

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	10955	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															

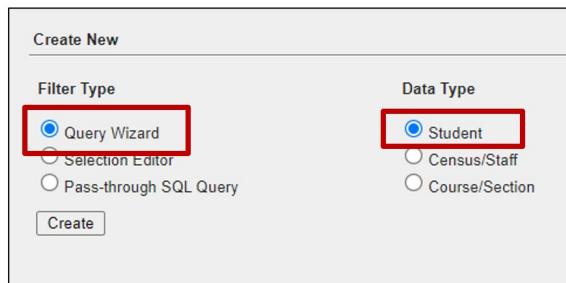
Grades Report

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.



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.

The image shows a form with two fields. The first field is labeled 'Query Name:' and contains the text 'Athletic Semester 1 Grades'. The second field is labeled 'Short Description:' and contains the text '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.

results if the first field would return a null. Both Concatenate and Coalesce will apply logic in the order the parameters are selected.

*Name:

*Function:

Constant value:

Filter By

All Fields:

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.

- 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
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
18	student.startDate	✓	
19	student.endDate	✓	
20	roster.endDate	✓	
21	grading.periodName	✓	
22	grading.task	=	✓ Final Grade
23	function.FullName	✓	
24	grading.teacherDisplay	✓	
<input type="button" value="Add"/>			
Logical Expression (Optional): <code>8 AND 17 AND 12 AND (13 OR 22)</code>			
<small>The Logical Expression should include AND to combine student.activeToday, student.serviceType, and grading.termName and use OR to combine both grading.task values.</small>			
<small>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))</small>			

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.

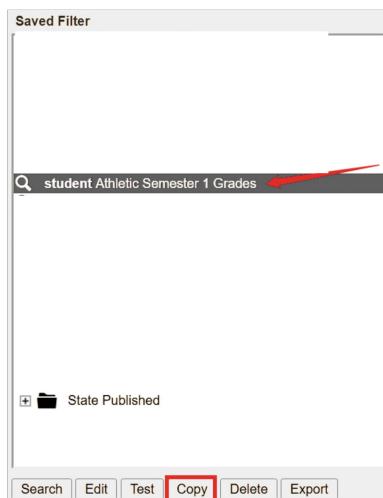
Output distinct records

Field	OutputSeq	Sort	Direction	Column Header	Alignment	Formatting	Length
student.stateID	<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	Ascend	Period	▼	▼	
function.FullName	<input checked="" type="checkbox"/>	2		Student Name	▼	▼	
grading.teacherDisplay	<input checked="" type="checkbox"/>	14		Teacher Dispaly	▼	▼	

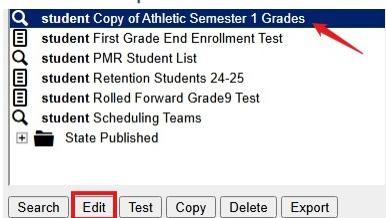
9. Click **Save & Test** to save this filter. Be sure to save the filter or a copy of the filter for the user group that will need access.

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:** Athletic Semester 2 Grades

Short Description: Export for posted yearlong semester average and semester 2 final grades.

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 type="checkbox"/>	8		Start Date	▼	▼	
student.endDate	<input type="checkbox"/>	9		End Date	▼	▼	
roster.endDate	<input type="checkbox"/>				▼	▼	
grading.periodName	<input checked="" type="checkbox"/>	10	3	Period	▼	▼	
function.FullName	<input checked="" type="checkbox"/>	2		Student Name	▼	▼	
grading.teacherDisplay	<input checked="" type="checkbox"/>	14		Teacher Dispaly	▼	▼	

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.

