

CCR Transcript Report (Tennessee)

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Tool Search: CCR Transcript Report

The CCR Transcript Report is used to submit transcript records by exporting final grade data from the SIS for Dual Enrollment (DE) and Local Dual Credit (LDC) courses. Districts are required to manually upload the CCR Transcript file in order to submit final grade data for DE and LDC courses.

CCR Transcript Report ☆

Reporting > TN State Reporting > CCR Transcript Report

Instructions

This tool will extract data to complete the CCR Transcript formats. Choose the CSV to get the file in the state defined format, otherwise choose HTML for testing/debugging.

Setup

Search Calendars:

Find Schools & Calendars

Show Active Year Only:

ON

Expand All

Collapse All

▼ ☐ 25-26

▶ ☐ A. Z. Kelley Elementary

▶ ☐ Alex Green Elementary

▶ ☐ Amqui Elementary

▶ ☐ Andrew Jackson Elementary

▶ ☐ Antioch High School

▶ ☐ Antioch Middle

▶ ☐ Apollo Middle

▶ ☐ Aventura Community Schools

▶ ☐ Bellevue Middle

▶ ☐ Bellshire Elementary

▶ ☐ Bransford007

▶ ☐ Cambridge Early Learning Center

▶ ☐ Cane Ridge Elementary

▶ ☐ Cane Ridge High School

▶ ☐ Carter-Lawrence Elementary

▶ ☐ Casa Azafran Early Learning Center

CCR Transcript Report Editor

Report Options

Extract Type: (Required)

CCR Transcript

Ad Hoc Filter:

No Filter

Output Options

Report Processing:

☒ Generate Now

☐ Submit to Batch Queue

Format Type:

☒ CSV

☐ HTML

Batch Queue Results

Start Date:

End Date:

Report Title	Queued Time ↓	Status
CCRTranscript_25-26 Antioch High School_2026	08/03/2026 1:44:45 PM	COMPLETED

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1 - 1 of 1 items

Refresh

Generate

CCR Transcript Report Editor

Report Logic

- Reports 1 record per student, per grade, per section for each student who received a final grade in courses or sections where the Advanced Academics field is populated with DE or DC for the school year and Calendar(s) selected.
- Students must have primary enrollment in the selected Calendar in grades 9-12.
- Course must have a grading task with State Reported and Final Grade checked.
- Students must receive a Score not equal to NULL or blank in a Grading Task aligned to the course (Scheduling & Courses > Courses > Course Information > Section > Grading by Task).
- The following students are excluded from the reporting population:
 - Students with a null value in Census > People > Demographics > Person Identifiers > Student State ID
 - Students who have an Enrollment marked as the service type of "N: Special Ed Services" (Student Information > Enrollments > Service Type)
 - Students marked as Enrollment > No Show
 - Students marked as Enrollment > State reporting > State Exclude
 - Students who have active enrollments tied to calendars that are marked as excluded (Scheduling & Courses > Calendar Setup > Calendar Information > Exclude)
 - Students who have active enrollments tied to a calendar grade level that is marked as excluded from state reporting (Scheduling & Courses > Calendar Setup > Grade Level Setup > Exclude from State Reporting)

- The following courses are excluded from the reporting population:
 - Courses marked as State Report Exclude
 - Courses that do not have a State Code
 - Courses that do not have an Advanced Academics value = DE or DC, or is null
 - Courses that do not have a grading task with State Reported or Final Grade checked
- Reporting from Transcript records:
 - A record reports for each transcript record in the current year where the Transcript District Number matches the State District Number.
 - To report, a student must have an active primary enrollment in grades 9-12 in the current school year.

Report Editor

Data Element	Description
Setup	
Search Calendars	Allows the user to search for the calendar for which the report will be generated. At least one calendar is required.
Show Active year Only	When toggled on, only calendars in the active year are available for selection.
Expand All	Displays the complete list of available calendars.
Collapse All	The list of calendars is collapsed.
Report Options	
Extract Type	The type of report being generated. CCR Transcript is the only option.
Ad Hoc Filter	A selection in this field causes the extract to only include students within the Ad Hoc Filter.
Output Options	
Generate Now / Submit to Batch Queue	• Generate Now - generates the report immediately. • Submit to Batch Queue - Allows users to generate the report at a later time and generate the report in the background without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.
Format Type	The format in which the report will be generated. Options are CSV or HTML.
Generate	Generates the report immediately (If 'Generate Now' is selected) or sends it to the Batch Queue (If 'Submit to Batch Queue' is selected).

Generate the Extract

1. Select the **Calendars** for which to generate the report.

2. Select the **Extract Type**. The CCR Transcript is selected by default.
3. If desired, select an **Ad Hoc Filter** for the report.
4. Select when to generate the report. **Generate Now** to generate the report immediately, or **Submit to Batch Queue** to schedule when the report is generated.
5. Select a **Format** for the report, either CSV or HTML.
6. Click **Generate** to generate the report.

Report Logic and Layout

Data Element	Description	Location
district_number	Reports the 3-digit district number for the student.	School & District Settings > District > District Information > State District Number District.number
school_number	Reports the school number for the most recent primary enrollment.	School & District Settings > Schools > School Information > State School Number School.number
state_student_ID	Reports the State Student ID (Legacy ID).	Census > People > Demographics > Person Identifiers > Student State ID person.stateID
student_unique_ID	Reports the Ed-Fi ID for the student.	Census > People > Demographics > Person Identifiers > Ed-Fi ID student.edFiID
student_first_name	The student's first name.	Census > People > Identities > Current Identity > First Name Identity.firstName
student_last_name	The student's last name.	Census > People > Identities > Current Identity > Last Name Identity.lastName
student_middle_name	The student's middle name.	Census > People > Identities > Current Identity > Middle Name Identity.middleName

Data Element	Description	Location
student_grade	Reports the student's state grade level from the most recent primary Enrollment. (9, 10, 11, or 12).	Student Information > General > Enrollments > Grade activeEnrollment.grade
year_taken	Reports the end of the school year being reported. - For Transcript records, report the End Year from Student Information > General > Transcript > School Year - For Grade records, report the End Year from System Settings > Calendar Setup > School Year Setup > End Year	Student Information > General > Transcript > School Year; Scheduling & Courses > Calendar Setup > School Years > End Year SchoolYear.endYear
state_course_code	Reports the State Course Code.	Student Information > Transcript > State Code; Scheduling & Courses > Course Information > State Code TranscriptCourse.stateCode Course.stateCode
local_course_code	Reports the local course code.	Student Information > Transcript > Course Number; Scheduling & Courses > Courses > Course Information > Number TranscriptCourse.courseNumber Course.number
course_section	Reports the sectionID.	Scheduling & Courses > Courses > Section Section.sectionID
attempted_credits	Reports the number of credits attempted in the course for the student.	Student Information > Transcript > Credits Attempted TranscriptCredit.creditsAttempted

Data Element	Description	Location
earned_credits	Reports the number of credits earned in the course for the student.	Student Information > Transcript > Credits Earned TranscriptCredit.creditsEarned
numeric_grade_earned	A final grade indicator of student performance in a class as submitted by the instructor. • Reports only for grades posted from a grading task. ◦ Reporting from Transcripts for the selected school year only: ▪ Reports based on the Percent on the Transcript. • If the student has received a Score in a State Reported Grading Task where no transcript record exists, the Percent from the State Reported Grading Task is reported, rounded to the nearest whole number.	Student Information > Transcript > Percent; Scheduling & Courses > Courses > Section Grading By Task > Percent TranscriptCourse.percent GradingScore.percent

Data Element	Description	Location
letter_grade_earned	A final grade indicator of student performance in a class as submitted by the instructor. Reports the letter grade earned by the student in the class: 1. Reports the State Score mapped to the score entered on the transcript record or the Score, if not mapped. 2. If no transcript record is found, it reports the State Score from the most recent state-reported Grading Task.	Student Information > Transcript > Score; Score Group & Rubric Setup > State Score; Scheduling & Courses > Courses > Section Grading By Task > Score ScoreListItem.stateScore TranscriptCourse.score GradingScore.score