


Transcripts Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

A Transcript is a historical record of a student's performance in a course. The information listed on the transcript can vary from district to district, depending on district preferences. Each district records grade information that students receive on transcripts and report cards. Grade information is connected to a student's course schedule.

See the [Transcripts](#) article to learn more about how this tool is used.



Transcripts ☆

Student, Example

Medical Condition(s)

Custody

Student #: 123456789

Grade: 12

DOB: 01/01/2005

Related Tools ^

↓ Group

Course Number	Course Name	Repeat Course	Score	Weighted	Unweighted	Weight	Earned	Attempted
Group: 22-23 - Campus High School - Grade 11								
1006A	Eng LNG/COMP AP(IT ENG111)	No	A-	3.67	3.67	1	1	1
1098	Eng LNG/COMP AP(IT ENG 215)	No	B-	2.67	2.67	1	1	1
1542	U.S. History	No	B+	3.33	3.33	1	1	1
1542	U.S. History	No	A-	3.67	3.67	1	1	1
2152A	Spanish V (IT SPAN 201)	No	B	3	3	1	1	1
2152B	Spanish V (IT SPAN 202)	No	A-	3.67	3.67	1	1	1
2564	Pre-Calculus (IT MATH 136)	No	C+	2.33	2.33	1	1	1
2566	Trigonometry (IT MATH 137)	No	B	3	3	1	1	1
3090	Anatomy & Phys (IT APHY 102)	No	B-	2.67	2.67	1	1	1
4000	Intro 2D Art	No	A	4	4	1	1	1
4002	Intro to 3D Art	No	A	4	4	1	1	1
5216	PLTW Human Body Systems	No	B+	3.33	3.33	1	1	1

Edit

New Details

Reports

Feedback

Student Transcripts

Best Practices for Transcript Tool Rights

Assign **Modify Rights** to the Calendar via the [Calendar Rights](#) tool to the user. When the Modify Rights checkbox is not marked, the user only has Read rights to the Transcript. When the Modify Rights checkbox is marked, assigned tool rights are enforced. Note that User Group rights take precedence over the Modify Rights checkbox.

Read Tool Rights to the [Transcript Batch Report](#) are recommended, especially when the user may not have rights to view student data (e.g., health data) that may be included on the transcript report.

Users can enter a desired value when the **Free Form Entry** sub-right is assigned (only Read rights are needed). If a user is not assigned this sub-right, values can only be selected from the dropdown list. This applies to the Course Name, Course Number, School Name, and School Number fields on the Transcript.

Available Tool Rights

Subrights are in italics.

R	W	A	D
<ul style="list-style-type: none"> • Access and view the Transcripts tool. • Select a course from the Transcript and view details. 	<ul style="list-style-type: none"> • Edit existing Transcript records. • Generate a Transcript Report. 	<ul style="list-style-type: none"> • Enter and save new Transcript records. 	<ul style="list-style-type: none"> • Delete Transcript records.
<i>Free Form Entry</i>			
<ul style="list-style-type: none"> • Enter a custom value for fields that have dropdown selections. 			

Suggested User Groups

Some groups may only need Read access to the information displayed in this tool.

- [Counselors](#)
- [Front Office Staff](#)
- [Principals](#)
- [Registrars](#)
- [Special Education Administrators](#)
- [Special Education Staff](#)
- [Teachers](#)
- [Transportation](#)

See [User Groups and Suggested Roles](#) for more information.

