

# Report Comment Setup

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[Report Comments](#) | [Create Report Comments](#) | [Additional Steps](#)

Tool Search: Report Comment Setup

The Report Comments tool allows districts to add customized text that will appear on printed student reports. These comments can be school or district specific, or even state specific. Any number of comments can be created and marked and unmarked active as needed.

See the [System Preference Tool Rights](#) article for tool rights information.

If multiple students should be assigned the same comment, use the [Report Comments Batch Wizard](#).

At this time, functionality is only available for report comments to be used on Report Cards, Transcripts and eTranscripts.

Report Comment Setup

After creating report comments to include on reports cards, transcripts and eTranscripts, the following items must also be done:

- A Report Card, Transcript or eTranscript report must be created in the [Preferences Reports](#) tool.
- [Report Preferences](#) must include the option to display Report Comments.
- The student's [Report Comments](#) tab must have at least one active Report Comment.

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 an eTranscript report comment.

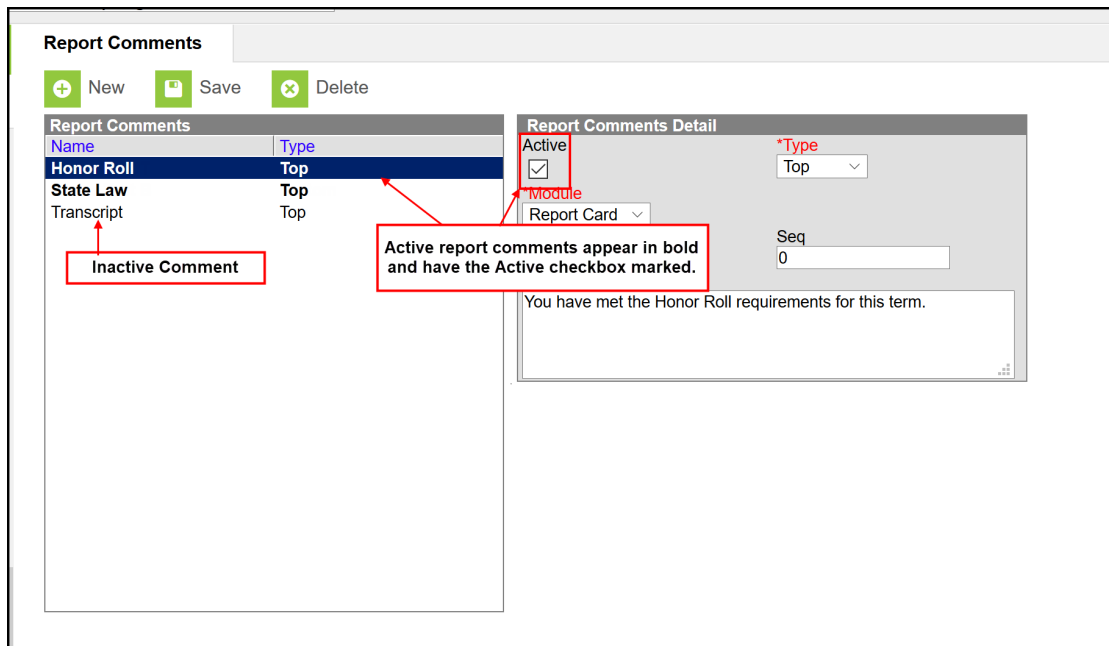
# Report Comments

The Report Comments editor contains five data elements related to the creation of a custom comment.

Report Comments Editor	Definition
<b>Active</b>	When checkbox is marked, the comment is considered active and can be chosen on the student's <a href="#">Report Comments</a> tab. When not marked, the comment does not appear for selection on the student's Report Comments tab.
<b>Type</b>	Indicates where the comment displays on the report - either at the Top of the transcript or the Bottom of the transcript or eTranscript.  For eTranscripts, the comment ONLY displays at the end of the eTranscript XML report.
<b>Module</b>	Indicates on which report the comment displays - Transcripts or Report Cards.
<b>Name</b>	Lists the name of the report comment. This should be descriptive enough for users to select the appropriate comment on the Report Comments tab.
<b>Sequence</b>	Determines the order in which the comments display on the Report Comments tab and on the student's transcript and eTranscript. Sequence is based on the type of comment. For example, a sequence number of "1" can be applied to a report comment appearing at the top of the transcript and applied to a comment appearing at the bottom of the transcript.
<b>Comments</b>	Lists the text that appears on the student's transcript. This comment can be no more than 255 characters.

There is no limit to how many comments can be created and added to the student's Report Comments tab. It is advised to keep the total number of comments at a minimum as too many comments affects the layout of the transcript and/or report card PDF and extend the eTranscript XML file.

Report comments can be modified from active to inactive by removing the selection of the Active checkbox. Only active report comments can be chosen on the student's Report Comments tab. Inactive report comments appear in text that is not bold; active comments appear in bold text.



**Report Comments**

+ New    Save    Delete

Name	Type
<b>Honor Roll</b>	Top
State Law Transcript	Top

**Report Comments Detail**

Active ☒    \*Type: Top

Module: Report Card    Seq: 0

You have met the Honor Roll requirements for this term.

**Annotations:**



- Inactive Comment:** Points to the 'State Law Transcript' comment in the list.
- Active report comments appear in bold and have the Active checkbox marked.** Points to the 'Honor Roll' comment and its active checkbox.



*Active vs. Inactive Report Comments*

## Create Report Comments

1. Select the **New** icon from the action bar. A **Report Comments Detail** editor appears to the right of the Report Comments list.
2. Mark the **Active** checkbox to indicate this comment can be used on transcripts and eTranscripts.
3. Select the **Type** of comment this will be - either Top or Bottom.
4. Choose the **Module** of the comment.
5. Enter the appropriate **Sequence** number.
6. Enter the **Comment** in the text field provided.
  - Carriage returns are supported and allow comments to be internally divided. This is visible on the printed report.
  - Leading spaces in the Comments field is allowed when adding a comment, but does not print on the report.
7. Click the **Save** icon when finished. The new comment is listed in the **Report Comments** list.


Once a report comment is saved and marked as active, it appears for selection on the student's Report Comments tab.

19-20 High School



## Report Comments ☆

Student > General > Report Comments

**Student, Michael**


Grade: 10 #11111 DOB: 05/13/04

Save

Report Comments

Transcript

Report Card

Report Comments Detail

Active

☒ Honor Roll

### *Student's Report Comments*

The report comment prints if the option is selected on the [Transcript Report Preferences](#) (System Administration > Preferences > Reports > Transcript, eTranscript) or the [eTranscript Report Preferences](#) (System Administration > Preferences Reports > eTranscript), and a report comment is selected on the student's Report Comments.

Report Display Options

Display Options

Report Contents

Course Display: Course Number and Course Name

☒ Enrollment History
☐ In Progress Courses
☐ Activity Courses

☐ No Show
☐ Immunization
☐ Standard Rubric

☐ Attendance
☒ Report Comments
☐ Docufide Compatible

Report Header & Format

☐ No Shading
☐ Blank Header
☒ Official Transcript
☒ Official Signature

☒ District Name
☐ School CEEB Code
☐ School Code
☐ Student's Phone

☐ District Number
☐ GPA Max:

Student Information

☐ Student Picture
☐ Race/Ethnicity
☐ Place of Birth
☐ Guardian

☒ State ID
☐ Counselor
☐ SSN

☐ NCES Grade
☒ Diploma Date
☒ Diploma Type

☐ Legal Name
☐ Legal Gender




Records Transfer Settings

☐ Default for Transfer

Report Preferences - Transcript

# Reports ☆

System Settings > System Preferences > Reports

 New  Save  Delete

☒ Tests and Strands as List ☐ Tests and Strands as Tree

## Report Display Options

### Display Options

#### Report Contents

Course Display:

- |  |   |
|--|---|
| <input type="checkbox"/> Enrollment History  | <input type="checkbox"/> Activity Courses           |
| <input type="checkbox"/> No Show             | <input type="checkbox"/> Immunization               |
| <input type="checkbox"/> Attendance          | <input checked="" type="checkbox"/> Report Comments |
| <input type="checkbox"/> In-Progress Courses | <input type="checkbox"/> Standard Rubric            |
|  | <input type="checkbox"/> Docufide Compatible        |

#### Report Header & Format

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> No Shading      | <input type="checkbox"/> Blank Header                  | <input type="checkbox"/> Official Transcript | <input type="checkbox"/> Official Signature |
| <input type="checkbox"/> District Name   | <input checked="" type="checkbox"/> School CEEB Code   | <input type="checkbox"/> School Code         | <input type="checkbox"/> Student's Phone    |
| <input type="checkbox"/> District Number | <input type="checkbox"/> GPA Max: <input type="text"/> |  |   |

#### Student Information

- |  |   |   |                                   |
|--|---|---|-----------------------------------|
| <input type="checkbox"/> Student Picture | <input type="checkbox"/> Race/Ethnicity       | <input type="checkbox"/> Place of Birth | <input type="checkbox"/> Guardian |
| <input type="checkbox"/> State ID        | <input checked="" type="checkbox"/> Counselor | <input type="checkbox"/> SSN            |                                   |
| <input type="checkbox"/> NCES Grade      | <input type="checkbox"/> Diploma Date         | <input type="checkbox"/> Diploma Type   |                                   |
| <input type="checkbox"/> Legal Name      | <input type="checkbox"/> Legal Gender         |   |                                   |

#### Records Transfer Settings

- ☐ Default for Transfer

Report Preferences - eTranscript

CTRL-click ar

☐ Homeroom Teacher

☐ Date/Time Stamp

**Display Options**

☐ Attendance Summary

☐ Cumulative GPA

☐ Class Rank

☐ Period

☐ Score Comments

☐ Show Score Percentage

☒ Show Report Comments

**Term GPA**

☐ Weighted

☐ Unweighted

**School Comment (printed on all)**

*Report Preferences - Report Card*

## Additional Steps

1. Navigate to the [Report Preferences](#) and mark the **Report Comments** field on a report.
2. Navigate to the student's [Report Comments](#) tab and select a comment or comments to display on the Transcript, eTranscript or Report Card.
3. Assign a Report Comment to several students using the [Report Comment Batch](#) tool.