

Athletic Eligibility Reports

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The following reports can be used to aide in determining athletic eligibility for students.

Information regarding Interscholastic Athletics can be found on the Interscholastic Athletics | NC DPI (https://www.dpi.nc.gov/districtsschools/classroom-resources/academic-standards/programs-and-initiatives/nc-healthy-schools/interscholastic-athletics) website. Eligibility Requirements are listed in the information from this website.

Attendance Report | Grades Report

Attendance Report

Navigation: Attendance Office > Reports > ADM and ADA Detail Report

The ADM and ADA Detail report displays each student's present and absent days for the date range specified when running the report.

ADM and ADA Detail | Infinite Campus (https://kb.infinitecampus.com/help/adm-and-ada-detail)

- 1. Enter the Start and End Date for the semester prior.
- 2. Select the Detail report type.
- 3. Select Daily Approximation to review whole day absences.
- 4. Choose **CSV** to export the report and open into Excel.
- 5. Select which **calendars** to include (the calendar selected in the context is the default, but if the user has access to more than one calendar, more than one can be selected)
- 6. Generate the report to export the data.

Each student will be listed with their membership days, absent days, and present dates for the date range selected. Review the Absent Days to help determine student eligibility.

A	В	С	D	E	F	G	н	1	J	K	L	M	N	0	р
1 School	Calendar	Grade	Student Count	Student Last Name	Student First Name	Student Middle Initial	Student Number	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Days	Absences avg. Daily	Percent In Attendance
2 High School	High School	9	546					11990	98	11892	545	540.3	19	0.89	99.18%
3 High School	15-16 High School	10	569					12502	148	12354	568.27	561.15	30	1.42	98.82%
4 High School	15-16 High School	11	508					11155	160	10995	507.05	499.38	17	0.83	98.57%
5 High School	15-16 High School	12	536					11749	177	11572	534.04	525.52	24	1.15	98.49%
6 Total		4	2159					47396	583	46813	2154.36	2126.35	90	4.29	98.77%
7															
8 High School	High School	9		Student	Abby	G	123456	22	0	22	1	1	0	0	100.00%
9 High School	High School	9		Student	Brian	R	234567	22	0	22	1	1	0	0	100.00%
10 High School	High School	9		Student	Caroline		345678	22	0	22	1	1	0	0	100.00%
11 High School	High School	9		Student	Declan		456789	22	1	21	1	0.95	0	0	95.45%
12 High School	High School	9		Student	Eve	J	567890	22	0	22	1	1	0	0	100.00%
13 High School	High School	9		Student	Faegan		678901	22	1	21	1	0.95	0	0	95.45%
14 High School	High School	9		Student	Georgia		789012	22	0	22	1	1	0	0	100.00%
15 High School	High School	9		Student	Hanson		890123	22	0	22	1	1	0	0	100.00%
16															
17															
18															

Grades Report

Navigation: Reporting > Ad Hoc Reporting > Filter Designer

Posted Grades can be exported using an Ad Hoc filter. Using posted grades should be used instead of transcript grades, since midyear averages are not included in the transcript grades. Use the information below to create an Ad Hoc for grade information. Please note that the filter options may vary based on the setup for the PSU/school. This report will provide one line per student per grade.

Semester 1 Grading Ad Hoc

- 1. Select Query Wizard as the Filter Type.
- 2. Select **Student** as the Data Type.
- 3. Click Create to begin.

Filter Type	Data Type
Query Wizard	Student
O Selection Editor	Census/Staff
O Pass-through SQL Query	Course/Section

4. Enter a **Name** for the Query. Include the **term** in the name. Add a short description to help users know what is included in the filter.

*Query Name:	Athletic Semester 1 Grades	
Short Description:	Export for posted yearlong semester average and seme	ster 1 final grades.

5. Select the **fields** to include for the filter. Fileds in the Grading portion are posted grades. Below are some recommended fields to include.



a. Add a function to put the first and last name together: The constant value is a space.



*Name:	Full Name		
*Function:	Concatenate 🗸		
Constant value:	Add		
Filter By	Search Clear		
All Fields.			
Southern	phics D mber ID ate	Parameters: student firstName '' student lastName	

- 6. Click Next to continue to the filter options.
 - a. When selecting the filter options, you will need to know the grading tasks names, such as Semester Grade, Final Grade. These can be found in *Grading & Standards > Grading Setup > Grading Task Setup*. You will also need to know the term names, such as Q1, Q2. These can be found in *Scheduling & Courses > Calendar Setup > Term Setup*).
 - b. To ensure you have the correct information, you will need to filter for active students with a primary enrollment and for grades in the corresponding term (i.e. Q2) and the corresponding grading task names (i.e. Semester Grade). Below are recommended filters.
 - i. student.activeToday=TRUE
 - ii. student.serviceType=P
 - iii. grading.termName=Q2 (this will be the term found in Term Setup for the school)
 - iv. grading.task=Semester Grade (this will be the Grading Task name for the corresponding term)
 - v. grading.task=Final Grade (Remember to add another grading.task in the filter to include both semester and final grades)
 - vi. Remember when using more than one filter, a **Logical Expression** will be needed so the filter knows how to meet the criteria selected. The logical statement will depend on the ID for the field. In the example below, the student.activeToday ID is 8. So, when using it in a logical expression you will refer to ID 8.
 - i. We need to tell the system how a student must meet the criteria listed in the filter. We need the student to be active

today for the primary enrollment and include semester or final grades for the corresponding term. To accomplish this, the statement would be 8 AND 17 AND 12 AND (13 OR 22)

	ID	*Field		Operator	Value
×	1	student.stateID	~	~)[
×	2	student.firstName	~	~)[
×	3	student.lastName	~	~)
×	4	student.gender	~	~	
×	5	student.birthdate	~	~]
×	6	student.grade	~	~)
×	7	student.calendarName	~	~	
×	8	student.activeToday	~	= TRUE 🗸]
×	9	grading.courseNumber	~	~	
×	10	grading.courseName	~	~	
×	11	grading.sectionNumber	~	~	
×	12	grading.termName	~	= ~	Q4
×	13	grading.task	~	= ~	Semester Grade
×	14	grading.score	~	~	
×	15	grading.percent	~	~	
×	16	grading.termMask	~	~	
×	17	student.serviceType	~	= ~	P
\mathbf{x}	18	student.startDate	~		
$\hat{\mathbf{x}}$	19	student endDate	~	· · · · ·)
$\hat{\mathbf{x}}$	20	roster.endDate	~		
	21		~)[
×	22	grading.task	·	= ~	Final Grade
× 1	23	function Full Name	-	~	
2/	24	aradina teacherDisplay	-		
Add]	grading to denot biopidy			
				The Logi	cal Expression should include AND to
8 AND 1	Expr 7 AN	ession (Optional): D 12 AND (13 OR 22)		combine st and grading	udent.activeToday, student.serivceType,
				<u>-</u>	grading.task values.
If logical Allowed Example	expr symb	ession is left blank, all ope ools: AND OR NOT () IDs tax: (1 AND (2 OR 3) AND	erat	ors will be applied. AND (NOT 5 OR 6))	

- 7. Save & Test to ensure the filter is pulling the data as expected.
- 8. Click **Next** to update the output of the data. Updating the columns with column header information so data is easier to view when exported.

Field	Output See	Sort	Direction		Column Header	Alignment	Formatting	Length
student.stateID	1			~	Student ID	×	×	
student.firstName		2	Ascend	~	First Name	· ·	×	1
student.lastName		1	Ascend	~	Last Name	· · ·	×	1
student.gender	5			~	Sex	· ·	×	1
student.birthdate	6			\sim	DOB	· · ·	×	
student.grade	4			~	Grade	· · ·	×	
student.calendarName	7			\sim	School	· ·	×	
student.activeToday				\sim		· ·	×	
grading.courseNumber	11			~	Course Number	×	×	
grading.courseName	13			~	Course Name	· ·	×	
grading.sectionNumbe	r 🗹 🛛 12			\sim	Section	~	×	
grading.termName	15			~	Term	×	×	
grading.task	16			~	Task	~	×	
grading.score	17			\sim	Score	~	×	
grading.percent	18			~	Percent	×	×	
grading.termMask				~		~	×	1
student.serviceType				\sim		~	×	
student.startDate	8			~	Start Date	~	×	1
student.endDate	9			~	End Date	~	×	1
roster.endDate				~		~	×	
grading.periodName	10	3	Ascend	~	Period	~	×	1
function.Full Name	2			~	Student Name	~	×	
grading teacherDisplay	14			V	Teacher Dispaly	×	×	1

9. Click Save & Test to save this filter. Be sure to save the filter or a copy of the filter for the user group that will need access.

Semester 2 Grading Ad Hoc

1. Make a **Copy** of the Semester 1 Grading Ad Hoc filter by selecting the saved filter and clicking **Copy**. A message stating that the filter was copied will display. Click **OK** to copy the filter.

Saved Filter	
Q student Athletic Semester 1 Grades	
🗈 🚞 State Published	
Search Edit Test Copy Delete Export	

2. Click on the copied Filter and click Edit.



3. Update the Name of the Filter to reflect the correct semester.



- 4. The fields included are the same, however the filter selection will need to be adjusted for the corresponding term.
 - a. To ensure you have the correct information, you will need to filter for active students with a primary enrollment and for grades

in the corresponding term (i.e. Q2) and the corresponding grading task names (i.e. Semester Grade). Below are recommended filters.

- i. student.activeToday=TRUE
- ii. student.serviceType=P
- iii. grading.termName=Q2 (this will be the term found in Term Setup for the school)
- iv. grading.task=Semester Grade (this will be the Grading Task name for the corresponding term)
- v. grading.task=Final Grade (Remember to add another grading.task in the filter to include both semester and final grades)
- vi. Remember when using more than one filter, a Logical Expression will be needed so the filter knows how to meet the criteria selected. The logical statement will depend on the ID for the field. In the example below, the student.activeToday ID is 8. So, when using it in a logical expression you will refer to ID 8.
 - i. We need to tell the system how a student must meet the selected filter. We need the student to be active today for the primary enrollment and include semester or final grades for the corresponding term. To accomplish this, the statement would be 8 AND 17 AND 12 AND (13 OR 22)
- 5. Save & Test to ensure the filter is pulling the data as expected.
- 6. Click **Next** to update the output of the data. Updating the columns with column header information so data is easier to view when exported.

Filter Desig	ne	r ☆								
10 N (11)			201							
"Query Name: Athl	euc a	semester	2 Grades	1						
Short Description: Exp	ort fo	r posted y	vearlong	semester ave	rage	and semester 2 fin	al grades			
Long Description:									+	
Format the output file	/repo	ort								
Field	Outr	out Sea	Sort	Direction		Column Header	Alignment	Formatting		Leng
student.stateID		1			\sim	Student ID			~	l
student.firstName			2	Ascend	~	First Name		1	~	i —
student.lastName	$\overline{\Box}$		1	Ascend	~	Last Name		1	~	i —
student.gender		5	-		\sim	Sex		1	~	i—
student birthdate		6	1	_	\sim	DOB		1	~	i —
student grade		4	1	_	\sim	Grade		1	~	i
student.calendarName		7	1	_	\sim	School		1	~	i —
student.activeTodav	$\overline{\Box}$			_	~			1	~	i—
aradina.courseNumber		11		_	\sim	Course Number		1	~	i—
grading.courseName		13	1	_	\sim	Course Name		1	~	i —
grading.sectionNumber		12	-i	_	\sim	Section		1	~	i —
grading.termName	v	15	1	_	\sim	Term		1	~	i —
grading.task		16	1	-i	\sim	Task		1	~	í T
grading.score		17	1	1	\sim	Score		1	~	i —
grading.percent	-	18			\sim	Percent		·	~	i
grading.termMask					\sim			1	~	i –
student.serviceType					\sim			1	~	i —
student.startDate		8			~	Start Date		· [~	ĺ
student.endDate		9			\sim	End Date		1	~	ĺ
roster.endDate	-		1		\sim			·	~	Í
grading.periodName		10	3	Ascend	~	Period	-i	·	~	ĺ
function.Full Name	-	2	1		\sim	Student Name			~	ĺ –
grading teacherDisplay		14	-i		~	Teacher Dispaly		-i	~	í T

7. Click Save & Test to save this filter. Be sure to save the filter or a copy of the filter for the user group that will need access.

Once the filters are created navigate to *Reporting > Ad Hoc Reporting > Data Export*, select the filter and format to export. The recommended file type is Delimited values (CSV).

Provide the reports to staff as needed.