Activity Eligibility

Last Modified on 12/14/2025 8:45 pm CST

Report Logic | Report Editor | Generate the Activity Eligibility Report

Tool Search: Activity Eligibility

The Activity Eligibility Report can be used to monitor students grades to determine participation eligibility in activities such as sports and theater.

Activity Eligibility Report

See the Student Information Reports Tool Rights article for the tool rights needed to generate this report.
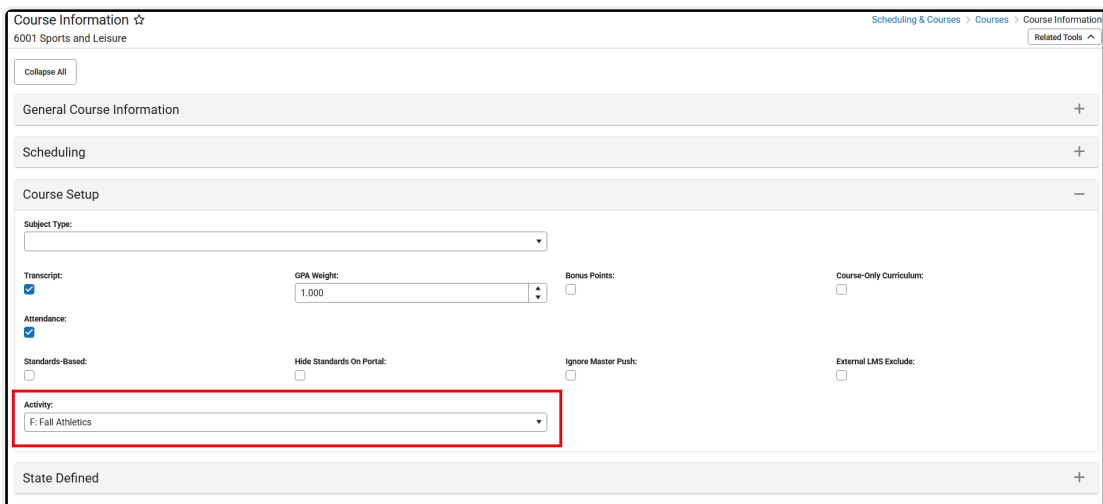
Report Logic

The Activity Eligibility Report looks at the student roster of the selected activity course(s) to identify a list of students the report should include. Only courses identified as an activity course (designated in the Course Information editor) will populate in the report's Activity Courses list.

Student eligibility is determined when:

1. From the report's Activity Courses selection list, the student has an active roster placement in one (minimally) of the selected courses.
2. The student has an active roster status in at least one academic course **WHERE** the in-progress grading score **OR** posted grading score they are receiving matches the Grading Scores selected for the Activity Eligibility Report.

Activity options are defined in the [Attribute Dictionary](#) under the Course module.

Activity Selection on Course Information

Report Editor

The following options are available on the Activity Eligibility Report.

Field	Description
Grade	Selection indicates the grade level of enrollment of the students to include on the report. All Students can be selected, if desired; however, this is a complex report and selecting all students at one time may increase the report generation time.
Ad hoc Filter	Instead of selecting a grade level, select an ad hoc filter that includes the students who should be included in the report.
Enrollment Effective Date	Entered date (populated with the current date) indicates the date students are enrolled in the particular SECTION of the activity courses. Students not enrolled as of the entered date are not included. Dates are entered in *mmddyy* format, or use the calendar icon to select a date.
Grading Terms	Select the terms to include on the report.
Activity Courses	Select the courses to include in the report. Only those courses marked as an activity course on the Course editor are listed. This selection is used to determine the list of students actively enrolled on the activity course roster who will be evaluated only.
Grading Task Selection	Select which grading tasks to include on the report. A list of standards is also included for selection.
Grading Scores	Select the grading scores to include on the report.
Grade Option	Determine which grades to include - either In-Progress Grades or Posted Grades. In-Progress Grades are the current calculated grade according to the teacher's grade book for courses in which the student is currently enrolled in the current school year. Posted Grades are the submitted "final" grade for the term/task that displays on report cards and overrides the In-Progress Grade.
Sort Option	The report results can be sorted by either the student's last name or the name of the activity.
Report Format	Indicates how the report generates - PDF, CSV or DOCX format.

Generate the Activity Eligibility Report

1. Select the students to include on the report by selecting a **Grade** level or an **Ad hoc Filter**.
2. Enter the desired **Enrollment Effective Date**.
3. Select which **Grading Terms** to include on the report.
4. Select the **Activity Courses** to include on the report.
5. Select the **Grading Tasks** to include on the report.
6. Select the **Grading Scores** to include on the report.
7. Select the desired **Grade Option**.

8. Select the desired **Sort Option**.
9. Select the desired **Report Format**.
10. Click the **Generate Report** button. The report displays in a new browser window.

	A	B	C	D	E	F	G	H	I	J	K
1	Student Name	Student Number	Grade	Activity	Course	Teacher	Task	Q1	Q2	Q3	Q4
2	Student, Abby	123456	11	Tennis - Girls	English 11 I	Teacher, Dave	Semester		NC		
3	Student, Adam	234567	10	Soccer - Boys	EL Adv. Academic Skills I	Teacher, Richard	Quarter	A			
4	Student, Beth	345678	11	Tennis - Girls	English 11 I	Teacher, Peter	Semester		NC		
5	Student, Carrie	456789	11	Soccer - Girls	English 11 I	Teacher, Mike	Semester		NC		
6	Student, David	567890	11	Cross Country - Boys	English 11 I	Teacher, Mike	Semester		NC		
7	Student, Kaden	678901	12	Cross Country - Boys	Social Studies	Teacher, Rose	Semester	B-			

CSV Report Example

| 2019-20
High School
Generate on 11/12/2019 11:18:22 AM   Page 1 of 1 | Activity Eligibility Grades Report
Report Options: All Grades Terms: Q1, Q2, Q3, Q4 All Tasks All Scores Students: 5
Effective Date: 11/12/2019 In-Progress Grades |

Student	Course/Teacher	Task	Q1	Q2	Q3	Q4
Student, Abby Student#: 123456 Grade: 11 Activity: Tennis - Girls	English 11 I Teacher, Dave	Semester		NC		
Student, Adam Student#: 234567 Grade: 10 Activity: Soccer - Boys	EL Adv. Academic Skills I Teacher, Richard	Quarter	A			
Student, Beth Student#: 345678 Grade: 11 Activity: Tennis - Girls	English 11 I Teacher, Peter	Semester		NC		
Student, Carrie Student#: 456789 Grade: 11 Activity: Soccer - Girls	English 11 I Teacher, Mike	Semester		NC		
Student, David Student#: 567890 Grade: 11 Activity: Cross Country - Boys	English 11 I Teacher, Mike	Semester		NC		

DOCX Report Example

| 2019-20
High School
Generate on 11/12/2019 11:18:22 AM   Page 1 of 1 | Activity Eligibility Grades Report
Report Options: All Grades Terms: Q1, Q2, Q3, Q4 All Tasks All Scores Students: 5
Effective Date: 11/12/2019 In-Progress Grades |

Student	Course/Teacher	Task	Q1	Q2	Q3	Q4
Student, Abby Student#: 123456 Grade: 11 Activity: Tennis - Girls	English 11 I Teacher, Dave	Semester		NC		
Student, Adam Student#: 234567 Grade: 10 Activity: Soccer - Boys	EL Adv. Academic Skills I Teacher, Richard	Quarter	A			
Student, Beth Student#: 345678 Grade: 11 Activity: Tennis - Girls	English 11 I Teacher, Peter	Semester		NC		
Student, Carrie Student#: 456789 Grade: 11 Activity: Soccer - Girls	English 11 I Teacher, Mike	Semester		NC		
Student, David Student#: 567890 Grade: 11 Activity: Cross Country - Boys	English 11 I Teacher, Mike	Semester		NC		

PDF Report Example