

# Transcript Audit Report

Last Modified on 03/11/2024 8:44 am CDT

[Generate the Transcript Audit Report](#)

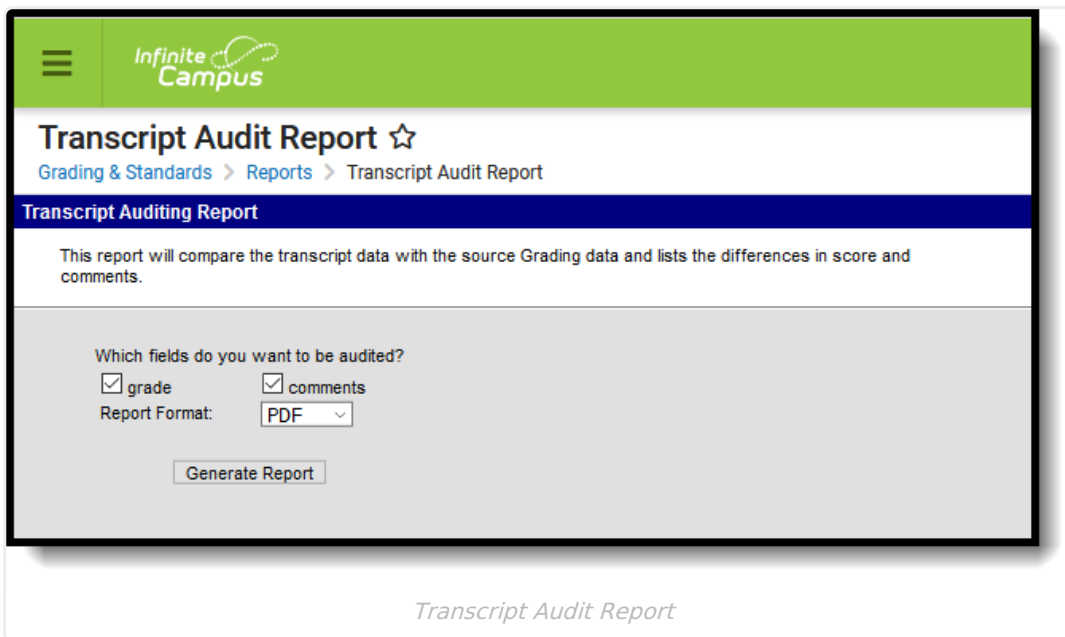
**Classic View:** Grading and Standards > Reports > Transcript Audit

**Search Terms:** Transcript Audit Report

The Transcript Audit Report compares the student's transcript data with posted grades assigned by teachers. It lists the differences in either the posted score (grade), posted comments, or both. When a transcript record is modified on the student's Transcript, the changed record displays on the audit report.

It does not include items that have not yet been posted to the transcript.

The Transcript Audit Report is sorted by Course Number, includes Student Name, and compares the [score entered by a teacher](#) and the score which appears on the student's [Transcript](#).



## Generate the Transcript Audit Report

1. Indicate what fields should be audited, **Grades**, **Comments** or both.
2. Select the desired **Report Format** - PDF or DOCX.
3. Click **Generate Report** to generate the report in PDF format in a new window.

09-10 Central High School 1234 South St. Central, MN 54321 Generated on 04/07/2011 09:06:36 AM Page 1 of 86			Transcript Auditing Report Audit fields: grades and comments Total Records: 1487			
Course	Term	Student Name(#)	Grading		Transcript	
			Score	Comments	Score	Comments
42730114 ALGEBRA II LAB	2	TEST, ALICE (123456)	U	POOR ATTENDANCE	U	
42730114 ALGEBRA II LAB	2	TEST, BAILEY (234567)	U	POOR ATTENDANCE	U	
42730114 ALGEBRA II LAB	2	TEST, CHRISTOPHER (345678)	U	AFFECTED CLASSWORK. REQUIRED WORK LATE OR INCOMPLETE	U	
42730154 ALGEBRA II LAB	2	TEST, DANIEL (456789)	A	Good student	A	
42730154 ALGEBRA II LAB	2	TEST, FATIMA (567891)	D	Missing/incomplete assignments	D	
42730154 ALGEBRA II LAB	2	TEST, GREG (678912)	U	Poor attendance	U	
42730154 ALGEBRA II LAB	2	TEST, HANSEL (789123)	U	Poor attendance	U	
42730154 ALGEBRA II LAB	2	TEST, MARY (891234)	U	Poor attendance and Missing assignments	U	
42730154 ALGEBRA II LAB	2	TEST, SAM (912345)	D	Missing/incomplete	D	

Transcript Audit Report - PDF Format