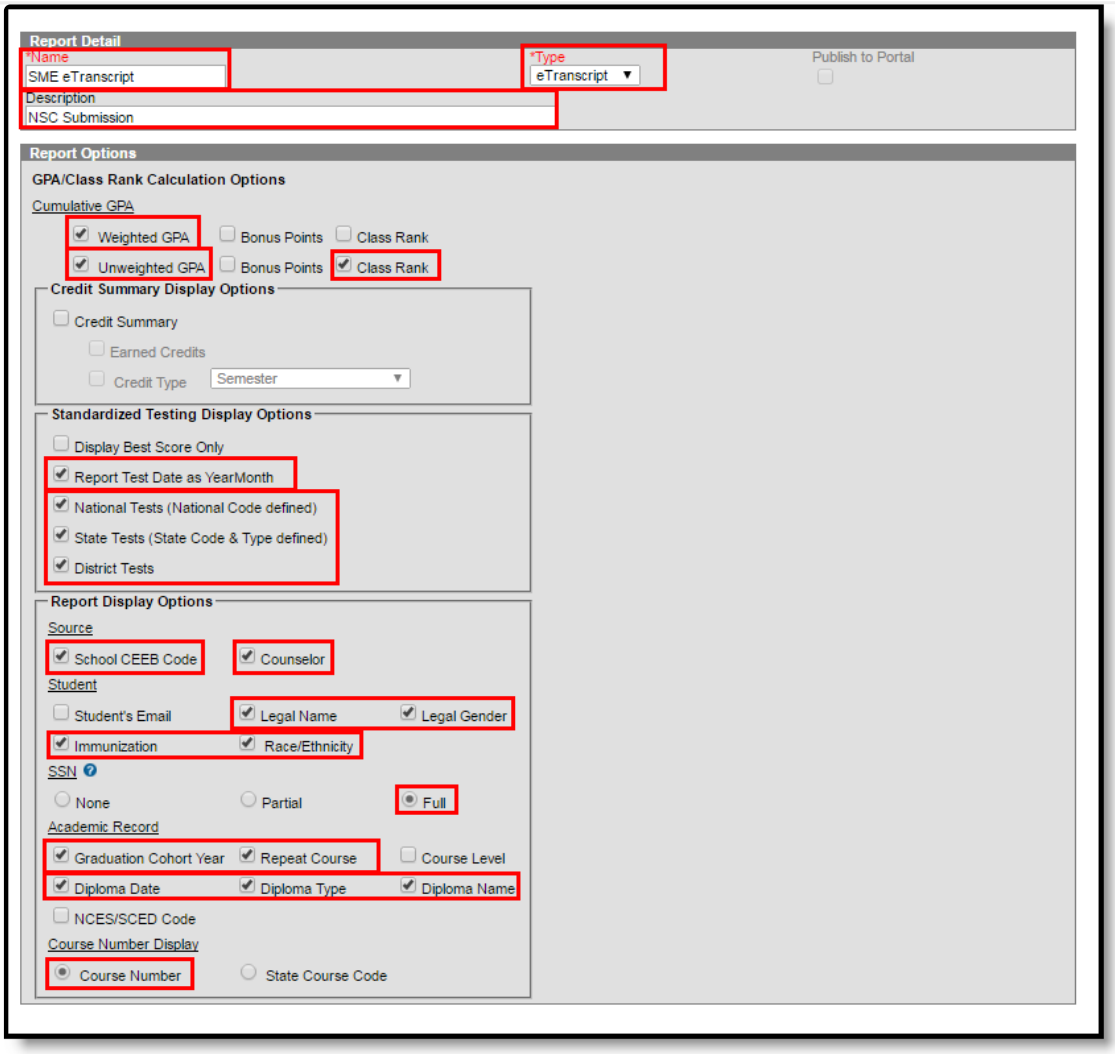
eTranscript Report Preferences for Submission to NSC (Tennessee)

Last Modified on 02/02/2026 2:09 pm CST

eTranscript Selections | eTranscript Workflow

For successful submission to NSC (National Student Clearinghouse), and to meet state requirements for scholarship lottery information, the following fields MUST be part of the eTranscript Reports.

See the eTranscript Workflow for more information.



Report Preferences - Tennessee Requirements

eTranscript Selections

Field	Description	Image
Report Detail		

Field	Description	Image
Name	The report name displays in the Report Options dropdown list when selecting the eTranscript report to generate. Choose a meaningful name so it is easily found by those who will be generating eTranscript reports.	
Type	This selection must be set to eTranscript.	
Description	This field provides space to enter additional information about the set of preferences chosen.	
Report Options		
GPA/Class Rank Calculation Options		
Cumulative GPA	Both a Weighted and an Unweighted GPA are required to report for Tennessee, but only the Unweighted GPA should be used to determine Class Rank.	
Standardized Testing Display Options		
Report Test Date as Year/Month	This is the required format for a student tests. A test taken on March 15, 2017 reports as 2017-03.	
National Tests (National Code defined)	If choosing to display assessments, test types (national, state and district) are created in the Test Setup tool. Choosing assessments to display on eTranscripts is optional.	
State Tests (State Code & Type defined)		
District Tests		
Report Display Options		
Source		
School CEEB Code	The School CEEB Code identifies the sending school, in addition to reporting the District and State School Numbers. Choosing this field to display on eTranscripts is optional.	
Counselor	Includes the student's counselor name in the School Contact section of the eTranscript. Choosing this field to display on eTranscripts is optional.	

Field	Description	Image
Student		
Legal Name and Legal Gender	If the student has a Legal Name (legal last name, legal first name, legal middle name, legal suffix) and Legal Gender entered in the Protected Identity Information section of the student's Identities record, selecting these options reports those values on the eTranscript, instead of the Name (last name, first name, middle name, suffix) and Gender entered in the Identity Information section of the Identities record. The user generating the eTranscript must have at least R rights to the Protected Identity Information section.	
Immunizations	This option reports the vaccinations and dates of vaccinations for the student, as entered on the Student Immunization record. Choosing this field to display on eTranscripts is optional.	
Race/Ethnicity	This option reports the student's Race/Ethnicity and is selected as a default option. To not report this information, remove the checkbox.	
Social Security Number		
SSN	The student's Social Security number is required for eGrants using the Tennessee Transcript Center. Choose the **Full** radio button (reports the complete 9-digit Social Security number). This is the required format for state eTranscript formats. The user generating the eTranscript must have at least R rights to the SSN field.	
Academic Record		
Graduation Cohort Year	This is the year the student is planned to graduate, based on the student's 9th Grade Entry Date value on the Graduation tab.	
Repeat Course	This option indicates a transcript entry has been taken more than once by the student. This is noted on the student's Transcript.	
Diploma Date **Diploma Type** **Diploma Name**	For students who have graduated, or for students where these fields are populated on the Graduation tab, the date the diploma was received, the type of diploma received and the name of the diploma report. Diploma types must be mapped to PESC values using the Code Defining tool.	

Field	Description	Image
Course Number Display		
Course Number	This is the default option for reporting courses the student has taken (posted on the transcript).	

eTranscript Workflow

▸ Click here to expand...

Step		Campus Location
1.	Assign tool rights to eTranscripts for the appropriate users (see table below).	System Administration > User Security > Tool Rights
2.	Verify the school's CEEB number is entered.	System Administration > Resources > School
3.	Establish Code Defining values for diploma type.	System Administration > Data Defining Tools > Code Defining
4.	Configure a server connection to your eTranscript vendor's API for electronic release functionality.	System Administration > Preferences > eTranscripts > Electronic Release Setup
5.	Select eTranscript report type and customize eTranscript report preferences.	System Administration > Preferences > Reports > eTranscripts
6.	Verify PESC Test and PESC Sub-test options are entered on tests for assessments that are chosen on preferences. For example, if the student's ACT score should be included in the eTranscript, verify these fields are populated for the ACT test. In order for tests to report, at least one date and one score must be present in a Campus Test Family (Parent Test or Child Test). The Display in Transcripts checkbox must be marked to select these options.	Assessment > Test Setup

Step		Campus Location
7.	Verify PESC grade levels are assigned to grade levels.	System Administration > Resources > Grade Level Definitions
8.	Ensure a PESC Name assigned to the Credit Groups. If the Credit Group does not have a PESC Name assigned, it will not be reported in the PESC output on the eTranscript.	Grading and Standards > Credit Groups > PESC Name
9.	Verify the Diploma Type, Diploma Date and NGA Cohort Year are populated on the student's Graduation record.	Student Information > General > Graduation
10.	Confirm the student has transcript records.	Student Information > Counseling > General > Transcripts Student Information > General > Transcripts
11.	Use the eTranscript Batch Report to generate an eTranscript for multiple students Options are available to display the eTranscript (PESC XML output) immediately or to submit a batch of eTranscript records to Batch Queue to download at a later time, or release the records.	Grading and Standards > Reports > eTranscript Batch
12.	Download (save) and send eTranscript files to third party eTranscript vendors.	N/A