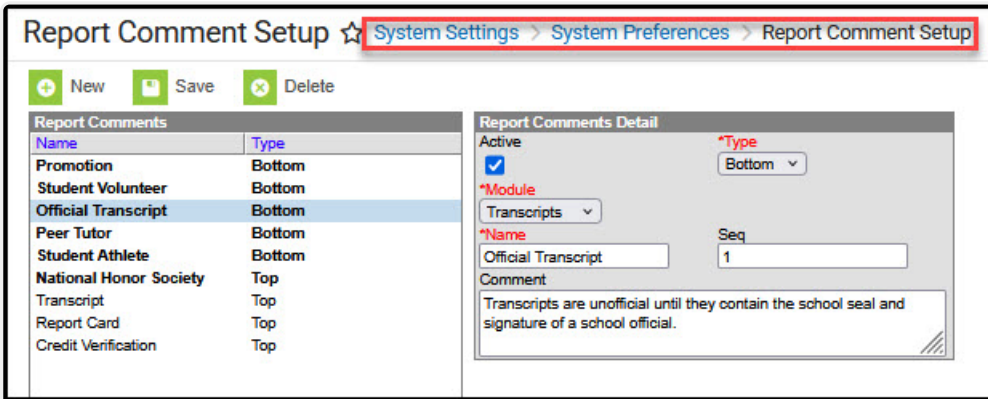


# Report Comment Setup

Last Modified on 03/24/2026 12:31 pm CDT

Tool Search: Report Comment Setup

The Report Comment Setup tool allows districts to add customized text to printed student report cards, transcripts, and e-transcripts. These comments can be school-, district-, or state-specific. Any number of comments can be created and selected/deselected as needed.



Report Comment Setup

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

## Report Comment Setup Field Descriptions

Report Comment Editor Field	Definition
<b>Active</b>	When the checkbox is marked, the comment is considered active and can be selected on the student's <a href="#">Report Comments</a> page. When not marked, the comment does not appear for selection.
<b>Type</b>	Indicates where the comment displays on the report - either at the Top of the transcript, the Bottom of the transcript, or the 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.

Report Comment Editor Field	Definition
<b>Name</b>	<p>Lists the name of the report comment.</p> <div style="border: 1px solid #add8e6; padding: 10px; margin-top: 10px;"> <p><b>Note:</b> Users cannot see comment details; only the names. For this reason, administrators and personnel responsible for creating the report comments should name the comments so it is easy to determine which comment should be included.</p> </div>
<b>Sequence</b>	<p>Determines the order in which the comments display on the Report Comments tab and on the student's transcript and eTranscript. The 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.</p>
<b>Comment</b>	<p>Lists the text that appears on the student's transcript. This comment can be no more than 255 characters.</p>

## 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. Provide a name for the comment.
  - Users cannot see comment details; only the names. For this reason, administrators and personnel responsible for creating the report comments should name the comments so that it is easy to determine which comment should be included
6. Enter the appropriate **Sequence** number.
7. Enter the **Comment** in the text field provided.
  - Carriage returns are supported, allowing comments to be internally divided. This is visible on the printed report.
  - Leading spaces in the Comments field are allowed when adding a comment, but do not print on the report.
8. Click the **Save** icon when finished. The new comment is listed in the **Report Comments** list.

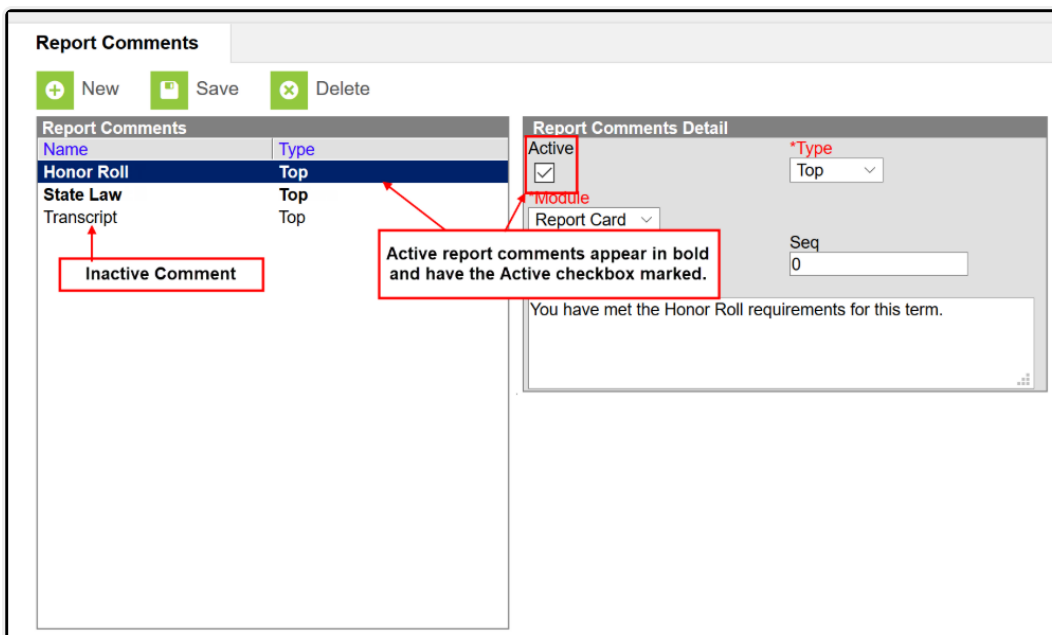
Once a report comment is saved and marked as active, it appears for selection on the student's Report Comments page.

There is no limit to the number of comments that can be created and added to the student's

Report Comments tool. However, it is recommended to keep the total number of comments to a minimum, as excessive comments can affect the layout of the transcript and/or report card PDF and increase the size of the eTranscript XML file.

## Active vs Inactive Comments

Report comments can be inactivated by deselecting the Active checkbox. Only active report comments can be chosen on the student's Report Comments page. Inactive report comments appear in text that is not bold; active comments appear in **bold** text.



The screenshot displays the 'Report Comments' interface. At the top, there are buttons for 'New', 'Save', and 'Delete'. Below this is a table with two columns: 'Name' and 'Type'. The table contains three rows: 'Honor Roll' (Type: Top), 'State Law' (Type: Top), and 'Transcript' (Type: Top). The 'Honor Roll' row is highlighted in blue. To the right of the table is a 'Report Comments Detail' panel. This panel includes an 'Active' checkbox which is checked, a '\*Type' dropdown menu set to 'Top', a 'Report Card' dropdown menu, and a 'Seq' input field with the value '0'. A text box below the detail panel contains the message: 'You have met the Honor Roll requirements for this term.' Red boxes and arrows are used to highlight the 'Active' checkbox and the 'Honor Roll' row in the table. A red box also highlights the 'State Law Transcript' row, with an arrow pointing to it from a text box that says 'Inactive Comment'.

*Active vs Inactive Comments*

## Add Comments to Reports

1. Navigate to the [Report Preferences](#) and mark the **Report Comments** field on a report.

*System Settings > System Preferences > Report Setup*

**Display Options** ⓘ

Attendance Summary

Cumulative GPA

Class Rank

Period

Score Comments

Show Score Percentage

Show Report Comments

Legal Name

**Term GPA**

Weighted

Unweighted

*Report Card*

**Report Display Options**

**Display Options**

Report Contents

Course Display: Course Number and Course Name ▾

Enrollment History     Activity Courses

No Show     Immunization     Standard Rubric

Attendance     Report Comments     Docufide Compatible

In-Progress Courses     Report CTE Program     Certification

Report Header & Format

No Shading     Blank Header     Official Transcript     Official Signature

Accreditation     District Name     School CEEB Code     School Code

Student's Phone     District Number     GPA Max:

*Transcript*

2. Navigate to the student's [Report Comments](#) page and select the comments to display.

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.

**Report Display Options**

**Source**

School CEEB Code     Counselor

**Student** ⓘ

Student's Email     Legal Name     Legal Gender

Immunization     Race/Ethnicity     **Report Comments**

**SSN**

None     Partial     Full

*eTranscript*

**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 Report Comments Tool*

3. Use the [Report Comments Batch Wizard](#) to apply report comments to groups of students.

**Report Comments Batch Wizard** ☆

Student Information > General Student Administration > Report Comments Batch Wizard

**Report Comment Options Batch Add**

This is a batch tool for applying report comments to groups of students.

Posting Method refers to the way report comment options are applied to a student. With "Append", the options that already exist are left in place, while new options are added to all the students in the group. With "Override", all currently existing options are overwritten and replaced with the new options.

**Warning: If "Override" is selected in the Posting Method, all previous report comment options for the selected student group will be deleted.**

**Select Report Comment**    Ad-Hoc Filter: [dropdown]

CTRL-click and SHIFT-click for multiple

Type: [dropdown]

Posting Method: [dropdown]

Append  
 Override

Source Grade: [dropdown]

Grade Level: 01, 02, 03, 04

Source Calendar: [dropdown]

Which calendar(s) would you like to include in the report?

active year  
 list by school  
 list by year

2025-26 Adams Elementary  
2025-26 Blake Elementary  
2025-26 Collins Elementary  
2025-26 Dexter Middle  
2025-26 Franklin Elementary  
2025-26 Franklin High  
2025-26 Madison Elementary

CTRL-click or SHIFT-click to select multiple

*Report Comments Batch Wizard*

