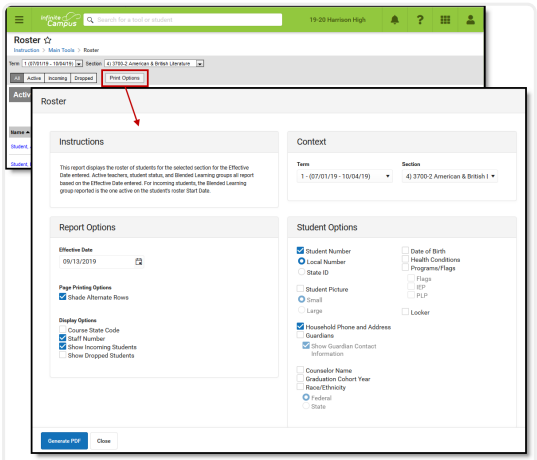
Roster Report

Last Modified on 11/20/2026 2:43 pm CST

Location: Instruction > Reports > Roster; Instruction > Students > Roster > Print Options

To print a roster for a section, open the Roster and then click **Print Options** to open the print options window. The printed roster includes students scheduled into the section on the **Effective Date** entered from the selected **Section(s)**. This report is also available with the Campus Instruction Reports.

Much of the data available in this report can be viewed for an individual student by clicking the student's name in the Roster.



Roster Print Options and the Roster Report allow teachers to determine what data prints for a roster.

Print Options

See the Roster article for more information about where roster data reports from.

Report Options

Field	On the Report
Effective Date	The date for which data in the report is reported.
Page Printing Options	• Shade Alternate Rows: Makes the report easier to read by shading every other row in the printed report. • Add page break after each section: simplifies printing rosters for multiple sections by adding a page break between each selected section.

Field	On the Report
Display Options	Displays the selected data in the report: • Course State Code • Staff Number • Show Section Placement - this option includes the period name and meeting time. • Show Incoming Students - this option includes students listed in the Incoming section of the Roster. • Show Dropped Students - this option includes students listed in the Dropped section of the Roster. • Show Blended Learning Groups Summary - this option only displays if your school is using Blended Learning. Includes a summary of Blended Learning Groups to which students belong.

Student Options

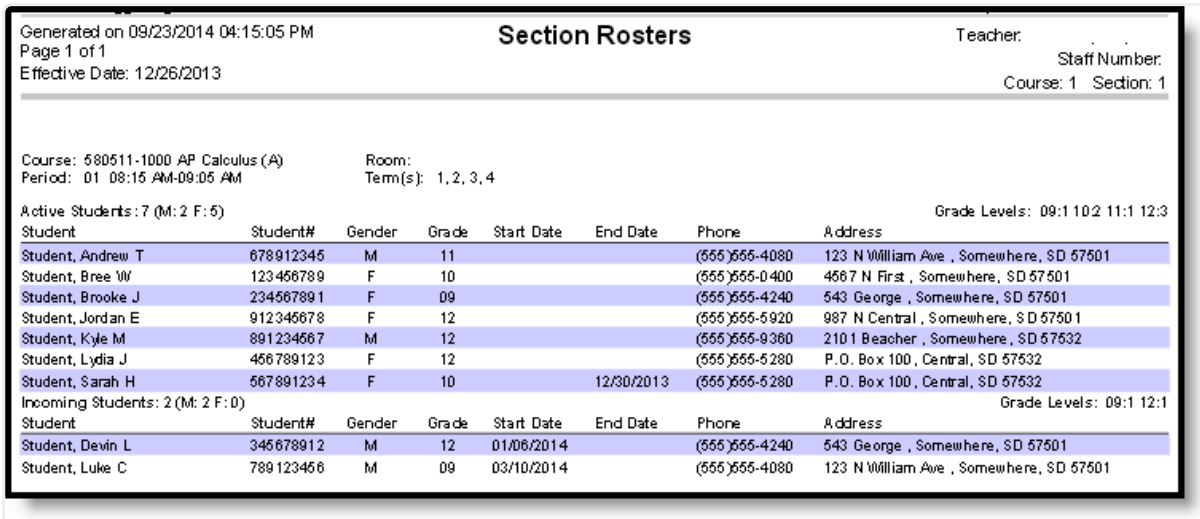
Field	On the Report	Source
Student Main Information		
Student Number	Displays the student's number. **Student Number Type** options are: • *Local Number* • *State ID.*	Demographics
Student Picture	Displays the student's picture in the report. **Student Picture Size** options are: • *Small* • *Large*	Demographics
Race/Ethnicity	Includes the student's race/ethnicity. **Race/Ethnicity Type** options are: • *Federal* • *State*	Demographics
Pronouns	Includes the student's pronouns.	Demographics
Preferred Name (Nickname)	Includes the student's Preferred Name (nickname).	Demographics
Gender	Includes the student's Gender.	Demographics
Date of Birth	Includes the student's date of birth.	Demographics
Health Conditions	Includes any recorded health conditions for the student, which displays as an EMT symbol in the roster.	Conditions

Field	On the Report	Source
Additional Information		
Household Phone and Address	Includes the phone number and address of the student's primary household.	Addresses
Guardians	Includes the names of the student's guardians. If selected, also shows the *Guardian Contact Information*.	Relationships
Counselor Name	Includes the name of the student's counselor.	Team Member with a Role of Counselor.
Graduation Cohort Year	Includes the student's projected year of graduation.	Graduation
Blended Learning Group	This option only displays if your school is using Blended Learning. Indicates which group the student belongs to.	Manage Blended Learning Groups
Programs/Flags Information		
Programs/Flags	Includes any Programs that display for the student in the roster. **Program/Flags Type** options are: • *Flags* • *IEP* • *PLP*	Programs, Documents (Special Ed), Documents (PLP)
Locker Information		
Locker	Includes any lockers assigned to the student.	Lockers (Student), Lockers
Locker Options	Includes the *Location* and *Lock Combo* of the locker in the report.	Lockers
Locker Types	All types of lockers are listed; select types to include them in the report.	Lockers

Printing Roster Data

1. Select the **Term** and **Section** you'd like to generate labels for. Select multiple sections if desired.
2. Enter an **Effective Date** for the report to pull roster data as of that date.
3. Select **Report Options** and **Student Options** as desired to to include data in the report. See options described in the table above.

4. Click **Generate PDF** to view the report in PDF format or click the arrow button next to **Generate** to select a different format (CSV).



Generated on 09/23/2014 04:15:05 PM
Page 1 of 1
Effective Date: 12/26/2013

Section Rosters

Teacher:
Staff Number:
Course: 1 Section: 1

Course: 580511-1000 AP Calculus (A) Room:
Period: 01 08:15 AM-09:05 AM Term(s): 1, 2, 3, 4

Active Students: 7 (M: 2 F: 5) Grade Levels: 09:1 10:2 11:1 12:3

Student	Student#	Gender	Grade	Start Date	End Date	Phone	Address
Student, Andrew T	678912345	M	11			(555)555-4080	123 N William Ave , Somewhere, SD 57501
Student, Bree W	123456789	F	10			(555)555-0400	4567 N First , Somewhere, SD 57501
Student, Brooke J	234567891	F	09			(555)555-4240	543 George , Somewhere, SD 57501
Student, Jordan E	912345678	F	12			(555)555-5920	987 N Central , Somewhere, SD 57501
Student, Kyle M	891234567	M	12			(555)555-9360	2101 Beacher , Somewhere, SD 57532
Student, Lydia J	456789123	F	12			(555)555-5280	P.O. Box 100 , Central, SD 57532
Student, Sarah H	567891234	F	10		12/30/2013	(555)555-5280	P.O. Box 100 , Central, SD 57532

Incoming Students: 2 (M: 2 F: 0) Grade Levels: 09:1 12:1

Student	Student#	Gender	Grade	Start Date	End Date	Phone	Address
Student, Devin L	345678912	M	12	01/06/2014		(555)555-4240	543 George , Somewhere, SD 57501
Student, Luke C	789123456	M	09	03/10/2014		(555)555-4080	123 N William Ave , Somewhere, SD 57501

An example of a printed roster.