Generate the Eligibility Audit and Eligibility Update Reports

Last Modified on 11/06/2026 3:04 pm CST

Path: Student Information > OK Eligibility Reports >Eligibility Entries, Updated Eligibility Tracker

The **Eligibility Audit Report** and the **Eligibility Update** reports provide visibility into students' eligibility status for a selected week. The **Eligibility Audit Report** generates a snapshot of entries from the database table that stores students recorded as failing. When the Eligibility Update Tool is run, any students who were included in the Eligibility table for the selected criteria are included in the **Eligibility Update Repor**t, allowing a comparison of the changes made.

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 Eligibility Audit Report and the Updated Eligibility Tracker 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.
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.

Report Layout

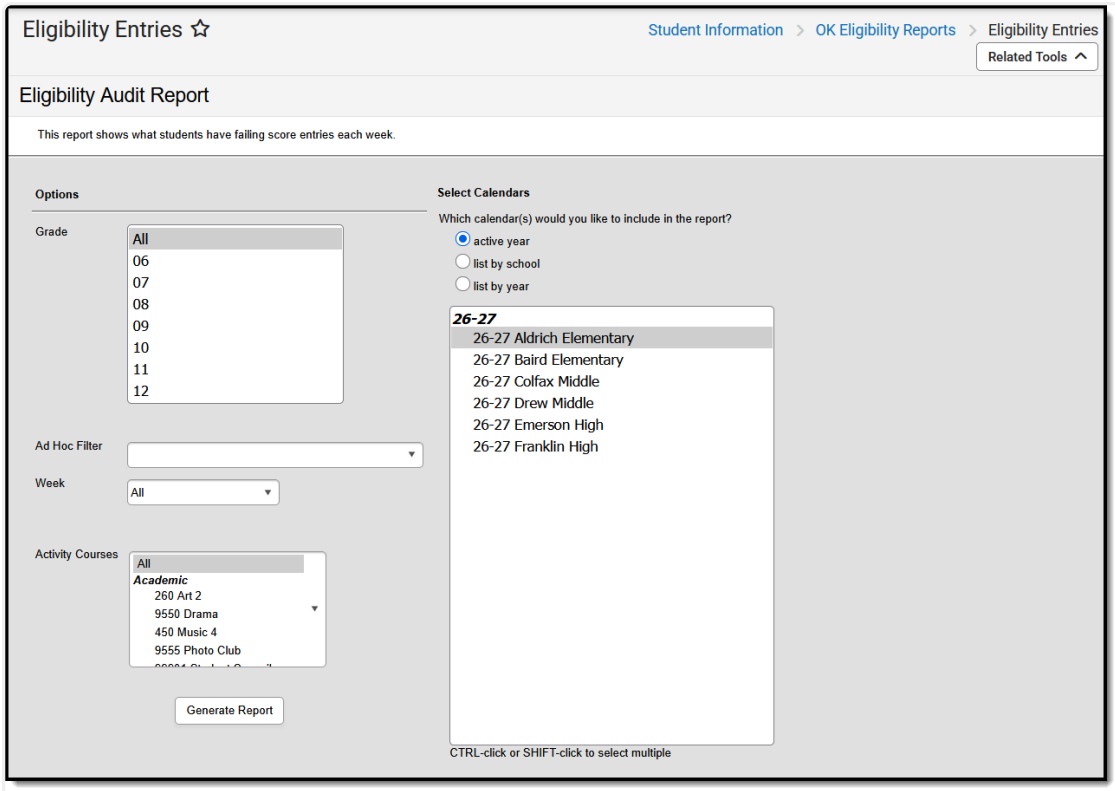
The same options are available for both the Eligibility Audit Report and the Updated Eligibility Tracker Report.

Field	Description	Location
Calendar Name	Reports the name of the selected calendar from the report editor.	Scheduling & Courses > Calendar Setup > Calendar Information
School Number	Indicates the school number for the selected calendar.	School & District Settings > School Information > State School Number
School Name	Lists the name of the school.	School & District Settings > School Information > Name
Person ID	Reports the student's internal identifier.	Census > People > Demographics > Person Information > PeriodID
Student Number	Reports the student's locally assigned student number.	Census > People > Demographics > Local Student Number
Last Name	Reports the student's last name.	Census > People > Demographics > Last Name
First Name	Reports the student's first name.	Census > People > Demographics > First Name
Middle Name	Reports the student's middle name.	Census > People > Demographics > Middle Name
Grade	Lists the student's grade level	Student Information > General > Enrollments
Birthdate	Reports the student's birth date.	Census > People > Demographics > Person Information > Birth Date
Label	Lists the school year in YY-YY format.	Scheduling & Courses > Calendar Setup > School Year Setup
Week	Lists the calendar week for which the student had a failing grade.	NEED INFO
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

Field	Description	Location
Activity Teacher	Lists the instructor of the activity course.	Student Information > General > Schedule
Academic Course	Lists the academic course the student is failing that has made them ineligible for the activity.	Student Information > General > Schedule
Academic Teacher	Lists the instructor of the academic course.	Student Information > General > Schedule
Course Number	Lists the Course Number of the academic course.	Scheduling & Courses > Courses > Course Information > General Course Information > Number
Section	Lists the Section Number of the Course.	Scheduling & Courses > Courses > Section Information > General Section Information > Number
Score	Lists the score the student received for the selected week.	
Percent	Lists the percentage the student received for the selected week.	
Comments	Lists any comments associated with the score.	

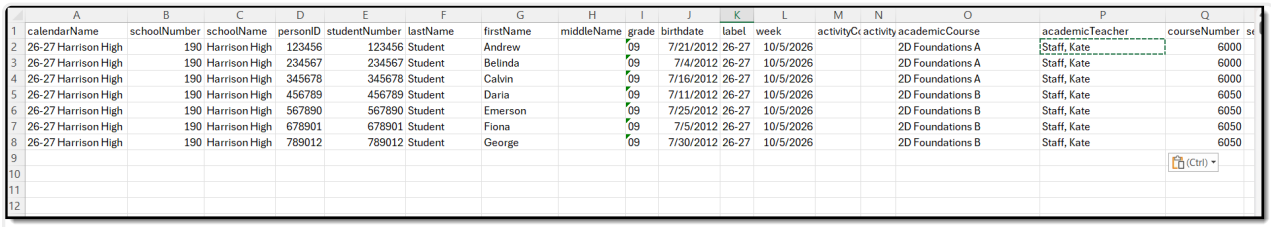
Generate the Eligibility Audit Report

Path: Student Information > OK Eligibility Reports > Eligibility Entries > Eligibility Audit Report



The Eligibility Audit Report returns a CSV file of students with failing grades

1. Select the appropriate grade levels to include in the report.
2. Select an **Ad hoc Filter** to report only students included in the filter.
3. Select the **Week** from which to report grades.
4. 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.
5. Select the Calendars from which to report the data. At least one calendar must be selected in order to generate the report.
6. Click the **Generate Report** button. The report displays in CSV format, listing the students who received failing grades for the selected tasks.

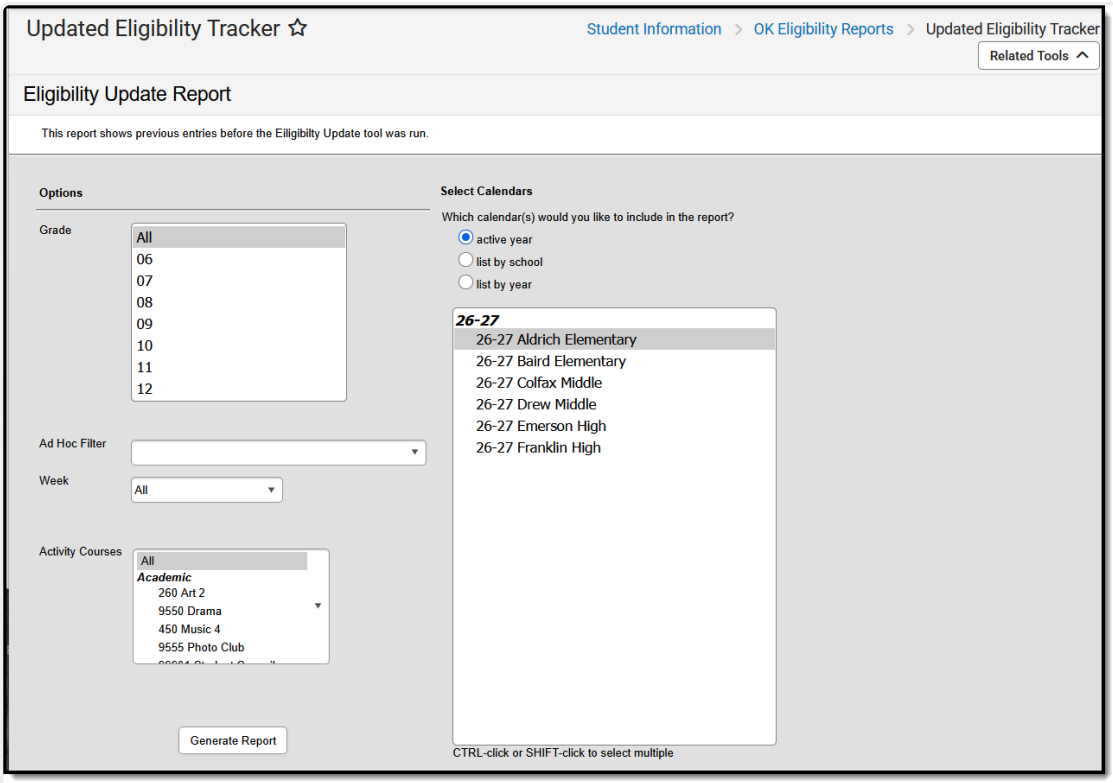


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	calendarName	schoolNumber	schoolName	personID	studentNumber	lastName	firstName	middleName	grade	birthdate	label	week	activityCo	activity	academicCourse	academicTeacher	courseNumber
2	26-27 Harrison High	190	Harrison High	123456	123456	Student	Andrew		09	7/21/2012	26-27	10/5/2026			2D Foundations A	Staff, Kate	6000
3	26-27 Harrison High	190	Harrison High	234567	234567	Student	Belinda		09	7/4/2012	26-27	10/5/2026			2D Foundations A	Staff, Kate	6000
4	26-27 Harrison High	190	Harrison High	345678	345678	Student	Calvin		09	7/16/2012	26-27	10/5/2026			2D Foundations A	Staff, Kate	6000
5	26-27 Harrison High	190	Harrison High	456789	456789	Student	Daria		09	7/11/2012	26-27	10/5/2026			2D Foundations B	Staff, Kate	6050
6	26-27 Harrison High	190	Harrison High	567890	567890	Student	Emerson		09	7/25/2012	26-27	10/5/2026			2D Foundations B	Staff, Kate	6050
7	26-27 Harrison High	190	Harrison High	678901	678901	Student	Fiona		09	7/5/2012	26-27	10/5/2026			2D Foundations B	Staff, Kate	6050
8	26-27 Harrison High	190	Harrison High	789012	789012	Student	George		09	7/30/2012	26-27	10/5/2026			2D Foundations B	Staff, Kate	6050
9																	
10																	
11																	
12																	

The Eligibility Audit Report lists the students, courses, and failing grades.

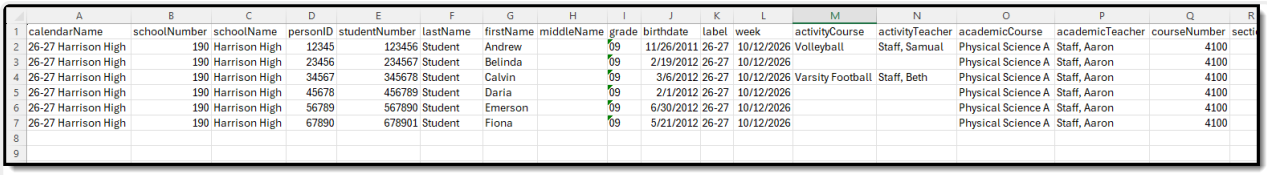
Generate the Eligibility Update Report

Path: Student Information > OK Eligibility Reports > Updated Eligibility Tracker > Eligibility Update Report



The Eligibility Update Report compares student grade changes since the last Eligibility Update run.

1. Select the appropriate grade levels to include in the report.
2. Select an **Ad hoc Filter** to report only students included in the filter.
3. Select the **Week** from which to report grades.
4. 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.
5. Select the Calendars from which to report the data. At least one calendar must be selected in order to generate the report.
6. Click the **Generate Report** button. The report displays in CSV format, listing the students who received failing grades for the selected tasks. This can be used to compare grade changes from the Weekly Update.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	calendarName	schoolNumber	schoolName	personID	studentNumber	lastName	firstName	middleName	grade	birthdate	label	week	activityCourse	activityTeacher	academicCourse	academicTeacher	courseNumber	secti
2	26-27 Harrison High	190	Harrison High	12345	123456	Student	Andrew		09	11/26/2011	26-27	10/12/2026	Volleyball	Staff, Samual	Physical Science A	Staff, Aaron	4100	
3	26-27 Harrison High	190	Harrison High	23456	234567	Student	Belinda		09	2/19/2012	26-27	10/12/2026			Physical Science A	Staff, Aaron	4100	
4	26-27 Harrison High	190	Harrison High	34567	345678	Student	Calvin		09	3/6/2012	26-27	10/12/2026	Varsity Football	Staff, Beth	Physical Science A	Staff, Aaron	4100	
5	26-27 Harrison High	190	Harrison High	45678	456789	Student	Daria		09	2/1/2012	26-27	10/12/2026			Physical Science A	Staff, Aaron	4100	
6	26-27 Harrison High	190	Harrison High	56789	567890	Student	Emerson		09	6/30/2012	26-27	10/12/2026			Physical Science A	Staff, Aaron	4100	
7	26-27 Harrison High	190	Harrison High	67890	678901	Student	Fiona		09	5/21/2012	26-27	10/12/2026			Physical Science A	Staff, Aaron	4100	
8																		
9																		

The Eligibility Update Report lists the changes to student grades

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