Transcript Report Preferences

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Tool Search: Report Setup

Transcripts provide a historical record of a student's performance in courses. Districts can determine which grade levels to include on the report and choose which credit groups to include, which standards to print, and which GPA calculation(s) to use. Transcript Report Preferences allow users to determine what and how data is reported on printed transcripts.

Report Setup - Transcript Preferences

Margin Size

The following table describes the default margin size for transcripts:

Margin	Size
Top	0.5 inches
Bottom	0.5 inches

Margin	Size
Left	Grade Group Option: 0.5 inches Term Group Option: 0.333 inches School Year Group Option: .5 inches
Right	Grade Group Option: 0.5 Term Group Option: 0.333 inches School Year Group Option: .5 inches

Transcripts are generated for printing on a standard 8.5 in X 11in sheet of paper.

Create a Transcript Report

1. Select the **New** icon. A **Report Detail** and a **Report Options** table appear.
2. Enter a **Name** for this transcript.
3. Select the Transcript option from the **Type** dropdown list.
4. Determine whether or not this report should be available in Campus Parent/Campus Student. If so, mark the **Portal** checkboxes for **Available In**.
5. If desired, enter a **Description** of this report.
6. Select all appropriate **Report Options** for the transcript. Report Options are separated into different sections relating to a specific aspect of the transcript. Refer to the sections below for more information.
7. Click the **Save** icon when finished. The transcript is now saved and can be used to generate transcripts from the Transcripts and Transcript Batch tool.

Report Options

The following sections describe all report options. Many of these options can be set to display only those options associated with a certain school by selecting the **Filter to selected school** checkbox. This filters the standard groups, credit groups and related information to only show those categories associated with the school selected in the Campus toolbar.

See the Transcripts article for more information on how data populates a printed transcript report.

> Control whether the Default Transcript Report is available for selection by setting the Enable Default Transcript System Preference.

If the district has enabled the System Preference (see above) not to show the Default Transcript Report option, it can be recreated by marking the options where text appears in the Default column below.

Option	Description	Default Report Options
Group Options	Users can group course information by Grade, Term, or Year. - The **Grade** option groups all courses and corresponding grades taken while the student was enrolled in a certain grade level together on the transcript. - The **Term** option groups courses and corresponding grades based on the calendar term (quarter, semester, etc.) together on the transcript. The information is first grouped by school name (alphabetically) when there is more than one school with transcript records. - The **Year** option groups courses and corresponding grades based on the selected school year. If a student is enrolled in multiple calendars, this option lists those courses together. If standards are used in the Course Display, they are also displayed by grade, term, or year. **School Year Sort Logic with School Name/School Number Grouping** ▶ Click here to expand... - When the School Number and School Name are NULL, the records associated with those values do not show a value. - When the School Number is an In-District number, and the School Name is NULL, the records associated with that value only print the School Number. - When the School Number is NOT an In-District number, and the School Name is NULL, the records associated with that value only print the School Number.	Grade
School Year Options	The School Year Options field allows users to designate the last school year from which to report transcript data. For example, if 2018-19 is selected and the student has earlier transcript records from the reporting school, all course grade data from these enrollment records through the 2018-19 report. Any transcript records from school years after 2018-19 are not reported.	N/A

Option	Description	Default Report Options
Grade Level Options	The **Exclude grades flagged as "Exclude from GPA/Class Rank"** checkbox allows users to exclude all GPA-excluded grade levels from factoring into the student's reported GPA/Class Rank. Only grade levels with the Exclude from cumulative GPA/Rank calculations checkbox marked on the Grade Levels are excluded. When all transcript course records for a school are from a grade level marked as Exclude from GPA/Class Rank, the school name does not print. This logic applies to all of the Group by options.	N/A
GPA/Class Rank Calculation Options	Class Rank is a mathematical summary of a student's academic record compared to other students in the class. GPA/Class Rank Calculation Options determine how GPA and class rank data is displayed on the Transcript. For each option, the Class Rank and Bonus Points can be selected. When a Weighted GPA or Unweighted GPA option is selected, the Bonus Points and Class Rank checkboxes are available for selection. Selection can be made for **Cumulative GPA.** When the calendar includes custom GPA calculations, **Custom GPA/Class Rank Calculation Options** can be selected. These display as User Defined and display the Custom GPA name on the Transcript. See the GPA Calculations in Campus article for detailed information on GPA options. The following options are available: • **Weighted GPA** • **Unweighted GPA** • **Bonus Points** • **Class Rank** All GPA/Class Rank Calculation options can be selected if desired. To NOT calculate class rank for students, see the following settings: • To remove a student from the Class Rank, mark the **Class Rank Exclude** checkbox on the student's Enrollment record. • To remove all students in a particular grade from the class rank calculation, mark the **Exclude from**	Cumulative GPA Weighted GPA Class Rank Percentile (Number of students with a lower rank over the total number of students.)

Option	Description	Default Report Options
	cumulative GPA/Rank calculations on the Grade Level Setup tool. • To remove class rank and GPA calculations from Transcript reports, mark the **Exclude grades glass as Exclude from GPA/Class Rank** checkbox on the Transcript Report Preferences. When this option is marked, class rank calculations are still available for the student. Other settings that may affect student Class Rank: • Enrollment End Statuses related to the successful completion of high school learning (e.g., Graduated students). When an enrollment has an End Status related to Graduated and an End Date, the Class Rank is not calculated for that student.	
Custom GPA/Class Rank Calculation Options	If a school or district uses custom GPA calculations, student data based on these calculations can be selected and reported at the top of the transcript in the Transcript Statistics section. For California districts, see the California GPA Calculations article.	N/A
Course Display Options	Course Display options allow users to select the Course records that display on the transcript based on **Credit Groups** and **Standard Groups**. Mark the **Filter to selected school** checkbox to list only those credit or standard groups associated with the school selected in the Campus toolbar. Choose the desired Credit Groups or Standard Groups to determine which courses to print on the transcript. If a student has any transcript items not assigned to a credit type, those credit types are considered **Unassigned Credits**. If the Unassigned Credits option is not marked, that course does not print.	All Credit Groups All Standard Groups
Credit Summary Display Options	Credit Summary Display Options determine which credit groups/standard groups report. Users may display both Attempted and Earned Credits for the student's Academic Program or selected Credit Groups. Credit Groups and credit types are established in the Credit Group tool and then assigned to schools using the School Standards tool. If a student has any transcript items not assigned to a credit type, those credit type totals appear as **Unassigned**	Earned Credits Attempted Credits All Credit Groups (Grand Total) All Standard Groups

Option	Description	Default Report Options
	Credits and print on the transcript report in a No Credit Name Assigned section. This section will not be displayed if the Unassigned Credits option is not marked.	

Academic Program Credit Summary

▶ Click here to expand...

When the Academic Program Credit Summary is selected, the Credit Types only include those items from the Credit Group required in the Academic Program or those with a Display Sequence value. This option also allows the display of Required, Remaining, and Overflow credits for the Academic Program. Checking the "Include Credit Type overflow logic" option displays information on credits that overflow from one type into another when the requirement for the first credit type is met.

- Credit types are listed numerically using the Display Sequence value on Credit Requirements. Credit types that have the same display sequence value are listed alphabetically.
- Credit types without a Display Sequence value are listed alphabetically after those with a Display Sequence value.
- Credit types display even if the student has not yet earned credits for that type.
- Credit types without a requirement or a display sequence are not listed, but credits from these types are included in overflow logic, if applicable.

The Credit Groups options cannot be selected if this option is selected.

Things to note:

- Credits from In-Progress or Planned courses ARE NOT included.
- When a credit type associated with an Academic Program has a display sequence but does not have credit requirements, that credit type still displays. If the student does not have transcript course records for the credit type or if the student has transcript course records for the credit type and there is no overflow to a credit type that has a requirement, that credit type displays in the correct position (based on the Display Sequence) with appropriate credits earned/attempted (based on options selected). Required/Remaining credits display zero.
  - If credits in the credit type overflow to a different credit type that does have credit requirements, the credit type displays in the correct position based on the Display Sequence in the list with the appropriate number of credits

Option	Description	Default Report Options

earned/attempted/overflowed. Required/Remaining credits display zero.

- When a credit type associated with an Academic Program has requirements but not a display sequence entered in the Credit Requirements, that credit type displays on the transcript in the Academic Program Credit Summary. It does not matter if the student has transcript course records for the Credit Type.
- When a credit type associated with an Academic Program does not have a Display Sequence or Credit Requirements, that credit type does not display on the transcript in the Academic Program Credit Summary, even if the student has transcript course records or if the credits for the course overflow to another credit type that does have a Display Sequence or Credit Requirement.

> When using the Academic Program display, be aware that any in-progress credits and planned credits based on the student's Academic Plan are NOT included in the earned credit count and ARE included in the Remaining Credits total.
>
> When the Group by Term or Group by School Year option is used and Credit Type overflow is checked, the calculation of Remaining Credits includes overflow credits, but due to space constraints, the overflow credits column does not display on the report.
>
> When a student has earned credits that overflow from one credit type into another, those credits display as positive credits in the Overflow column. They are used in the calculation of Remaining Credits for the credit type into which they overflow. This happens whether the overflow happens because it is set on the Credit Type or if it is set on the Credit Rollup Overflow Override on the Transcript Credit record.

Credit Groups

▶ Click here to expand...

When Credit Groups are selected, credit types are sorted alphabetically by Credit Group (if more than one is selected). These display only when the student has earned credits in that type.

Choose to display the grand total for all Credit Groups, or to not display the grand total for all Credit Groups. When the choice is to not display the grand total, the Total Credits row

Option	Description	Default Report Options
	does not display, but each Credit Group includes a total. The Academic Program options cannot be selected if this option is selected.	
Standards Summary Display Options	Standards Summary Display Options determine how standards data is reported on the transcript. Select which standard scores to display (see definitions following) and then select the standards groups to display. These groups come from the Standards Bank and display standards information below the Credit Groups section on printed transcripts. **Display All Scores** - All scores assigned to the Standard of Learning display on the transcript. **Display Best Scores** - Only the best score the student received on a Standard of Learning displays on the transcript. **Display Most Recent Score Only** - Only the most recent score the student received on a Standard of Learning displays on the transcript. Standards display alphabetically by parent name.	N/A

Option	Description	Default Report Options
Standardized Testing Display Options	Standardized Testing options allow users to determine what types of tests are displayed on printed transcripts and how Standard Group data is laid out on the transcript. **Display Best Score Only** - Displays the highest score for each selected test on the transcript. A student may have several scores listed on the Assessment tool that have been taken throughout the year, but only the highest received score prints on the transcript. **Display Assessment Code** - Displays the code associated with the assessment (created in the Test Setup editor). **National Tests** - Displays student scores for national tests entered in the Assessment editor. This requires that student scores are listed on the student's Assessment record. National tests are those assessments that have a Test Type of National Test and a National Code. **State Tests** - Displays student scores for tests entered in the Assessment editor. State tests are those assessments with a defined State Code and Test Type. **District Test** - Displays district-specific test scores entered in the Assessment editor and listed on the student's Assessment. **Standard Test Format** - Displays student assessments and assessment scores in a list form (Tests and Strands as List) or in a tree form (Tests and Strands as Tree), where assessments of the same kind (parent tests, child tests, etc.) are indented accordingly.	All Assessment Options
Report Display Options	These options can make the transcript more readable but may also increase its length. You can select as many options as you desire from the Report Contents, Report Header and Format, Student Information, and Records Transfer Settings. See the Display Options table below for descriptions of these options.	Enrollment History
School Comment	The School Comments field allows users to include a comment that appears at the top of all printed transcripts. School comments can be modified anytime and apply to those receiving the transcript.	N/A

Display Options

Option	Description
Report Contents	
Course Display	Selection determines how courses are displayed on the transcript. Information displays based on entered data in the Courses editor. Options are: • Course Number and Course Name • State Code and Course Name • Course Name Only
Enrollment History	Lists all enrollments for the student. This option displays at the top of the first page of the transcript.
No Show	Indicates all students with the No Show checkbox marked on the Enrollment tab. This option can only be selected if Enrollment History is also selected.
Attendance	Displays the student's attendance. When selected, choose one of the following: • **Daily Exact**: Reports student attendance based on Daily Exact attendance calculations. • **Daily Approximation (Half/Whole Day)**: Reports student attendance based on Whole Day/Half Day attendance calculations. Attendance prints on the transcript when the Calendar is assigned a Type of I: Instructional or NULL. This is set on the Calendar.

Option	Description
In-Progress Courses	In-Progress Courses are courses with no **posted** scores for grading tasks and/or grading standards. A course is "in progress" until midnight of the entered end date. This could be the end of the term or the date the student leaves the course. If a student withdraws from the course on September 19, the student is still actively enrolled (on the roster) until midnight on September 19. At 12:01 a.m. on September 20, the student is no longer actively enrolled in the course. The Term Mask checkbox on the Course Grading Task/ Grading Standard Detail also helps determine if a course is designated as In-Progress and/or is considered a "Future" course. **Example** A course is four terms long, and it is currently Term 2. Scores have been posted to the transcript for Term 1. A credit is earned for each term (if passing scores are achieved). One credit is listed on the student's transcript for the Term 1 score. • When **In-Progress Courses** is marked, two credits display as In-Progress - one for the first term and one for the second term. • When **In-Progress Courses** AND **Include Future Courses** is marked, four credits are listed as In-Progress - one for each term until the end of the course. A course is considered **In-Progress** until the last day of the last term for that grading task. In-Progress is always a sum of posted credits and In-Progress credits until that course is completed.
Exclude Previous Years	Displays when the In-Progress Courses checkbox is marked. In-Progress scores from previous school years are **not** listed on the printed transcript when this option is selected. When a course number or course name is changed on the Course/Course Master editor, but the student has an entry on their transcript using the previous course number/course name, manually entered transcript entries may print as In-Progress. To prevent this, mark this preference.

Option	Description
Include Future Courses	Displays when the In-Progress Courses checkbox is marked. Future courses are those that: • Begin in a future term within the current school year. • Are in-progress, but scores are posted in a future term within the current school year. **Courses for future school years do not display.** A school may have a standard school year calendar that begins August 31 and ends June 15 and a separate calendar for Summer School from June 18 through August 15. When this preference is marked, courses for students enrolled in the Summer School calendar are included on the transcript.
Report CTE Program	Displays data for an Academic Program with a Program Type of CTE and a Student Status of Concentrator, Participant, or other CTE Student Status options for the particular district or state. A student may have more than one CTE Academic Program.
Student Status	Droplist appears when the 'Report CTE Program' option (above) is selected. This supports the ability for users to report a CTE Academic Program on transcripts.
Activity Courses	Lists the activities in which the student is involved, as identified by courses that have a value in the Activity field on the Course editor.
Immunization	Lists the student's immunization records. This appears as a separate page of the transcript.
Report Comments	Displays any report comments established for the student in the Report Comments tab.
Standard Rubric	Displays the rubric tied to standards reported on the transcript.
Docufide Compatible	When selected, the District Number, School Code, and State ID labels display as DCODE, BCODE, and UIC, respectively.
Report Header and Format	
No Shading	No shading appears on the printed transcript. This is available only in the Group by Grade format.
Accreditation	Lists the Accreditation Status of the school. This is entered on the School Information editor.
District Name	Indicates the name of the district above the school name in the header.
District Number	Reports the district number within which the school generating the transcript exists. District Numbers are reported from the State District Number field on the District Information tool.

Option	Description
Blank Header	Displays no information at the top of the report. The Official Transcript and the District Name fields cannot be selected when this is selected.
School CEEB Code	This code is entered on the School Editor and stands for College Entrance Examination Board. It is a national identifier for high schools.
GPA Max	Marks courses with a GPA Max Value greater than the entered GPA value in the display preferences.
Official Transcript	Prints a notice that this report is the official documentation of the student's school records. This is often required for college admissions.
School Code	The state assigns this code to a school for identification purposes. It is entered on the School Editor as the State School Number.
Official Signature	Prints a line where the principal or superintendent can sign the student's transcript on the bottom of each page.
Student's Phone	Prints the phone number assigned to the student's household.
Student Information Student picture, Race/Ethnicity, Place of Birth, and Guardian options are only available when in the Group by Term or Group by School Year format, not for the Group by Grade format.	
Student Picture	Prints the student's picture, which is uploaded and viewable on the Summary tab.
State ID	Prints the state ID number assigned to the student. This number may be different from the student number.
NCES Grade	Prints the Federal NCES Grade for a course.
Race/Ethnicity	Reports the student's race/ethnicity as entered on the Demographics (or Identities) tab.
Counselor	Prints the name of the counselor assigned to the student via the Team Members tool..
Diploma Date	If populated, the Diploma Date entered on the student's Graduation record reports.
Guardian	Lists the designated parents or guardians as noted on the student's Relationships tab.
Place of Birth	Prints the Birth Country from the Demographics tab. In most areas, this is an optional entry for demographic data, and only prints on the transcript if there is demographic data to print.
SSN	Reports the student's complete Social Security number (XXX-XX-XXXX). Tool rights are necessary for this field to print.

Option	Description
Diploma Type	If populated, the Diploma Type entered on the student's Graduation record reports.
State Seals	State seal information is added to the student's Graduation record and displayed on the transcript when selected. This option is only available for those states where State Seal functionality is available.
Legal Name	When selected, the student's legal first name, legal middle name, and legal last name print if entered in the Protected Identity information and if the user has tool rights to Protected Identity Information If the legal first name or last name is not populated or the user does not have tool rights to this information, the student's first name and last name report from the First Name and Last Name fields on the student's current Identity record. Tool rights are ignored when viewing the Transcript on Campus Student/Campus Parent.
Gender	When selected, prints either the student's entered **Gender Identity** or the **Legal Gender** assigned in the Protected Identity information and if the user has tool rights to Protected Identity Information. If the legal gender is not populated or if the user does not have tool rights to this information, the student's gender reports from the Gender field on the student's current Identity record. Gender does not report on the Immunization page. Tool rights are ignored when viewing the Transcript on Campus Student/Campus Parent.
Principal	When selected, prints the school principal's name as entered on the School Information editor.
Expected Graduation Year	When selected, prints the student's expected graduation year when a Diploma Date is not entered on the student's Graduation record. This mostly applies to students in grades 9-11. The Date First Entered the 9th Grade value (from the Graduation record) plus four years displays. That value can be modified to indicate a different year than originally expected based on the 9th-grade entry date. When both the Diploma Date and Expected Graduation Year options are selected, the Diploma Date displays preferentially. That means that when a student has both a Diploma Date and a cohortYearNGA value, only the Diploma Date displays (this would generally be 12th graders). When both are selected, the Expected Graduation Year prints in place of the Diploma Date, even if the student does not have a Diploma Date.

Option	Description
Records Transfer Settings	
Default for Transfer	When marked, this indicates the transcript is the default transcript sent when performing a records transfer via the National Records Exchange or Student Records Transfer. Only one transcript report per school can be marked as Default for Transfer.

Transcript Print Examples

Transcript Options in Transcript Header

Courses Taken 2007-2008 Grade 09
from High School

Course	Mark	Weight	Credit
0003 Skills Seminar A I (Academic)	D	1.000	1.000
0004 Skills Seminar A II (Academic)	D	1.000	1.000
1611 Strategies for Reading 3 I	D	1.000	1.000
1612 Strategies for Reading 3 II	C-	1.000	1.000
2700 World Geography I	D	1.000	1.000
2701 World Geography II	NC	1.000	0.000
3401 Regular Phy Science I	D+	1.000	1.000
3402 Regular Phy Science II	D	1.000	1.000
4002 Pre-Algebra I	C+	1.000	1.000
4003 Pre-Algebra II	D+	1.000	1.000
6401 Lifelong Fitness 9 I	B+	1.000	1.000
6402 Lifelong Fitness 9 II	A-	1.000	1.000
		Total Credits:	11.000

Courses Taken 2008-2009 Grade 10
from High School

Course	Mark	Weight	Credit
0003 Skills Seminar A I (Academic)	B	1.000	1.000
0004 Skills Seminar A II (Academic)	C+	1.000	1.000
1702 English 10 I	C-	1.000	1.000
1703 English 10 II	C	1.000	1.000
2742 U.S. History (Block)	D-	2.000	2.000
3501 Modern Biology I	NC	1.000	0.000
3504 Applied Biology II	C	1.000	1.000
4640 Basic Algebra I 1	C-	1.000	1.000
4641 Basic Algebra I 2	D-	1.000	1.000
5700 Health Science	NC	1.000	0.000
6503 Phy Ed 10	D	1.000	1.000
		Total Credits:	10.000

Courses Taken 2009-2010 Grade 11
from   Summer School

Course	Mark	Weight	Credit
5700 Health Science	B-	1.000	1.000
		Total Credits:	1.000

Courses Taken 2010-2011 Grade 12
from   High School

Course	Mark	Weight	Credit
0001 Applied Skills Seminar B I	A	1.000	1.000
		Total Credits:	1.000

Official's Signature _____

Transcript Options for Course Display

Attendance

School Year	Calendar	School Days	Member Days	Absent Days	Tardy
2007-08	053 (AHS) 07-08	170	170	3.42	100
2008-09	053 (AHS) 08-09	261	197	5.93	87
2010-11	2010-11 Robbinsdale Armstrong	206	206	1.45	0
Total: 4		637	573	10.79	187

Standard Tests

Name	Score	Result/Level	Result Date
Spring 2008 GRAD Wtg:MGWT:08A	3	P	04/15/2008
Spring 2009 GRAD Rdg:MGRT:09A	47	P	04/13/2009

Note: Standard Test scores within this transcript represent the student's best scores only and may consist of scores from multiple administrations of the assessment. Therefore, the composite score should not be interpreted to be comprised of the subtest scores shown.

Credit Summary

High School	Attempted	Earned
Electives	7.000	7.000
English	4.000	4.000
Health	2.000	1.000
Mathematics	4.000	4.000
Phy Ed	3.000	3.000
Science	4.000	3.000
Social Studies	4.000	3.000
Total	28.000	25.000
Total Credits	28.000	25.000

Transcript Options for Attendance, Assessments, and Credit Summary

Diphtheria-tetanus-pertussis, combined [DTaP, DTP] - Compliant

Shots	07/14/1992	09/17/1992	11/17/1992	08/19/1993	06/12/1997	

Tetanus-diphtheria [Td]

Shots	05/27/2003					

Polio [IPV, OPV] - No Requirement

Shots	07/14/1992	09/17/1992	11/11/1993	06/12/1997		

Measles-Mumps Rubella [MMR] - Compliant

Shots	08/19/1993	09/16/1999	

Measles-Mumps-Rubella-Varicella [MMRV]

No doses of this vaccine.

Hepatitis B [Hep B] - Compliant

Shots	07/22/1993	08/09/1995	09/20/1995

Hepatitis B - 2 Dose [Hep B - 2 Dose]

No doses of this vaccine.

Hemophilus influenza, type B [Hib] - No Requirement

Shots	07/14/1992	09/17/1992	11/17/1992	08/19/1993

Pneumococcal

No doses of this vaccine.

Varicella - No Requirement

Shots	08/09/1995	05/31/2007

Measles

No doses of this vaccine.

> Immunization records print on the third page of the transcript. This data is pulled from the student's Immunization tab in Student Information Health.

Immunization Record Transcript Options