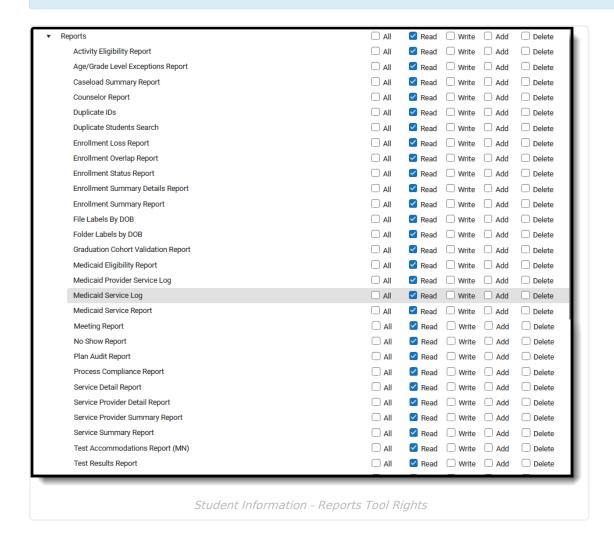


# Student Information Reports Tool Rights

Last Modified on 11/20/2025 3:39 pm CST

Since generating a report doesn't add or change existing data, only Read rights are required. Write/Add/Delete rights, if granted, have no impact. This article contains screenshots of what the Student Information Reports look like, with summaries of what each report is used for.

See the individual articles in <u>Student Information Reports</u> to learn more about these reports and how to run them.

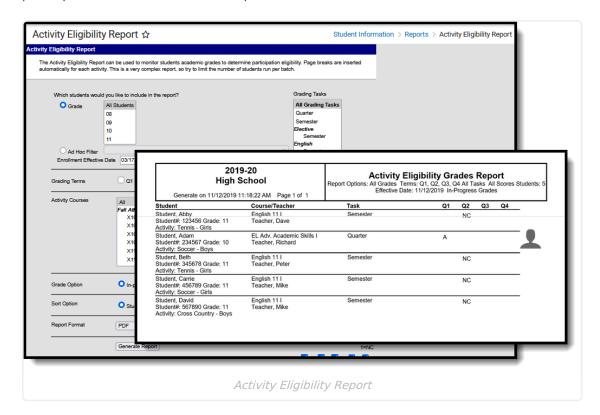


Some information may not display on a report if the person generating the report doesn't have rights to view it. Users require Calendar Rights that determine the years and schools for which they can generate reports.



# **Activity Eligibility Report**

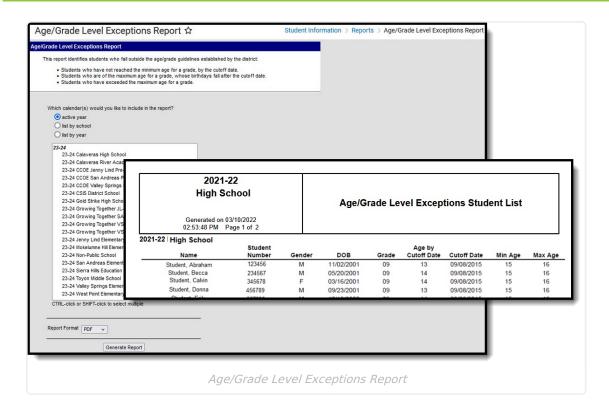
The <u>Activity Eligibility Report</u> can be used to monitor student grades and determine eligibility for participation in activities such as sports and theater.



# **Age and Grade Level Exceptions Report**

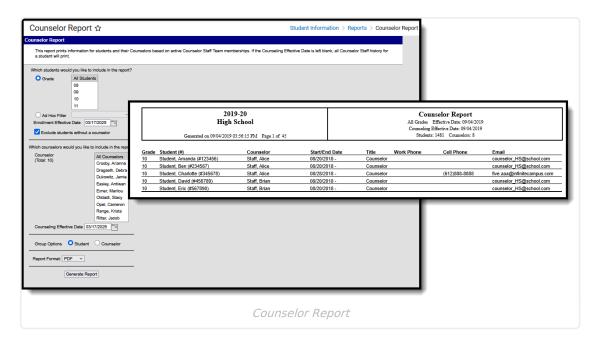
The <u>Age/Grade Level Exceptions Report</u> identifies students enrolled in grade levels but may not be the appropriate age for that grade level, as determined by the <u>Grade Level Age</u> settings. Schools can generate this report to verify the enrollments into the grade level are correct for this student or determine which students need to be enrolled in a different grade level.





## **Counselor Report**

The <u>Counselor Report</u> prints counselor information for students. To appear in this report, the staff member must be listed as a counselor in the District Assignment or in the Personnel Master, and the student must have an active enrollment.

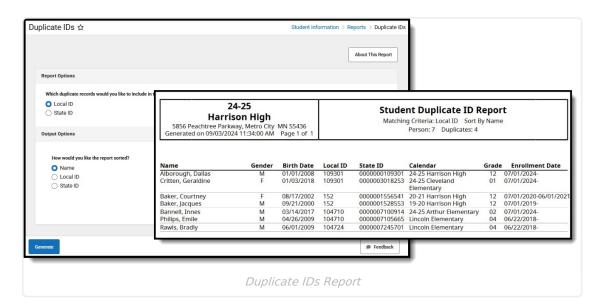


# **Duplicate IDs Report**

The <u>Duplicate IDs Report</u> lists students who have the same Local ID (Student Number) and/or State ID as other students. The report searches for duplicate Local or State IDs assigned to

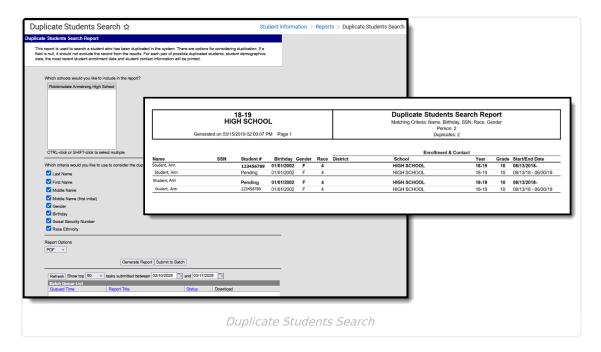


multiple students across the entire district, regardless of the school selected in the Campus toolbar. ALL students associated with duplicate Local or State IDs are returned, including inactive students.



# **Duplicate Students Search Report**

The <u>Duplicate Students Search</u> displays student records with a match in demographic information based on either an Exact Match or a Soundex Match. This report is useful in maintaining clean student data.



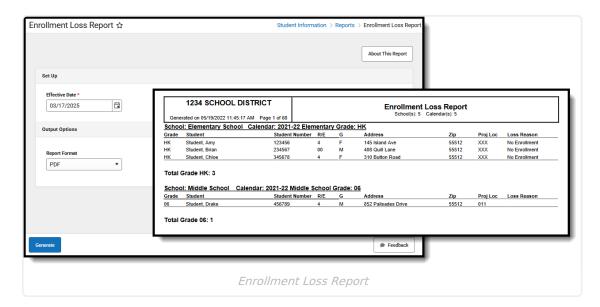
# **Enrollment Reports**

<u>Enrollment Loss Report | Enrollment Overlap Report | Enrollment Status Report | Enrollment Summary Details Report | Enrollment Summary Report</u>



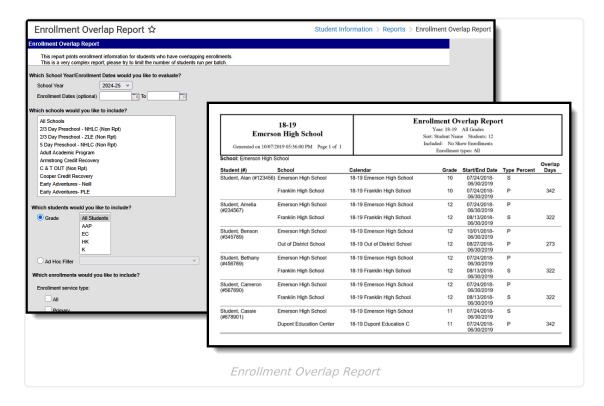
#### **Enrollment Loss Report**

The <u>Enrollment Loss Report</u> provides a list of students who are no longer enrolled in the selected school as of the entered date.



#### **Enrollment Overlap Report**

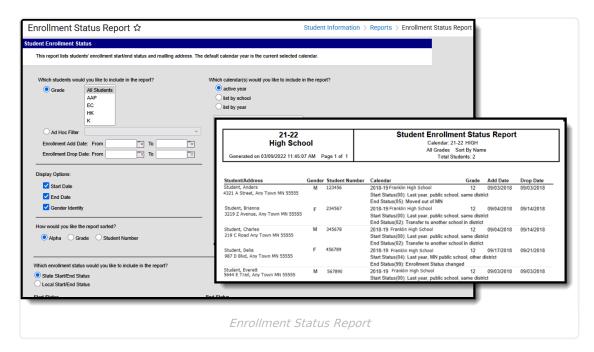
The <u>Enrollment Overlap Report</u> lists students who are simultaneously enrolled in two or more different schools on the same date. While running the report, students visible under the user's calendar rights enable the visibility of data regarding enrollment overlaps that pertain to other schools in the state.





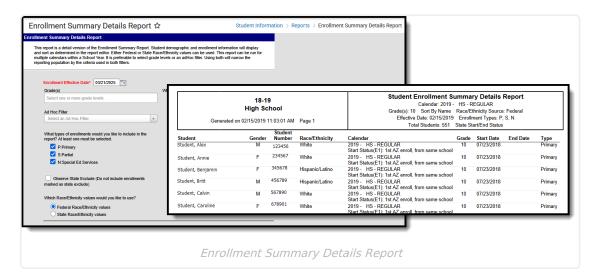
#### **Enrollment Status Report**

The <u>Enrollment Status Report</u> displays all enrollment information for a certain student within a certain calendar. If a student is enrolled and then leaves the district but moves back, both enrollments are included on the report.



#### **Enrollment Summary Details Report**

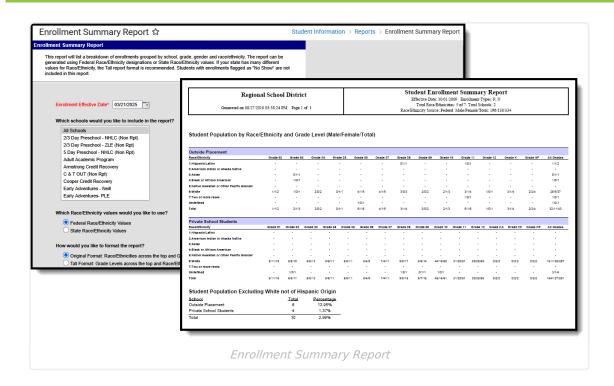
The <u>Enrollment Summary Details Report</u> provides student enrollment data, including the start and end dates of enrollment, enrollment status, and race/ethnicity information.



## **Enrollment Summary Report**

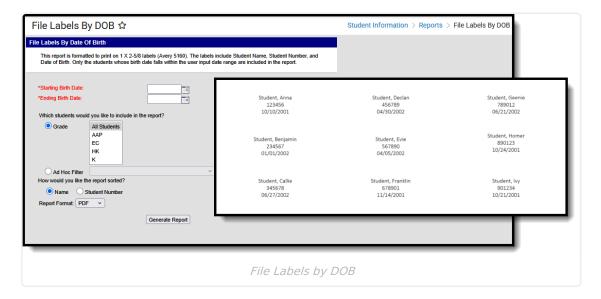
The <u>Enrollment Summary Report</u> lists a district-wide breakdown of enrollments grouped by school, grade, gender and race. This report will print for one school, multiple schools or All Schools.





# File Labels by DOB

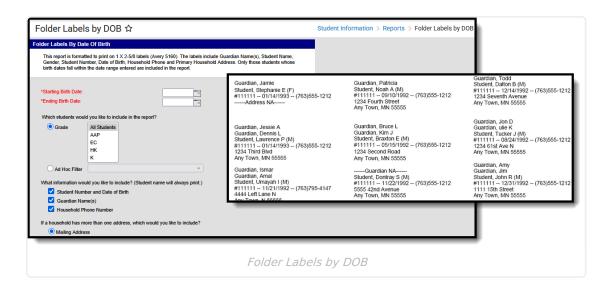
The <u>File Labels by DOB</u> report is formatted to print on 1" X 2-5/8" labels (Avery 5160). The labels include the student's name, student number, and birthdate. The report includes only students whose birth dates fall within the entered date range.



# Folder Labels by DOB

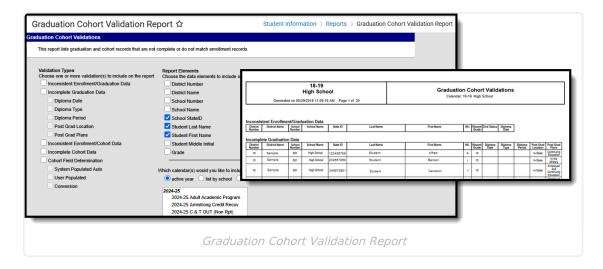
The <u>Folder Labels by DOB</u> report is formatted to print on 1" X 2-5/8" labels (Avery 5160). The labels include the guardian's name, student name, gender, date of birth, primary <u>household</u> address, and household phone number. Only students whose birth date falls within the entered birth date range (required entry) will be included on the report.





# **Graduation Cohort Validations Report**

The <u>Graduation Cohort Validations Report</u> lists graduation and cohort records that are not complete or do not match enrollment records. Information returned on this report can be used to perform data cleanup before state and federal graduation reporting.



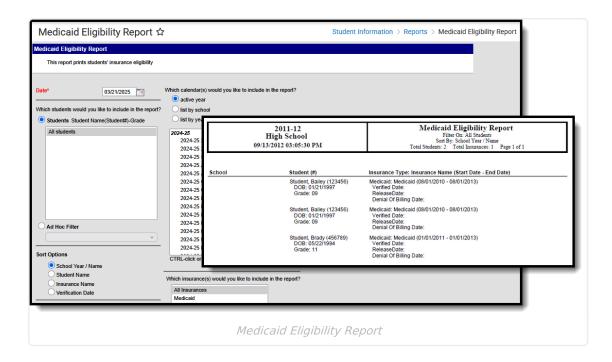
# **Medicaid Reports**

<u>Medicaid Eligibility Report | Medicaid Provider Service Log Report | Medicaid Service Log | Medicaid Service Report | Medicaid Service Report | Medicaid Service Log | Medicaid Service Report | Medicaid Service Log | Medicaid Ser</u>

## **Medicaid Eligibility Report**

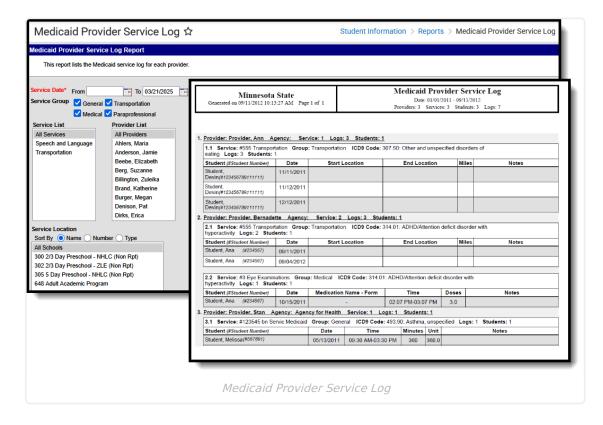
The <u>Medicaid Eligibility Report</u> is used to assess eligibility across the district more effectively. Users can generate the report by students, by school year, and by insurance type, and the report provides several sort options.





#### **Medicaid Provider Service Log Report**

The <u>Medicaid Provider Service Log Detail Report</u> lists the services being provided to students by each provider for each service group type and by location.



## **Medicaid Service Log**

The <u>Medicaid Service Log Report</u> is used for reporting all billable services to a third-party billing agent. This report can be configured to include a page break that appears between each student

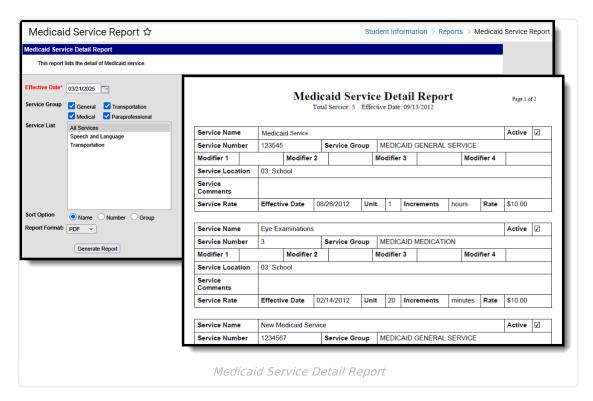


record.



## **Medicaid Service Report**

The <u>Medicaid Service Detail Report</u> details the currently configured Medicaid billable services. Users can select service groups, services and sort option.

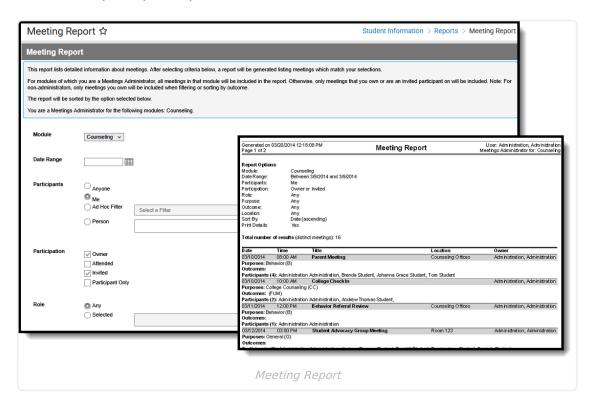


# **Meeting Report**

The <u>Meeting Report</u> provides detailed or summary information about counseling meetings based on the options selected. It is also available from the Meetings calendar.



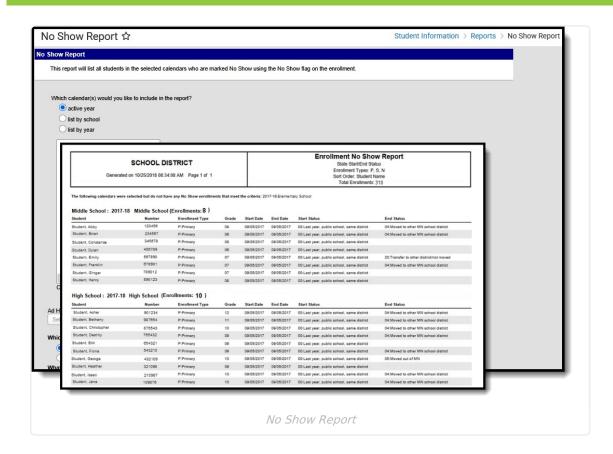
Access to this report is determined by your <u>tool rights</u>. If you have the meeting administrator tool rights, you can view all meetings in this report. Otherwise, only meetings where you are the owner or an invited participant report.



# No Show Report

The <u>No Show Report</u> lists enrollments with the No Show checkbox selected. A no show student is a student who is enrolled in the school but never attends class and does not officially withdraw from the school. These enrollment records are ended after a certain number of school days, depending on district and/or state policy.





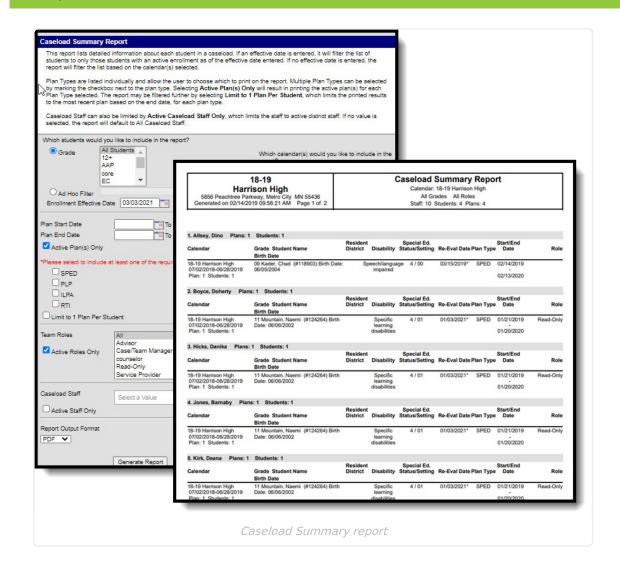
# **Special Education Reports**

<u>Caseload Summary Report | Plan Audit Report | Process Compliance Report | Service Detail Report | Service Provider Detail Report | Service Summary Report | Service Summar</u>

## **Caseload Summary Report**

The Caseload Summary Report lists detailed information about each student in a caseload.

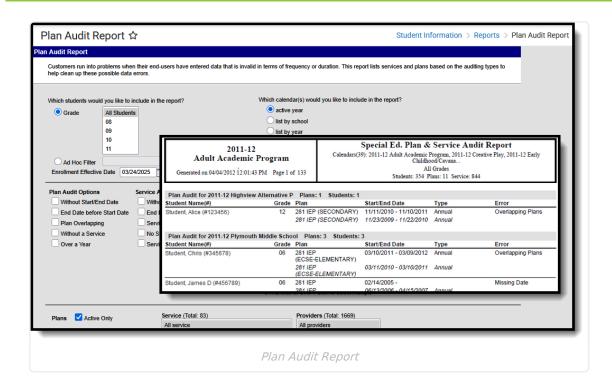




## **Plan Audit Report**

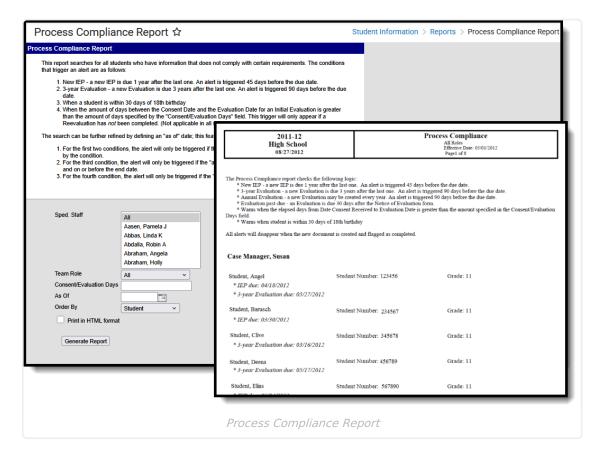
The <u>Plan Audit Report</u> reviews basic data entered in special education plans and assesses areas that may have incorrect or missing data for the plan in general and services it describes. Once errors are identified, plans can be updated to reflect correct information.





#### **Process Compliance Report**

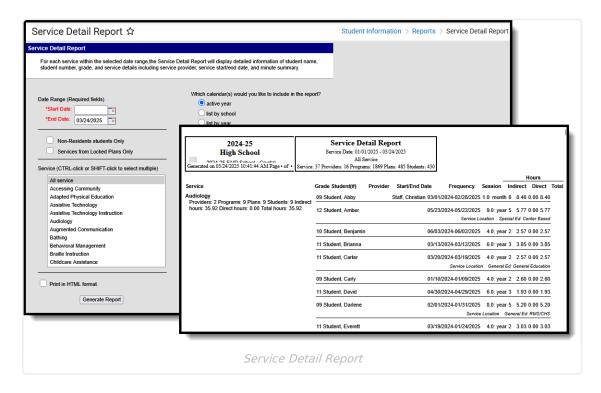
The <u>Process Compliance</u> report searches for all students with special education plan information that does not comply with certain requirements.



## **Service Detail Report**

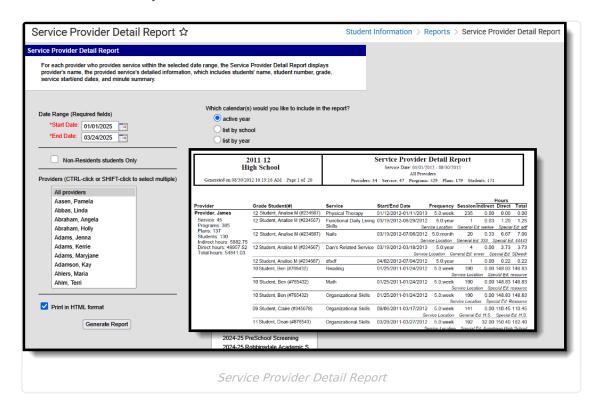


The <u>Service Detail Report</u> allows schools to identify which services have been added to a student within a given date range.



## **Service Provider Detail Report**

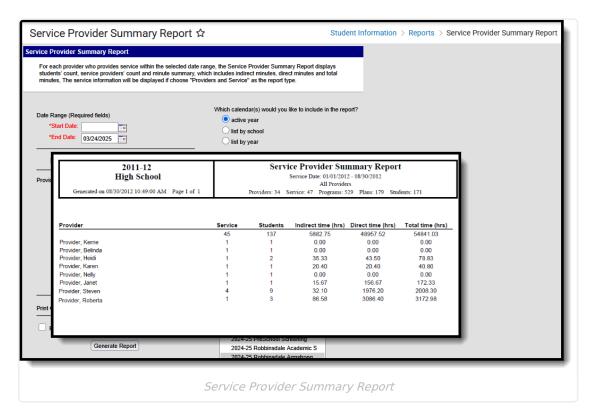
The Service Provider Detail Report displays the provider's name, the provided service's detailed information, which includes the student's name, student number, grade, service start/end dates, and minute summary.





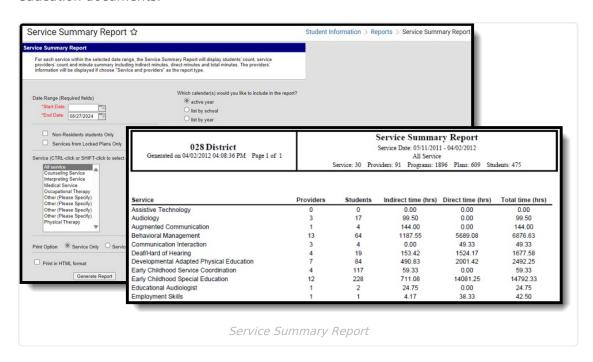
#### **Service Provider Summary Report**

The <u>Service Provider Summary Report</u> displays students' count, service providers' count and minute summary, which include indirect minutes, direct minutes and total minutes. The service information will be displayed if "Providers and Services" selected as the report type.



## **Service Summary Report**

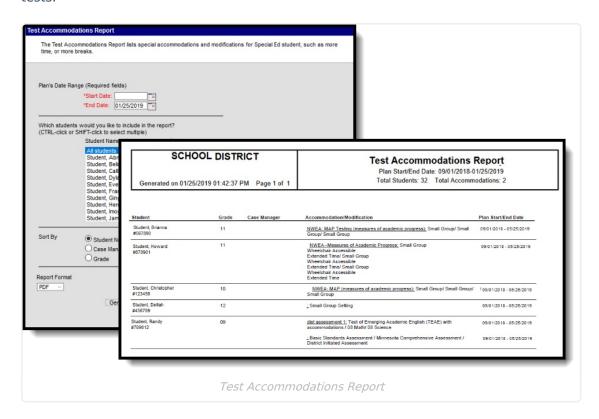
The <u>Service Summary Report</u> summarizes the <u>Services</u> assigned to students through special education documents.





# **Test Accommodations Report**

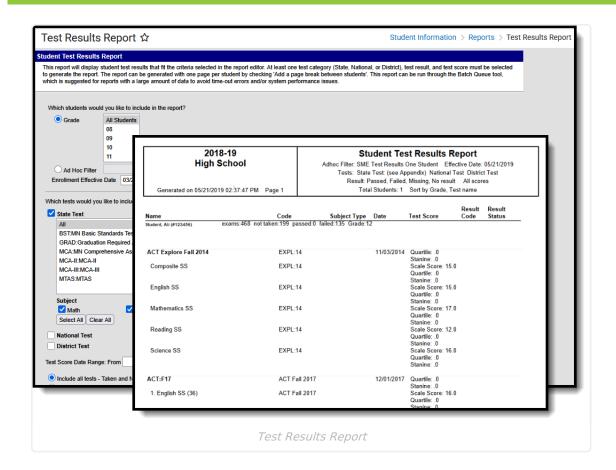
The <u>Test Accommodations Report</u> lists special accommodations and modifications provided for students receiving Special Education services, such as more time or more breaks, to complete tests.



# **Test Results Report**

The <u>Test Results Report</u> lists student scores on selected assessments. State Tests, National Tests, and District Tests can be selected.





# **Suggested User Groups**

- Front Office Staff
- Registrars (Census)
- Principals
- Special Education Administrators
- Special Education Staff

See <u>User Groups and Suggested Roles</u> for more information.