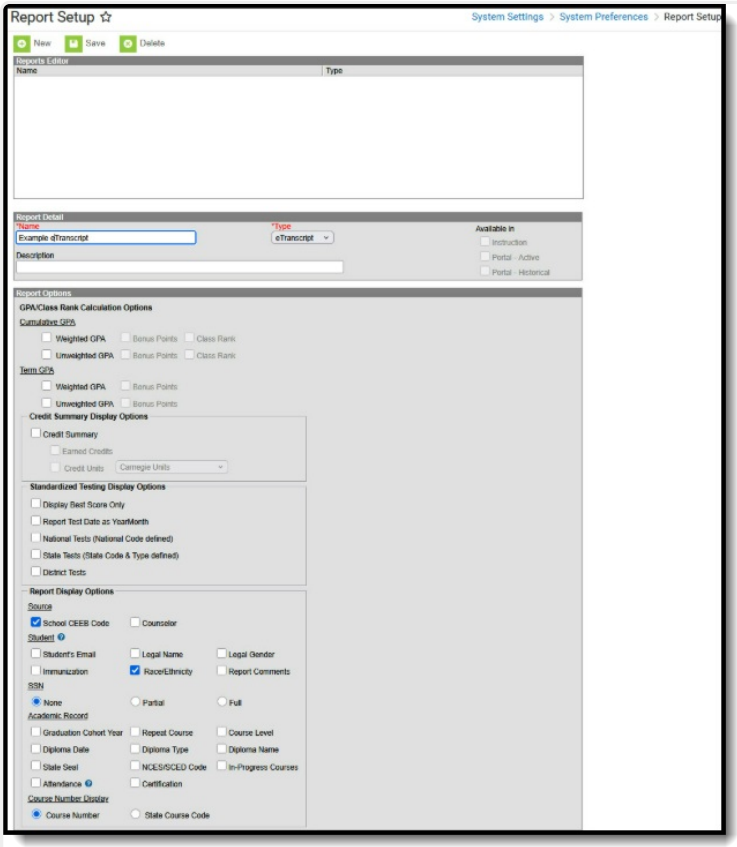
Create an eTranscript report template

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Path: System Settings > System Preferences > Report Setup

eTranscript functionality allows schools to generate electronic versions of student transcripts for submission to post-secondary institutions and third-party vendors during the college application process. This guide explains how to create an eTranscript report template and configure the data that displays on generated eTranscripts.

> eTranscript configuration is step 5 in the eTranscript workflow.



Ceate and configure an eTranscript template that controls the content and formatting included in generated transcripts.

Before you start

Before creating an eTranscript report:

- Verify your district is using eTranscript functionality.
- Confirm/review the data that should appear on student eTranscripts, including GPA, attendance, test results, diploma information, and report comments.
- Ensure required supporting configurations, such as PESC code mappings and graduation data, have been completed where applicable.
- Set appropriate tool rights. Some report options, such as Social Security Number and Protected Identity information, require specific tool rights to display data.

Create an eTranscript report template

1. Select **New**. A **Report Detail** section and **Report Options** section display.
2. Enter a **Name** to identify the eTranscript report template. The name is used when generating the eTranscript Batch Report. Use a naming convention that helps users distinguish between multiple report configurations.
3. Select **eTranscript** from the **Type** drop-down list. Selecting eTranscript determines which report options are available for configuration.
4. Note that the **Available In** field is *disabled* for eTranscript reports and cannot be selected.
5. Enter a **Description** to provide additional context and distinguish this report from other eTranscript templates.
6. Configure the desired **Report Options**. The options are organized into sections that control which student, academic, testing, and graduation information is included in the eTranscript.
    - **GPA/Class Rank Calculation Options**: Include weighted GPA, unweighted GPA, bonus points, class rank, cumulative GPA, term GPA, or configured custom GPA calculations.
    - **Credit Summary Display Options**: Display earned credits and credit units for academic programs or selected credit groups.
    - **Standardized Testing Display Options**: Include national, state, or district test scores and configure options such as displaying only the highest score or formatting test dates as year/month. Some vendors, including Parchment, require specific options.
    - **Report Display Options:** Include information such as the source school CEEB code, counselor, student email, legal name, legal gender, immunizations, race/ethnicity, report comments, and Social Security Number display preferences.
    - **Academic Record Options**: Include graduation cohort year, repeat course indicators, course level, diploma information, state seals, NCES/SCED codes, in-progress courses, attendance, certifications, and preferred course number display formats.
7. Click **Save**.

Impact

The eTranscript report template is saved in Report Setup and can be selected when generating eTranscript batch reports. The report configuration determines which student and academic data are included in the resulting eTranscript XML output. Saved reports can be selected in the Reports Roll Forward Wizard, eliminating the need to recreate reports across multiple calendars.

What's next

- Generate and submit eTranscripts using the configured report template.
- Review the PESC XML Layout documentation to understand how selected options appear in the eTranscript output.
- Modify report preferences as reporting requirements change.

Report option field descriptions

Option	Description
GPA/Class Rank Calculation Options	GPA/Class Rank Calculation Options determine how GPA and class rank data are 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. 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. The following options are available: • **Weighted GPA** • **Unweighted GPA** • **Bonus Points** • **Class Rank** All GPA/Class Rank Calculation options can be selected, if desired. In the eTranscript XML output, GPA values are reported using GPA type labels that may differ from the option names displayed in **GPA/Class Rank Calculation Options**. The GPA type label reported in the XML depends on the GPA calculation selected: • **UserDefined**: Reports when a Custom GPA calculation is selected. • **Weighted**: Reports when a Weighted GPA calculation is selected, with or without bonus points. • **NonWeighted**: Reports when an Unweighted GPA calculation is selected, with or without bonus points. 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.

Option	Description
Credit Summary Display Options	Credit Summary Display Options determines which credit groups/standard groups report. 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.
Standardized Testing Display Options	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. Only those tests marked to Display in Transcript and mapped to PESC Test and SubTest Codes are included on the eTranscript. • **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 from throughout the year, but only the highest 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 assessments with 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 assessments 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. See the Student Assessment article for more information.
Source	
School CEEB Code	This code is entered on the School Editor and stands for College Entrance Examination Board. 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. *This option is required when using Parchment as your eTranscript vendor.*
Counselor	Prints the name of the counselor assigned to the student via the Team Members record.

Option	Description
Student	
Student's Email	Prints the student's email address.
Legal Name	Lists the student's legal first name, legal middle name, and legal last name when entered in the Protected Identity information. 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. 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.
Legal Gender	Lists the student's legal gender when entered in the Protected Identity information. 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, and the legal gender prints. When the legal gender field is not populated, the student's gender reports from the Gender field on the student's Identities record.
Immunization	Lists the student's recorded vaccines.
Race/Ethnicity	Reports the student's race/ethnicity as entered on the Identities record. This data is automatically selected to be included in the report. When it should not be included, remove the checkmark.
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	

Option	Description
Graduation Cohort Year	Prints the student's NGA Cohort End Year value from the Graduation record.
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	Reports the Diploma Date entered on their Graduation record. This does not indicate whether the student has graduated; it only means the field has been populated. This must be selected for the diploma date to display in the XML output.
Diploma Type	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; it only indicates that the field has been populated. Diploma types must be mapped to the PESC values in the Code Defining tool. That mapped code reports on the eTranscript. This must be selected for the diploma type to display in the XML output.
Diploma Name	When the student has graduated, the Diploma Name is entered on their Graduation record reports. This is the school-assigned value (it could be a General Diploma or a Spring Diploma).
State Seal	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. Multiple State Seals can report, with or without a date. When not marked, State Seal information does not report, even when the student's Diploma information is entered on the Graduation record.
NCES/SCED Code	Reports the NCES code assigned on the course editor. This is a combination of the scedSubjectArea and the scedCourseID. The Course Subject Area Code is the PESC Name mapped to the Credit Type on the Transcript Course record. The XML output does not report the Course Subject Area Code value when this option is marked.

Option	Description
In-Progress Courses	Reports course information for courses a student is enrolled in during the current school year.
Attendance	Reports the student's attendance information as Days Present and Days Absent. 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.
Certification	When selected, the 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.
Course Number Display	
Course Number	Reports the district/school assigned Course Number AND Course Name (CourseTitle) entered on the course editor.
State Course Code	Reports the State Code AND Course Name (CourseTitle) entered on the course editor.