Report Comments (Student Information) - Start here

Last Modified on 07/28/2026 3:28 pm CDT

The Report Comments tool provides schools and districts a way to include specific comments on printed versions of student Report Cards, Transcripts, and eTranscripts. These comments could indicate state requirements that must be included on all transcripts, or a graduation requirement regarding GPA guidelines on report cards.

Get Started

Prerequisites

- Create the desired comment(s) to appear on reports
- Enable Report Comments on Report Setup

How-to guides

- Add Report Comments
- Generate Reports

Reference

- Report Comments Tool Rights
- Example Report Comment
- Student Documents