

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/districts-schools/classroom-resources/academic-standards/programs-and-initiatives/nc-healthy-schools/interscholastic-athletics) (<https://www.dpi.nc.gov/districts-schools/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) (<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	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
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 mid-year 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.

Create New

Filter Type

Query Wizard

Selection Editor

Pass-through SQL Query

Data Type

Student

Census/Staff

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:

Short Description:

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

Selected Fields
 student.stateID
 student.firstName
 student.lastName
 student.gender
 student.birthdate
 student.grade
 student.calendarName
 student.activeToday
 grading.courseNumber
 grading.courseName
 grading.sectionNumber
 grading.termName
 grading.task
 grading.score
 grading.percent
 grading.termMask
 student.serviceType
 student.startDate
 student.endDate
 roster.endDate
 grading.periodName
 function.Full Name
 grading.teacherDisplay

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



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
X	1	student.stateID	
X	2	student.firstName	
X	3	student.lastName	
X	4	student.gender	
X	5	student.birthdate	
X	6	student.grade	
X	7	student.calendarName	
X	8	student.activeToday	= TRUE
X	9	grading.courseNumber	
X	10	grading.courseName	
X	11	grading.sectionNumber	
X	12	grading.termName	= Q4
X	13	grading.task	= Semester Grade
X	14	grading.score	
X	15	grading.percent	
X	16	grading.termMask	
X	17	student.serviceType	= P
X	18	student.startDate	
X	19	student.endDate	
X	20	roster.endDate	
X	21	grading.periodName	
X	22	grading.task	= Final Grade
X	23	function.Full Name	
X	24	grading.teacherDisplay	

Add

Logical Expression (Optional):
 8 AND 17 AND 12 AND (13 OR 22)

The Logical Expression should include AND to combine student.activeToday, student.serviceType, and grading.termName and use OR to combine both grading.task values.

If logical expression is left blank, all operators will be applied.
 Allowed symbols: AND OR NOT () IDs
 Example Syntax: (1 AND (2 OR 3)) AND 4 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.

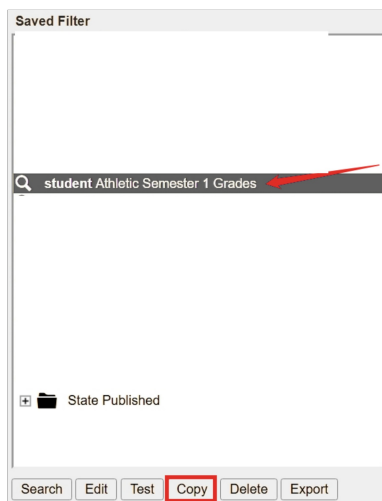
Output distinct records

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

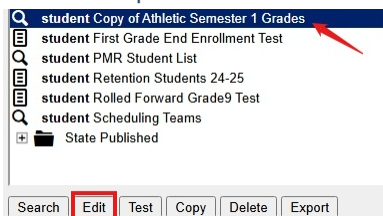
9. Click **Save & Test** to save this filter. Be sure to save the filter or a copy of the filter for the user group that will need access.

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.



2. Click on the copied Filter and click **Edit**.



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

*Query Name:

Short Description:

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 Designer ☆

*Query Name:

Short Description:

Long Description:

Format the output file/report

Output distinct records

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

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.

