

# Missing Transcript Records (Virginia)

Last Modified on 12/14/2025 8:45 pm CST

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Tool Search: Verified Credit Audit Report

The Missing Transcript Records Audit Report lists students who have completed a Verified Credit course but do not have a corresponding transcript record for that course.

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**VA Verified Credit Audit Report**

This tool will extract data to track a student's progress in meeting the Verified Credit requirements for graduation.

**Extract Options**

Report: Missing Transcript Records  
Effective Date: 09/24/2025  
Format: HTML  
 Exclude Cross-Site Data

**Select Calendars**

Which calendar(s) would you like to include in the report?

active year  
 list by school  
 list by year

25-26

25-26 [object Object]  
25-26 Buffalo Gap  
25-26 Fort Defiance  
25-26 Riverheads  
25-26 Stuarts Draft  
25-26 Wilson Memorial

CTRL-click or SHIFT-click to select multiple

Refresh Show top 50 tasks submitted between 09/17/2025 and 09/24/2025

**Batch Queue List**

Queued Time	Report Title	Status	Download

Missing Transcript Records Editor

# Report Logic

Courses that have the following are found:

- Assessments aligned to a course that have an Assessment Type of VC or VS and a Credit Name with a State Code of VC.
- A grading task that posts to the student's transcript..
- The Transcript checkbox on the Course editor is marked.

# Report Editor

The following fields are available for selection.

Field	Description
<b>Report</b>	Selection determines which report generates. In this instance, select <b>Missing Transcript Records</b> .
<b>Effective Date</b>	Students who are enrolled as of the entered date in the selected calendar report. This date defaults to the current date. Enter a new date in <i>mmddyy</i> format or use the calendar icon to choose a new date.
<b>Format</b>	The Missing Transcript Records Report can be generated in Comma Separated (CSV) or HTML.
<b>Exclude Cross-Site Data</b>	When marked, the report excludes cross-site enrolled student data.
<b>Select Calendars</b>	At least one calendar needs to be selected in order to generate the report. Calendars can be selected by active year, by school or by year.
<b>Report Generation</b>	Click the <b>Generate Extract</b> button to display results of the report immediately. Use the <b>Submit to Batch</b> button to choose when the report should generate (best for large selections of students). See the Batch Queue article for more information.

# Report Generation

1. Select the **Missing Transcript Records** option from the Report dropdown list.
2. Enter the **Effective Date** as desired.
3. Select the desired **Format** of the report.
4. Unmark the **Exclude Cross-Site Data** checkbox when applicable.
5. Select the desired **Calendars** for the report.
6. Click the **Generate Extract** button or **Submit to Batch** button, as desired.

# Report Layout

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>State ID</b>	Reports the state-assigned identifier for the student.	Numeric, 9 digits	Person.stateID	Census > People > Demographics > Person Identifiers > Student State ID
<b>Student Number</b>	Reports the locally assigned identifier for the student.	Numeric, 9 digits	Person.studentNumber	Census > People > Demographics > Person Identifiers > Local Student number
<b>First Name</b>	Reports the student's first name. This only reports when the Hide student's first and last name checkbox is NOT marked.	Alphanumeric, 30 characters	Identity.firstName	Census > People > Demographics > Person Information > First Name
<b>Last Name</b>	Reports the student's last name. This only reports when the Hide student's first and last name checkbox is NOT marked.	Alphanumeric, 30 characters	Identity.lastName	Census > People > Demographics > Person Information > :Last Name
<b>Grade</b>	Reports the grade level of the student's current enrollment.	Alphanumeric, 2 characters	Enrollment.grade	Student Information > General > Enrollments > General Enrollment Information > Grade Level
<b>Course Number</b>	Reports the number assigned to the course.	Numeric, 4 digits	Course.number	Scheduling > Courses > Course > Number

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Course Name</b>	Reports the name of the course.	Alphanumeric, 20 characters	Course.name	Scheduling > Courses > Course > Name
<b>Term End Date</b>	Reports the end date for the term in which the student was in the course.	Date field, 10 characters MM/DD/YYYY	Term.endDate	Scheduling > Courses > Course > Section > Section Placement
<b>Test Name</b>	Reports the name of the Verified Credit test associated with the course.	Alphanumeric, 20 characters	Test.name	Scheduling > Courses > Assessments Assessments > Test > Name
<b>Test Type</b>	Reports the type of the Verified Credit test.	Alphanumeric, 20 characters	Test.type	Assessments > Test > Type