OK Eligibility Workflow

Last Modified on 11/06/2026 2:53 pm CST

Path: Student Information > OK Eligibility, OK Eligibility Reports

Ok Eligibility tracks student eligibility for extracurricular activities (sports, clubs, etc.) based on weekly progress grades. Students with failing grades are ineligible to participate in the activities.

This guide provides a workflow for using the available OK Eligibility tools, troubleshooting eligibility issues, and an explanation of what happens when eligibility is run.

For more information on OK Eligibility, see the following:

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- View the OK Eligibility Tools Video Series
- Set up OK Eligibility for the school year
- Generate the Activity Eligibility and At Risk reports
- Generate the Eligibility Audit and Eligibility Update Reports

Eligibility Workflow

Done	Task
Once-a-year setup	
	Set up calendars.
	Create eligibility templates.
	Enable automated weekly runs. (optional)
	Exclude holiday weeks. (optional)
Weekly tasks	
	Check for student eligibility. Do this on the same day every week.
	Correct individual student records.
Generate eligibility reports	
	Generate the Activity Eligibility report to see who is ineligible or on probation.
	Generate the At Risk report to see who may be trending towards ineligibility.
	Generate the Eligibility Audit report to see a snapshot of students who meet the eligibility requirements.
	Generate the Eligibility Update report to compare progress.

Troubleshooting Eligibility

Eligibility was not recorded

- Verify the Eligibility Week records exist for the calendar.
- Verify that the grading task is assigned a score with a failing grade value.
- Ensure students have active roster entries for the week.

The scheduled task didn't run

- The Scheduler runs at 3 AM. Any changes made to eligibility information require a 24-hour period.
- Review the Batch Queue tool for any queued entries.
- Verify the weekly template is scheduled to run each week and has a valid day and time.

Calendars are missing from the template

- Calendars must have active trials.
- The calendar must exist within the current year's scope.

When eligibility runs

1. The system creates eligibility week records if they don't already exist.
2. Student progress grades are evaluated against selected grading tasks.
3. Students with failing grades are marked as ineligible.
4. At Risk calculations are performed.
5. Results are recorded with timestamps and user attribution.
6. An audit trail is maintained for all operations.