Transcript Batch Report

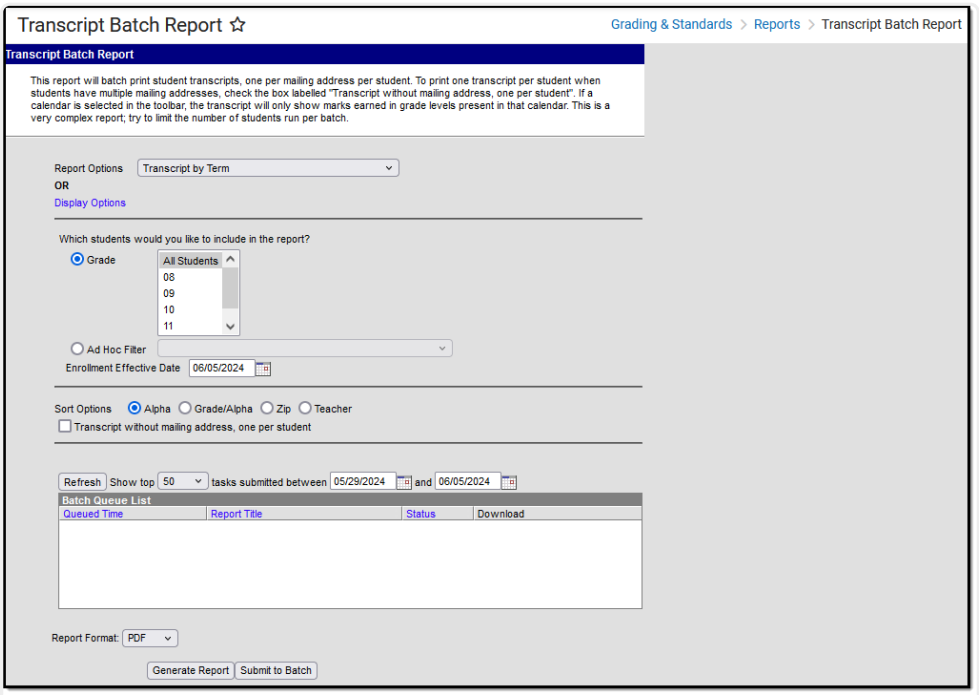
Last Modified on 09/29/2026 12:00 pm CDT

Path: Grading & Standards > Reports > Transcript Batch Report

Use the **Transcript Batch Report** to generate transcripts for multiple students at the same time. You can generate transcripts using a saved transcript report configured in Report Setup or select transcript content manually using Display Options. This guide explains how to generate transcript reports for groups of students.

Before you start

- Create and save a transcript report in Report Setup if you plan to generate transcripts using **Report Options**.
- Create a student-based Ad hoc Filter to generate transcripts for a specific student population. Only filters using the Student Data Type are available.
- Determine whether the report should be generated in PDF or DOCX format.
- Set appropriate tool rights. See the Grading & Standards Reports Tool Rights article for more information.



Configure, generate, and track transcript batch report requests for groups of students.

Generate transcripts using a saved transcript report

Use this option when a transcript report has already been configured in Report Setup.

1. Select a transcript from the **Report Options** dropdown list.
2. Select the students to include in the report:
    - Select one or more **Grade Levels**.
    - Select an **Ad hoc Filter**.
3. Enter an **Enrollment Effective Date**, if desired.
4. Select a **Sort Option**:

Option	Description
Alphabetical	Sorts report cards by student last name.
Grade/Alpha	Sorts report cards by grade level and then by student last name.
Zip Code	Sorts report cards by ZIP code for mailing purposes. - A transcript is printed for each household containing a guardian whose **Mailing** checkbox is marked. If all guardians reside in the same household, only one transcript prints. If guardians reside in multiple households, transcripts print for each applicable household. Students without a mailing address are excluded unless **Transcripts without mailing address, one per student** is selected.
Teacher	Sorts report cards by the assigned teacher's last name. - When the **Teacher Sort** option is selected, options for selecting the **Calendar** of enrollment, the **Effective Date,** and the **Period** of the day appear. If a student does not have a teacher for the selected period in the calendar for the effective date chosen, the student's report card prints first and the teacher's name is blank.

5. Select a **Report Format**:
    - PDF
    - DOCX
6. Click **Generate Report**.

Impact

The transcript report is generated and displayed in the selected format. Depending on the transcript configuration and the amount of student data included, transcripts may span multiple pages.

Generate transcripts using display options

Use this option when a saved transcript report is unavailable or when you need to temporarily modify the information included on the transcript.

1. Click **Display Options**.
2. Select the transcript elements to include.
3. Select the students to include:

    - Select one or more **Grade Levels**.
    - Select an **Ad hoc Filter**.
4. Enter an **Enrollment Effective Date**, if desired.
5. Select a **Sort Option**.
6. Select a **Report Format**:
    - PDF
    - DOCX
7. Click **Generate Report**.

Impact

The transcript report is generated using the selected display options and displays in the chosen format. Depending on the selected options, transcripts may span more than one page.

What's next

- Review generated transcripts to verify academic history, credits, GPA information, and formatting before distributing them.
- Update transcript layouts and display options in Transcript Report Preferences or Report Setup if changes are needed for future transcript generation.
- Generate transcripts for additional grade levels or student populations using Ad hoc Filters.