

Batch Queue - Start here

Last Modified on 06/09/2026 12:49 pm CDT

The [Batch Queue](#) tool allows districts/states to generate large, system-intensive reports. It helps prevent report time-out errors and/or system performance issues. General system usage can continue while complex reports are generated within the Batch Queue. Refer to [Batch Queue Admin](#) for the System Administrator version of this tool.

How-To Guides

- [Submit a report to the Batch Queue](#)
- [Filter and sort reports](#)
- [View report requests](#)
- [Download a completed report](#)
- [Delete reports](#)

Reference

- [Batch Queue Reporting Field Descriptions](#)
- [Batch Queue Detail Field Descriptions](#)

Administrator Setup

- [Batch Queue Tool Rights](#)
- [Batch Queue Admin](#)