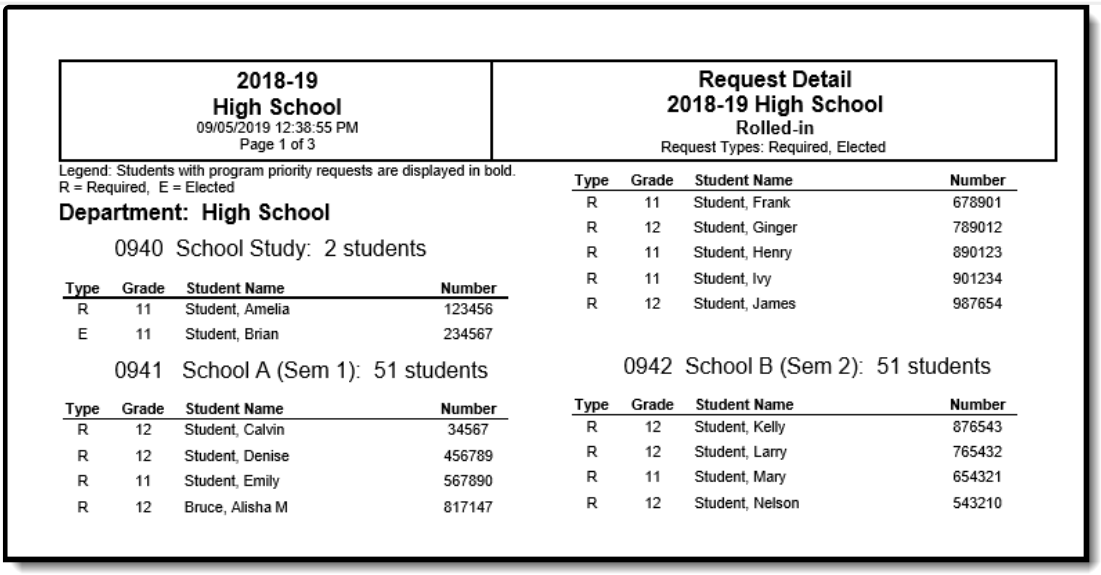
1. If applicable, select the applicable **Schedule Structure**.
2. Select the desired **Request Types**.
3. Mark the **Display Only Active Courses** checkbox to only see the active courses for selection and reporting, if desired.
4. Select the **Department** for which to review course requests. Or, select the **Courses** for which to review course requests.
5. Narrow the students included in the report by choosing an **Ad hoc Filter**.
6. Determine the appropriate **Sort Options**.
7. Mark the **Prepare report for duplex printing** checkbox, if desired.
8. Select the **Report Format** in which the report should generate - CSV, PDF or DOCX.
9. Click **Generate Report** to generate the report immediately, or use the **Submit to Batch** to choose when a report generates.

Students who are assigned an Academic Program with a priority requirement display in bold text

Note the following about the print view of the report:

- Courses are listed in department order. Active courses without a defined department print first; then inactive courses without a defined department.
- When the duplex printing checkbox is marked, a blank page (no student information) is included between department names.
- Inactive courses print in red text with an asterisk when generating in PDF. This is also noted in the Legend at the top of the report.

- Students with longer names wrap to fit within the course section.



2018-19
High School
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Request Detail
2018-19 High School
Rolled-in
Request Types: Required, Elected

Legend: Students with program priority requests are displayed in bold.
R = Required, E = Elected

Department: High School

0940 School Study: 2 students

Type	Grade	Student Name	Number
R	11	Student, Amelia	123456
E	11	Student, Brian	234567

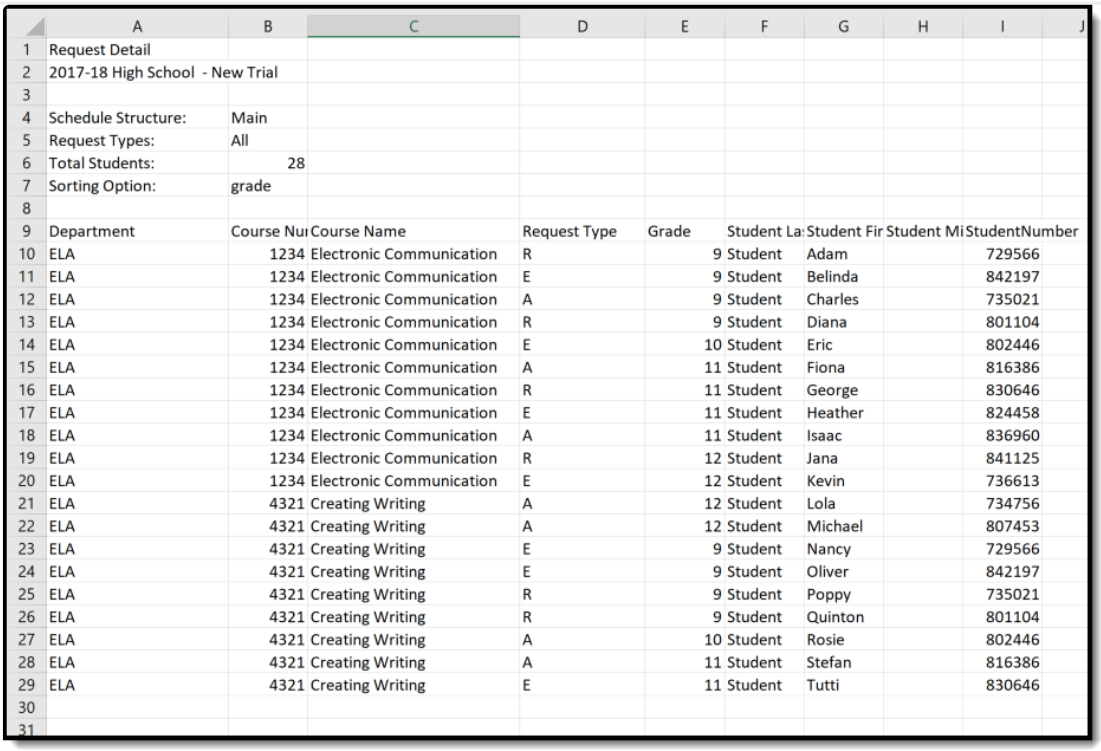
0941 School A (Sem 1): 51 students

Type	Grade	Student Name	Number
R	12	Student, Calvin	34567
R	12	Student, Denise	456789
R	11	Student, Emily	567890
R	12	Bruce, Alisha M	817147
R	11	Student, Frank	678901
R	12	Student, Ginger	789012
R	11	Student, Henry	890123
R	11	Student, Ivy	901234
R	12	Student, James	987654

0942 School B (Sem 2): 51 students

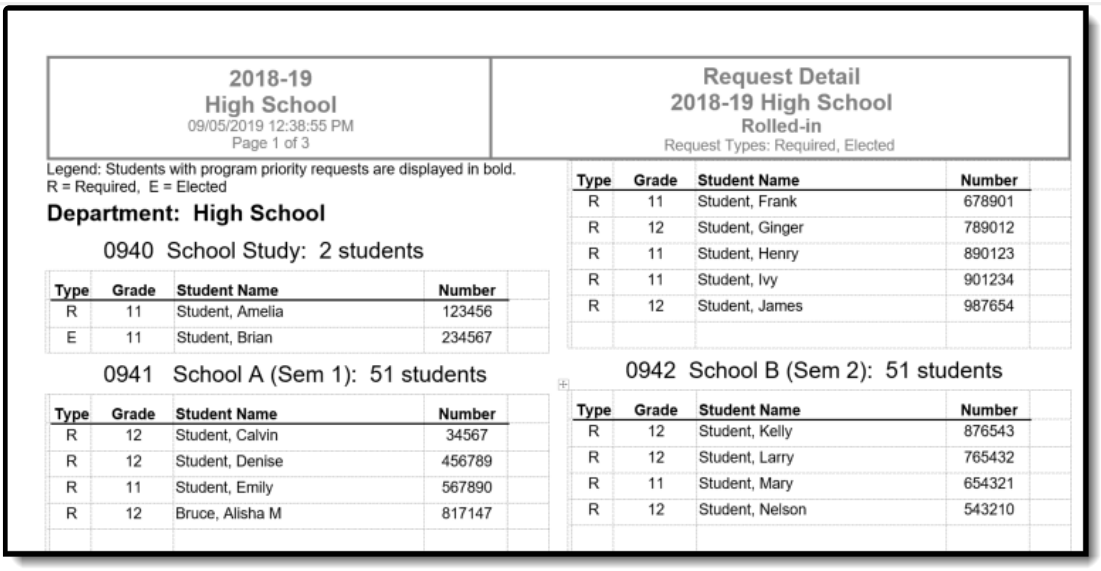
Type	Grade	Student Name	Number
R	12	Student, Kelly	876543
R	12	Student, Larry	765432
R	11	Student, Mary	654321
R	12	Student, Nelson	543210

Request Detail Report, PDF Format



	A	B	C	D	E	F	G	H	I	J
1	Request Detail									
2	2017-18 High School - New Trial									
3										
4	Schedule Structure:	Main								
5	Request Types:	All								
6	Total Students:	28								
7	Sorting Option:	grade								
8										
9	Department	Course Nu	Course Name	Request Type	Grade	Student La	Student Fir	Student Mi	StudentNumber	
10	ELA	1234	Electronic Communication	R	9	Student	Adam		729566	
11	ELA	1234	Electronic Communication	E	9	Student	Belinda		842197	
12	ELA	1234	Electronic Communication	A	9	Student	Charles		735021	
13	ELA	1234	Electronic Communication	R	9	Student	Diana		801104	
14	ELA	1234	Electronic Communication	E	10	Student	Eric		802446	
15	ELA	1234	Electronic Communication	A	11	Student	Fiona		816386	
16	ELA	1234	Electronic Communication	R	11	Student	George		830646	
17	ELA	1234	Electronic Communication	E	11	Student	Heather		824458	
18	ELA	1234	Electronic Communication	A	11	Student	Isaac		836960	
19	ELA	1234	Electronic Communication	R	12	Student	Jana		841125	
20	ELA	1234	Electronic Communication	E	12	Student	Kevin		736613	
21	ELA	4321	Creating Writing	A	12	Student	Lola		734756	
22	ELA	4321	Creating Writing	A	12	Student	Michael		807453	
23	ELA	4321	Creating Writing	E	9	Student	Nancy		729566	
24	ELA	4321	Creating Writing	E	9	Student	Oliver		842197	
25	ELA	4321	Creating Writing	R	9	Student	Poppy		735021	
26	ELA	4321	Creating Writing	R	9	Student	Quinton		801104	
27	ELA	4321	Creating Writing	A	10	Student	Rosie		802446	
28	ELA	4321	Creating Writing	A	11	Student	Stefan		816386	
29	ELA	4321	Creating Writing	E	11	Student	Tutti		830646	
30										
31										

Request Detail Report, CSV Format



2018-19
High School
09/05/2019 12:38:55 PM
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Request Detail
2018-19 High School
Rolled-in
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Legend: Students with program priority requests are displayed in bold.
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Department: High School

0940 School Study: 2 students

Type	Grade	Student Name	Number
R	11	Student, Amelia	123456
E	11	Student, Brian	234567

0941 School A (Sem 1): 51 students

Type	Grade	Student Name	Number
R	12	Student, Calvin	34567
R	12	Student, Denise	456789
R	11	Student, Emily	567890
R	12	Bruce, Alisha M	817147

Type	Grade	Student Name	Number
R	11	Student, Frank	678901
R	12	Student, Ginger	789012
R	11	Student, Henry	890123
R	11	Student, Ivy	901234
R	12	Student, James	987654

0942 School B (Sem 2): 51 students

Type	Grade	Student Name	Number
R	12	Student, Kelly	876543
R	12	Student, Larry	765432
R	11	Student, Mary	654321
R	12	Student, Nelson	543210

Request Detail Report, DOCX Format