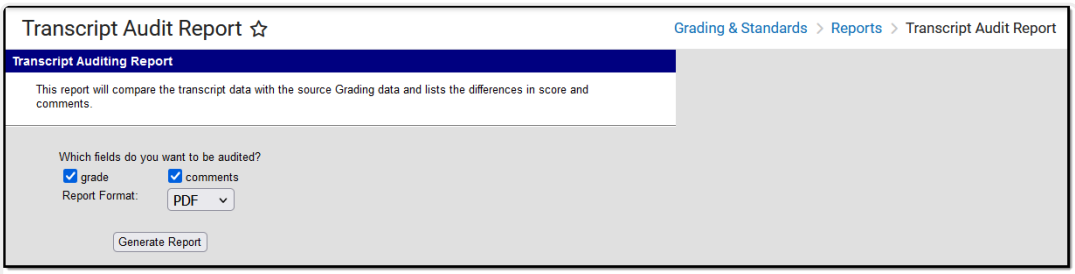
Transcript Audit Report

Last Modified on 10/21/2024 8:19 am CDT

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.

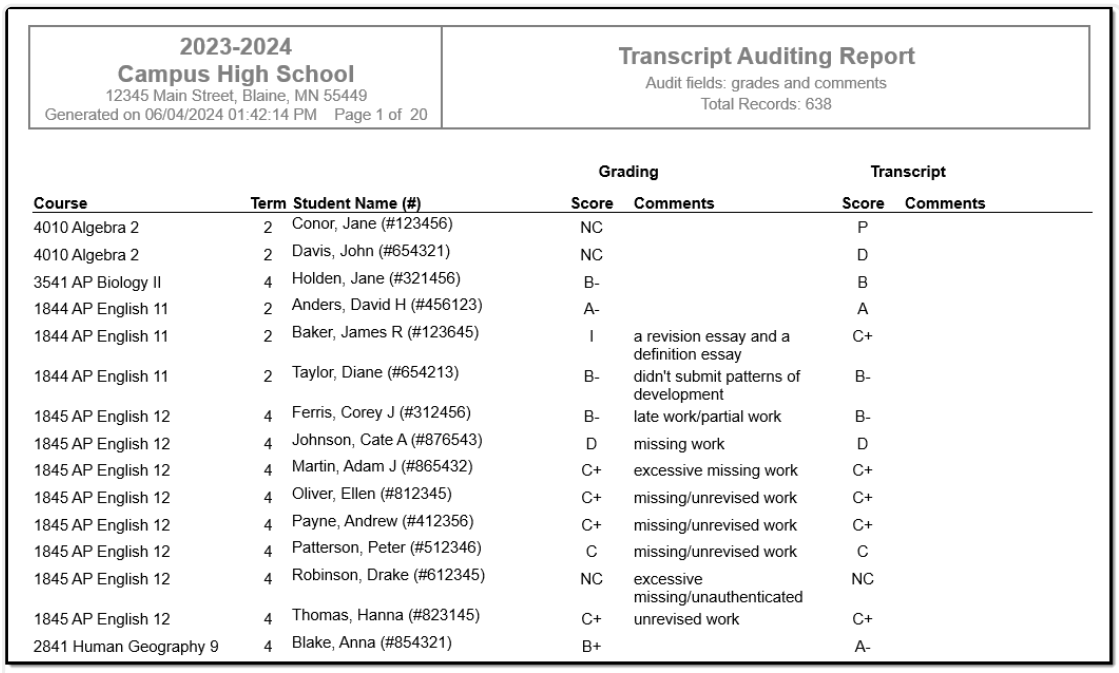
The Transcript Audit Report is sorted by Course Number, includes the Student's Name, and compares the score entered by a teacher and the score that appears on the student's Transcript.



Transcript Audit Report

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

			Grading		Transcript	
Course	Term	Student Name (#)	Score	Comments	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	a revision essay and a definition essay	C+	
1844 AP English 11	2	Taylor, Diane (#654213)	B-	didn't submit patterns of development	B-	
1845 AP English 12	4	Ferris, Corey J (#312456)	B-	late work/partial work	B-	
1845 AP English 12	4	Johnson, Cate A (#876543)	D	missing work	D	
1845 AP English 12	4	Martin, Adam J (#865432)	C+	excessive missing work	C+	
1845 AP English 12	4	Oliver, Ellen (#812345)	C+	missing/unrevised work	C+	
1845 AP English 12	4	Payne, Andrew (#412356)	C+	missing/unrevised work	C+	
1845 AP English 12	4	Patterson, Peter (#512346)	C	missing/unrevised work	C	
1845 AP English 12	4	Robinson, Drake (#612345)	NC	excessive missing/unauthenticated	NC	
1845 AP English 12	4	Thomas, Hanna (#823145)	C+	unrevised work	C+	
2841 Human Geography 9	4	Blake, Anna (#854321)	B+		A-	

Transcript Audit Report - PDF Format

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