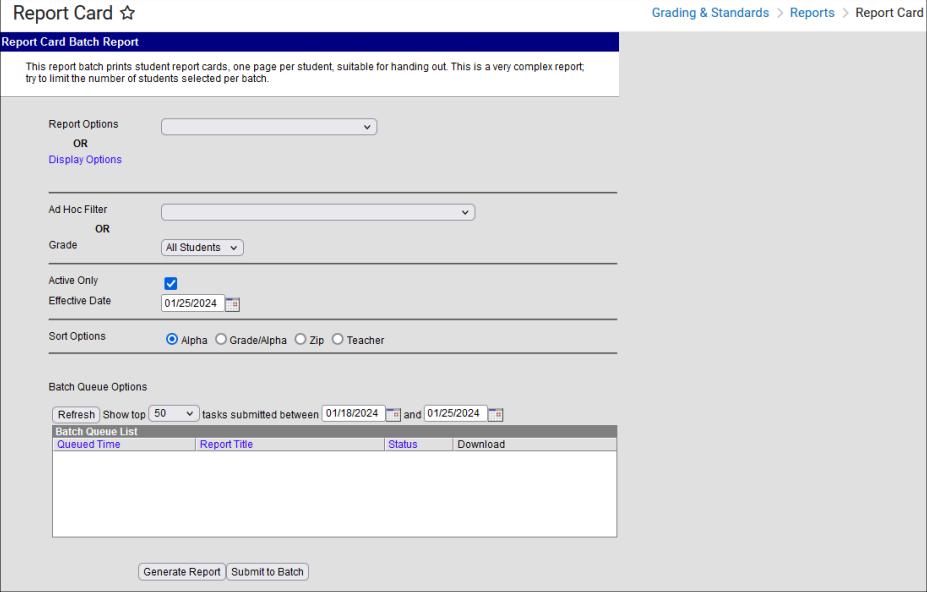


# Report Card

Last Modified on 02/02/2026 3:16 pm CST

## Tool Search: Report Card

The Report Card Batch Report prints student report cards based on the options selected in the editor for multiple students *en masse*. A saved report card can be printed or the user may select from a list of [Display Option Preferences](#).



Report Card ☆

Report Card Batch Report

This report batch prints student report cards, one page per student, suitable for handing out. This is a very complex report; try to limit the number of students selected per batch.

Report Options

OR

Display Options

Ad Hoc Filter

OR

Grade

Active Only

Effective Date

Sort Options  Alpha  Grade/Alpha  Zip  Teacher

Batch Queue Options

Refresh Show top 50 tasks submitted between 01/18/2024  and 01/25/2024

Batch Queue List	Queued Time	Report Title	Status	Download

Generate Report

Report Card Batch Editor

See the [Grading & Standards Reports](#) Tool Rights article for the tool right needed to generate this report.

### For students with multiple enrollments:

When the student has multiple enrollments in the same school year, Report Cards print for each school in which the student was enrolled.

Information in the letter sub-reports uses data stored in the AttendanceDayAggregation table. This means that attendance data for the current date is accurate as of the previous night's attendance calculation, or the last time the Attendance Aggregation Refresh was run. If

needed, the [Attendance Aggregation Refresh](#) tool can be run to force an attendance recalculation to pull in the current day's data.

## Report Card Batch Options

Field	Description
<b>Report Options</b>	<p>Select a report that has already been created in Report Preferences.</p> <p>If the Schedule Structure dropdown in the Campus tool bar is set to All, all reports cards for all schedule structures are listed for select. If a specific schedule structure is selected, only report cards for that structure are listed.</p> <p>The selected report card prints grades and attendance related to the selected schedule structure.</p>
<b>Display Options</b>	If there is no report card available in the Report Options dropdown list, or existing report cards do not meet the needs, choose the items to display from the Display Options list. In order to see the Display Options and make selections, users must have tool rights to Report Setup.
<b>Ad hoc Filter or Grade</b>	Select the students to include in the report from an existing ad hoc filter. Only those students included in the filter will have a report card generated for them (if they meet the requirements of the report card). Or, select students by a grade level. All students in the school can be selected at one time, but it is recommended to limit the number of students included in each batch.
<b>Active Only</b>	Marking this checkbox includes only those students who are actively enrolled as of the entered Effective Date.
<b>Effective Date</b>	The entered date reflects the date by which students are actively enrolled. If all students regardless of active enrollment should be included in the report, remove the mark from the Active Only checkbox; this disables the Effective Date field. This field displays the current date but can be modified by typing in <i>mmddyy</i> format or using the calendar icon to select a date.
<b>Sort Options</b>	<p>The Report Cards can be sorted in the following ways:</p> <ul style="list-style-type: none"> <li>• <b>Alphabetical</b> - report cards are printed alphabetically by last name.</li> <li>• <b>Grade/Alpha</b> - report cards are printed numerically by grade level, and then alphabetically by last name within the grade level.</li> <li>• <b>Zip Code</b> - report cards are printed in ascending zip code order, best for bulk mailings.</li> <li>• <b>Teacher</b> - report cards are printed alphabetically by teacher last name, based on the student's teacher assignment for the selected period.</li> </ul>

Field	Description
<b>Teacher Sort Options</b>	When the <b>Teacher Sort</b> option is selected, options for selecting the <b>Calendar</b> of enrollment, the <b>Effective Date</b> and the <b>Period</b> of the day appear. If a student does not have a teacher for the selected period in the calendar for the effective date chosen, the student's report card prints first and the teacher's name is blank.
<b>Batch Queue Options</b>	Generating report cards can sometimes be a long process. Submitting reports to <a href="#">Batch Queue</a> allows the batch report to generate in the background while the user is free to use other parts of the product. Users can use the batch queue option to schedule reports to be processed at a later time and keep a record of reports that have been processed.  To submit a Report Card Batch Report to the batch queue, select <b>Submit to Batch</b> after entering the appropriate fields in the report editor. A Batch Queue Reporting Options detail window displays.

## Generate Saved Reports Using the Report Card Batch Report

1. In the **Report Options** dropdown list, select the report card to generate.
2. Select the **Grade Level** or an **Ad Hoc** Filter.
3. Mark the **Active Only** checkbox to only include active students.
4. Enter an **Enrollment Effective Date**. This date is defaulted to the current date. If this date is outside of the calendar range, no records will be returned. This entry only prints report cards for students who were actively enrolled on that date.
5. Select the **Sort Options**.
6. Click the **Generate Report** button. The report displays in PDF format.

## Middle School

2010 - 2011 Report Card  
Grade: 08

### Attendance Summary:

Term 1		Total	
Absent	Tardy	Absent	Tardy
5	0	5	0

### Grade Report:

Course	Task	T1
04) 8012-1 PRE-ALG 8	Progress <i>Term 1 Comments: Needs to study for tests and ask for help when needed.</i>	D
05) 802-3 S. STUDIES 8	Progress <i>Term 1 Comments: Absences hinder progress.</i>	C+
03) 803-6 ENGLISH 8	Progress <i>Term 1 Comments: Demonstrates effective time management and planning skills. Excellent participation.</i>	A
09) 804-5 SCIENCE 8	Progress <i>Term 1 Comments: Shows satisfactory effort. Missing assignments have lowered grade.</i>	C
06) 808-4 SPANISH 8	Progress <i>Term 1 Comments: Low test scores affect grade.</i>	F
02) 840-30 PHY ED 8	Progress <i>Term 1 Comments: Shows consistent effort.</i>	B-
02) 860-2 CHORUS 8	Progress <i>Term 1 Comments: Shows consistent effort.</i>	B+

Trimester 1 Progress Report as of October 15, 2010

Grades for six week classes will be posted on Trimester 1 report cards.

*Report Card Print*

## Generate Report Cards using Display Options

1. Click the **Display Options** link. A list of items to include on the report displays. See the [Report Card Preferences](#) for descriptions of these options.
2. Select the **Grade Level** of the students to include on the report. Or, select students using an **Ad Hoc** Filter.
3. Mark the **Active Only** checkbox to only include active students.
4. Enter an **Enrollment Effective Date**.
5. Select the **Sort Options**.
6. Click the **Generate Report** button. The report displays in PDF format.

## Generate Reports Cards using Batch Queue Options

1. In the **Report Options** dropdown list, select the report card to generate.
2. Select the **Grade Level** of the students to include on the report. Or, select students using an **Ad Hoc** Filter.
3. Mark the **Active Only** checkbox to only include active students.
4. Enter an **Enrollment Effective Date**.
5. Select the **Sort Options**.
6. Click the **Submit to Batch** button. The report card generates at the designated time.

# Default Margin Sizes

The following table describes the default margin size for portrait and landscape report cards:

Report Type	Portrait	Landscape
<b>Conventional</b>	Paper Size: Letter (8.5in X 11in) All Pages Top Margin: 0.333in All Pages Bottom Margin: 0.333in All Pages Left Margin: 0.5in All Pages Right Margin: 0.5in	Paper Size: A4 (210mm X 297mm) First Page Top Margin: 0.167in Remaining Pages Top Margin: 0.333in First Page Bottom Margin: 0.167in Remaining Pages Bottom Margin: 0.333in All Pages Left Margin: 0.5in All Pages Right Margin: 0.5in
<b>Standards Based</b>	Page Size: Letter (8.5in X 11in) All Pages Top Margin: 0.667in All Pages Bottom Margin: 0.5in All Pages Left Margin: 0.375in All Pages Right Margin: 0.375in	Page Size: Letter (8.5in X 11in) All Pages Top Margin: 0.25in All Pages Bottom Margin: 0.25in All Pages Left Margin: 0.375in All Pages Right Margin: 0.375in