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 Editor

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

Transcript Batch Editor

Options	Description
Report Options or Display Options	Indicates which Transcript Report, created in the Report Setup area, generates.

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. |
| **Which students would you like to include in the report?** | Students can be selected by either the Grade Level or an Ad hoc filter.
- **Grade(s)** - Select at least one grade level. Only those grade levels included in the selected calendar are available for selection.
- **Ad hoc Filter—**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. |
| **Sort Options** | Transcripts can be printed (sorted) in the following ways:
- **Alphabetical** - Alphabetically by last name.
- **Grade/Alpha** - Numerically by grade level and then alphabetically by last name within the grade level.
- **Zip Code** - Ascending zip code order (best for bulk mailings).
- **Teacher** - Alphabetically by the teacher's last name, based on the student's teacher assignment for the selected period.

Students without a mailing address are not included in the sort unless the **Transcripts without mailing address, one per student** checkbox is marked.

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. |
| **Report Format** | The Transcript Batch can be generated in either PDF or DOCX format. |
| **Report Generation** | Two buttons are available for report generation:
- **Generate Report** - displays the report instantly.
- **Submit to Batch** - sends the report to the Batch Queue for generation at a specified time. This is recommended when generating the report for many students. |

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
Tel: (555)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	School
09/02/2008		10	Non-Attending Non Pub
09/08/2009	06/09/2010	11	High School
05/07/2010	06/08/2011	12	High School

Transcript Statistics

Cumulative GPA (Weighted)	3.317	
Class Rank	165 of 443	
Percentile	62.75%	

Student #: 123456
State ID: 1234567890
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 World II	B	2.000	2.000
1199 PSEO Intro Psych	C	2.000	2.000
1300 PSEO Earth: It's Environment	B	2.000	2.000
1400 PSEO PreCalc 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 Shakespeare	B	2.000	2.000
1100 PSEO Intro Creative Writ	A-	2.000	2.000
1199 PSEO Princ of Microecon	B+	2.000	2.000
1300 PSEO Evolution & Ecology	B	2.000	2.000
1400 PSEO Calculus I	D	2.000	2.000
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: (555)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	School
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
Class Rank	165 of 443
Percentile	62.75%

Student #: 123456
State ID: 1234567890
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 World II	B	2.000	2.000
1199 PSEO Intro Psych	C	2.000	2.000
1300 PSEO Earth: It's Environment	B	2.000	2.000
1400 PSEO PreCalc 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 Shakespeare	B	2.000	2.000
1100 PSEO Intro Creative Writ	A-	2.000	2.000
1199 PSEO Princ of Microecon	B+	2.000	2.000
1300 PSEO Evolution & Ecology	B	2.000	2.000
1400 PSEO Calculus I	D	2.000	2.000
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 Options