

Transcripts

This report contains student grade history, along with information regarding the student's enrollment in the district as specified in the report setup. This is used to provide students, post-secondary institutions, and/or potential employer with a record of the student's grades and other relevant information.

Navigate to Student Management > Office > Grading > Transcripts > Reports and select Transcripts.

1. Select Add to create a new template and enter a template description.
2. Transcripts may be generated for a Range of students or Individuals. After making your selection, click the corresponding button to set up the ranges or to select the students you wish to have included on the report.
 - If By Range is selected, the option Filter By Processing Lists is available and if selected, students must be in one of the selected processing lists to be included on the report.
3. Set the applicable Grading Period. If the transcript is generated for a specific grading period, the capability exist to complete a GPA calculation.
4. The Selection/Printing Options area consists of several detail areas which will be described below.
 - Graduation Year/Credits allow you to determine which graduation years should be processed when running transcripts. Note: You will need to add the new incoming graduation year to the table at the beginning of each successive school year.
 - Grade Selection is used to define which grade buckets from each entity will print on the transcripts.
 - Student Detail Options allow you to specify how you want student names printed, and whether you want a graduation date, mailing address, entry/withdrawal dates printed, as well as other pieces of information regarding the student.
 - Note the capability to Print Educational Milestones, as well as select specific Milestones to be printed on the Transcribed. In addition, the Completed Date column may be excluded on the Transcript.
 - Letter Options allow you to indicate if you are printing on letterhead or are setting up your own letterhead information.
 - Class Detail Options allow you to specify the grade level columns on the transcript and what types of classes to include on the report. There is also several options in regards to Grade Level Override (GLO) Setup. Note: 9-12 high school will likely print a column for each of those grade levels.
 - Footing Line Options include settings for printing GPA, credits, rank, absence totals, and an area for adding a free form comment.
 - Activity Printing Options allow you to include information about the student's activities, including activities in which the student participated and the awards they received.
 - Highlights let you print information recorded about the student through the Portfolio area. Examples include internships and volunteer experience.
 - The Print Test Scores area provides the option to include any or all of the student's standardized test scores.

- The Print Vaccination Information area provides the capability to include vaccinations on the transcript.
 - An Export file option of the transcript information is also available.
5. To assist in the organization of the report, it may be helpful to select a sort.
 6. Select Save and Print.