

eTranscript Report Preferences

Last Modified on 01/27/2026 2:51 pm CST

Tool Search: Report Setup

The eTranscripts tool enables schools to generate electronic versions of student transcripts that can be submitted to post-secondary institutions and third-party vendors for use in the college or university application process. eTranscript Report Preferences allow districts to determine what data is displayed.

Report Setup ☆

System Settings > System Preferences > Report Setup

New Save Delete

Reports Editor

Name	Type
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*Name

Example eTranscript

*Type

eTranscript

Available in

☐ Instruction
 ☐ Portal - Active
 ☐ Portal - Historical

Description

Report Options

GPA/Class Rank Calculation Options

Cumulative GPA

☐ Weighted GPA
 ☐ Bonus Points
 ☐ Class Rank

☐ Unweighted GPA
 ☐ Bonus Points
 ☐ Class Rank

Term GPA

☐ Weighted GPA
 ☐ Bonus Points

☐ Unweighted GPA
 ☐ Bonus Points

Credit Summary Display Options

☐ Credit Summary

☐ Earned Credits
 ☐ Credit Units

Carnegie Units

Standardized Testing Display Options

☐ Display Best Score Only
 ☐ Report Test Date as Year/Month
 ☐ National Tests (National Code defined)
 ☐ State Tests (State Code & Type defined)
 ☐ District Tests

Report Display Options

Source

☒ School CEEB Code
 ☐ Counselor

Student

☐ Student's Email
 ☐ Legal Name
 ☐ Legal Gender
 ☐ Immunization
 ☒ Race/Ethnicity
 ☐ Report Comments

SSN

☒ None
 ☐ Partial
 ☐ Full

Academic Record

☐ Graduation Cohort Year
 ☐ Repeat Course
 ☐ Course Level
 ☐ Diploma Date
 ☐ Diploma Type
 ☐ Diploma Name
 ☐ State Seal
 ☐ NCES/SCED Code
 ☐ In-Progress Courses
 ☐ Attendance
 ☐ Certification

Course Number Display

☒ Course Number
 ☐ State Course Code

Report Setup - eTranscript Preferences

eTranscript Workflow

eTranscript Report setup is Step 5.

► [Click here to expand...](#)

Step		Campus Location
1.	Assign tool rights to eTranscripts for the appropriate users (see table below).	System Administration > User Security > Tool Rights
2.	Verify the school's CEEb number is entered.	System Administration > Resources > School
3.	Establish Code Defining values for diploma type.	System Administration > Data Defining Tools > Code Defining
4.	Configure a server connection to your eTranscript vendor's API for electronic release functionality.	System Settings > System Preferences > Electronic Release Setup
5.	Select eTranscript report type and customize eTranscript report preferences.	System Administration > Preferences > Reports > eTranscripts
6.	<p>Verify PESC Test and PESC Sub-test options are entered on tests for assessments that are chosen on preferences. For example, when the student's ACT score should be included in the eTranscript, verify these fields are populated for the ACT test.</p> <p>In order for tests to report, at least one date and one score must be present in a Campus Test Family (Parent Test or Child Test).</p> <p>The Display in Transcripts checkbox must be marked to select these options.</p>	Assessment Center > Test Detail
7.	Verify PESC grade levels are assigned to grade levels.	System Administration > Resources > Grade Level Definitions
8.	<p>Ensure a PESC Name assigned to the Credit Groups.</p> <p>When the Credit Group does not have a PESC Name assigned, it will not be reported in the PESC output on the eTranscript.</p>	Grading and Standards > Credit Groups > PESC Name
9.	Verify the Diploma Type, Diploma Date and NGA Cohort Year are populated on the student's Graduation record.	Student Information > General > Graduation
10.	Confirm the student has transcript records.	Student Information > General > Transcripts

Step		Campus Location
11.	Use the eTranscript Batch Report to generate an eTranscript for multiple students Options are available to display the eTranscript (PESC XML output) immediately or to submit a batch of eTranscript records to Batch Queue to download at a later time, or release the records.	Grading and Standards > Reports > eTranscript Batch
12.	Download (save) and send eTranscript files to third-party eTranscript vendors.	N/A

eTranscript Report Detail and Report Option Editors

Report Detail

Field	Description
Name	Indicates the name assigned to the eTranscript report. The name is selected when generating the eTranscript Batch Report .
Type	Indicates which type of report is being created and which options are visible. Select the eTranscript option.
Available In	This field is disabled for eTranscript reports and cannot be selected.
Description	Displays additional information about the eTranscript report. When there are multiple reports, this field may help differentiate the options selected.

Report Options

Option	Description
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Option	Description
GPA/Class Rank Calculation Options	<p>GPA/Class Rank Calculation Options determine how GPA and class rank data is displayed on the eTranscript. 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.</p> <p>Selection can be made for Cumulative GPA or Term GPA. When the calendar is associated with 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 eTranscript.</p> <p>See the GPA Calculations in Campus article for detailed information on GPA options.</p> <p>The following options are available:</p> <ul style="list-style-type: none"> • Weighted GPA • Unweighted GPA • Bonus Points • Class Rank <p>All GPA/Class Rank Calculation options can be selected, if desired.</p> <p>When this option is selected, Academic Session information reports in the XML output by year, not by term. Therefore, the displayed GPA is for the entire year.</p>
Credit Summary Display Options	<p>Credit Summary Display Options determines which credit groups/standard groups report.</p> <p>Users may display Earned Credits and Credit Units (Quarter, Semester, Carnegie Units, Continuing Education Units, etc.) for the student's Academic Program or for selected Credit Groups.</p>

Option	Description
Standardized Testing Display Options	<p>Standardized Testing options allow users to determine what types of tests are included in the eTranscripts and how Standard Group data is laid out on the eTranscript.</p> <p>Only those tests marked to Display in Transcript and mapped to PESC Test and SubTest Codes are included on the eTranscript.</p> <ul style="list-style-type: none"> • Display Best Score Only - Displays the highest score for each selected test on the eTranscript. A student may have several scores listed on the Assessment record that have been taken throughout the year, but only the highest received score is included on the eTranscript. • Report Test Date as Year/Month - Displays the date the test was taken as a year/month (CCYY-MM). When this is not marked, the date displays as CCYYMMDD. This option is required when using Parchment as your eTranscript vendor. • National Tests (National Code Defined) - 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(State Code and Type defined) - Displays student scores for tests entered in the Assessment editor. State tests are those assessment with a State Code and Test Type defined. • District Tests - Displays district-specific test scores entered in the Assessment editor and listed on the student's Assessment record. <p>See the Student Assessment article for more information.</p>
Report Display Options	
Source	
School CEEB Code	<p>This code is entered on the School Editor and stands for College Entrance Examination Board.</p> <p>This data is automatically selected to be included in the report. When it should not be included, remove the checkmark. Note that many electronic transcript vendors use this code to identify the sending school.</p> <p><i>This option is required when using Parchment as your eTranscript vendor.</i></p>
Counselor	Prints the name of the counselor assigned to the student via the Team Members record.
Student	
Student's Email	Prints the student's email address.

Option	Description
Legal Name	<p>Lists the student's legal first name, legal middle name and legal last name when entered in the Protected Identity information.</p> <p>When this option is marked, the user has tool rights to Protected Identity Information, and the legal first name/legal last name field is populated on the student's Identity record, the full legal name prints.</p> <p>When the legal first name or legal last name is not populated, the student's first name and last name reports from the First Name and Last Name fields on the student's Identities record.</p>
Legal Gender	<p>Lists the student's legal gender when entered in the Protected Identity information.</p> <p>When this option is marked, the user has tool rights to Protected Identity Information, and the legal gender field is populated on the student's Identity record, the legal gender prints.</p> <p>When the legal gender field is not populated, the student's gender reports from the Gender field on the student's Identities record.</p>
Immunization	Lists the student's recorded vaccines .
Race/Ethnicity	<p>Reports the student's race/ethnicity as entered on the Identities record.</p> <p>This data is automatically selected to be included in the report. When it should not be included, remove the checkmark.</p>
Report Comments	Prints the customized text created in the Report Comments tool and marked as active on the student's Report Comments record. When this preference is selected, the comments display at the end of the XML.
SSN	
Reports the student's Social Security number. Tool rights are necessary in order for this field to print.	
None	Indicates the student's Social Security number does not show on the eTranscript.
Partial	Indicates that only the last four digits of the student's Social Security number show on the eTranscript.
Full	Indicates that all 9 digits of the student's Social Security number show on the eTranscript.
Academic Record	
Graduation Cohort Year	Prints the student's NGA Cohort End Year value from the Graduation record.

Option	Description
Repeat Course	Indicates when the course has the Repeatable checkbox marked.
Course Level	Reports the course level or honors code assigned to the course . The Honors code on the Course must be mapped to the PESC values on the Code Defining tool. That mapped code reports on the eTranscript.
Diploma Date	<p>Reports the Diploma Date entered on their Graduation record. This does not indicate whether the student has graduated; it is just that the field has been populated.</p> <p>This must be selected for the diploma date to display in the XML output.</p>
Diploma Type	<p>Reports the Diploma Type entered on their Graduation record. This is the PESC code assigned to the diploma type. This does not indicate whether the student has graduated, just that the field has been populated.</p> <p>Diploma types must be mapped to the PESC values in the Code Defining tool. That mapped code reports on the eTranscript.</p> <p>This must be selected for the diploma type to display in the XML output.</p>
Diploma Name	When the student has graduated, the Diploma Name entered on their Graduation record reports. This is the school-assigned value (could be General Diploma or Spring Diploma).
State Seal	<p>When marked AND the student has a State Seal record listed on their Graduation record and an Earned Date value, the State Seal reports on the eTranscript in the AcademicHonors node. This does not require a Diploma Date or Diploma Name value to be available on the Graduation record to report.</p> <p>Multiple State Seals can report, with or without a date.</p> <p>When not marked, State Seal information does not report, even when the student's Diploma information is entered on the Graduation record.</p>
NCES/SCED Code	<p>Reports the NCES code assigned on the course editor. This is a combination of the scedSubjectArea and the scedCourseID.</p> <p>The Course Subject Area Code is the PESC Name mapped to the Credit Type on the Transcript Course record.</p> <p>The XML output does not report the Course Subject Area Code value when this option is marked.</p>
In-Progress Courses	Reports course information for courses a student is enrolled in during the current school year.

Option	Description
Attendance	<p>Reports the student's attendance information as Days Present and Days Absent.</p> <p>When this option is selected, Academic Session information reports in the XML output by year, not by term. Therefore, the displayed attendance is for the year.</p>
Certification	<p>When selected, Academic Program certification data is included. The status of a student's certification is documented under the Academic Program - Certifications Fields section of the Programs (Academic Planning) tool.</p>
Course Number Display	
Course Number	<p>Reports the district/school assigned Course Number <u>AND</u> Course Name (CourseTitle) entered on the course editor.</p>
State Course Code	<p>Reports the State Code <u>AND</u> Course Name (CourseTitle) entered on the course editor.</p>

The screenshot shows the 'Course Information' form. Three fields are highlighted with red boxes: 'Number' (containing '12345'), 'Name' (containing 'English 101'), and 'State Code' (containing '01ABC'). Other visible fields include 'Subject Type' (Core Academic Subject Area (CORE)), 'Department', 'Max Students', 'GPA Weight' (0), 'Type', 'Standards-based', 'Active' (checked), 'State Report Exclude', 'External LMS Exclude', 'Course-Only Curriculum', 'Core Academic Class' (English (ENG)), 'Terms' (0), 'Schedules' (0), 'Periods' (0), 'Sections to Build' (0), 'Preferred Room Type', 'Section Template Group', 'Advisory', 'Transcript', 'Required', and 'OPE ID' (Select a Value).

Create an eTranscript Report

1. Select **New**. A **Report Detail** and a **Report Options** table are displayed.
2. Enter a **Name** for this eTranscript.
3. Select the **eTranscript** option from the **Type** dropdown list.
4. If desired, enter a **Description** for this report.
5. Select all appropriate **Report Options** for the eTranscript. Report Options are organized into sections that relate to specific aspects of the eTranscript. Refer to the sections below for more information.
6. Click the **Save** icon when finished. The eTranscript is now saved and can be used to generate and submit eTranscripts.

See the [PESC XML Layout](#) for a detailed description of the items included on the eTranscript.

Previous Versions

[eTranscript Report Preferences \[.2124 - .2303\]](#)

