

# Missing Transcript Records (Virginia)

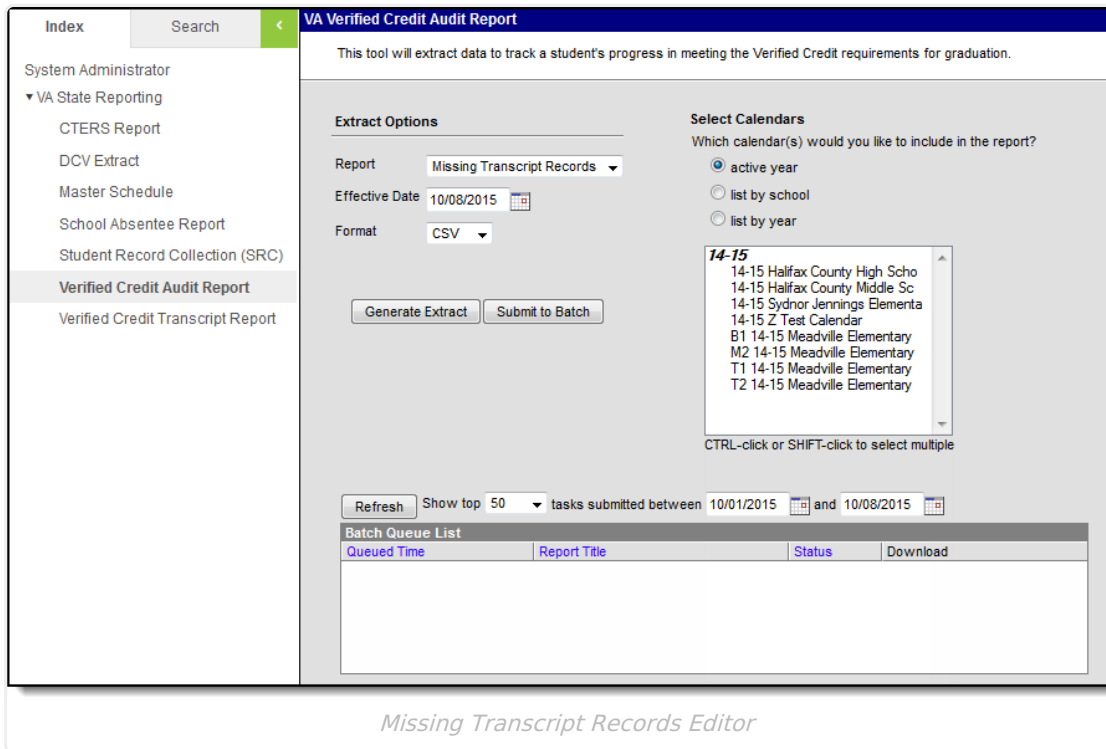
Last Modified on 10/21/2024 8:21 am CDT

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**Classic View:** VA State Reporting > Verified Credit Audit Report > Missing Transcript Records

**Search Terms:** 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.



## 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>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. Select the desired **Calendars** for the report.
5. 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.student Number	Census > People > Demographics > Person Identifiers > Local Student number

<b>Data Element</b>	<b>Description</b>	<b>Type, Format and Length</b>	<b>Campus Database</b>	<b>Campus Interface</b>
<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
<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 > Test > Name

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Test Type</b>	Reports the type of the Verified Credit test.	Alphanumeric, 20 characters	Test.type	Assessments > Test > Type

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