

# MT Transcript Extract

Last Modified on 05/03/2024 10:06 am CDT

[Demographics Transcript Extract](#) | [Course Transcript Extract](#) | [Assessment Transcript Extract](#) | [Tool Rights](#)

Tool Search: MT Transcript Extract

The Transcript Extract allows districts to submit transcript information to the state for completion of a state-wide collection of standardized transcript information. The Transcript Extract is made up of three separate extracts: Demographics, Course, and Assessment.

MT Transcript Extract ☆
Reporting > MT State Reporting > MT Transcript Extract

**Transcript Extract**

The Montana Transcript Extract will provide districts with three extracts: Demographics, Course, and Assessment.

**Demographics:** The Demographic extract will provide a list of students in grades 07-12 and their demographics, diploma, and immunization information. A GPA weight must be selected to generate the Demographic Extract.

**Course:** The course extract will provide districts with a list of students in grades 09-12 and their course information from the Transcript. This will also provide information on In Progress Courses. Users must select calendar(s), grade level(s) and Transcript Year(s). The calendar, Transcript Year(s) and grade level selected will determine the student population that appear on the report. If only previous years are selected the student must have a transcript entry in the year(s) selected in order to report. The Transcript Year(s) will determine the transcript entries that pull for each student. In Progress Courses will ONLY display on the extract when All Years or the Active Year is selected in the Transcript Year(s).

**Assessment:** The Assessment Extract will provide the same group of students that the Course Extract displays and assessment information from their assessment tab. In order for the assessment information to appear the assessment must have a PESC code tied to the parent and children tests. For further information on this report please see the Campus Community

There are two ways to generate a report:

1. If reporting a single calendar, use the generate report option to view results immediately
2. If reporting multiple calendars, it is recommended that this report be generated through the Submit to Batch option. To review the results file, use the Batch Queue List located on the editor or navigate to System Administration > Batch Queue > Batch Queue Admin

**Extract Options**

Select an Extract\*

Format

MT Data Transport ID

Select Grade Level(s)

Transcript Year(s)

Exclude Cross-Site Data

Ad Hoc

**Select Calendars**

Which calendar(s) would you like to include in the report?

active year

list by school

list by year

23-24

23-24 North Star 7-8

23-24 North Star Elementary

23-24 North Star High School

*MT Transcript Extract Editor*

# Demographics Transcript Extract

The Demographic Transcript Extract provides a list of students in grades 07-12 and their demographic, diploma and immunization information.

[Demographics Transcript Report Logic](#) | [Generate the Demographics Transcript Extract](#) | [Demographics Transcript Extract Layout](#)

## Demographics Transcript Report Logic

- The student must have a Primary enrollment in the calendar selected.
- The enrollment must be tied to a State Grade Level of 07, 08, 09, 10, 11 or 12.
- Students tied to an excluded enrollment, grade level or calendar are reported.

## Class Rank/Class Size Logic

The Class Size and Class Rank logic is as follows:

When the student is enrolled in a Non BIE Montana district and meets one of the following criteria, they are excluded from reporting Class Rank and Class Size data on the extract:

- The student has no transcript entries OR
- Class Rank Exclude is marked on their enrollment record or grade level OR
- The enrollment End Date is not null and End Status does not equal 400: Graduated

When the student is enrolled in a BIE Montana district, the following logic is used when excluding them from reporting Class Rank data on the extract:

- The student has no transcript entries OR
- Class Rank Exclude is marked on their enrollment record or grade level OR
- Their BIE Enrollment type = 3: Public enrolled and the enrollment record Start Date is not null and End Date does not equal 400: Graduated OR
- BIE Enrollment type = null, 1: ISEP, 2: Non ISEP and the BIE End Status does not equal 15: Graduated.

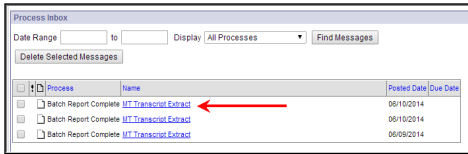
When the student is enrolled in a BIE Montana district, the following logic is used when excluding them from reporting Class Size data on the extract:

- The student has no transcript entries OR
- Class Rank Exclude is marked on their enrollment record or grade level OR
- BIE Enrollment type = 3: Public enrolled and the enrollment record Start Date is not null and the End Date does not equal 400: Graduated.
- BIE Enrollment type = null, 1: ISEP, 2: Non ISEP and the BIE End Status does not equal 15: Graduated and enrollment End Status does not equal 400: Graduated

When the reported value is greater than 9999, a value of 9999 is reported.

## Generate the Demographics Transcript Extract

1. **Select an Extract of Demographics.**
2. Select the desired **Format**.
3. Select which **GPA** is used in reported data.
4. Enter the **MT Data Transport ID**.
5. Select **Grade Level(s)** which report data within the extract.
6. Optional: Unmark the **Exclude Cross-Site Data** checkbox. See the [Cross-Site Enrollment video](#) for additional information.
7. Select which **Calendar(s)** report data for the extract.
8. Select an **Ad Hoc filter**.
9. Determine how the report is generated:
  - **Generate Report** - Selecting this generates the extract immediately in a separate window in the designated format.
  - **Submit to Batch** - Selecting this sends the extract to the Batch Queue where it generates in the background when the system is able to process the request. Users can access the extract by clicking the **Get the report** link in the Batch Queue List. Users can also access the extract via the [Batch Queue](#) tool or by selecting the link within the Process Inbox message that appears once the extract is generated (see image below).



For the CSV Format: Data elements are delimited by ","

## Demographics Transcript Extract Layout

Data Element	Description	Location
<b>Record Type Code</b>	<p>Describes the type of data record being submitted.</p> <p>A value of TR-DEM is always reported.</p> <p><i>Alphanumeric, 6 characters</i></p>	N/A
<b>Student State ID</b>	<p>The student's state identification number.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Census &gt; People &gt; Demographics &gt; Student State ID</p> <p>Person.stateID</p>

Data Element	Description	Location
<b>School System Name</b>	<p>The name of the student's school district.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>System Administration &gt; Resources &gt; District Information &gt; Name</p> <p>District.name</p>
<b>School Name</b>	<p>The name of the school from which the transcript is issued.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>System Administration &gt; Resources &gt; School &gt; Name</p> <p>School.name</p>
<b>School Code</b>	<p>The State School Number of the school reporting the student's transcript data.</p> <p><i>Alphanumeric, 4 characters</i></p>	<p>System Administration &gt; Resources &gt; School &gt; State School Number</p> <p>School.number</p>
<b>School Address Line One</b>	<p>The mailing address of the reporting school.</p> <p><i>Alphanumeric, 40 characters</i></p>	<p>System Administration &gt; Resources &gt; School &gt; Address</p> <p>School.address</p>
<b>School Address Line Two</b>	<p>The second line of the mailing address of the reporting school.</p> <p><i>Alphanumeric, 40 characters</i></p>	<p>System Administration &gt; Resources &gt; School &gt; Address</p> <p>School.address</p>
<b>School City</b>	<p>The city in which the reporting school is located.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>System Administration &gt; Resources &gt; School &gt; City</p> <p>School.city</p>
<b>School State</b>	<p>The state in which the reporting school is located.</p> <p>Always reports a value of MT.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>N/A</p>
<b>School ZIP Code</b>	<p>The ZIP code of the reporting school.</p> <p>When longer than 5 digits, a hyphen is reported after the 5th digit for proper ZIP+4 digit formatting.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>System Administration &gt; Resources &gt; School &gt; ZIP</p> <p>School.zip</p>

Data Element	Description	Location
<b>School Phone</b>	The phone number of the school office. <i>Alphanumeric, 24 characters</i>	System Administration > Resources > School > Phone  School.phone
<b>Student Legal First Name</b>	The student's first name. <i>Alphanumeric, 35 characters</i>	Census > People > Identities > First Name  Identity.firstName
<b>Student Legal Last Name</b>	The student's last name. <i>Alphanumeric, 35 characters</i>	Census > People > Identities > Last Name  Identity.lastName
<b>Student Legal Middle Name</b>	The student's middle name. <i>Alphanumeric, 30 characters</i>	Census > People > Identities > Middle Name  Identity.middleName
<b>Student Legal Suffix</b>	The suffix of the student's name. <i>Alphanumeric, 3 characters</i>	Census > People > Identities > Suffix  Identity.suffix
<b>Local Student ID</b>	The student's local identification number.  <i>Alphanumeric, 15 characters</i>	Census > People > Demographics > Local Student Number  Person.studentNumber
<b>Student Parent/Guardian First Name</b>	The first name of the student's parent or legal guardian.  When the student has multiple guardians, the person with the lowest personID is reported.  <i>Alphanumeric, 35 characters</i>	Census > People > Relationships > Guardian  Census > People > Identities > First Name  Identity.firstName
<b>Student Parent/Guardian Last Name</b>	The last name of the student's parent or legal guardian.  <i>Alphanumeric, 35 characters</i>	Census > People > Relationships > Guardian  Census > People > Identities > Last Name  Identity.lastName

Data Element	Description	Location
<b>Student Address Line One</b>	<p>The mailing address of the reporting student.</p> <ul style="list-style-type: none"> <li>The student's primary household address is reported.</li> <li>When the primary household address is not marked Mailing, any secondary households marked Mailing are reported.</li> <li>When none of the student's households are marked Mailing, the address of the guardian is reported, then any secondary addresses.</li> <li>Report PO Box, Number, Prefix, Street, Tag, Direction, and Apt concatenated together in one line with a space in between each piece of existing data.</li> <li>When all options listed above are null, report the school address (System Administration &gt; Resources &gt; School &gt; Address)</li> </ul> <p><i>Alphanumeric, 40 characters</i></p>	<p>Census &gt; Households &gt; Address &gt; PO Box, Number, Prefix, Street, Tag, Direction, Apt System Administration &gt; Resources &gt; School &gt; Address</p> <p>Address.number Address.street Address.tag Address.prefix Address.dir Address.apt</p>
<b>Student Address Line Two</b>	<p>The second line of the student's mailing address.</p> <p><i>Alphanumeric, 40 characters</i></p>	<p>Census &gt; Households &gt; Address &gt; PO Box, Number, Prefix, Street, Tag, Direction, Apt</p> <p>Address.number Address.street Address.tag Address.prefix Address.dir Address.apt</p>
<b>Student Address City</b>	<p>The city in which the reporting student receives mail.</p> <p><i>Alphanumeric, 40 characters</i></p>	<p>Census &gt; Households &gt; Address &gt; City</p> <p>Address.city</p>
<b>Student Address State</b>	<p>The state in which the reporting student receives mail.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Census &gt; Households &gt; Address &gt; State</p> <p>Address.state</p>

Data Element	Description	Location
<b>Student Address ZIP Code</b>	<p>The ZIP code of the student's mailing address.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Census &gt; Households &gt; Address &gt; ZIP</p> <p>Address.zip</p>
<b>Student Phone</b>	<p>The student's phone number.</p> <ul style="list-style-type: none"> <li>• The extract first looks for the phone number on the student's Demographic record.</li> <li>• When all phone numbers are blank, the phone number from the student's primary household is used.</li> <li>• When the household number is blank, the phone number of the student's parent/guardian is used.</li> <li>• When the student's parent/guardian phone number is blank, the phone number from the student's Secondary Household is used (when it exists).</li> <li>• When no phone number is determined above, report from school's phone number (System Administration &gt; Resources &gt; School &gt; Phone).</li> </ul> <p><i>Alphanumeric, 10 characters</i></p>	<p>Census &gt; People &gt; Demographics &gt; Cell Phone, Other Phone, Work Phone</p> <p>Census &gt; People &gt; Households &gt; Primary Household</p> <p>Census &gt; Household &gt; Household Info &gt; Phone Number</p> <p>System Administration &gt; Resources &gt; School &gt; Phone</p> <p>Contact.cellPhone Contact.homePhone Contact.workPhone Household.phone School.phone</p>
<b>Birthdate</b>	<p>The student's date of birth.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Census &gt; People &gt; Identities &gt; Birth Date</p> <p>Identity.birthDate</p>
<b>Gender</b>	<p>The student's gender.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Census &gt; People &gt; Identities &gt; Gender</p> <p>Identity.gender</p>
<b>Graduation Date</b>	<p>The student's graduation date.</p> <p>The student's diploma date is reported. When diploma date is blank, no value reports.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; General &gt; Graduation &gt; Diploma Date</p> <p>Graduation.diplomaDate</p>

Data Element	Description	Location
<b>Graduation Year</b>	<p>The year of the student's graduation.</p> <p>The student's NCLB Cohort End Year value is reported. When no value exists, no value is reported.</p> <p><i>Numeric, 4 digits</i></p>	<p>Student Information &gt; General &gt; Graduation &gt; NCLB Cohort End Year</p> <p>Graduation.cohortYearNCLB</p>
<b>Student Enrollment Date</b>	<p>The date the student enrolled in the high school submitting the transcript.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; Start Date</p> <p>Enrollment.startDate</p>
<b>Student Exit Date</b>	<p>The date the student exited the high school submitting the transcript.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; End Date</p>
<b>GPA Type</b>	<p>When Weighted GPA is selected in the extract editor, a value of W reports.</p> <p>When Unweighted GPA is selected in the extract editor, a value of U reports.</p> <p><i>Alphanumeric, 1 characters</i></p>	<p>N/A</p>
<b>Total GPA</b>	<p>The student's grade point average (GPA).</p> <p>When no courses are posted to transcript then this field reports blank. Otherwise, logic calculates the student's cumulative GPA as follows:</p> <ul style="list-style-type: none"> <li>• When Weighted GPA is selected in the extract editor, use weighted GPA set up for calculation.</li> <li>• When Unweighted GPA is selected in the extract editor, use unweighted GPA setup for calculation.</li> </ul> <p><i>Numeric, 5 digits</i></p>	<p>Calculated, Student Information &gt; General &gt; Credit Summary &gt; Cum GPA</p>



Data Element	Description	Location
<b>Class Rank</b>	<p>The student's rank in their class. See the <a href="#">Class Rank/Class Size</a> logic section for more information.</p> <p>When value is greater than 9999, 9999 reports.</p> <p><i>Alphanumeric, 4 characters</i></p>	<p>Calculated, Student Information &gt; General &gt; Credit Summary &gt; Rank</p>
<b>Class Size/Number in Class</b>	<p>The number of students in the student's class/year. See the <a href="#">Class Rank/Class Size</a> logic section for more information.</p> <p>When value is greater than 9999, 9999 reports.</p> <p><i>Alphanumeric, 4 characters</i></p>	<p>Calculated, Student Information &gt; General &gt; Credit Summary &gt; Rank</p>
<b>Diploma Type</b>	<p>The type of diploma the student receives.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; General &gt; Graduation &gt; Diploma Type</p> <p>Graduation.diplomaType</p>
<b>Academic Honors</b>	<p>Any academic honors the student has achieved.</p> <p>This field currently reports as blank filler field.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>N/A</p>
<b>Required Number of Credits for Graduation</b>	<p>The number of credits the school requires for students to graduate.</p> <p>See the <a href="#">Assign Credit Requirements</a> article for more information.</p> <p><i>Numeric, 10 digits</i></p>	<p>Program Admin &gt; Programs &gt; Graduation Programs &gt; Selected Program &gt; Credit Requirements</p>

Data Element	Description	Location
<b>Polio Immunization Date 1</b>	<p>Date of the student's Oral Poliovirus Vaccine (OPV) or Inactive Poliovirus Vaccine (IPV) vaccination.</p> <p>The extract finds all dates for the student's Polio vaccines and reports them in chronological order (Polio Immunization Date 1-4).</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Polio [IPV, OPV] &gt; Shots</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Polio [OPV] &gt; Shots</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Polio [IPV] &gt; Shots</p> <p>VaccineShot.date</p>
<b>Polio Immunization Date 2</b>	<p>Date of the student's Oral Poliovirus Vaccine (OPV) or Inactive Poliovirus Vaccine (IPV) vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Polio [IPV, OPV] &gt; Shots</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Polio [OPV] &gt; Shots</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Polio [IPV] &gt; Shots</p> <p>VaccineShot.date</p>
<b>Polio Immunization Date 3</b>	<p>Date of the student's Oral Poliovirus Vaccine (OPV) or Inactive Poliovirus Vaccine (IPV) vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Polio [IPV, OPV] &gt; Shots</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Polio [OPV] &gt; Shots</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Polio [IPV] &gt; Shots</p> <p>VaccineShot.date</p>

Data Element	Description	Location
<p><b>Polio Immunization Date 4</b></p>	<p>Date of the student's Oral Poliovirus Vaccine (OPV) or Inactive Poliovirus Vaccine (IPV) vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Polio [IPV, OPV] &gt; Shots</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Polio [OPV] &gt; Shots</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Polio [IPV] &gt; Shots</p> <p>VaccineShot.date</p>
<p><b>DTP/DtaP/DT/Td Immunization Date 1</b></p>	<p>Date of the student's Diphtheria, Tetanus and Pertussis vaccination.</p> <p>The extract finds all dates for the student's DTap, DTP, Tdap, DT and Td vaccines and reports them in chronological order (DTP/DtaP/DT/Td Immunization Date 1-4).</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Diphtheria-tetanus-pertussis, combined [DTap, DTP]</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Tetanus, Diphtheria and Acellular Pertussis [Tdap]</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Diphtheria and Tetanus [DT]</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Tetanus-diphtheria [Td]</p> <p>VaccineShot.date</p>

Data Element	Description	Location
<b>DTP/DtaP/DT/Td Immunization Date 2</b>	Date of the student's Diphtheria, Tetanus and Pertussis vaccination.  <i>Alphanumeric, 10 characters</i>	Student Information > Health > Immunizations > Diphtheria-tetanus-pertussis, combined [DTap, DTP]  Student Information > Health > Immunizations > Tetanus, Diphtheria and Acellular Pertussis [Tdap]  Student Information > Health > Immunizations > Diphtheria and Tetanus [DT]  Student Information > Health > Immunizations > Tetanus-diphtheria [Td]  VaccineShot.date
<b>DTP/DtaP/DT/Td Immunization Date 3</b>	Date of the student's Diphtheria, Tetanus and Pertussis vaccination.  <i>Alphanumeric, 10 characters</i>	Student Information > Health > Immunizations > Diphtheria-tetanus-pertussis, combined [DTap, DTP]  Student Information > Health > Immunizations > Tetanus, Diphtheria and Acellular Pertussis [Tdap]  Student Information > Health > Immunizations > Diphtheria and Tetanus [DT]  Student Information > Health > Immunizations > Tetanus-diphtheria [Td]  VaccineShot.date

Data Element	Description	Location
<b>DTP/DtaP/DT/Td Immunization Date 4</b>	<p>Date of the student's Diphtheria, Tetanus and Pertussis vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Diphtheria-tetanus-pertussis, combined [DTap, DTP]</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Tetanus, Diphtheria and Acellular Pertussis [Tdap]</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Diphtheria and Tetanus [DT]</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Tetanus-diphtheria [Td]</p> <p>VaccineShot.date</p>
<b>MMR Immunization Date 1</b>	<p>Date of the student's Measles, Mumps and Rubella vaccination.</p> <p>The extract finds all dates for the student's MMR/MMRV vaccines and reports them in chronological order (MMR Immunization Date 1-4).</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Measles-Mumps Rubella [MMR]</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Measles-Mumps-Rubella-Varicella [MMRV]</p> <p>VaccineShot.date</p>
<b>MMR Immunization Date 2</b>	<p>Date of the student's Measles, Mumps and Rubella vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Measles-Mumps Rubella [MMR]</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Measles-Mumps-Rubella-Varicella [MMRV]</p> <p>VaccineShot.date</p>

Data Element	Description	Location
<b>MMR Immunization Date 3</b>	<p>Date of the student's Measles, Mumps and Rubella vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Measles-Mumps Rubella [MMR]</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Measles-Mumps-Rubella-Varicella [MMRV]</p> <p>VaccineShot.date</p>
<b>MMR Immunization Date 4</b>	<p>Date of the student's Measles, Mumps and Rubella vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Measles-Mumps Rubella [MMR]</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Measles-Mumps-Rubella-Varicella [MMRV]</p> <p>VaccineShot.date</p>
<b>HIB Meningitis Immunization Date 1</b>	<p>Date of the student's Haemophilus influenza type b meningitis (HIB) vaccination.</p> <p>The extract finds all dates for the student's Hib vaccines and reports them in chronological order (HIB Meningitis Immunization Date 1-4).</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Haemophilus influenza, type B [Hib]</p> <p>VaccineShot.date</p>
<b>HIB Meningitis Immunization Date 2</b>	<p>Date of the student's Haemophilus influenza type b meningitis (HIB) vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Haemophilus influenza, type B [Hib]</p> <p>VaccineShot.date</p>
<b>HIB Meningitis Immunization Date 3</b>	<p>Date of the student's Haemophilus influenza type b meningitis (HIB) vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Haemophilus influenza, type B [Hib]</p> <p>VaccineShot.date</p>

Data Element	Description	Location
<b>HIB Meningitis Immunization Date 4</b>	<p>Date of the student's Haemophilus influenza type b meningitis (HIB) vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Haemophilus influenza, type B [Hib]</p> <p>VaccineShot.date</p>
<b>Meningococcal Immunization Date 1</b>	<p>Date of the student's Meningococcal (MCV4 or MenACWY) vaccination.</p> <p>The extract finds all dates for the student's Meningococcal vaccines and reports them in chronological order (Meningococcal Immunization Date 1-4).</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Meningococcal</p> <p>VaccineShot.date</p>
<b>Meningococcal Immunization Date 2</b>	<p>Date of the student's Meningococcal (MCV4 or MenACWY) vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Meningococcal</p> <p>VaccineShot.date</p>
<b>Meningococcal Immunization Date 3</b>	<p>Date of the student's Meningococcal (MCV4 or MenACWY) vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Meningococcal</p> <p>VaccineShot.date</p>
<b>Meningococcal Immunization Date 4</b>	<p>Date of the student's Meningococcal (MCV4 or MenACWY) vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Meningococcal</p> <p>VaccineShot.date</p>
<b>Hep A Immunization Date 1</b>	<p>Date of the student's Hepatitis A vaccination.</p> <p>The extract finds all dates for the student's Hepatitis A vaccines and reports them in chronological order (Hep A Immunization Date 1-4).</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Hepatitis A [Hep A]</p> <p>VaccineShot.date</p>
<b>Hep A Immunization Date 2</b>	<p>Date of the student's Hepatitis A vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Hepatitis A [Hep A]</p> <p>VaccineShot.date</p>

Data Element	Description	Location
<b>Hep A Immunization Date 3</b>	Date of the student's Hepatitis A vaccination.  <i>Alphanumeric, 10 characters</i>	Student Information > Health > Immunizations > Hepatitis A [Hep A]  VaccineShot.date
<b>Hep A Immunization Date 4</b>	Date of the student's Hepatitis A vaccination.  <i>Alphanumeric, 10 characters</i>	Student Information > Health > Immunizations > Hepatitis A [Hep A]  VaccineShot.date
<b>HBV Immunization Date 1</b>	Date of the student's Hepatitis B vaccination.  The extract finds all dates for the student's Hepatitis B vaccines and reports them in chronological order (Hep B Immunization Date 1-4).  <i>Alphanumeric, 10 characters</i>	Student Information > Health > Immunizations > Hepatitis B [Hep B]  Student Information > Health > Immunizations > Hepatitis B - 2 Dose [Hep B - 2 Dose]  Student Information > Health > Immunizations > Hepatitis B - 3 Dose [Hep B - 3 Dose]  VaccineShot.date
<b>HBV Immunization Date 2</b>	Date of the student's Hepatitis B vaccination.  <i>Alphanumeric, 10 characters</i>	Student Information > Health > Immunizations > Hepatitis B [Hep B]  Student Information > Health > Immunizations > Hepatitis B - 2 Dose [Hep B - 2 Dose]  Student Information > Health > Immunizations > Hepatitis B - 3 Dose [Hep B - 3 Dose]  VaccineShot.date



Data Element	Description	Location
<b>HBV Immunization Date 3</b>	<p>Date of the student's Hepatitis B vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Hepatitis B [Hep B]</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Hepatitis B - 2 Dose [Hep B - 2 Dose]</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Hepatitis B - 3 Dose [Hep B - 3 Dose]</p> <p>VaccineShot.date</p>
<b>HBV Immunization Date 4</b>	<p>Date of the student's Hepatitis B vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Hepatitis B [Hep B]</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Hepatitis B - 2 Dose [Hep B - 2 Dose]</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Hepatitis B - 3 Dose [Hep B - 3 Dose]</p> <p>VaccineShot.date</p>
<b>Varicella (Chicken pox) Immunization Date 1</b>	<p>Date of the student's Varicella/Chicken Pox virus vaccination.</p> <p>The extract finds all dates for the student's Varicella/Chicken Pox vaccines and reports them in chronological order (Varicella (Chicken pox) Immunization Date 1-4).</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Varicella</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Measles-Mumps-Rubella-Varicella [MMRV]</p> <p>VaccineShot.date</p>

Data Element	Description	Location
<b>Varicella (Chicken pox) Immunization Date 2</b>	<p>Date of the student's Varicella/Chicken Pox virus vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Varicella</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Measles-Mumps-Rubella-Varicella [MMRV]</p> <p>VaccineShot.date</p>
<b>Varicella (Chicken pox) Immunization Date 3</b>	<p>Date of the student's Varicella/Chicken Pox virus vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Varicella</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Measles-Mumps-Rubella-Varicella [MMRV]</p> <p>VaccineShot.date</p>
<b>Varicella (Chicken pox) Immunization Date 4</b>	<p>Date of the student's Varicella/Chicken Pox virus vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Varicella</p> <p>Student Information &gt; Health &gt; Immunizations &gt; Measles-Mumps-Rubella-Varicella [MMRV]</p> <p>VaccineShot.date</p>
<b>TB Immunization Date 1</b>	<p>Date of the student's Tuberculosis vaccination.</p> <p>The extract finds all dates for the student's Tuberculosis vaccines and reports them in chronological order (TB Immunization Date 1-4).</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Tuberculosis [BCG]</p> <p>VaccineShot.date</p>
<b>TB Immunization Date 2</b>	<p>Date of the student's Tuberculosis vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Tuberculosis [BCG]</p> <p>VaccineShot.date</p>

Data Element	Description	Location
<b>TB Immunization Date 3</b>	Date of the student's Tuberculosis vaccination.  <i>Alphanumeric, 10 characters</i>	Student Information > Health > Immunizations > Tuberculosis [BCG]  VaccineShot.date
<b>TB Immunization Date 4</b>	Date of the student's Tuberculosis vaccination.  <i>Alphanumeric, 10 characters</i>	Student Information > Health > Immunizations > Tuberculosis [BCG]  VaccineShot.date
<b>RSV Immunization Date 1</b>	Date of the student's Respiratory Syncytial Virus vaccination.  Currently reports as blank filler field.  <i>Alphanumeric, 10 characters</i>	N/A
<b>RSV Immunization Date 2</b>	Date of the student's Respiratory Syncytial Virus vaccination.  Currently reports as blank filler field.  <i>Alphanumeric, 10 characters</i>	N/A
<b>RSV Immunization Date 3</b>	Date of the student's Respiratory Syncytial Virus vaccination.  Currently reports as blank filler field.  <i>Alphanumeric, 10 characters</i>	N/A
<b>RSV Immunization Date 4</b>	Date of the student's Respiratory Syncytial Virus vaccination.  Currently reports as blank filler field.  <i>Alphanumeric, 10 characters</i>	N/A

Data Element	Description	Location
<b>PCV Immunization Date 1</b>	<p>Date of the student's Pneumococcal Conjugate Vaccine vaccination.</p> <p>The extract finds all dates for the student's Tuberculosis vaccines and reports them in chronological order (PCV Immunization Date 1-4).</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Pneumococcal</p> <p>VaccineShot.date</p>
<b>PCV Immunization Date 2</b>	<p>Date of the student's Pneumococcal Conjugate Vaccine vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Pneumococcal</p> <p>VaccineShot.date</p>
<b>PCV Immunization Date 3</b>	<p>Date of the student's Pneumococcal Conjugate Vaccine vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Pneumococcal</p> <p>VaccineShot.date</p>
<b>PCV Immunization Date 4</b>	<p>Date of the student's Pneumococcal Conjugate Vaccine vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Pneumococcal</p> <p>VaccineShot.date</p>
<b>PPV Immunization Date 1</b>	<p>Date of the student's Pneumococcal Polysaccharide Vaccine vaccination.</p> <p>Currently reports as blank filler field.</p>	<p>N/A</p>
<b>PPV Immunization Date 2</b>	<p>Date of the student's Pneumococcal Polysaccharide Vaccine vaccination.</p> <p>Currently reports as blank filler field.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>N/A</p>
<b>PPV Immunization Date 3</b>	<p>Date of the student's Pneumococcal Polysaccharide Vaccine vaccination.</p> <p>Currently reports as blank filler field.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>N/A</p>

Data Element	Description	Location
<b>PPV Immunization Date 4</b>	<p>Date of the student's Pneumococcal Polysaccharide Vaccine vaccination.</p> <p>Currently reports as blank filler field.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>N/A</p>
<b>INF Immunization Date 1</b>	<p>Date of the student's Influenza vaccination.</p> <p>The extract finds all dates for the student's Influenza vaccines and reports them in chronological order (INF Immunization Date 1-4).</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Influenza</p> <p>VaccineShot.date</p>
<b>INF Immunization Date 2</b>	<p>Date of the student's Influenza vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Influenza</p> <p>VaccineShot.date</p>
<b>INF Immunization Date 3</b>	<p>Date of the student's Influenza vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Influenza</p> <p>VaccineShot.date</p>
<b>INF Immunization Date 4</b>	<p>Date of the student's Influenza vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Influenza</p> <p>VaccineShot.date</p>
<b>HPV Immunization Date 1</b>	<p>Date of the student's Human Papillomavirus vaccination.</p> <p>The extract finds all dates for the student's Human Papillomavirus vaccines and reports them in chronological order (HPV Immunization Date 1-4).</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Human Papillomavirus [HPV]</p> <p>VaccineShot.date</p>
<b>HPV Immunization Date 2</b>	<p>Date of the student's Human Papillomavirus vaccination.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; Health &gt; Immunizations &gt; Human Papillomavirus [HPV]</p> <p>VaccineShot.date</p>

<b>Data Element</b>	<b>Description</b>	<b>Location</b>
<b>HPV Immunization Date 3</b>	Date of the student's Human Papillomavirus vaccination.  <i>Alphanumeric, 10 characters</i>	Student Information > Health > Immunizations > Human Papillomavirus [HPV]  VaccineShot.date
<b>HPV Immunization Date 4</b>	Date of the student's Human Papillomavirus vaccination.  <i>Alphanumeric, 10 characters</i>	Student Information > Health > Immunizations > Human Papillomavirus [HPV]  VaccineShot.date
<b>Other Immunization 1 Type</b>	Currently reports as blank filler field.  Alphanumeric, 20 characters	N/A
<b>Other Immunization 1 Date</b>	Currently reports as blank filler field.  Alphanumeric, 10 characters	N/A
<b>Other Immunization 2 Type</b>	Currently reports as blank filler field.  Alphanumeric, 20 characters	N/A
<b>Other Immunization 2 Date</b>	Currently reports as blank filler field.  Alphanumeric, 10 characters	N/A
<b>Co-curricular Information 1</b>	Currently reports as blank filler field.  Alphanumeric, 50 characters	N/A
<b>Co-curricular Information 2</b>	Currently reports as blank filler field.  Alphanumeric, 50 characters	N/A
<b>Co-curricular Information 3</b>	Currently reports as blank filler field.  Alphanumeric, 50 characters	N/A
<b>Co-curricular Information 4</b>	Currently reports as blank filler field.  Alphanumeric, 50 characters	N/A
<b>Co-curricular Information 5</b>	Currently reports as blank filler field.  Alphanumeric, 50 characters	N/A

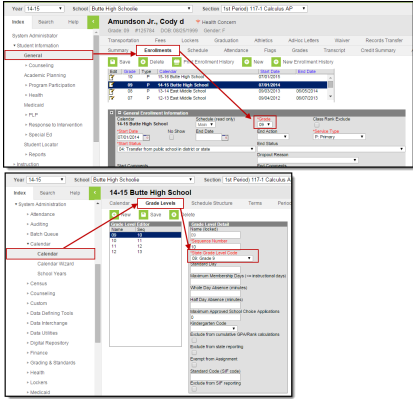
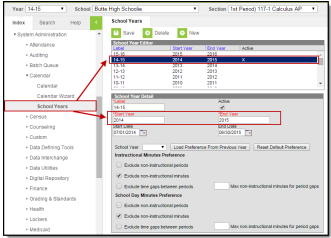
## Course Transcript Extract

The Course Transcript Extract provides course information for students in grades 09-12.

[Course Transcript Report Logic](#) | [Generate the Course Transcript Extract](#) | [Course Transcript Report Layout](#)

# Course Transcript Report Logic

The following explains the logic used for reporting data within the Course Transcript Extract and where this data is set up within Campus:

Logic	Data Setup
<p>In order for a student to report, they must have an enrollment record in a State Grade Level of 09, 10, 11 or 12 which is tied to the calendar selected on the extract editor AND:</p>	<p><b>Classic View:</b> System Administration &gt; Calendar &gt; Calendar &gt; Grade Levels &gt; State Grade Level Code</p> <p>Grade levels are mapped to State Grade Levels via State Grade Level Code on the <a href="#">Grade Levels tool</a>.</p> 
<p>Has at least one transcript entry posted for the transcript year(s) selected on the extract editor OR</p>	
<p>The student has an enrollment record in a State Grade Level of 09, 10, 11 or 12 AND</p>	
<p>All years or the active year is selected in the Transcript Year(s) extract editor AND</p>	<p><b>Classic View:</b> System Administration &gt; Calendar &gt; School Years</p> <p>The active year is set in the <a href="#">School Years tool</a>.</p> 

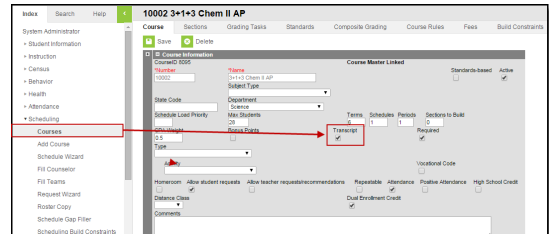
## Logic

The student is scheduled into a course marked Transcript.

## Data Setup

**Classic View:** Scheduling > Courses > Course > Transcript

Courses are marked transcript by selecting the Transcript checkbox on the [Course tool](#).



When multiple transcript years are selected, a student only needs to have a transcript entry in one of the years selected.

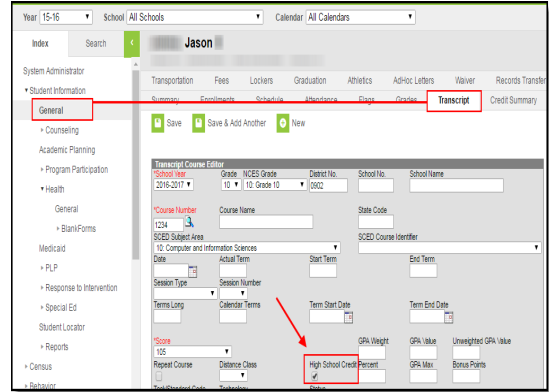


## Logic

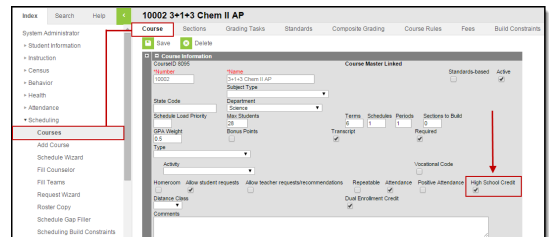
The Transcript must have the High School Credit checkbox marked in order to report.

## Data Setup

**Classic View:** Student Information > General > Transcript > High School Credit



This can be done manually via the Transcript tab OR automatically posted (through the [Transcript Post tool](#)) when the High School Credit checkbox is marked on the [Course tool](#) (see image below).



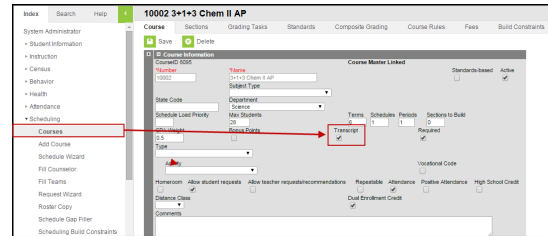
## Logic

When the active year or All Years is selected on the extract editor, then all courses the student is scheduled into for the active year that are marked Transcript displays in the extract even when they have not yet been posted to the transcript.

## Data Setup

**Classic View:** Scheduling > Courses > Course > Transcript

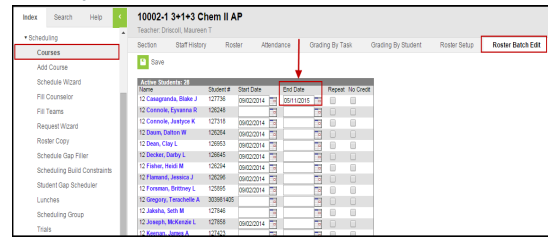
Courses are marked Transcript on the [Course tool](#).



When the student has a roster end date on the course section that is prior to the end date of the max term the course section is scheduled into, the course is NOT reported.

**Classic View:** Scheduling > Courses > Roster Batch Edit > End Date

When the date entered in the [roster End Date](#) for the student is prior to the end date of the course section, the course is not reported.



When the course section max end date is not greater than the date the report is being generated (date the report is generated is prior to the section end date) and there is at least one transcript entry for the course, the report displays an entry for both (1 for the transcript entry and 1 for in-progress).

All transcript entries for a student are reported, even when all transcript data matches between transcript entries.

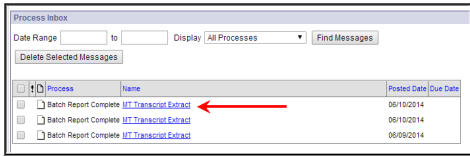
# Generate the Course Transcript Extract

1. **Select an Extract** of Course.
2. Select the desired **Format**.
3. Enter the **MT Data Transport ID**.
4. Select **Grade Level(s)** to include data within the extract.
5. Select which **Transcript Year(s)** to include in the extract.
6. **Optional: Unmark the Exclude Cross-Site Data** checkbox.

7. Select which **Calendar(s)** to include data for the extract.
8. Select an **Ad Hoc filter**.

Determine how the report is generated:

- **Generate Report** - Selecting this generates the extract immediately in a separate window in the designated format.
- **Submit to Batch** - Selecting this sends the extract to the Batch Queue where it generates in the background when the system is able to process the request. Users can access the extract via the [Batch Queue](#) tool or by selecting the link within the Process Inbox message that appears once the extract is generated (see image below).



For the CSV Format: Data elements are delimited by ","

## Course Transcript Report Layout

Data Element	Description	Location
<b>Record Type</b>	The record type being submitted. Always reports a value of TR-CRS.	N/A
<b>State Student ID</b>	The student's StateID number. <i>Alphanumeric, 10 characters</i>	Census > People > Demographics > Student State ID  Person.stateID
<b>Student Last Name</b>	The student's last name. Only reports in the HTML version of this report. <i>Alphanumeric, 40 characters</i>	Census > People > Identities > Last Name  Identity.lastName
<b>Student First Name</b>	The student's first name. Only reports in the HTML version of this report. <i>Alphanumeric, 35 characters</i>	Census > People > Identities > First Name  Identity.firstName

Data Element	Description	Location
<b>Student Grade Level</b>	<p>The grade level of the student when they took the course.</p> <p>The grade level on the transcript record is reported. For in-progress grade levels, the grade tied to the most recent active primary enrollment in the calendar the course is tied to is reported.</p> <p>When multiple primary enrollments exist in the same start date, logic uses the enrollment with the highest enrollment ID.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Student Information &gt; General &gt; Transcript &gt; Grade Level &gt; State Grade Level tied to the grade</p> <p>In Progress Courses: Student Information &gt; General &gt; Enrollment &gt; Grade Level &gt; State Grade Level tied to the grade.</p> <p>Grade.stategrade</p>
<b>School Year</b>	<p>The school year of the course posted to the transcript.</p> <p>The end year of the school year selected on the transcript is reported.</p> <p><i>Numeric, 10 characters</i></p>	<p>Student Information &gt; General &gt; Transcript &gt; School Year</p> <p>In Progress Courses: System Administration &gt; Calendar &gt; Calendar &gt; Year</p> <p>Transcript.schoolyear</p>
<b>Course School</b>	<p>This field reports the school name tied to the transcript entry. For in-progress courses, the name of the school the course is tied to is reported.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>In Progress: System Administration &gt; Resources &gt; School &gt; Name</p> <p>Transcript Entry: Student Information &gt; General &gt; Transcript &gt; School Name</p> <p>School.name</p>

Data Element	Description	Location
<b>Course Code</b>	<p><b>Transcript Records:</b> Report from the transcript record the SCED Subject Area Code and the SCED Course Identifier as 1 value.</p> <ul style="list-style-type: none"> <li>When Transcript record is null AND there is a tie to the course (transcript record was posted by Transcript Post Tool) then use SCED Subject and SCED Course ID from course.</li> <li>When values are null report 5 zeros.</li> </ul> <p><b>In Progress:</b> Report from the Course the NCES Code</p> <ul style="list-style-type: none"> <li>When values are null report 5 zeros</li> </ul> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; General &gt; Transcript &gt; SCED Subject, SCED Course Identifier Course &gt; NCES Code</p> <p>Transcript.Course.scedSubjectArea</p> <p>Course.scedCourseID</p>
<b>Local Course Code</b>	<p>The local course code assigned to the reporting course.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; General &gt; Transcript &gt; Course Number</p> <p>In Progress Courses: Course &gt; Course Number</p> <p>Transcript.coursenumber</p>
<b>State Course Name</b>	<p>The state course name. Currently reports as a blank field.</p>	<p>N/A</p>
<b>Local Course Name</b>	<p>The name of the course as posted on the transcript.</p> <p><i>Alphanumeric, 100 characters</i></p>	<p>Student Information &gt; General &gt; Transcript &gt; Course Name</p> <p>Transcript.coursename</p>
<b>Credit Amount Earned</b>	<p>The amount of credit the student earned for the course.</p> <p><b>NOTE:</b> In-progress courses are not reported.</p> <p><i>Numeric, 5 characters</i></p>	<p>Student Information &gt; General &gt; Transcript &gt; Credit Earned</p> <p>Transcript.creditsEarned</p>
<b>Course Grade Earned</b>	<p>The grade the student earned for the course.</p> <p><b>NOTE:</b> In-progress courses are not reported.</p> <p><i>Alphanumeric, 5 characters</i></p>	<p>Student Information &gt; General &gt; Transcript &gt; Current Score</p> <p>Transcript.score</p>

Data Element	Description	Location
<b>Session Type</b>	<p>The session type of the reporting course. Possible reported values are as follows:</p> <ul style="list-style-type: none"> <li>• IS: InterSession</li> <li>• LS: Long Session</li> <li>• MT: Mini Term</li> <li>• QN: Quinmester</li> <li>• QT: Quarter</li> <li>• SM: Semester</li> <li>• SY: Full School Year</li> <li>• TM: Trimester</li> <li>• TW: 12 Month</li> <li>• ST: Summer Term</li> </ul> <p><i>Alphanumeric, 20 characters</i></p>	<p>Student Information &gt; General &gt; Transcript &gt; Session Type</p> <p>In Progress Courses: Course &gt; Section &gt; Session Type</p> <p>Section.sessionType</p>
<b>Session Number</b>	<p>The session number of the reporting course.</p> <p><i>Numeric, 2 characters</i></p>	<p>Student Information &gt; General &gt; Transcript &gt; Session Number</p> <p>In Progress Courses: Course &gt; Section &gt; Session Number</p> <p>School.sessionNumber</p>
<b>Last-current Enrl Schl ID</b>	<p>This field populates based on the state school number tied to the calendar tied to the student's most recent primary enrollment. When no primary enrollment exists, the student's most recent enrollment in the reporting calendar is used to determine state school number value.</p> <p><i>Alphanumeric, 4 characters</i></p>	<p>System Administration &gt; Resources &gt; School &gt; State School Number</p> <p>School.number</p>

## Assessment Transcript Extract

The Assessment Transcript Extract provides assessment information for students in grades 09-12.

[Assessment Transcript Reporting Logic](#) | [Generate the Assessment Transcript Extract](#) | [Assessment Transcript Report Layout](#)

## Assessment Transcript Reporting Logic

The following explains the logic used for reporting data within the Assessment Transcript Extract:

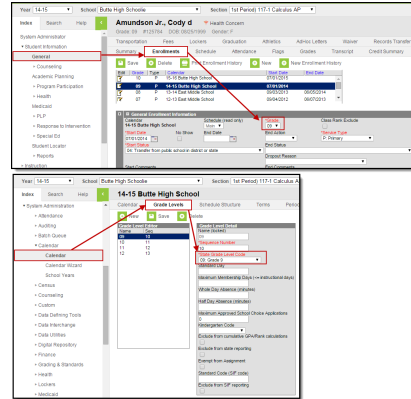
## Logic

In order for a student to report, they must have an enrollment record in a State Grade Level of 09, 10, 11 or 12 which is tied to the calendar selected on the extract editor AND:

## Data Setup

**Classic View:** System Administration > Calendar > Calendar > Grade Levels > State Grade Level Code

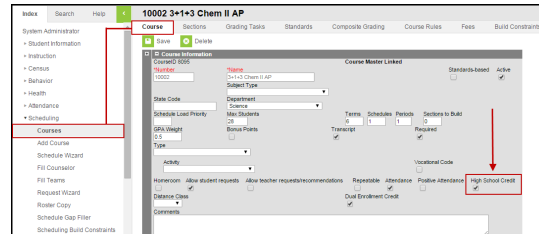
Grade levels are mapped to State Grade Levels via State Grade Level Code on the [Grade Levels tool](#).



The student has at least 1 transcript entry posted with the High School Credit checkbox marked for the transcript year(s).

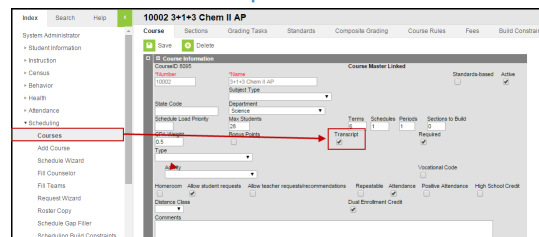
**Classic View:** Scheduling > Courses > Course > High School Credit

The image below describes how a [Course](#) is marked as [High School Credit](#). This course would then report once grades from the course are posted to transcript.



The student is scheduled into a course marked Transcript.

The image below describes how a [Course](#) is marked as [Transcript](#).



## Logic

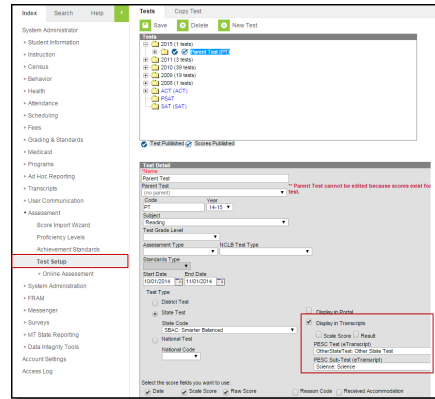
The student must have an assessment where the PESC Test field is not null and the parent test field is null.

- Report one entry per parent assessment, child assessment, date, and score type.
- When score is on child or parent, only report 1 record per child, parent, date, and score combination.
- When score is on child AND parent, report 2 records: 1 for parent score and 1 for child score.

## Data Setup

**Classic View:** Assessment > Test Setup > PESC Test (eTranscript), PESC Sub-Test (eTranscript)

The image below shows how an assessment is given PESC test values via the **Test Setup tool**.



When the PESC Test field is set to a value of OtherStateTest, the State Code value is reported. When The PESC Test Field is set to a value of OtherStateTest and the State Code field is null, the PESC Sub-Test value is reported (see image below).

Records:	Open Type	UserID	Date
TR-AST			05/26/2015

TR-AST Records?	RecordTypeCode	StateStudentID	StudentID	StudentFirst Name	TestName	Sub-Test	Other Test Description	TestDate	TestScore	TestScoreMethod
TR-AST				Kyle	ACT	Writing		01/07/2013	100.000	Scaled
TR-AST				Kyle	ACT	CompositeScore		03/12/2014	200.000	Scaled
TR-AST				Kyle	ACT	CompositeScore		03/12/2014	200.000	Raw
TR-AST				Kyle	ACT	Writing		03/12/2014	200.000	Raw
TR-AST				Kyle	ACT	Writing		03/12/2014	200.000	Scaled
TR-AST				Kristen	SBAC			04/08/2015	88.000	Raw
TR-AST				Kristen	SBAC	Science		04/08/2015	99.000	Raw



## Logic

In order for an assessment date to report in the extract properly, the Date field must be selected on the Parent test setup and the Date must be entered on the student's assessment.

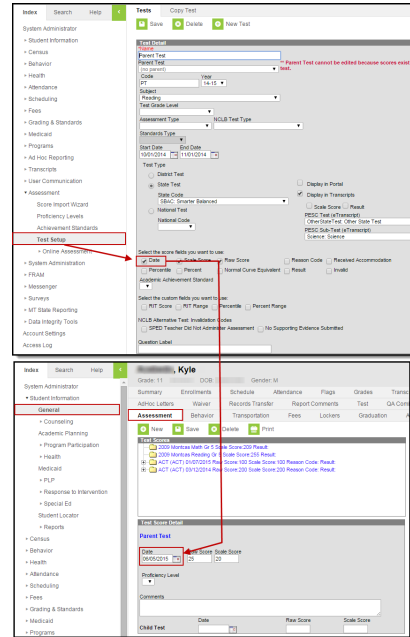
A test date is required for each assessment in the Data Transport System. When a date has not been entered for an assessment, that assessment record is rejected by the Data Transport System, and the test does not display on the student's transcript.

## Data Setup

**Classic View:** Assessment > Test Setup > Date

**Classic View:** Student Information > Assessment > Date

The image below shows how a parent test with the Date field marked makes the Date field available on the assessment.

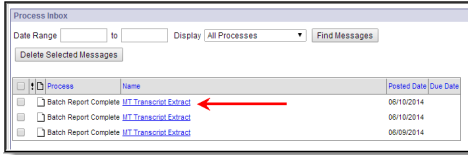


# Generate the Assessment Transcript Extract

1. **Select an Extract** of *Assessment*.
2. Select the desired **Format**.
3. Enter the **MT Data Transport ID** (optional).
4. Select **Grade Level(s)** which to include data within the extract.
5. Select which **Transcript Year(s)** to include in the extract.
6. **Optional:** Unmark the **Exclude Cross-Site Data** checkbox.
7. Select which **Calendar(s)** to include data for the extract.
8. Select an **Ad Hoc filter**.

Determine how the report is generated:

- **Generate Report** - Selecting this generates the extract immediately in a separate window in the designated format.
- **Submit to Batch** - Selecting this sends the extract to the Batch Queue where it generates in the background when the system is able to process the request. Users can access the extract via the [Batch Queue](#) tool or by selecting the link within the Process Inbox message that appears once the extract is generated (see image below).



For the CSV Format: Data elements are delimited by ","

## Assessment Transcript Report Layout

Data Elements	Description	Location
<b>Record Type</b>	Describes the type of data record being submitted. A value of TR-AST is always reported.	N/A
<b>State Student ID</b>	The student's StateID number. <i>Alphanumeric, 10 characters</i>	Census > People > Demographics > Student State ID  Person.stateID
<b>Student Last Name</b>	The student's last name. <i>Alphanumeric, 40 characters</i>	Census > People > Identities > Last Name  Identity.lastName
<b>Student First Name</b>	The student's first name. <i>Alphanumeric, 35 characters</i>	Census > People > Identities > First Name  Identity.firstName
<b>Test/Assessment Name</b>	The extract reports the value in the PESC Test field. <ul style="list-style-type: none"> <li>When PESC Test is a value of Other State Test and the State Code is not null, the State Code value is reported.</li> <li>When PESC Test is a value of Other State Test and the State Code is null, a value of Other State Test is reported.</li> <li>When the PESC Test value on the parent and child test do not match, the value on the parent test is reported.</li> </ul> <i>Alphanumeric, 60 characters</i>	Student Information > General > Assessment  Assessment > Test Set Up > State Code  Assessment > Test Set Up > PESC Test  Assessment.name Test.pescTest

Data Elements	Description	Location
<b>Subtest</b>	<p>The extract reports the value for all subtests of parent tests with a PESC Test value that is not null.</p> <ul style="list-style-type: none"> <li>• The PESC Subtest field value is reported.</li> <li>• When PESC Sub Test is null and the PESC Test field is a value of Other State Test and the State Code field is a value other than null, report the State Code value.</li> <li>• When PESC Sub Test is null and the PESC Test field is a value of Other State Test and the State Code field is null, a value of Other State Test is reported.</li> <li>• When PESC Sub Test is null and the PESC Test field is a value other than Other State Test or is null, a null value is reported.</li> </ul> <p><i>Alphanumeric, 60 characters</i></p>	<p>Calculated, Assessment &gt; Test Set Up &gt; Code</p> <p>Test.pescSubtest</p>
<b>Other Test Description</b>	<p>Current reports blank.</p>	<p>N/A</p>
<b>Test Date</b>	<p>The date the student took the test/assessment indicated in the Test/Assessment Name field above. The date of the parent test is the date used.</p> <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> <p>Test Date is required in the Data Transport System.</p> </div> <p><i>Date field, 10 characters</i></p>	<p>Student Information &gt; General &gt; Assessment &gt; Date</p> <p>Assessment.date</p>

Data Elements	Description	Location												
<p><b>Test Score</b></p>	<p>The score the student received for the test/assessment indicated in the Test/Assessment Name field.</p> <p>Score must be tied to one of the following fields:</p> <table border="1" data-bbox="459 510 1018 884"> <tbody> <tr> <td>Scale Score</td> <td>Scaled</td> </tr> <tr> <td>Raw Score</td> <td>Raw</td> </tr> <tr> <td>Percent</td> <td>Percent</td> </tr> <tr> <td>Percentile</td> <td>Percentile</td> </tr> <tr> <td>Normal Curve Equivalent</td> <td>NormalCurve</td> </tr> <tr> <td>Result</td> <td>Result</td> </tr> </tbody> </table> <p>When a score exists for both Test and Subtest, a line for each score is reported. When multiple scores exist, a line for each score is reported.</p> <p><i>Alphanumeric, 10 characters</i></p>	Scale Score	Scaled	Raw Score	Raw	Percent	Percent	Percentile	Percentile	Normal Curve Equivalent	NormalCurve	Result	Result	<p>Student Information &gt; General &gt; Assessment &gt; Score</p> <p>Assessment.score</p>
Scale Score	Scaled													
Raw Score	Raw													
Percent	Percent													
Percentile	Percentile													
Normal Curve Equivalent	NormalCurve													
Result	Result													
<p><b>Test Score Method</b></p>	<p>Reports the method used to determine the score being reported (e.g, Raw Score, Percentile, Normal Curve Equivalent, etc).</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Calculated, Student Information &gt; General &gt; Assessment &gt; All Scores &gt; Score Type</p>												
<p><b>School Code</b></p>	<p>Reports the State School number, including all leading zeros.</p> <p><i>Alphanumeric, 4 characters</i></p>	<p>System Administration &gt; Resources &gt; School &gt; State School Number</p> <p>School.number</p>												

## Tool Rights

In order for you to run these extracts, you must have at least **R**(ead) tool rights for the MT Transcript Extract.

## Previous Versions

[MT Transcript Extract \[.2307 and previous\]](#)

