

# Transcript Batch Report

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

[Transcript Batch Editor](#) | [Generate Saved Transcript Reports](#) | [Generate Transcript Reports by Selecting Display Options](#)

Tool Search: Transcript Batch Report

The Transcript Batch Report allows users to simultaneously generate transcript records for multiple students. This report allows users to select a saved transcript report with pre-selected transcript options set in the Report Preferences tool or design a transcript using Display Options instead of selecting an existing transcript report.

**Transcript Batch Report ☆**

Grading & Standards > Reports > Transcript Batch Report

**Transcript Batch Report**

This report will batch print student transcripts, one per mailing address per student. To print one transcript per student when students have multiple mailing addresses, check the box labelled "Transcript without mailing address, one per student". If a calendar is selected in the toolbar, the transcript will only show marks earned in grade levels present in that calendar. This is a very complex report; try to limit the number of students run per batch.

Report Options   OR

Which students would you like to include in the report?

Grade

Ad Hoc Filter  06/05/2024

Sort Options  Alpha  Grade/Alpha  Zip  Teacher  Transcript without mailing address, one per student

Refresh Show top 50 tasks submitted between 05/29/2024 and 06/05/2024

**Batch Queue List**

Queued Time	Report Title	Status	Download

Report Format:

*Transcript Batch Report Editor*

See the [Grading & Standards Reports](#) Tool Rights article for the tool right needed to generate this report.

## Transcript Batch Editor

Options	Description
<b>Report Options or Display Options</b>	<p>Indicates which <a href="#">Transcript Report</a>, created in the <a href="#">Report Setup</a> area, generates.</p> <p>If there is no existing Transcript Report to generate, use the Display Options. These are the same options that are selected in the Report Setup area.</p>
<b>Which students would you like to include in the report?</b>	<p>Students can be selected by either the Grade Level or an Ad hoc filter.</p> <ul style="list-style-type: none"> <li><b>Grade(s)</b> - Select at least one grade level. Only those grade levels included in the selected calendar are available for selection.</li> <li><b>Ad hoc Filter</b>—Select a previously created filter from the Filter Designer. This returns course requests satisfied for only those students included in the filter. The name of the filter is included in the report's header. Only filters using the Student Data Type are available for selection.</li> </ul>
<b>Sort Options</b>	<p>Transcripts can be printed (sorted) in the following ways:</p> <ul style="list-style-type: none"> <li><b>Alphabetical</b> - Alphabetically by last name.</li> <li><b>Grade/Alpha</b> - Numerically by grade level and then alphabetically by last name within the grade level.</li> <li><b>Zip Code</b> - Ascending zip code order (best for bulk mailings).</li> <li><b>Teacher</b> - Alphabetically by the teacher's last name, based on the student's teacher assignment for the selected period.</li> </ul> <p>Students without a mailing address are not included in the sort unless the <b>Transcripts without mailing address, one per student</b> checkbox is marked.</p> <p>A transcript is printed for each of the student's households with a guardian where the Mailing checkbox is marked. Only one transcript prints if all of the student's guardians are in the same household. If guardians are in more than one household, the number of households in which the guardians reside determines how many transcripts are printed.</p>
<b>Report Format</b>	<p>The Transcript Batch can be generated in either PDF or DOCX format.</p>
<b>Report Generation</b>	<p>Two buttons are available for report generation:</p> <ul style="list-style-type: none"> <li><b>Generate Report</b> - displays the report instantly.</li> <li><b>Submit to Batch</b> - sends the report to the <a href="#">Batch Queue</a> for generation at a specified time. This is recommended when generating the report for many students.</li> </ul>

# Generate Saved Transcript Reports

1. Select the desired transcript from the **Report Options** dropdown.
2. Select the **Grade Level** of the students to include in the report, or select students using an **Ad Hoc Filter**.
3. Enter an **Enrollment Effective** Date, if desired.
4. Select the **Sort Options**.
5. Select the desired **Report Format** - PDF or DOCX.
6. Click the **Generate Report** button.

High School Official Transcript				Student, Joseph			
Tel: (566)122-4335 Fax: (763)504-8831 10635 36th Avenue North, MN 55441				Student Number: 123456 Grade: 12 4321 109th Ave NE, Any Town, MN 55449 Generated on 10/06/2011 10:21:54 AM Page 1 of 2			
Enrollment History		Transcript Statistics		Student #:			
Start	End	Grade	School	Cumulative GPA (Weighted)	3.317	123456	State ID: 1234567890
09/02/2008	10	Non-Attending	Non Pub	Class Rank	165 of 443	Diploma Date: 06/09/2011	
09/08/2009	06/03/2010	11	High School	Percentile	62.75%	Current Grade: 12	
09/07/2010	06/08/2011	12	High School			Birthdate: 11/21/1992	
						Gender: M	
<b>Courses Taken 2007-2008 Grade 09</b> from School				<b>Courses Taken 2008-2009 Grade 10</b> from School			
Course	Mark	Weight	Credit	Course	Mark	Weight	Credit
1100 English 9	A	2.000	2.000	1100 English 10	A	2.000	2.000
1199 U.S. History	A	2.000	2.000	1199 Geography	A	1.000	1.000
1300 Biology	A	2.000	2.000	1300 Chemistry	A	2.000	2.000
1400 Geometry	A	1.000	1.000	1400 Algebra II	B+	1.000	1.000
1400 Geometry	B+	1.000	1.000	1400 Algebra II	A	1.000	1.000
1600 Phy Ed 9	A	0.500	0.500	1600 Phy Ed 10	A	0.500	0.500
1699 Arabic 9	B+	1.000	1.000	1699 Arabic 10	B+	2.000	2.000
1699 Computer 9	A	0.500	0.500	1699 Quran 10	A	0.500	0.500
1699 Arabic 9	A	1.000	1.000	1699 Computer 10	A	1.000	1.000
1699 Islamic Study 9	A	0.500	0.500	1699 Quran 10	B+	0.500	0.500
1699 Quran 9	B+	0.500	0.500	1699 Islamic Study 10	A	1.000	1.000
1699 Quran 9	A	0.500	0.500				
							Total Credits: 12.500
<b>Courses Taken 2009-2010 Grade 11</b> from Univ of Minnesota				<b>Courses Taken 2010-2011 Grade 12</b> from University of Minnesota			
Course	Mark	Weight	Credit	Course	Mark	Weight	Credit
1199 PSEO Intro to Logic	C+	2.000	2.000	1100 PSEO Intro to Shakespeare	B	2.000	2.000
1199 PSEO Europe: The World II	B	2.000	2.000	1100 PSEO Intro Creative Writ	A-	2.000	2.000
1199 PSEO Intro Psych	C	2.000	2.000	1199 PSEO Princ of Microecon	B+	2.000	2.000
1300 PSEO Earth: It's Environment	B	2.000	2.000	1300 PSEO Evolution & Ecology	B	2.000	2.000
1400 PSEO PreCalc I	C-	1.500	1.500	1400 PSEO Calculus I	D	2.000	2.000
1600 PSEO Judo	B	0.500	0.500	1500 PSEO Health Sci Terminology	B+	1.000	1.000
				1600 PSEO Cond.	A-	0.500	0.500
				1600 PSEO Handball	A	0.500	0.500
							Total Credits: 12.000
Official's Signature _____							

Transcript Batch Report Display

# Generate Transcript Reports by Selecting Display Options

1. Select the **Display Options** link.
2. Select the desired options to include on the transcript.
3. Select the **Grade Level** of the students to include in the report, or select students using an **Ad hoc Filter**.
4. Enter an **Enrollment Effective** Date, if desired.
5. Select the desired **Sort Option**.
6. Select the desired **Report Format** - PDF or DOCX.
7. Click the **Generate Report** button.

Depending on the options selected, the transcript may print more than one page.

**High School Official Transcript**

Tel: (651)122-4335 Fax: (763)504-8831  
10635 36th Avenue North, MN 55441

**Student, Joseph**

Student Number: 123456 Grade: 12  
4321 109th Ave NE, Any Town, MN 55449  
Generated on 10/06/2011 10:21:54 AM Page 1 of 2

Enrollment History	Start	End	Grade
	09/02/2008	10	Non-Attending Non Pub
09/08/2009	06/09/2010	11	High School
09/07/2010	06/08/2011	12	High School

Transcript Statistics	Cumulative GPA (Weighted)	3.317	Student #: 123456
Class Rank	165 of 443		State ID: 1234567890
Percentile	62.75%		Diploma Date: 06/09/2011
			Current Grade: 12

Birthdate: 11/21/1992  
Gender: M

Courses Taken 2007-2008 Grade 09			
from School	Course	Mark	Weight Credit
	1100 English 9	A	2.000 2.000
	1199 U.S. History	A	2.000 2.000
	1300 Biology	A	2.000 2.000
	1400 Geometry	A	1.000 1.000
	1400 Geometry	B+	1.000 1.000
	1600 Phy Ed 9	A	0.500 0.500
	1699 Arabic 9	B+	1.000 1.000
	1699 Computer 9	A	0.500 0.500
	1699 Arabic 9	A	1.000 1.000
	1699 Islamic Study 9	A	0.500 0.500
	1699 Quran 9	B+	0.500 0.500
	1699 Quran 9	A	0.500 0.500
Total Credits: 12.500			

Courses Taken 2008-2009 Grade 10			
from School	Course	Mark	Weight Credit
	1100 English 10	A	2.000 2.000
	1199 Geography	A	1.000 1.000
	1300 Chemistry	A	2.000 2.000
	1400 Algebra II	B+	1.000 1.000
	1400 Algebra II	A	1.000 1.000
	1600 Phy Ed 10	A	0.500 0.500
	1699 Arabic 10	B+	2.000 2.000
	1699 Quran 10	A	0.500 0.500
	1699 Computer 10	A	1.000 1.000
	1699 Quran 10	B+	0.500 0.500
	1699 Islamic Study 10	A	1.000 1.000
Total Credits: 12.500			

Courses Taken 2009-2010 Grade 11			
from Univ of Minnesota	Course	Mark	Weight Credit
	1199 PSEO Intro to Logic	C+	2.000 2.000
	1199 PSEO Europe: The	B	2.000 2.000
World II			
	1199 PSEO Intro Psych	C	2.000 2.000
	1300 PSEO Earth: It's	B	2.000 2.000
Environment			
	1400 PSEO PreCal I	C-	1.500 1.500
	1600 PSEO Judo	B	0.500 0.500
Total Credits: 10.000			

Courses Taken 2010-2011 Grade 12			
from University of Minnesota	Course	Mark	Weight Credit
	1100 PSEO Intro to	B	2.000 2.000
	Shakespeare		
	1100 PSEO Intro Creative Writ	A-	2.000 2.000
	1199 PSEO Print of	B+	2.000 2.000
	Microecon		
	1300 PSEO Evolution &	B	2.000 2.000
	Ecology		
	1400 PSEO Calculus I	D	2.000 2.000
	1500 PSEO Health Sci	B+	1.000 1.000
	Terminology		
	1600 PSEO Cond.	A-	0.500 0.500
	1600 PSEO Handball	A	0.500 0.500
Total Credits: 12.000			

Official's Signature \_\_\_\_\_

Transcript Batch - Report Display Options