

Athletic Eligibility Reports

01/16/2026 6:35 pm EST

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

Create

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 semester 1 final grades.

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.

Notes: The Concatenate function will append selected fields. The Coalesce function will return the first non-null value. Both Concatenate and Coalesce will apply logic in the order the parameters are selected.

*Name:

*Function:

Constant value:

Filter By:

All Fields:

Student

Demographics

- personID
- stateID
- otherID
- additionalID
- studentNumber
- personGUID
- identityID
- effectiveDate
- lastName
- firstName
- middleName

Parameters:

- student.firstName
- student.lastName

6. Click **Next** to continue to the filter options.
- 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*.
 - 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.
 - student.activeToday=TRUE
 - student.serviceType=P
 - grading.termName=Q2 - (this will be the term found in Term Setup for the school)
 - grading.task=Semester Grade - (this will be the Grading Task name for the corresponding term)
 - grading.task=Final Grade - (Remember to add another grading.task in the filter to include both semester and final grades)
 - 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.

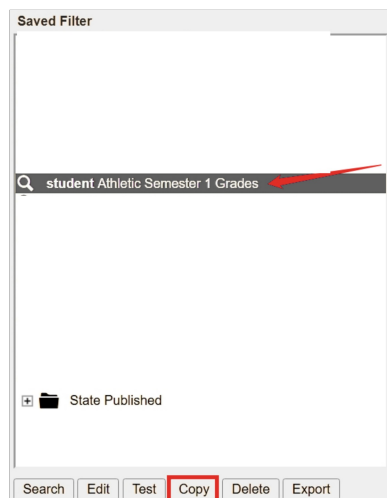
☐ Output distinct records

| 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 | | | |

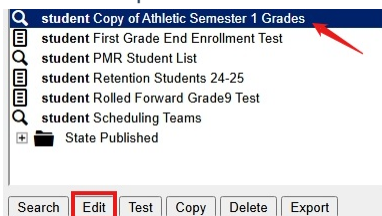
9. Click **Save & Test** to save this filter. Be sure to save the filter or a copy of the filter for the user group that will need access.

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 | <input checked="" type="checkbox"/> | 1 | | Student ID | | | |
| student.firstName | <input type="checkbox"/> | 2 | Ascend | First Name | | | |
| student.lastName | <input type="checkbox"/> | 1 | Ascend | Last Name | | | |
| student.gender | <input checked="" type="checkbox"/> | 5 | | Sex | | | |
| student.birthdate | <input checked="" type="checkbox"/> | 6 | | DOB | | | |
| student.grade | <input checked="" type="checkbox"/> | 4 | | Grade | | | |
| student.calendarName | <input checked="" type="checkbox"/> | 7 | | School | | | |
| student.activeToday | <input type="checkbox"/> | | | | | | |
| grading.courseNumber | <input checked="" type="checkbox"/> | 11 | | Course Number | | | |
| grading.courseName | <input checked="" type="checkbox"/> | 13 | | Course Name | | | |
| grading.sectionNumber | <input checked="" type="checkbox"/> | 12 | | Section | | | |
| grading.termName | <input checked="" type="checkbox"/> | 15 | | Term | | | |
| grading.task | <input checked="" type="checkbox"/> | 16 | | Task | | | |
| grading.score | <input checked="" type="checkbox"/> | 17 | | Score | | | |
| grading.percent | <input checked="" type="checkbox"/> | 18 | | Percent | | | |
| grading.termMask | <input type="checkbox"/> | | | | | | |
| student.serviceType | <input type="checkbox"/> | | | | | | |
| student.startDate | <input checked="" type="checkbox"/> | 8 | | Start Date | | | |
| student.endDate | <input checked="" type="checkbox"/> | 9 | | End Date | | | |
| roster.endDate | <input checked="" type="checkbox"/> | | | | | | |
| grading.periodName | <input checked="" type="checkbox"/> | 10 | 3 Ascend | Period | | | |
| function.Full Name | <input checked="" type="checkbox"/> | 2 | | Student Name | | | |
| grading.teacherDisplay | <input checked="" type="checkbox"/> | 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.

