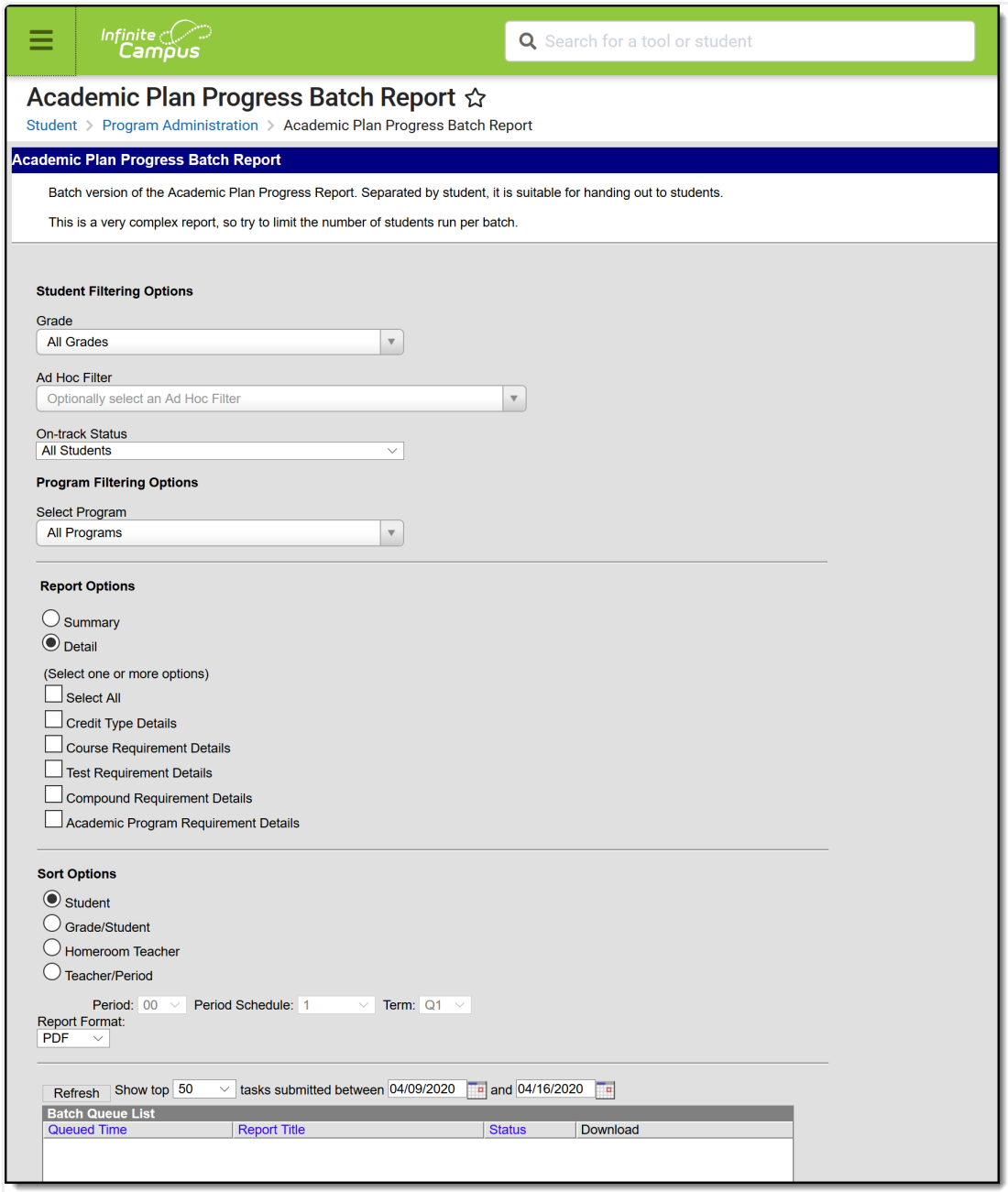
Academic Plan Progress Batch

Last Modified on 08/20/2026 10:33 am CDT

Path: Student > Program Administration > Academic Plan Progress Batch Report

The Academic Plan Progress Batch Report allows counselors and other administrators the ability to view a PDF report of several students' progress of their academic plan. This same report can be generated one student at a time by printing the Academic Plan Progress report from the student's Academic Planning Progress tab.



Select options and generate the report.

See the Academic Plan Progress Batch Report Tool Rights article for information about rights

needed to use this tool.

Report logic

This report only generates information for the selected calendar in the Campus toolbar. Multiple calendars cannot be selected.

Only students who are assigned graduation programs are included in the report.

Report editor

Data Element	Description
Student Filter Options	
Grade	Filters the students included in the report to the selected grade level of enrollment. All Grades can be selected. Because this is a complex report, it is recommended that a specific grade level be selected.
Ad hoc Filter	Select an existing filter of students. Only those students included in the filter are considered for inclusion in the report. This filter can be selected in addition to a grade level. For example, if the filter includes all students with the last name of A, and the grade level selection is set to 10, only students in grade 10 who also have a last name that starts with A are included in the report population.
On-track Status	Select this option to return student who are off-track only (behind in program requirements), on-track only (met or exceeded program requirements) or All Students (on-track status is not considered).
Program Filtering Options	
Select Program	Reports information for the selected program only. When **All Programs** is selected, all **Graduation Programs** and **Academic Programs** assigned to the students are returned (if Academic Programs are available). When a specific Graduation Program or Academic Program is selected, only information on the selected program is returned.
Report Options	
Summary	The summary report includes information on the student's assigned graduation program, their on-track status, and the student's progress.

Data Element	Description
Detail	The detail report includes all of the information in the summary report, plus the information on the specifics of the requirement, and allows the selection of the following (one or all): • Credit Type Details • Course Requirement Details • Test Requirement Details • Compound Requirement Details • Academic Program Requirement Details
Sort Options	
Student	This option displays students alphabetical by last name.
Grade/Student	This option displays students first by grade level of enrollment (09, 10, etc.), then alphabetical by last name.
Homeroom Teacher	This option displays students by the homeroom teacher, then alphabetical by last name.
Teacher/Period	This option displays students by the selected teacher, period, period schedule and term selected in the corresponding dropdown list. Students who are scheduled as of the last calendar day print on the report.
Report Format	The report prints in either PDF or DOCX formats.
Report Generation Options	
Generate Report	Use the Generate Report button to display the results of the report immediately.
Submit to Batch	Use the Submit to Batch option to determine when the report generates. Because this is a complex report, if your selected student number is more than 50, use the Submit to Batch option.

Generate the report

1. Select the **Grades** to include in the report.
2. Select the **Ad hoc Filter** to use to further narrow the results of the report, if desired.
3. Select the desired **On-track Status** for the students.
4. Select the desired **Academic Program**.
5. Select the desired **Report Options** and **Sort Options**.
6. Select the desired **Report Format**.
7. Click the **Generate Report** button or the **Submit to Batch** button.

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High School

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Academic Plan Progress Batch Report

Student, Alexa
Grade: 11 Student Number: 123456
Program: HS Standard Diploma Class of 2017 through 2019 (Graduation)
Counselor: Staff, Patty

* Asterisks indicate student does not meet requirement

Credit Type	09	10	11	12	Credit Status ER	IP	PL	Overflow	Total
Computer Education and Technology	0.0 / 0.5		0.5 / 0.0		0.0	0.5			0.5 / 0.5
Economics			0.5 / 0.5		0.0	0.5			0.5 / 0.5
Electives	1.5 / 1.0	1.5 / 2.0	0.5 / 0.0	0.5 / 1.0	3.0	0.5	0.5	6.5	10.5 / 4.0
English	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	2.0	1.0	1.0		4.0 / 4.0
Government				1.0 / 1.0	0.0		1.0		1.0 / 1.0
Health	0.5 / 0.5				0.5				0.5 / 0.5
Humanities	1.5 / 0.0	1.0 / 0.5	3.0 / 0.5	1.0 / 0.0	2.5	3.0	1.0	-5.5	1.0 / 1.0
Math	1.0 / 1.0	0.0 / 1.0	1.0 / 1.0	1.0 / 1.0	1.0	1.0	1.0		*3.0 / 4.0
Physical Education	1.0 / 0.0	1.0 / 1.0	0.0 / 0.5	0.0 / 0.5	2.0				2.0 / 2.0
Science	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	1.0 / 0.0	2.0	1.0	1.0	-1.0	3.0 / 3.0
U.S. History			0.0 / 1.0		0.0				*0.0 / 1.0
World History or Geography	0.0 / 0.5	1.0 / 0.0		0.0 / 0.5	1.0				1.0 / 1.0
Total	**7.5 / 5.5**	**6.5 / 6.5**	**7.5 / 5.5**	**5.5 / 5.0**	**14.0**	**7.5**	**5.5**		**27.0 / 22.5**

This is the summary view of the report

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High School

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Academic Plan Progress Batch Report

Student, Alexa
Grade: 11 Student Number: 123456
Program: HS Standard Diploma Class of 2017 through 2019 (Graduation)
Counselor: Staff, Patty

* Asterisks indicate student does not meet requirement

Credit Type	09	10	11	12	Credit Status ER	IP	PL	Overflow	Total
Computer Education and Technology	0.0 / 0.5		0.5 / 0.0		0.0	0.5			0.5 / 0.5

Grade	Course	Status	Score	Credit toward Academic Plan
11	S11000304 CET Computer Science I S1	In-Progress	A 103.33%	0.5

Economics			0.0 / 0.5		0.0				*0.0 / 0.5
Electives	1.5 / 1.0	1.5 / 2.0	1.5 / 0.0	1.5 / 1.0	3.0	1.5	1.5	5.0	11.0 / 4.0

Grade	Course	Status	Score	Credit toward Academic Plan	Credit Explanation
09	S1083208 Advisory I S1 for Credit	Earned	P	0.25	
09	S1104201 Mythology S1	Earned	C		0.5 credit overflow from Humanities
09	S1109901 Reading Strategies S1	Earned	B	0.5	
09	S1116102 Creative Art II S1	Earned	A		0.5 credit overflow from Humanities
09	S2083208 Advisory I S2 for Credit	Earned	P	0.25	
09	S2104201 Mythology S2	Earned	C		0.5 credit overflow from Humanities
09	S2109901 Reading Strategies S2	Earned	B	0.5	
10	CTE1605401S1 Culinary Arts I	Earned	C		0.5 credit overflow from Humanities
10	CTE1605401S2 Culinary Arts I	Earned	D		0.5 credit overflow from Humanities
10	S1083209 Advisory II S1 for Credit	Earned	P	0.25	
10	S1109901 Reading Strategies S1	Earned	A	0.5	
10	S1231401 Aerobics I S1	Earned	A		0.5 credit overflow from Physical Education
10	S2083209 Advisory II S2 for Credit	Earned	P	0.25	

This is the detail view of the report.

19-20 High School Generated on 11/25/2019 12:54:12 PM Page 1 of 3	Academic Plan Progress Batch Report Student, Alexa Grade: 11 Student Number: 123456 Program: HS Standard Diploma Class of 2017 through 2019 (Graduation) Counselor: Staff, Patty

* Asterisks indicate student does not meet requirement

Credit Type	09	10	11	12	Credit Status ER	IP	PL	Overflow	Total
Computer Education and Technology	0.0 / 0.5		0.5 / 0.0		0.0	0.5			0.5 / 0.5

Grade	Course	Status	Score	Credit toward Academic Plan
11	S11000304 CET Computer Science I S1	In-Progress	A 103.33%	0.5

Economics			0.0 / 0.5		0.0				*0.0 / 0.5
Electives	1.5 / 1.0	1.5 / 2.0	1.5 / 0.0	1.5 / 1.0	3.0	1.5	1.5	5.0	11.0 / 4.0

Grade	Course	Status	Score	Credit toward Academic Plan	Credit Explanation
09	S1083208 Advisory I S1 for Credit	Earned	P	0.25	
09	S1104201 Mythology S1	Earned	C		0.5 credit overflow from Humanities
09	S1109901 Reading Strategies S1	Earned	B	0.5	
09	S1116102 Creative Art II S1	Earned	A		0.5 credit overflow from Humanities
09	S2083208 Advisory I S2 for Credit	Earned	P	0.25	
09	S2104201 Mythology S2	Earned	C		0.5 credit overflow from Humanities
09	S2109901 Reading Strategies S2	Earned	B	0.5	
10	CTE1605401S1 Culinary Arts I	Earned	C		0.5 credit overflow from Humanities
10	CTE1605401S2 Culinary Arts I	Earned	D		0.5 credit overflow from Humanities
10	S1083209 Advisory II S1 for Credit	Earned	P	0.25	
10	S1109901 Reading Strategies S1	Earned	A	0.5	
10	S1231401 Aerobics I S1	Earned	A		0.5 credit overflow from Physical Education

This is the DOCX view of the report.