

Missing Transcript Records (Virginia)

Last Modified on 09/24/2025 1:59 pm CDT

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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.

Verified Credit Audit Report ☆
Reporting > VA State Reporting > Verified Credit Audit Report

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

Generate Extract
Submit to Batch

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 |
|--------------------------------|---|
| Report | Selection determines which report generates. In this instance, select Missing Transcript Records . |
| Effective Date | 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>mmdyy</i> format or use the calendar icon to choose a new date. |
| Format | The Missing Transcript Records Report can be generated in Comma Separated (CSV) or HTML. |
| Exclude Cross-Site Data | When marked, the report excludes cross-site enrolled student data. |
| Select Calendars | 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. |
| Report Generation | Click the Generate Extract button to display results of the report immediately. Use the Submit to Batch 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 |
|-----------------------|--|-----------------------------|-----------------------|--|
| State ID | Reports the state-assigned identifier for the student. | Numeric, 9 digits | Person.stateID | Census > People > Demographics > Person Identifiers > Student State ID |
| Student Number | Reports the locally assigned identifier for the student. | Numeric, 9 digits | Person.student Number | Census > People > Demographics > Person Identifiers > Local Student number |
| First Name | 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 |
| Last Name | 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 |
| Grade | Reports the grade level of the student's current enrollment. | Alphanumeric, 2 characters | Enrollment.grade | Student Information > General > Enrollments > General Enrollment Information > Grade Level |
| Course Number | 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 |
|----------------------|---|---|------------------------|---|
| Course Name | Reports the name of the course. | Alphanumeric, 20 characters | Course.name | Scheduling > Courses > Course > Name |
| Term End Date | 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 |
| Test Name | Reports the name of the Verified Credit test associated with the course. | Alphanumeric, 20 characters | Test.name | Scheduling > Courses > Assessments Assessments > Test > Name |
| Test Type | Reports the type of the Verified Credit test. | Alphanumeric, 20 characters | Test.type | Assessments > Test > Type |