Custom Reports

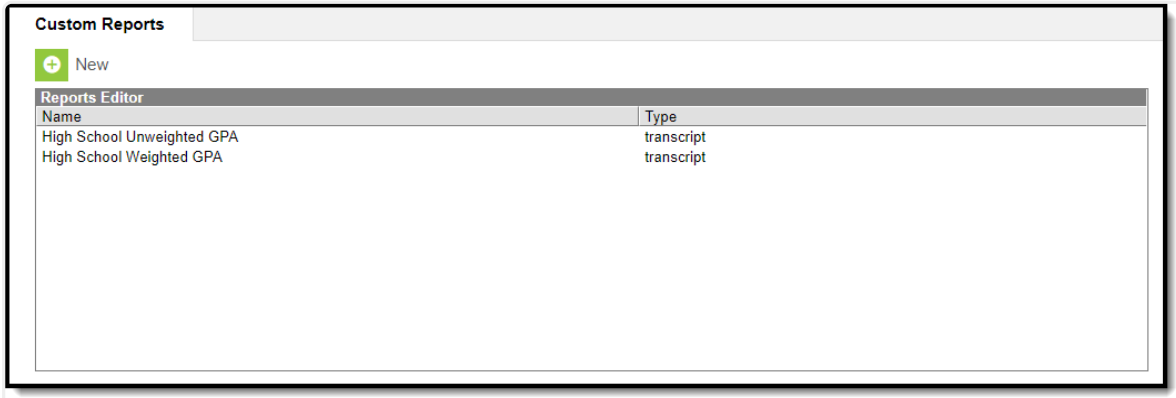
Last Modified on 11/05/2026 2:00 pm CST

This tool is available with Campus Report Translation Module.

Tool Search: Grading & Standards > Report Translation Module > Custom Reports

NOTE: In order to print custom transcripts or custom report cards, you must use the Translated Core Report Card tool.

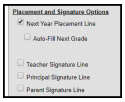
The Custom Reports Report Module tool can be used to create custom transcripts and report cards. This tool is a copy of the core tool, with custom options available for report cards. This document will go through these custom options. To learn about the full core functionality for this tool, see the Reports (Preferences) documentation.

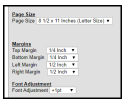


Custom Reports Tool

Click **New** or select an existing custom Report Card or Transcript to view the Report Options.

The following table lists all available custom options. See the Report Card Report Preferences documentation for the remaining options.

Field	**Description**	Image *Click to enlarge*
Auto-Fill Next Grade *Report Cards Only*	Selecting this will fill in the grade entered for the next year on the student's enrollment. This field displays in the Placement and Signature Options section when the **Next Year Placement Line** checkbox is marked.	

Field	Description	Image *Click to enlarge*
Page Size *Report Cards Only*	Select either the standard letter size or the legal size for printing the report card. Options include: • 8 1/2 x 11 Inches (Letter Size) • 8 1/2 x 14 Inches (Legal Size)	
Margins *Report Cards Only*	Each margin on the report card can be changed independently from the others. This includes the: • Top Margin • Bottom Margin • Left Margin • Right Margin	
Font Adjustments *Report Cards Only*	Allows the user to increase or decrease the font size of the report card text. For example, if the standard size for a section, word or phrase of the report card text is 11 point, selecting +1 from the dropdown will increase the font size to 12 point.	
Report Images and Colors	Custom image and color options for the report card include: • **Background Color (HTML Color Hex Code)** : the color of the header of the report card. *(Report Cards Only)* • **Background Color for Alternating Rows (HTML Color Hex Code)**: every other row on the transcript will be highlighted with the selected color. *(Transcript Only)* • **Image Location:** a specific location on the report card for a school or district logo. Options include Top, Left, or Center. • **Report Image**: the JPG image file for the report card. See the Upload Image/Logo documentation for information on how to import images and logos into Campus.	
Print Options *Report Cards Only*	The specific language print options for the report card. Options include: • English with Home Primary Language • Home Primary Language • English with Preferred Language • Preferred Language • English with Home Primary Language (ELL Only) • Home Primary Language (ELL Only) • English with Other Language • Other Language • English with Custom Language • Custom Language • English Only	