Generate the Activity Eligibility and At Risk Reports

Last Modified on 11/06/2026 3:01 pm CST

Path: Student Information > OK Eligibility Reports

The **OK Activity Eligibility Report** and the **At Risk Report** provide visibility into students' eligibility status for a selected week. The OK Activity Eligibility Report shows students who are ineligible or on probation, while the At Risk Report shows students who may be trending toward ineligibility. Use these reports to review eligibility results, identify students requiring attention, and support timely intervention.

Before you start

- Eligibility must be set up for the school year.
- The Weekly Eligibility Tool needs to have been "run" for the week.
- Verify tool rights are assigned to the OK Activity Eligibility Report and the At Risk Report.

Report Editor

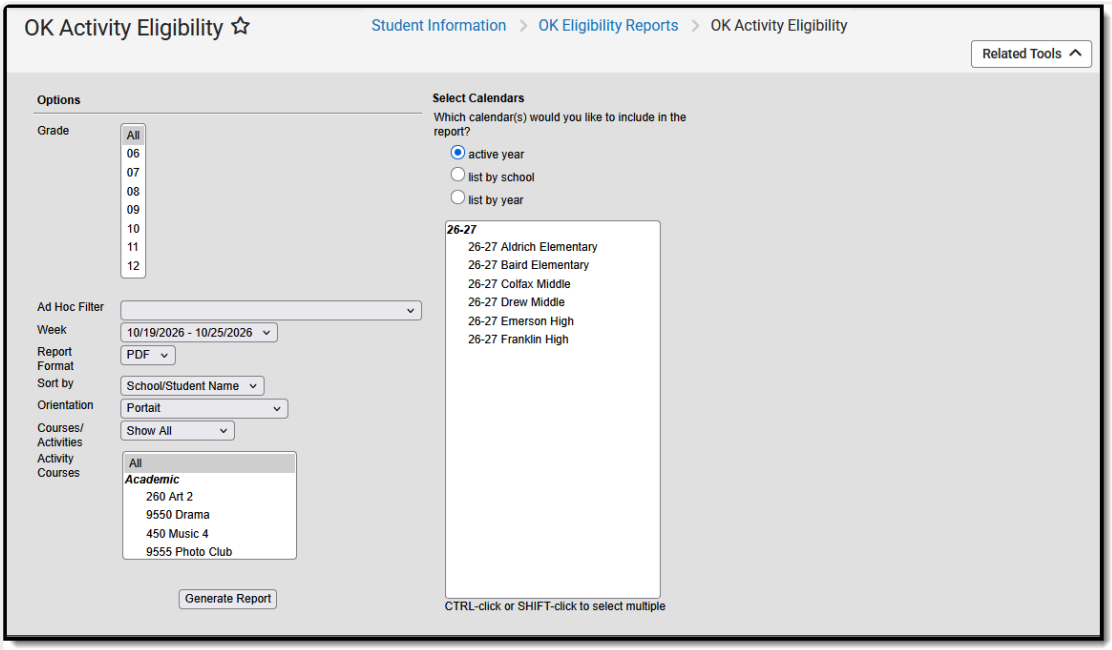
The same options are available for both the Activity Eligibility Report and the At Risk Report.

Data Element	Description
Grade	Select which grade levels to include in the report. Students with active enrollments in that grade level during the selected week are included in the report.
Ad hoc Filter	When chosen, only students included in the selected Ad hoc filter are reported in the extract if they meet the extract's requirements.
Week	Determines which eligibility week is used in the report.
Report Format	Determines in which format the report generates - PDF or CSV.
Sort By	Indicates how the report presents the data, either by the School Name and Student Name, or by the School and Activity.
Orientation	Choose either Portrait or Landscape. The Landscape option also includes any comments related to the eligibility status.

Data Element	Description
Courses/Activities	Select which courses and activities are included in the report. Options are Show All or Show One Each. With the Activity Courses field: • Selecting **Show All** with **All Activity Courses** selected prints all activity courses and all failing courses for each student. • Selecting **Show All** with a specific **Activity Course** selected prints that Activity Course and all failing courses for each student. • Selecting **Show One Each** with **All Activity Courses** selected prints one activity course and one failing course for each student. • Selecting **Show One Each** with a specific **Activity Course** selected prints that Activity Course and one failing course for each student.
Activity Courses	Choose to include All activity courses in the report, or select a specific course or multiple courses using CTRL-click or SHIFT-click. Activity courses are organized by their type - Academic, Athletic, Voluntary, etc. - and scheduled into the ACT period.
Calendar Selection	Select at least one calendar to include in the report. Calendars can be selected by active year, by school, or by year. The calendar selected in the context switcher is automatically selected.

OK Activity Eligibility Report

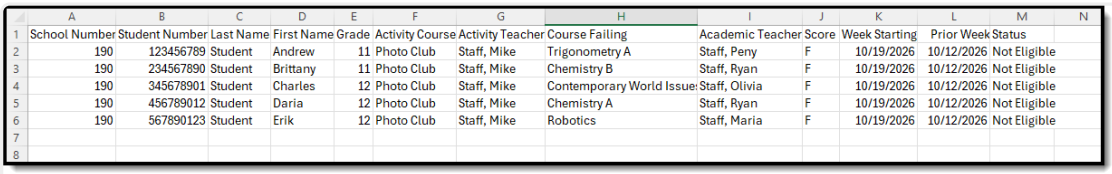
Path: Student Information > OK Eligibility Reports > OK Activity Eligibility



The Activity Eligibility Report identifies students who are ineligible or on probation for activities due to their grades for the week.

Generate the OK Activity Eligibility Report

1. Select the appropriate grade levels to include in the report.
2. Select an **Ad hoc Filter** to only report students included in the filter.
3. Select the **Week** from which to report grades.
4. Select the desired **Report Format**.
5. Select the **Orientation** of the report.
6. Choose whether to include which courses are returned in the report. Choose **Show All** or **Show One Each**.
7. Select the desired **Activity Courses** to include. Choose All or scroll through the list and select specific courses. To select more than one course from the list, use CTRL-click.
8. Select the Calendars from which to report the data. At least one calendar must be selected in order to generate the report.
9. Click the **Generate Report** button. The report displays in the designated format.



School Number	Student Number	Last Name	First Name	Grade	Activity Course	Activity Teacher	Course Failing	Academic Teacher	Score	Week Starting	Prior Week	Status
190	123456789	Student	Andrew	11	Photo Club	Staff, Mike	Trigonometry A	Staff, Peny	F	10/19/2026	10/12/2026	Not Eligible
190	234567890	Student	Brittany	11	Photo Club	Staff, Mike	Chemistry B	Staff, Ryan	F	10/19/2026	10/12/2026	Not Eligible
190	345678901	Student	Charles	12	Photo Club	Staff, Mike	Contemporary World Issues	Staff, Olivia	F	10/19/2026	10/12/2026	Not Eligible
190	456789012	Student	Daria	12	Photo Club	Staff, Mike	Chemistry A	Staff, Ryan	F	10/19/2026	10/12/2026	Not Eligible
190	567890123	Student	Erik	12	Photo Club	Staff, Mike	Robotics	Staff, Maria	F	10/19/2026	10/12/2026	Not Eligible

The Activity Eligibility Report in CSV Format displays student names, activity courses, and status of eligibility

Activity Eligibility Report layout

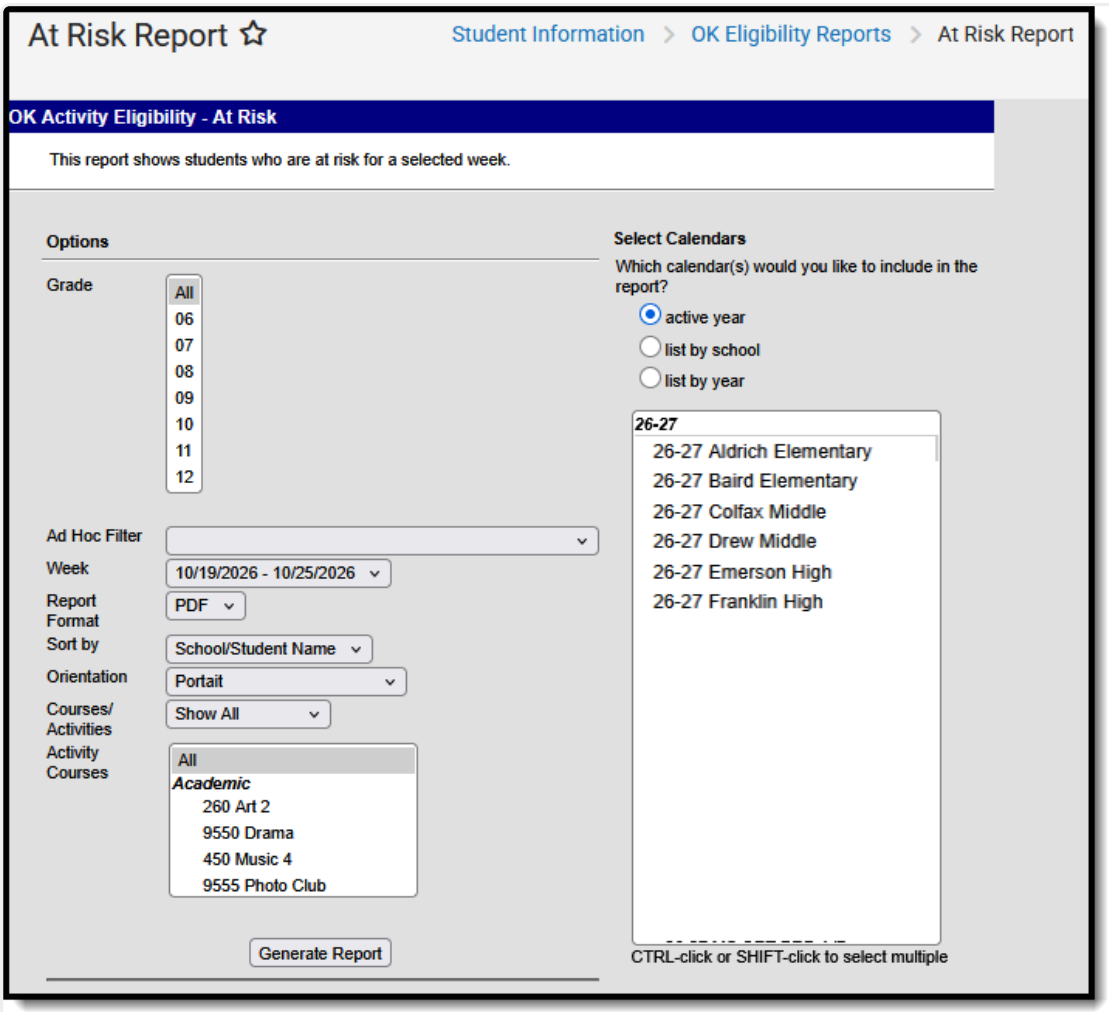
Field	Description	Location
School Number	*This field is only displayed in the CSV format.* Indicates the school number for the selected calendar.	School & District Settings > School Information > State School Number
Student Number	Reports the student's locally assigned student number.	Census > People > Demographics > Local Student Number
Student Name	Reports the student's name in Last Name, First Name order. When generating the CSV format, the Last Name and First Name display in separate columns.	Census > People > Demographics > Last Name, First Name
Grade / Week / Status	Lists the student's grade level, the month and day of the selected week, and whether the student is considered Not Eligible or Eligible. When generating the CSV format, the student's grade level is listed in a separate column from the Week and the Status.	Student Information > General > Enrollments > Grade

Field	Description	Location
Activity Course	Reports the name of the activity course being reviewed. All active activity courses on the student's schedule are listed. Activity courses are scheduled during the Activity period and marked as Non-Instructional in the Period Setup tool.	Student Information > General > Schedule Scheduling & courses > Calendar Setup > Period Setup
Activity Teacher	Lists the instructor of the activity course.	Student Information > General > Schedule Scheduling &Courses > Courses > Course Information > Sections > Teacher Display Name
Failing Course	Lists the academic course the student is failing that has made them ineligible for the activity. All courses the student is failing are listed. When generating the CSV format, this column is labeled Course Failing.	Student Information > General > Schedule
Academic Teacher	Lists the instructor of the academic course.	Student Information > General > Schedule Scheduling &Courses > Courses > Course Information > Sections > Teacher Display Name
Score	*This field is only displayed in CSV format.* Lists the score the student received for the selected week.	
Week Starting	*This field is only displayed in CSV format.* Lists the start date of the selected week in MM/DD/YYYY format.	

Field	Description	Location
Prior Week	*This field is only displayed in CSV format.* Lists the start date of the previous week in MM/DD/YYYY format.	
Status	*This field is only displayed in CSV format.* Indicates whether the student is eligible or ineligible to participate in activities for the selected week.	

At Risk Report

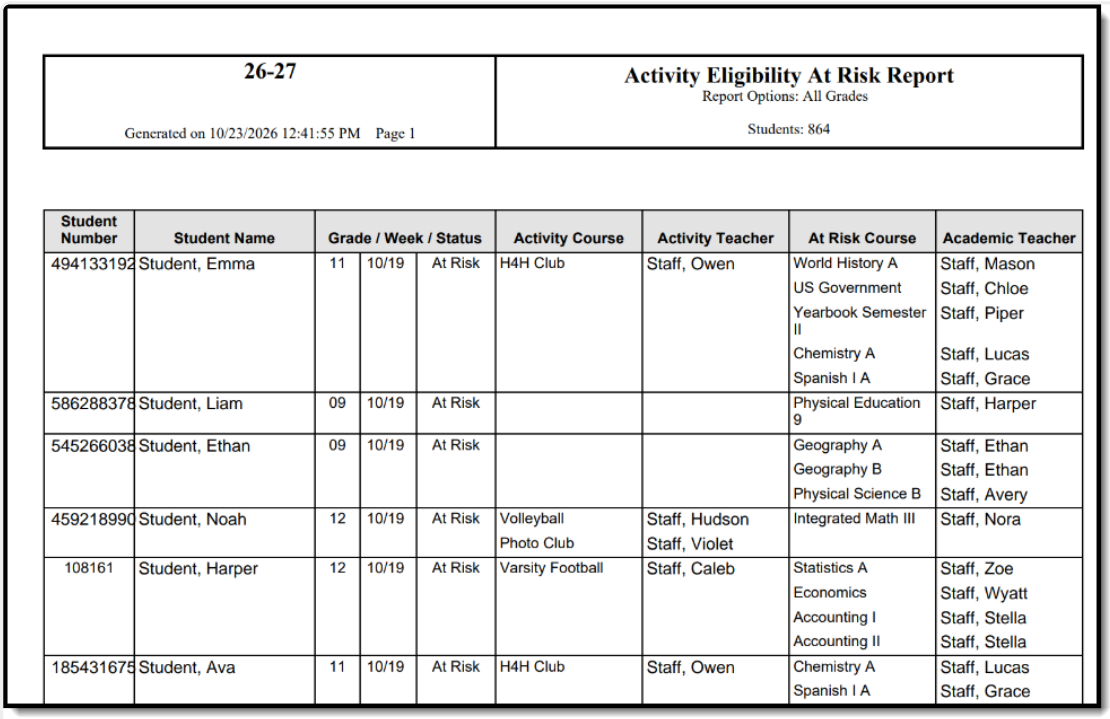
Path: Student Information > OK Eligibility Reports > At Risk Report



The At Risk Report lists students who are close to being considered ineligible for activities.

Generate the At Risk Report

1. Select the appropriate grade levels to include in the report.
2. Select an **Ad hoc Filter** to only report students included in the filter.
3. Select the **Week** from which to report grades.
4. Select the desired **Report Format**.
5. Select the **Orientation** of the report.
6. Choose whether to include which courses are returned in the report. Choose **Show All** or **Show One Each**.
7. Select the desired **Activity Courses** to include. Choose All or scroll through the list and select specific courses. To select more than one course from the list, use CTRL-click.
8. Select the Calendars from which to report the data. At least one calendar must be selected in order to generate the report.
9. Click the **Generate Report** button. The report displays in the designated format.



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Activity Eligibility At Risk Report

Report Options: All Grades

Students: 864

Student Number	Student Name	Grade	Week	Status	Activity Course	Activity Teacher	At Risk Course	Academic Teacher
494133192	Student, Emma	11	10/19	At Risk	H4H Club	Staff, Owen	World History A	Staff, Mason
							US Government	Staff, Chloe
							Yearbook Semester II	Staff, Piper
							Chemistry A	Staff, Lucas
							Spanish I A	Staff, Grace
586288378	Student, Liam	09	10/19	At Risk			Physical Education 9	Staff, Harper
545266038	Student, Ethan	09	10/19	At Risk			Geography A	Staff, Ethan
							Geography B	Staff, Ethan
							Physical Science B	Staff, Avery
459218990	Student, Noah	12	10/19	At Risk	Volleyball	Staff, Hudson	Integrated Math III	Staff, Nora
					Photo Club	Staff, Violet		
108161	Student, Harper	12	10/19	At Risk	Varsity Football	Staff, Caleb	Statistics A	Staff, Zoe
							Economics	Staff, Wyatt
							Accounting I	Staff, Stella
							Accounting II	Staff, Stella
185431675	Student, Ava	11	10/19	At Risk	H4H Club	Staff, Owen	Chemistry A	Staff, Lucas
							Spanish I A	Staff, Grace

The At Risk Report lists students who may be at risk for being ineligible for participation in activities

At Risk Report Layout

Field	Description	Location
School Number	*This field is only displayed in the CSV format.* Indicates the school number for the selected calendar.	School & District Settings > School Information > State School Number
Student Number	Reports the student's locally assigned student number.	Census > People > Demographics > Local Student Number

Field	Description	Location
Student Name	Reports the student's name in Last Name, First Name order. When generating the CSV format, the Last Name and First Name display in separate columns.	Census > People > Demographics > Last Name, First Name
Grade / Week / Status	Lists the student's grade level, the month and day of the selected week, and whether the student is considered At Risk. When generating the CSV format, the student's grade level is listed in a separate column from the Week and the Status.	Student Information > General > Enrollments
Activity Course	Reports the name of the activity course being reviewed. All active activity courses on the student's schedule are listed. Activity courses are scheduled during the Activity period and marked as Non-Instructional in the Period Setup tool.	Student Information > General > Schedule Scheduling & courses > Calendar Setup > Period Setup
Activity Teacher	Lists the instructor of the activity course.	Student Information > General > Schedule Scheduling &Courses > Courses > Course Information > Sections > Teacher Display Name
At Risk Course	Lists the academic course the student is at risk for making them ineligible for the activity. All courses the student is failing are listed. When generating the CSV format, this column is labeled Course Failing.	Student Information > General > Schedule
Academic Teacher	Lists the instructor of the academic course.	Student Information > General > Schedule Scheduling &Courses > Courses > Course Information > Sections > Teacher Display Name

Field	Description	Location
Score	*This field is only displayed in CSV format.* Lists the score and the percentage the student received for the selected week.	
Week Starting	*This field is only displayed in CSV format.* Lists the start date of the selected week in MM/DD/YYYY format.	
Status	*This field is only displayed in CSV format.* Indicates the student being At Risk for the selected week.	

What's next

Additional reports can be generated to review student eligibility, including:

- Weekly Tool/Update Tracker
- Eligibility Entries
- Updated Eligibility Tracker
- Eligibility Multi-Report Tool