

# Transcript Audit Report

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

Tool Search: Transcript Audit Report

The Transcript Audit Report compares the student's transcript data with posted grades assigned by teachers. It lists the differences in the posted score (grade), posted comments, or both. When a transcript record is modified on the student's Transcript, the changed record is displayed on the audit report. The report does not include items not yet posted to the transcript.

The Transcript Audit Report is sorted by Course Number, includes the Student's Name, and compares the score entered by a teacher and the score that appears on the student's Transcript.

Transcript Audit Report ☆

Grading & Standards > Reports > Transcript Audit Report

Transcript Auditing Report

This report will compare the transcript data with the source Grading data and lists the differences in score and comments.

Which fields do you want to be audited?

☒ grade ☒ comments

Report Format: PDF

Generate Report

Transcript Audit Report

## Generate the Transcript Audit Report

1. Indicate what fields should be audited: Grades, Comments, or both.
2. Select the desired **Report Format** - PDF or DOCX.
3. Click **Generate Report**.

2023-2024 Campus High School 12345 Main Street, Blaine, MN 55449 Generated on 06/04/2024 01:42:14 PM Page 1 of 20			Transcript Auditing Report Audit fields: grades and comments Total Records: 638		
Course	Term	Student Name (#)	Grading Score Comments	Transcript Score Comments	
4010 Algebra 2	2	Conor, Jane (#123456)	NC	P	
4010 Algebra 2	2	Davis, John (#654321)	NC	D	
3541 AP Biology II	4	Holden, Jane (#321456)	B-	B	
1844 AP English 11	2	Anders, David H (#456123)	A-	A	
1844 AP English 11	2	Baker, James R (#123645)	I	C+	a revision essay and a definition essay
1844 AP English 11	2	Taylor, Diane (#654213)	B-	B-	didn't submit patterns of development
1845 AP English 12	4	Ferris, Corey J (#312456)	B-	B-	late work/partial work
1845 AP English 12	4	Johnson, Cate A (#876543)	D	D	missing work
1845 AP English 12	4	Martin, Adam J (#865432)	C+	C+	excessive missing work
1845 AP English 12	4	Oliver, Ellen (#812345)	C+	C+	missing/unrevised work
1845 AP English 12	4	Payne, Andrew (#412356)	C+	C+	missing/unrevised work
1845 AP English 12	4	Patterson, Peter (#512346)	C	C	missing/unrevised work
1845 AP English 12	4	Robinson, Drake (#612345)	NC	NC	excessive missing/unauthenticated
1845 AP English 12	4	Thomas, Hanna (#823145)	C+	C+	unrevised work
2841 Human Geography 9	4	Blake, Anna (#854321)	B+	A-	

Transcript Audit Report - PDF Format

