

Course History

September 12, 2010

The **Student Transcript** has been designed to allow greater flexibility in the formatting and printing of data selected. The bottom section of the transcript can print additional information including the district enter date, school enter date, school leave date, graduation status and user-defined signature disclaimer.

A student picture can be printed at the bottom middle section of the transcript and Credit Summary will print on the right. The **Things to Print (TTP)** options can be setup to print in these sections and expand to 52 lines of data. This data can include test scores (**TST**), college entrance test scores (**CTS**), activities/awards (**ACT**), competency tests, AND Immunization data (**IMM**).

The **Transcript Definitions** form has the option to setup multiple transcript definitions to allow you to setup and print different variations of a transcript based on pre-defined definitions. Some options available include printing 4 or 2 decimal GPAs for the term and/or overall GPA, to hide certain tags, such as the Repeat, C/P, Honors and/or N/A, hide the parent telephone or print birthplace in place of counselor name.

A text box is also available to allow you to enter a user-defined signature line that prints at the bottom of the transcript. The Graduated Status can also be printed in the lower left hand corner where "Graduated" prints if a code has been added to the graduated status (**STU.HSG**) field.

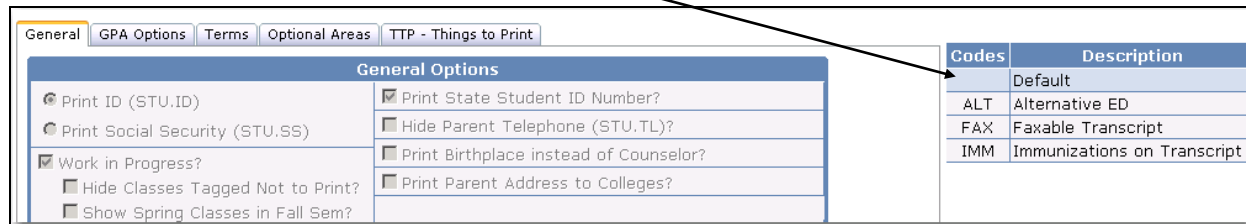
There are three options on the **Optional Areas** tab that includes **Print Student Photo**, **Print/Define TTP** and the **Graduation Status**. Only two out of the three options can be selected to print. The **Print/Define TTP** can expand up to 52 items including tests, activities and Immunizations. Immunizations can be printed if only **Print/Define TTP** is selected however **Print Student Photo** and **Print Graduation Status** **MUST** not be selected.

Define Tests to Print is only available through the **Transcript Definitions** form on the **TTP - Things to Print** tab. This option allows you to select which tests (including additional score fields such as Performance Level), activities/awards and Immunization data can be printed on the transcripts.

TRANSCRIPT DEFINITIONS FORM

The **Transcript Definitions** form allows schools or district to determine what information should print on a student's transcript. The school can create as many variations of the transcript as desired containing different information. For example, some colleges require immunization records to be listed on a student's transcript.

The **Transcript Definitions** form contains a **Default** transcript, which contains the setup created for your original transcript. When this form displays the **Default** record setup will automatically display.



Codes	Description
	Default
ALT	Alternative ED
FAX	Faxable Transcript
IMM	Immunizations on Transcript

There are 5-tabs available on the **Transcript Definition** form.

- **General** – displays the overall formatting options available for the transcript
- **GPA Options** – allows you to select which GPA's will print on the transcript along with student ranking
- **Terms** – allows you to select the Term Headings that will print
- **Optional Area** – allows you to select which information will be printed at the bottom portion of the transcript
- **TTP Things to Print** – allows you to setup the tests, activities/awards and immunizations information that can be selected to print

GENERAL

The **General** tab will display the overall formatting options that are available for the transcript. These options can be turned on or off by clicking the mouse on the **Check box** or **Radio button**.

The screenshot shows a web-based form titled "Transcript Definition" with five tabs: "General", "GPA Options", "Terms", "Optional Areas", and "TTP - Things to Print". The "General" tab is active. The form is divided into several sections:

- General Options:** This section contains numerous checkboxes and radio buttons for configuring the transcript. Options include:
 - ☒ Print ID (STU.ID) and ☐ Print Social Security (STU.SS)
 - ☒ Work in Progress? with sub-options ☐ Hide Classes Tagged Not to Print? and ☐ Show Spring Classes in Fall Sem?
 - ☐ Hide Shading on Laser Report?
 - ☐ Extra Space on Cred/GPA?
 - ☒ Name of School Course Taken at? with sub-options ☒ Combine Year/Term and School? and ☒ Include City & State with School?
 - ☐ + 's and - 's?
 - ☒ Print "Class of" / "Graduated" Label?
 - ☒ Hide Student Enter/Leave Dates?
 - ☐ Hide State Student ID Number?
 - ☐ Hide Parent Telephone (STU.TL)?
 - ☐ Print Birthplace instead of Counselor?
 - ☐ Print Parent Address to Colleges?
 - ☐ Hide College Prep Tags?
 - ☐ Hide Honors Tags?
 - ☐ Hide Non-Academic Tags?
 - ☐ Hide Repeat Tags?
 - ☐ Print Middle Name instead of Initial?
 - ☒ Expand Student Name by Hiding: (dropdown menu set to "Counselor")
- Transcript Title:** A text field containing "Transcript of Student Progress".
- Signature Line Text:** A text area containing "This transcript is unofficial unless signed by a school official." with a "Reset to default signature line text" checkbox below it.
- Grade Range:** Text fields for "Low Grade:" (set to 0) and "High Grade:" (set to 0).
- Note:** "Note - this Grade-Range will NOT affect GPA calculations."
- Buttons:** "Save" and "Cancel" buttons at the bottom.

The following are the options available:

- **Print ID or Social Security** – will allow you to select which one to print on the transcript
- **Work In Progress** – will display all classes that a student is currently enrolled in for this semester
- **Hide Classes Tagged Not to Print** – will not print if course is flagged with X or Z in the Tag (MST.ST) field.
- **Show Spring Classes in Fall Semester** – if work in progress is selected, Spring classes will display in the Fall semester, if classes are pre-scheduled for Spring

Student Name Abbott, Allan James								Stu# 000001		Grade Sex 11 M		Birthdate 11/11/1991		Perm ID Number 0099400001		Counselor Durbin, Scott		Transcript of Student Progress July 9, 2010 Eagle 6336 Eagle Crag Lane Eagle Rock, CA 95994 (999) 555-9994																	
Parent/guardian name, address, telephone M/M A Abbott 1118 Glenview Lane Eagle Rock, CA 99960 (777) 555-9448																																			
Crs-ID				Course Title				Mark		Att/Cmp		Crs-ID				Course Title				Mark		Att/Cmp		Crs-ID				Course Title				Mark		Att/Cmp	
Grade 9 Fall 2005-2006												p 0403		French III		A-		5.00 5.00		+ p 0715		HonEcon/GovtGS		A		5.00 5.00		+ p 0775		IB TheoryKnow		A		5.00 5.00	
Screaming Eagle High School												p 0666		Honors Biology		A		5.00 5.00		+ p 0775		IB TheoryKnow		A		5.00 5.00		Credit Att: 35.00 Cmp: 35.00 AGPA: 4.8333							
* 0066		Frosh Football		A		5.00 5.00		+ p 0712		Ap Eur Hist Cp		A		5.00 5.00		Grade 12 Spring 2008-2009																			
+ p 0308		Hon Eng 9 CP		A		5.00 5.00		0923		Algebra		A		5.00 5.00		Screaming Eagle High School																			
p 0402		French II		A-		5.00 5.00		Credit Att: 30.00 Cmp: 30.00 AGPA: 4.2000																											
0590		Music Appretn		A		5.00 5.00		Grade 11 Fall 2007-2008								* 0064		Badminton		A		5.00 5.00													
+ p 0614		Hon Geom/Trg C		A-		5.00 5.00		Screaming Eagle High School								+ p 0306		Ap Eng 12 CP		A		5.00 5.00													
+ p 0675		Hon Phys Sci,CP		A-		5.00 5.00		* 0056		Wrestling		A		5.00 5.00		+ p 0634		AP Statistics		A-		5.00 5.00													
+ p 0710		Hon World His		A		5.00 5.00		0108		Jewelry Making		A-		5.00 5.00		+ p 0665		Hon Adv Bio		A-		5.00 5.00													
Credit Att: 35.00 Cmp: 35.00 AGPA: 4.6667												0256		Intro Comp Prog		A		5.00 5.00		+ p 0715		HonEcon/GovtGS		A		5.00 5.00									
Grade 9 Spring 2005-2006												+ p 0307		Hon Eng 11 CP		A		5.00 5.00		+ p 0775		IB TheoryKnow		A		5.00 5.00									
Screaming Eagle High School												+ p 0405		French IV HonIB		A		5.00 5.00		Credit Att: 30.00 Cmp: 30.00 AGPA: 5.0000															
* 0066		Frosh Football		A		5.00 5.00		p 0619		Intr Calc CP H		A-		5.00 5.00		Grade 12 Fall 2009-2010																			

- **Hide Shading on Laser Report** – will remove all shading from the report
- **Extra Space on Cred/GPA** – adds an extra space after the Credit Attempted and GPA
- **Name of School Courses Taken** – will print a separate line with the school name where the student took the course
- **Combine Year/Term and School** – will print year, term and school name on one line
- **Include City & State** – option is available if selecting Combine Year/Term & School and will print City & State of school in heading except for current school
- **Print +’s and -’s** - will print any + or – for the grade the student received, such as, A+
- **Print “Class of” or “Graduated” label** – will either print “Class of” and the year the student will graduate, “Graduated” or if STU.HSG has been flagged with a code the description will print
- **Hide Student Enter/Leave Dates** – will not print the dates that a student has entered or left.

Math: Not Taken		
Advanced or Honors Diploma		

- **Print State Student ID Number** – will print the State ID Number at the bottom of the transcript
- **Hide Parent Telephone** – will not print the Parent's telephone number
- **Print Birthplace instead of Counselor** – will print a birthplace instead of counselor name IF birthplace was entered on the **Other Student data** form in the **Birth City** field
- **Print Parent Address to Colleges** – if a college transcript is printed the school address will be replaced with the parent address in the top right hand corner

Student Name Abbott, Allan James	Stu# 000001	Grade Sex 11 M	Birthdate 11/11/1991	Perm ID Number 0099400001	Counselor Durbin, Scott	Transcript of Student Progress July 9, 2010 Screaming Eagle High School 6336 Eagle Crag Lane Eagle Rock, CA 95994 (999) 555-9994
Parent/guardian name, address, telephone M/M A. Abbott 1118 Glenview Lane Eagle Rock, CA 99960 (777) 555-9448						

- **Hide Advanced Placement Tags** – will not print advanced placement tags
- **Hide College Prep Tags** – will not print tags to the left of the course and will not print on border below course information
- **Hide Honors Tags** – will not print tags to the left of the course and will not print on border below course information
- **Hide Non-Academic Tags** – will not print tags to the left of the course and will not print on border below course information
- **Hide Repeat tags** – will not print tags to the left of the course and will not print on border below course information
- **Print Middle Name instead of initial** – will print the full middle name and not just the initial
- **Expand the Student Name by Hiding** – will expand the students name if part of the name is cut off by hiding either student number, counselor or both
- **Low/High Grade** – will only print transcript records within this grade range unless course is setup in **Off Grade Courses**
- **Signature Line Text box** – can enter your own signature line to be printed at the bottom of the transcript ("The transcript is unofficial.....")
- **Reset Default Signature Line Text** – will reset the signature line text back to the default

Course Tags: * Non Academic			a Advanced Placement (weighted)		p = College Prep		r = Repeated																																																					
Weighted Non-Wgtd Acad GPA (9-12) 1.8000 1.8000 Acad GPA (10-12) 2.0000 2.0000 Total GPA (9-12) 1.9730 1.9730 Credit Attempted: 185.00 Credit Completed: 165.00 Class Size: 388 Class Rank: 361 10-12 Rank: 337 Ranked by Weighted Academic GPA			Date Test Taken Score 03/09 CAHSEE: Math-Total (RS) 8 03/09 CAHSEE: ELA- Total (RS) 1 Comp Reading Passed Comp Mathematics Passed Comp Writing Passed Comp Social Studies Not Taken Comp Science Not Taken		CREDIT SUMMARY <table border="1"> <thead> <tr> <th>Subject Area</th> <th>Credit Req'd</th> <th>Compl</th> <th>Needed</th> </tr> </thead> <tbody> <tr><td>English</td><td>40.00</td><td>30.00</td><td>10.00</td></tr> <tr><td>Physical Education</td><td>20.00</td><td>20.00</td><td>0.00</td></tr> <tr><td>Social Science</td><td>30.00</td><td>20.00</td><td>10.00</td></tr> <tr><td>Mathematics</td><td>30.00</td><td>10.00</td><td>20.00</td></tr> <tr><td>Fine Arts</td><td>10.00</td><td>10.00</td><td>0.00</td></tr> <tr><td>Practical Arts</td><td>10.00</td><td>10.00</td><td>0.00</td></tr> <tr><td>Science/Life</td><td>10.00</td><td>10.00</td><td>0.00</td></tr> <tr><td>Science/Physical</td><td>10.00</td><td>10.00</td><td>0.00</td></tr> <tr><td>Health & Career Ed</td><td>5.00</td><td>5.00</td><td>0.00</td></tr> <tr><td>Computer Science</td><td>0.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>Electives</td><td>55.00</td><td>40.00</td><td>15.00</td></tr> <tr><td>* TOTALS *</td><td>220.00</td><td>165.00</td><td>55.00</td></tr> </tbody> </table> Algebra 1 Requirement NOT Met				Subject Area	Credit Req'd	Compl	Needed	English	40.00	30.00	10.00	Physical Education	20.00	20.00	0.00	Social Science	30.00	20.00	10.00	Mathematics	30.00	10.00	20.00	Fine Arts	10.00	10.00	0.00	Practical Arts	10.00	10.00	0.00	Science/Life	10.00	10.00	0.00	Science/Physical	10.00	10.00	0.00	Health & Career Ed	5.00	5.00	0.00	Computer Science	0.00	0.00	0.00	Electives	55.00	40.00	15.00	* TOTALS *	220.00	165.00	55.00
Subject Area	Credit Req'd	Compl	Needed																																																									
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District Enter: 9/3/2004 CAHSEE School Enter: 9/3/2005 ELA: Passed Math: Not Passed Class of 2011																																																												
This transcript is unofficial unless signed by a school official.																																																												
Signature: _____			Date: _____																																																									

GPA OPTIONS

The **GPA Options** tab allows you to select which class rankings and GPA's will be printed on the bottom left hand corner of the transcript.

The screenshot shows a software window titled "GPA Options" with several tabs: "General", "GPA Options" (which is selected and highlighted in orange), "Terms", "Optional Areas", and "TTP - Things to Print". The "GPA Options" tab contains a list of settings:

- ☒ Display Class Rank and Class Size?
- ☐ Print Class Rank and Class Size?
- ☐ Print 10 - 12 Class Rank
- ☒ Calculate Class Ranks (HIS & GRD)
- ☒ Weighted GPA?
- ☒ Unweighted GPA?
- ☒ Academic GPA?
- ☒ Total (Non-Academic) GPA?
- ☒ Academic 10 - 12 GPA?
- Print Which Term GPA?
- ☐ Print Term GPAs to 4 Decimal Places
- ☐ Print Overall GPAs to 4 Decimal Places
- ☒ Apply Options to Transcript Form?
- ☐ Hide Credits on Transcript Form?
- ☐ Hide Credits on Transcript Reports?
- Ranking Type:

At the bottom of the dialog are "Save" and "Cancel" buttons.

The following options are available:

- **Display Class Rank and Class Size**
- **Print Class Rank and Class Size**
- **Print 10-12 Class Rank**
- **Calculate Class Ranks (HIS & GRD)**
- **Weighted GPA**
- **Un-weighted GPA**
- **Academic GPA**
- **Total (Non-Academic) GPA**
- **Academic (Grade 10-12) GPA**
- **Print Which Term GPA**
- **Print Term GPA's to 4 Decimal Places**
- **Print Overall GPA's to 4 Decimal Places**
- **Ranking Type – allows you to select Normal or Decile**
- **Apply options to transcript form**
- **Hide Credits on Transcript form**
- **Hide Credits on Transcript Reports**

TERMS

The **Terms** tab allows you to select the Semester/Term headings that will print on the transcript.

Semester/Term Headings		State Term Codes
Term 1	Fall	▼
Term 2	Spring	▼
Term 3	Summer	▼
Term 4	Summer	▼
Term 5	Summer	▼
Term 6	Summer	▼
Term 7	Summer	▼
Term 8	Summer	▼
Term 0	Summer	▼

Save Cancel

- **Semester/Term Headings** – allows you to enter text for the semester name to be printed on the Year/Term line above the courses taken (for example Spring).

Grade 10 Spring 2008-2009						
Screaming Eagle High School						
*	0011	PE	A	5.00	5.00	
p	0302	English 10 CP	A	5.00	5.00	
	0353	Lib Tmg I	A	5.00	5.00	
	0590	Music Apprectn	A	5.00	5.00	
p	0607	Algebra Cp	B-	5.00	5.00	
* Non Academic Course + Honors Course (GPA is weighted) p = College Prep Course r = Repeated Course						

OPTIONAL AREAS

The **Optional Areas** tab pertains to the bottom portion of the Transcript. Any 2 of the following 3 options can be printed, which includes **Print Student Photo**, **Print/Define TTP** or the **High School Graduation Status**. The **Things To Print** can be expanded up to 52 items including tests, activities and Immunizations if only the **Print/Define TTP** is selected however **Print Student Photo** and **Print Graduation Status** **MUST NOT** be selected.

General GPA Options Terms **Optional Areas** TTP - Things to Print

Optional Areas

☐ Print Student Photo

☒ Print/Define TTP

☒ H.S. Grad Status?

☒ Include Algebra 1 Req.

☒ Competency Tests? Print CAHSEE: Yes

Competency Test Titles

1: Math

2: English

3: Science

4: Social Science

5: History

Save Cancel

**Due to space limitations:
Only 2 of these options can be selected.
Photo and Grad Status must be de-selected to
display IMM records.**

- **Print Student Photo** – will print the student photograph at the bottom of the transcript in the middle section
- **Print/Define TTP** – can print items setup on the **TTP – Things to Print** tab and can expand up to 52 items and Immunizations can be printed if only **Print/Define TTP** is selected
- **H.S. Graduation Status** – will print the students current graduation status
- **Include Algebra 1 Requirement** – will print whether the Algebra 1 requirement was met
- **Competency Tests** – will print the competency tests in the middle section
- **Print CAHSEE** – will print CAHSEE status and will include CAHSEE flags such as, Pending Approval will print as Not Passed, Requirement Met will print Req Met and if Exempt will **not** print any CAHSEE information including CAHSEE Test scores in the middle section.

Course Tags: * Non Academic			a Advanced Placement (weighted)			p = College Prep		r = Repeated	
Weighted Non-Wgtd			Date	Test Taken	Score	CREDIT SUMMARY			
Academic GPA	2.5000	2.5000	03/06	CAHSEE: Math- Total (RS)	1	Subject Area	Credit Req'd	Compl	Needed
			03/06	CAHSEE: ELA- Total (RS)	1	English	40.00	5.00	35.00
			Comp	Reading	Not Taken	Physical Education	20.00	5.00	15.00
Total GPA	2.7143	2.7143	Comp	Mathematics	Passed	Social Science	30.00	0.00	30.00
Credit Attempted:	35.00		Comp	Writing	Passed	Mathematics	30.00	10.00	20.00
Credit Completed:	30.00		Comp	Social Studies	Not Taken	Fine Arts	10.00	5.00	5.00
			Comp	Science	Not Taken	Practical Arts	10.00	0.00	10.00
Class Size:	513					Science/Life	10.00	0.00	10.00
Class Rank:	248					Science/Physical	10.00	0.00	10.00
Ranked by Weighted Academic GPA						Health & Career Ed	5.00	0.00	5.00
School Enter: 9/6/2007	CAHSEE					Computer Science	10.00	5.00	5.00
	ELA: Passed					Electives	45.00	0.00	45.00
	Math: Passed					* TOTALS *	220.00	30.00	190.00
Class of 2014			Algebra 1 Requirement Met						
State ID# 1234567890									

TTP – THINGS TO PRINT

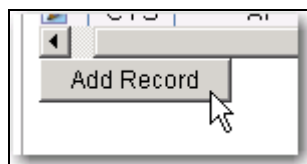
The **TTP – Things to Print** tab is utilized to select and define the different data to be printed on the transcript. This includes test scores (**TST**), college test scores (**CTS**), immunization data (**IMM**), activities/awards (**ACT**), competency tests, student data (**STU**) and supplemental data (**SUP**).

Define TST/CTS tests, IMM data, ACT events, PFT status, and STU/SUP fields to print

Table	Test/Event	Subtest/Part	Score	Grade-Range	Print Option
ACT	200			0-0	1 Print All Student Body President events
ACT	600		HR	0-0	1 Summarize Community Service events
ACT	807			0-0	1 Print All National Merit Scholar events
ACT	808			0-0	1 Print All California Scholarship Federation events
CTS	ACT			9-12	1 Print All ACT test (9-12)
CTS	AP	07		9-12	3 Print Best AP- United States History test (9-12)
CTS	AP	13		9-12	3 Print Best AP- History of Art test (9-12)
CTS	AP	14		9-12	3 Print Best AP- Art: Studio Art-Drawing Portfolio tes
CTS	AP	15		9-12	3 Print Best AP- Art: Studio Art-General Portfolio tes
CTS	AP	20		9-12	3 Print Best AP- Biology test (9-12)
CTS	AP	25		9-12	3 Print Best AP- Chemistry test (9-12)
CTS	AP	31		9-12	3 Print Best AP- Computer Science A test (9-12)
CTS	AP	33		9-12	3 Print Best AP- Computer Science AB test (9-12)
CTS	AP	34		9-12	3 Print Best AP- Economics: Microeconomics test (9-
CTS	AP	35		9-12	3 Print Best AP- Economics: Macroeconomics test (9-

Add Record

To add an item to the **TTP – Things to Print** click the mouse on the **Add Record** button.



Click the mouse on the **Table** drop down. Select a table from the drop down.

Things to Print Add/Update Record

Table	Test/Event	Subtest/Part	Score	Grade Range	Print Option
TST	Standardized Assessment Tests			0 12	
CTS	College Entrance Tests				
ACT	Activities and Awards				
IMM	Immunizations				
PFT	Physical Fitness				
STU	Students				
SUP	Supplemental				

Cancel

Click the mouse on the **Test/Event** and all tests or events related to the selected table will display. The remaining fields will change depending on the table selected. For example, if the **TST** table is selected the remaining Test fields will display. Select the options available from the **Subtest/Part**, **Score**, **Grade Range** and **Print Options**.

Table	Test/Event	Subtest/Part	Score	Grade Range	Print Option
TST	CAHSEE	CA High School Exit Exam		0 12	
	CAPA	CA Alt Perf Assessment			
	CAT-6	CAT-6 Test			
	CELDT	CA Eng. Lang. Dev. Test			
	CST	Calif Standards Test			

If the **IMM** table is selected the **Subtest/Part** and **Score** must display **N/A** and the **Grade Range** will not be changed. Enter the **Print Options** available.

Table	Test/Event	Subtest/Part	Score	Grade Range	Print Option
IMM	HIB	N/A	N/A	0 12	

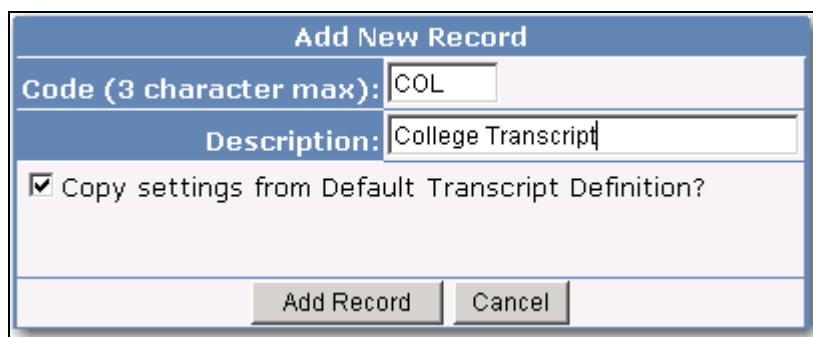
OK Delete Cancel

ADDING A NEW TRANSCRIPT DEFINITION

Variations of transcripts can be created from the **Transcript Definition Form**. Click the mouse on the **Add** button to add a new **Transcript Code**.



Type a 3-character code that will represent the new transcript. For example, **COL** is entered below for **College**. Enter a description for the new transcript. To copy your current **Default Transcript Definitions** click the mouse on **Check box**. If this options is not selected only the required settings will be setup. Click the mouse on the **Add Record** button.



Add New Record	
Code (3 character max):	COL
Description:	College Transcript
<input checked="" type="checkbox"/> Copy settings from Default Transcript Definition?	
<div>Add Record Cancel</div>	

The new transcript definition will display under **Default**. Review all of the options that are available and select the options appropriate for this transcript.

Codes	Description
	Default
ALT	Alternative ED
COL	College Transcript
FAX	Faxable Transcript
IMM	Immunizations on Transcript



NOTE: The Things to Print tab applies to all Transcript Definitions that have been setup, such as Default and COL Colleges displayed above.

PRINT A TRANSCRIPT FOR ONE STUDENT

Select the student from the **Student Transcript** form.

Transcripts												
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Birthdate	Prog	Track	Status
	2327	Abbott	Allan		99500001	M	9	14	11/11/1995			
Graduated		Grad Stat		Expected Grad		Comment						
04/13/2010		110		06/15/2013		This is a test...to make sure it prints now						
(W) Acad GPA		(W) Total GPA		(W) 10-12 GPA		Credit Att/Compl		Class Rank/Size				
1.81 1.81		1.64 1.64		3.23 3.23		58.00 33.00		2 of 500				
Recomp GPA		Update		CAHSEE		Request		Status		Print		
Default												

Course History														
	Schl	Year	Tm	Grd	Crs ID	Std Course Title	RT	CP	N/H	Mark	Atmp	Comp	Special Crs Title	Att
Add New Record														
	0	09-10	2	9	038	B.Skls 1-Rdg				A	5.00	5.00		Input
	0	09-10	2	9	920	Work Experience				A	5.00	5.00		Input
	994	09-10	1	9	HM0121	Geometry Comp				A	0.00	0.00	GEOMTRY COMP	Input
	995	08-09	1	11	3008	Reading				B	6.00	6.00		Input
	995	08-09	1	11	3230	GenScience				NC	0.00	0.00		Input
	995	08-09	1	11	327	U.S. History				B	1.00	1.00		Input
	995	08-09	1	11	3401	Art				B+	2.00	2.00		Input
	995	08-09	1	11	3668	Math				A-	0.50	0.50		Input
	995	08-09	1	11	3929	Child Care				A	3.00	3.00		Input
	995	08-09	1	11	811	P.E.				C	0.50	0.50		Input
	995	08-09	1	11	920	Work Experience				P	5.00	5.00	WORK EXPERIENCE	Input
	994	06-07	1	9	038	B.Skls 1-Rdg				F	5.00	0.00		Input

To select a particular **Transcript Definition** to be printed click the mouse on the **TDF** drop down and select the TDF.

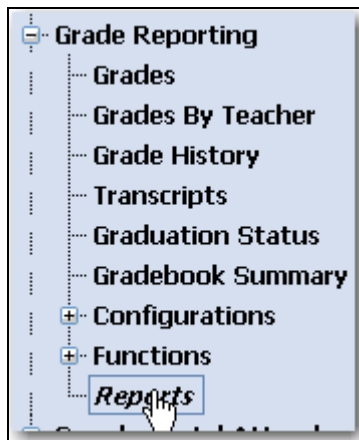
Default		
	Default	0 0
ALT	Alternative ED	6 8
COL	College Transcript	0 0
FAX	Faxable Transcript	9 12
IMM	Immunizations on Transcript	11 12

Click the **Print** button to print the selected transcript.

lit Att/Compl	Class Rank/Size
5.00 33.00	2 of 500
Print	College Transcript

PRINT MANY STUDENT TRANSCRIPTS

From the **Grade Reporting Navigation** tree click the mouse on the **Reports** node.



Click the mouse on **Student Transcripts**.

All Reports Report History

Category: Grades Filter:

Report Format: PDF - Adobe Portable Document Format

Report Name	Category
CSF Eligibility Report	Grades
CSU Eligibility Report	Grades
Grade Report Cards	Grades
Grade Report Honor Roll	Grades
Grade Report Mark Analysis	Grades
Grade Report Mark Listing	Grades
Grade Report Mark Verification Listing	Grades
Grade Reporting Valid Marks	Grades
Gradebook Summary	Grades
Graduation Requirements	Grades
Graduation Status Report By Student	Grades
Missing Mark Listing	Grades
Student Grades	Grades
Student Transcripts	Grades
UC Eligibility Report	Grades

The **Print Student Transcript** form defaults to **Print Parent Address** and will print the parent's address in the left hand corner. To print for a specific grade range, select a grade from the **Grade to Print** drop down. Click the mouse on the **Transcript Definition** drop down and select a **TDF** to be printed.

Print Student Transcript Report Options

Report Format: PDF

Report Delivery: None

Select Students to Print

☐ Show all Students (includes inactive students)

2	Abdelnour-Smith, Alice-May	F	9	99400002
4	Abdo, Arnold	M	9	99400004
5	Abea, Ayrianna	F	12	99400005
8	Abesamis, Tatiana	F	9	99400008
10	Abrego, Alice	F	9	99400010
12	Aceves, Steven	M	12	99400012
13	Ackermans, Kathrin	F	10	99400013
14	Acuna, Allan	M	10	99400014
15	Acuna, Darlene	F	10	99400015
16	Acuna, Philip	M	12	99400016
17	Adame, Nambia	F	11	99400017
18	Adragna, Stefanie	F	10	99400018

Total: 2 Select All Students Clear All

Address to Print

☒ Print Parent Address
☐ Print College Address

Grade to Print
Print for: 10th Grade Only

Additional Options

Transcript Definition: [v]
Sort by: Student Name

☐ Print Inactive Students
☐ Print Student w/out HIS Record

Run Report

To change the sort order click the mouse on the **Sort By** drop down and select to sort by student, counselor, teacher, section or zip code. Click the mouse on the **Print Inactive Students** check box to print inactive students. The **Print Student w/out HIS Records** can also be selected to include students with no course history.

To select individual students click the mouse on the Students name and they will be hi-lighted. The Total number of students selected to print will display at the bottom. To print ALL students click the mouse on the **Select All Students** button. To clear the students selected click the mouse on the **Clear All** button.

Click the mouse on the **Run Report** button to generate transcripts. Review the transcripts generated prior to printing to ensure all correct data has been selected to print.

PRINT TRANSCRIPTS TO COLLEGES

The **Transcript Setup** form automatically selects to print transcripts to parents. To address transcripts to colleges, click the mouse on the **Print College Address** button. To print many transcripts to one college click the mouse on **Print to 1 College, Many Students**. To print one student's transcripts to different colleges click the mouse on **Print to Many Colleges, 1 Student**. To print transcripts for students who have selected **College Requests** and have a print tag in the **CRT** table, click the mouse on the **Use College Requests Table**.

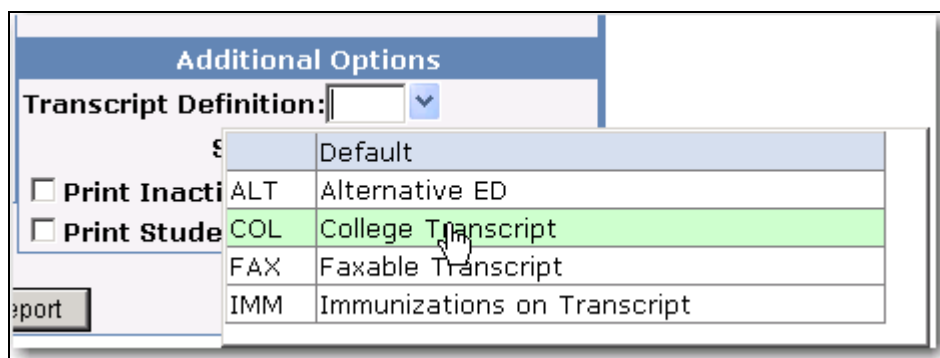
The screenshot shows a form titled "Transcript Setup". It has two main sections: "Address to Print" and "College Options". In the "Address to Print" section, there are two radio buttons: "Print Parent Address" (unselected) and "Print College Address" (selected). In the "College Options" section, there are three radio buttons: "Print to 1 College, Many Students" (selected), "Print to Many Colleges, 1 Student" (unselected), and "Use College Requests Table" (unselected). Below these is a checkbox for "Update College Requests" which is also unselected. At the bottom, there is a section titled "Select a College and Students to Print" with a dropdown menu showing "American College Of Switzerland" and a blue arrow button.

Depending on which option you select the form will adjust to either allow you to select one college and different students or one student and different colleges. Click your mouse on the College drop down and select a college.

This screenshot shows the "Transcript Setup" form with the "College Options" section expanded. It displays a list of colleges with their IDs and names. A mouse cursor is pointing at the "American College Of Switzerland" entry. Below the list is a dropdown menu showing "American College Of Switzerland" and a blue arrow button. Below this is the "Additional Options" section, which includes a "Transcript Definition:" dropdown, a "Sort by:" dropdown set to "Student Name", and two checkboxes: "Print Inactive Students" (unselected) and "Print Student w/out HIS Record" (unselected).

ID	College Name
878	American College Of Switzerland
5007	American University
3003	Amherst College
4007	Arizona State University
4009	Art Center College Of Design
6943	Art Institute of Los Angeles
1005	Auburn University
4596	Azusa Pacific University
3075	Babson College
1051	Ball State University
067	Bar-Ilan University

Select the **Transcript Type** from the **Transcript Definition** drop down. All different transcript definitions previously setup will display.



The screenshot shows a window titled "Additional Options". Inside, there is a "Transcript Definition:" label followed by a dropdown menu. The dropdown menu is open, showing a list of options: "Default", "ALT Alternative ED", "COL College Transcript" (which is highlighted in green), "FAX Faxable Transcript", and "IMM Immunizations on Transcript". To the left of the dropdown, there are two checkboxes: "Print Inactive" and "Print Student", both of which are currently unchecked. Below the checkboxes, there is a "Report" button.

To select individual students click the mouse on the Students name and they will be hi-lighted. The Total number of students selected to print will display at the bottom. To print ALL students click the mouse on the **Select All Students** button. To clear the students selected click the mouse on the **Clear All** button.

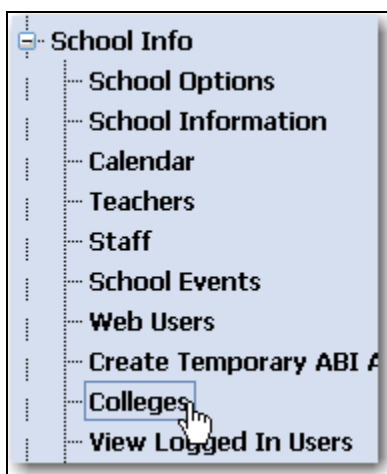
Click the mouse on the **Run Report** button to generate transcripts. Review the transcripts generated prior to printing to ensure all correct data has been selected to print.



NOTE: Colleges **MUST** be setup in the Colleges form in order to print College addresses.

SETUP COLLEGE INFORMATION

In order to print transcripts addressed to colleges, the college information **must** be setup on the **Colleges** form accessible from **Colleges** node under the **School Info Navigation** tree..



To add a College, click the mouse on the **Add New Record** button.



Enter the **ID Number** and the **College Name**. Press **Tab**. Enter the name of the individual who will receive this transcript in the **Attn:** field. Enter the address, city, state, zip code and telephone number.

Colleges							
ID Number	Name	Attn:	Address	City	State	Zip code	
999	Aeries University						
2990	Yeshiva University		500 W 185th St	New York	NY	1003	

When complete click the mouse on the **Save** icon.



The college will now display in the listing.

Colleges									
ID Number	Name	Attn:	Address	City	State	Zip code	Extn	Telephone Number	Code
999	Aeries University	Lori Williamson	1409 Denise Circle	Oceanside	CA	92054		(999) 444-1234	

After a College has been setup the **Print Student Transcripts – Address to Colleges** form will display the college in the **College** drop down list. When the college is selected and a transcript has been generated the college address will print in the top left hand corner of the transcript.

Print Student Transcript Report Options

Report Format: PDF

Report Delivery: None

Select Students to Print

☐ Show all Students (includes inactive students)

Stu#	Name	Sex	Grade	StuID
3431	—	M	0	0
3433	—	M	0	0
2592	AAAA, AAAAA	M	10	1591946206
2575	Abarba-Test, Tom	M	10	1591946194
3416	Abbott', Allen-	M	12	1591946483
2880	Abbott, Alan	M	11	1591946213
1	Abbott, Allan	M	12	99400001
2327	Abbott, Allan	M	9	99500001
2	Abdelnour-Smith, Alice-May	F	9	99400002
4	Abdo, Arnold	M	9	99400004

999	Aeries University
2005	Alfred University
866	American College In Paris
878	American College Of Switzerland
5007	American University
3003	Amherst College
4007	Arizona State University
4009	Art Center College Of Design
6943	Art Institute of Los Angeles
1005	Auburn University
4006	Azusa Pacific University

CREATING TRANSCRIPTS FOR TRANSFER STUDENTS

Adding a course title similar to a course taught at your school

Use the school's course number and add the exact course title from the school where the course was taken in the **Special Crs Title** field. This will assure the grad status check will be accurate since the **Course Data** contains all data for that course which is used by grad status. Also, GPA calculations, UC and CSU, CSF eligibility Vocational Subject, Core/Proficiency, CBEDS are tagged for that Course.

Locate a course title

Click the mouse on the **Add New Record** button. Click the mouse in the **Crs ID** field and the search box will display. Type the course name and click the mouse on the **Search** button. Click the mouse on the **CN#** selected.

Course History														
	Schl	Year	Tm	Grd	Crs ID	Std Course Title	RT	CP	N/H	Mark	Atmp	Comp	Special Crs Title	Att
	994	09	3	11							5.00	5.00		
	0	09-10	2	9	english					A	5.00	5.00		Input
	0	09-10	2	9						A	5.00	5.00		Input
	994	09-10	1	9						A	0.00	0.00	GEOMTRY COMP	Input
	995	08-09	1	11						B	6.00	6.00		Input
	995	08-09	1	11						NC	0.00	0.00		Input
	995	08-09	1	11						B	1.00	1.00		Input
	995	08-09	1	11						B+	2.00	2.00		Input
	995	08-09	1	11						A-	0.50	0.50		Input
	995	08-09	1	11						A	3.00	3.00		Input
	995	08-09	1	11						C	0.50	0.50		Input

Adding a course title that is not taught at your school

Additional course numbers can be setup for transfer students and set up as **Transfer Courses** in **Course Data**. This method should be considered when entering a transfer student who has taken a course that **your school does not teach**. For example, a course can be setup as **Transfer Foreign Language** and the appropriate data for grad status can be entered. GPA calculations, UC and CSU, CSF eligibility, Vocational Subject, Core/Proficiency and CBEDS should be entered for that transfer class if appropriate.

After the new transfer course ID has been entered on the student's transcript form, you may leave it as **Transfer Foreign Language** or change it in the **Special Crs Title** field to the actual title such as **Korean**.

Course History														
	Schl	Year	Tm	Grd	Crs ID	Std Course Title	RT	CP	N/H	Mark	Atmp	Comp	Special Crs Title	Att
	994	9	3	11	600	Transfer Foreign Language				A	5.00	5.00	Korean	Input
	0	09-10	2	9	038	B.Skls 1-Rdg				A	5.00	5.00		Input
	0	09-10	2	9	920	Work Experience				A	5.00	5.00		Input
	994	09-10	1	9	HM0121	Geometry Comp				A	0.00	0.00	GEOMTRY COMP	Input

TRANSCRIPT FIELDS AND FUNCTIONS

- **Graduated Date** - a date entry field accepting 10 digits for date when graduated
- **Grad Stat** – status code to identify how the student graduated, such as, GED, Diploma
- **Expected Grad** - date the date a student is expected to graduate (used by CSIS)
- **Comment field** – Text box in right corner to enter extra data but print six lines on transcripts
- **TDF** - displays the Transcript Definitions available to select for printing
- **Sch** – school where the course displayed was taken
- **Year** - School Year that student earned the mark in this course
- **Tm** - Refers to "term" usually a 1 for Fall or 2 for Spring
- **Grd** – grade course entered was taken
- **Crs ID** – assigned course number setup in the Course Table
- **Std Course Title**- course title assigned to the course number in the Course Table
- **RT** - a "repeat column" to indicate a student repeated a class
- **CP** - class the school marked as college prep in the Course table
- **N/H** - class the school marked as non-academic in the Course Table.
- **Mark** –Refers to the grade mark received
- **Atmp/Comp** – refers to the credits attempted and credits received
- **Special Course Title** – different course title can be entered to print on the transcript

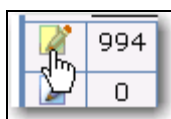
EDITING A STUDENT'S TRANSCRIPT

From the **Transcript** form select the student. The **Student Transcript** will display.

Transcripts												
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Birthdate	Prog	Track	Status
	2327	Abbott	Allan		99500001	M	9	14	11/11/1995			
Graduated		Grad Stat		Expected Grad		Comment						
04/13/2010		110		06/15/2013		This is a test...to make sure it prints now						
(W) Acad GPA		(W) Total GPA		(W) 10-12 GPA		Credit Att/Compl		Class Rank/Size				
2.02 2.02		1.84 1.84		3.44 3.44		63.00 38.00		2 of 500				
Recomp GPA		Update		CAHSEE		Request		Status		Print		
										Default		

Course History														
	Schl	Year	Tm	Grd	Crs ID	Std Course Title	RT	CP	N/H	Mark	Atmp	Comp	Special Crs Title	Att
Add New Record														
	994	09-10	3	11	600	Transfer Foreign Language				A	5.00	5.00	Korean	Input
	0	09-10	2	9	038	B.Skls 1-Rdg				A	5.00	5.00		Input
	0	09-10	2	9	920	Work Experience				A	5.00	5.00		Input
	994	09-10	1	9	HM0121	Geometry Comp				A	0.00	0.00	GEOMETRY COMP	Input
	995	08-09	1	11	3008	Reading				B	6.00	6.00		Input
	995	08-09	1	11	3230	GenScience				NC	0.00	0.00		Input
	995	08-09	1	11	327	U.S. History				B	1.00	1.00		Input
	995	08-09	1	11	3401	Art				B+	2.00	2.00		Input
	995	08-09	1	11	3668	Math				A-	0.50	0.50		Input
	995	08-09	1	11	3929	Child Care				A	3.00	3.00		Input
	995	08-09	1	11	811	P.E.				C	0.50	0.50		Input
	995	08-09	1	11	920	Work Experience				P	5.00	5.00	WORK EXPERIENCE	Input

CHANGE A STUDENTS MARK – Click the mouse on the **Change** icon and either Tab over or click the mouse in the **Mark** field. Type the new grade mark. Adjust **Atmp** and **Cmpl** if appropriate. Click the mouse on the **Save** icon.



DELETE A COURSE ENTRY FROM A STUDENT'S TRANSCRIPT - To delete an entry from Course History for a student, click the mouse on the **Change** icon next to the Course to be deleted. Click the mouse on the **Delete** icon button and a message will display. Click the mouse on **Yes** and the entry will be deleted.



RECORDING A WAIVER OF A GRADUATION REQUIREMENT (FOR EXAMPLE HEALTH) - To add a course to be waived, Enter **X** under the **Mark** column which must be setup as a valid mark. Enter the correct amount of credits to be waived under the **Atmp** (attempted) column. Enter **0.00** under **Cmpl** (completed) column. The resulting Grad status report will reflect this change for this particular student.



TAGGING COURSES THAT HAVE BEEN REPEATED - Enter a character displayed in the **RT** column from the table below to indicate a repeated class. The following values produce the following effects:

RT	CP	N/H	Mark	Atmp	Comp	Special Crs Title
R			X	5.00	0.00	Korean
Count Everywhere						
2	Credit Att: No Credit Comp: No GPA: No					
3	Credit Att: Yes Credit Comp: Yes GPA: No					
4	Credit Att: Yes Credit Comp: No GPA: Yes					
5	Credit Att: Yes Credit Comp: No GPA: No					
6	Credit Att: No Credit Comp: No GPA: Yes					
N	Credit Att: No Credit Comp: No GPA: No					
B	Credit Att: Yes Credit Comp: Yes GPA: No					
R	Credit Att: Yes Credit Comp: No GPA: Yes					
A	Credit Att: Yes Credit Comp: No GPA: No					
G	Credit Att: No Credit Comp: No GPA: Yes					

Why flag a course with an R: A student receives an **F** for a course and has **5.0** credits attempted and **0.0** credits completed. He repeats the same course in summer school and receives a **C** and receives **5.0** credits attempted and **5.0** credits completed. Tagging the course where an **F** was received will count credits attempted but **NOT** the credits completed.

COURSE HISTORY INSTITUTIONS

If a student has taken a course at a different school, the name of the school can be displayed on a transcript but the school **must** be setup in **Course History Institutions**. From the **School Info Navigation** tree under **Configurations** click the mouse on **Course History Institutions**. Click the mouse on the **Add** button and enter all School information including the ID type. Click the mouse on the **Insert** button. The school will now display in the listing on the left side of the form.

Course History Institutions			
School Taken#	Institution Name		
994	Screaming Eagle High School		
ID Type and Description			
1 - CDS Number			
ID Number			
4567890			
Address	City	State	Zip Code
6336 Eagle Crag Lane	Eagle Rock	CA	
Country			
US			
<input type="button" value="Add"/> <input type="button" value="Change"/> <input type="button" value="Delete"/>			

1037	Scotts Valley Unified
994	Screaming Eagle High School
1155	Sebastopol Union Elementary
330	Seeley Union Elementary
1102	Seiad Elementary
252	Selma Unified
382	Semitropic Elementary
1283	Sequoia Union Elementary
961	Sequoia Union High
438	Shaffer Union
935	Shandon Joint Unified
1041	Shasta County Office Of Education
1064	Shasta Union Elementary

From the **Student Transcript** form, click the mouse on the **Schl** drop down and the school setup in **Course History Institutions** will display.

The screenshot shows a form titled "Course His" with several input fields: "Schl", "Year", "Tm", "Grd", "Crs ID", and "Std Course Title". The "Schl" field is a dropdown menu currently showing "994". A mouse cursor is clicking on the dropdown arrow, which has opened a list of schools. The list includes "994 Screaming Eagle High School" (highlighted in green), "1155 Sebastopol Union Elementary", "330 Seeley Union Elementary", and "1102 Seiad Elementary". To the right of the school list, there is a vertical scrollbar and a list of course titles: "Foreign Language", "-Rdg", and "perience".

UPDATE GRADUATION REQUIREMENTS

The graduation requirements are updated in the **Update Graduation Requirements** form. From the **Grade Reporting Navigation** tree under **Configurations** click the mouse on **Update Graduation Requirements**. The following form will display.

The screenshot shows a form titled "Update Graduation Requirements". At the top, there is a section "Graduation Requirements Track to View:" with a dropdown menu and a "Delete Track" button. Below this is a table with the following data:

	Code	Subject Area	Grade 12	Grade 11	Grade 10	Grade 9
	A	English	40.00	40.00	40.00	40.00
	B	Physical Education	30.00	20.00	20.00	20.00
	C	Social Science	30.00	30.00	30.00	30.00
	D	Mathematics	20.00	30.00	30.00	30.00
	E	Fine Arts	10.00	10.00	10.00	10.00
	F	Practical Arts	10.00	10.00	10.00	10.00
	G	Science/Life	10.00	10.00	10.00	10.00
	H	Science/Physical	10.00	10.00	10.00	10.00
	I	Health & Career Ed	12.00	11.00	10.00	9.00
	J	Computer Science	0.00	0.00	10.00	10.00
	Z	Electives	55.00	55.00	45.00	45.00
Total credit required for graduation:			227.00	226.00	225.00	224.00

At the bottom of the table, there is a link "Add New Record" with a plus icon.

The grade columns refer to the grade level for the school year being viewed. If graduation requirements are modified the grad status of each class (9-12) can be modified separately. **It is crucial when the requirements are setup that electives are the last code setup in the list.**

SETTING UP DIFFERENT GRAD TRACKS

The **Update Graduation Requirements** form will display the **Default** record with the original Graduation Requirements and cannot be deleted. A list of all additional **Grad Tracks** that have been added can also be displayed by clicking the mouse on the drop down. Any Grad Track added will automatically update the code and description into the **COD** table for the **REQ.GRT** field.

Graduation Requirements Track to View:

Update Graduation Requirements						
	Code	Subject Area	Grade 12	Grade 11	Grade 10	Grade 9
	A	English	40.00	40.00	40.00	40.00
	B	Physical Education	30.00	20.00	20.00	20.00
	C	Social Science	30.00	30.00	30.00	30.00
	D	Mathematics	20.00	30.00	30.00	30.00
	E	Fine Arts	10.00	10.00	10.00	10.00
	F	Practical Arts	10.00	10.00	10.00	10.00
	G	Science/Life	10.00	10.00	10.00	10.00
	H	Science/Physical	10.00	10.00	10.00	10.00
	I	Health & Career Ed	12.00	11.00	10.00	9.00
	J	Computer Science	0.00	0.00	10.00	10.00
	Z	Electives	55.00	55.00	45.00	45.00
Total credit required for graduation:			227.00	226.00	225.00	224.00
Add New Record						

To **Add** a Grad Track click the mouse on the drop down and click the mouse on **New - Add New Grad Track**.

Graduation Requirements Track to View:

NEW | Add New Grad Track

T | Transfer

	Code	Subject Area	Grade 12	Grade 11	Grade 10	Grade 9
	A	English	40.00	40.00	40.00	40.00




Enter the new **Grad Track Code** and **Description**. Click the mouse on the **OK** button. The code and description will be added to the **COD** table.

Enter New Track Code?

Enter the code and description for the new Graduation Requirements Track.








The left side of the form will now display the new Grad Track added and will copy the Default Graduation Requirements. The **Change** icon can be selected and the Subject Areas and Required Credits can be updated.

Graduation Requirements Track to View:
 C | College Prep Delete Track

Update Graduation Requirements						
	Code	Subject Area	Grade 12	Grade 11	Grade 10	Grade 9
  	A	English	40.00	40.00	40.00	40.00
	B	Physical Education	30.00	20.00	20.00	20.00
	C	Social Science	30.00	30.00	30.00	30.00
	D	Mathematics	20.00	30.00	30.00	30.00

The **Class Rank and Size** calculation has been enhanced to allow students within the same grade to be ranked separately from other students based on their graduation tracks. This option can be set from the **Update Code Table** form.

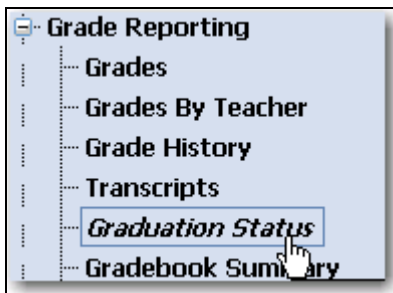
Select the **REQ** table and the **GRT** field. The following example will display with all codes previously setup. To define which graduation tracks should be ranked together a value can be added in the **Amount** field that will group students together. For example below, Code A and C contain a 1.00 in the **Amount** field. Any student assigned with a graduation track of A or C will be ranked together.

Update Code Table			
Table		Field	
REQ		GRT	
	Code	Description	Amount
		Default	0.00
	A	Advanced College Prep	1.00
	C	College Prep	1.00
	F	Foreign Exchange Student	99.00
	T	Transfer	0.00
	Z	College Prep	0.00
 Add New Record			

To define which graduation tracks will be excluded from any class rank/size computation a value of 99.00 can be added in the **Amount** field. For example, any student assigned with the graduation track of F will not be included in the calculation of a class rank.

ASSIGN A STUDENT TO A GRAD TRACK

After the Grad Tracks have been setup, students can be assigned to a graduation track from the **Graduation Status** form located under the **Grade Reporting Navigation** tree.



To assign a student to a particular **Grad Track** click the mouse on the drop down under the **GradTrk** field.

Graduation Requirements											
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Birthdate	Prog Track	Status
🚩	2327	Abbott	Allan		99500001	M	9	14	11/11/1995		
<input type="checkbox"/> Show details on screen											
Graduation Status											
Subject Area		Credit Required		Credit Completed		Credit Enrolled In		Credit Needed			

C | College Prep

F | Foreign Exchange Stud

T | Transfer

Click the mouse on the code selected to assign the student displayed to a specific grad track.

Graduation Requirements											
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Birthdate	Prog Track	Status
🚩	2327	Abbott	Allan		99500001	M	9	14	11/11/1995	F Foreign Exchange S	
<input type="checkbox"/> Show details on screen											

In the example above Grad Track F was selected which was setup in the **COD** table with a 99.00 in the **Amount** field. This student will **NOT** be included in the calculation of a class rank and **N/A** will display.

Transcripts											
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Birthdate	Prog Track	Status
🚩	2327	Abbott	Allan		99500001	M	9	14	11/11/1995		
Graduated		Grad Stat		Expected Grad		Comment					
04/13/2010		110		06/15/2013		Foreign Exchange					
(W) Acad GPA		(W) Total GPA		(W) 10-12 GPA		Credit Att/Compl		Class Rank/Size			
1.81 1.81		1.64 1.64		3.23 3.23		58.00 33.00		N/A of N/A			
Recomp GPA		Update		CAHSEE		Request		Status		Print	

COURSE TABLE ACCURACY

The accuracy of all data in the course table needs to be verified so that student's credits, GPA, grad status, UC and CSU eligibility, core proficiency completion, CSF eligibility, and CBEDS are correct. If something is not calculating properly in these areas, the data in the **Course Table** may be incorrect or nonexistent and must be verified. From the **Scheduling Navigation** tree click the mouse on **Courses** and the **Courses** form will display.

The **Subject Area Codes** refer to **Graduation Requirements**. The first field should contain a letter corresponding to the letter setup in the graduation requirements. **The second and third boxes do not need to be filled in unless the course meets more than one requirement.**

The screenshot shows a web form titled "Course Data" with tabs for "General", "Other", "NCLB Specific Fields", and "California Specific Fields". The "General" tab is active. The form contains the following fields:

CrsID#	Title	Long Title	N/A	Coll Prep	Low Grd	High Grd	Default Credit	Term	Yr Seq	Exc
0633	UCCP AP Stat	UCCP AP Statistics I and II	H	P	11	12	5.00			

Below the course data, there is a section for "Subject Area Codes" with a dropdown menu. The dropdown is open, showing a list of subject areas: English, Physical Education, Social Science, **Mathematics** (highlighted), Fine Arts, and Practical Arts. A hand cursor is pointing at "Mathematics".

Other fields that **must** be correct and **must** be verified are Maximum Credit, Term, College Prep, CSU Requirements, UC Requirements, CSF List, Voc Subject, Core / Prof and CBEDS. **It is crucial that this form is complete and accurate for all Course History functions to work properly.**

STUDENTS GRADUATION STATUS

The **Graduation Status** form displays credits required and credits completed for all subject areas setup in the **Update Graduation Requirements** form. This form will display by clicking the **Status** button on the **Transcript** form.

The screenshot shows a web form titled "Graduation Requirements" for a student named Abbott, Allan. The form displays the following student information:

Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Birthdate	Prog	Track	Status	Grad Track
	2327	Abbott	Allan		99500001	M	9	14	11/11/1995				F Foreign Exchange S

Below the student information, there is a checkbox labeled "Show details on screen".

The "Graduation Status" table is displayed below the checkbox:

Subject Area	Credit Required	Credit Completed	Credit Enrolled In	Credit Needed
English	40.00	11.00	0.00	29.00
Physical Education	20.00	0.50	0.00	19.50
Social Science	30.00	0.00	0.00	30.00
Mathematics	30.00	0.00	0.00	30.00
Fine Arts	5.00	0.00	0.00	5.00
Practical Arts	10.00	1.00	0.00	9.00
Science/Life	10.00	0.00	0.00	10.00
Science/Physical	10.00	0.00	0.00	10.00
Health & Career Ed	9.00	2.00	0.00	7.00
Computer Science	10.00	0.50	0.00	9.50
Electives	50.00	18.00	0.00	32.00
* TOTALS *	224.00	33.00	0.00	191.00

Below the table, there are four columns for specific requirements:

CAHSEE ELA	CAHSEE Math	Algebra 1	Physical Fitness
Not Taken	Not Taken	Requirement Not Met	Not Taken

At the bottom of the form, there are buttons for "Print" and "Transcripts".

To display class titles that have been met and not completed click the mouse on **Show Details**. Use the **Scroll bar** to display the entire record.






Graduation Requirements											
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Birthdate	Prog Track Status	Grad Track
	2327	Abbott	Allan		99500001	M	9	14	11/11/1995		F Foreign Exchange S
<input checked="" type="checkbox"/> Show details on screen											
Graduation Status Details											
Subject Area	Reqd	Courses Completed	Credit	Courses Enrolled	Credit	Needed					
English	40.00	B.Skls 1-Rdg	5.00								
		Reading	6.00								
				-- NOT COMPLETED --		29.00					
Physical Education	20.00	Math	0.50								
				-- NOT COMPLETED --		19.50					
Social Science	30.00			-- NOT COMPLETED --		30.00					
Mathematics	30.00			-- NOT COMPLETED --		30.00					
Fine Arts	5.00			-- NOT COMPLETED --		5.00					
Practical Arts	10.00	U.S. History	1.00								
				-- NOT COMPLETED --		9.00					
Science/Life	10.00			-- NOT COMPLETED --		10.00					
Science/Physical	10.00			-- NOT COMPLETED --		10.00					
Health & Career Ed	9.00	Art	2.00								
				-- NOT COMPLETED --		7.00					
Computer Science	10.00	P.E.	0.50								
				-- NOT COMPLETED --		9.50					
Electives	50.00	Child Care	3.00								
		Wood I	5.00								
		Work Experience	5.00								
		WORK EXPERIENCE	5.00								
				-- NOT COMPLETED --		32.00					
* Totals *	224.00		33.00		0.00	191.00					

To print the student's graduation status click the mouse on the **Print** button. To return to the Transcripts form, click the mouse on the **Transcripts** button.

Print	Transcripts
-------	-------------

OFF GRADE COURSES

The **Off Grade Courses** form is used to update the **OGC** table. This table is designed to store particular courses that may be taken outside of the normal grade range. For instance, grades 6-8 that would be in a student's Course History and counted as a regular course for certain purposes.

Off Grade Courses										
	Courses	Grade		Minimum Mark Value	Credit Override	Override Credits?	Count UC/CSU?	Count for Grad Reqs?	Show on Transcript	Count in GPA?
		Low	High							
	100380 - Algebra A O	6	8	2.00	0.00	No	Yes	No	No	No
	100381 - Algebra O	6	8	2.00	5.00	Yes	Yes	Yes	Yes	No
	100385 - Algebra A	6	8	0.00	10.00	Yes	Yes	Yes	Yes	Yes
	100680 - Spanish	6	8	2.00	5.00	Yes	Yes	Yes	Yes	No
	Add New Record									

Users can specify if a course taken in Jr. High should be counted for UC/CSU eligibility, count for Graduation Requirements, show on Transcripts, or count in GPA.

- **Grade Low** – lowest grade level to be considered
- **Grade High** – highest grade level to be considered
- **Minimum Mark Value** – lowest mark value a student received that will determine whether or not the **OGC** options are utilized
- **Credit Override** – the new credit value to be used instead of the course credit value if the **Override Credits** is flagged
- **Override Credits** – if flagged the credit override value will be utilized instead of the course credit value
- **Count UC/CSU** – the course will count towards the UC or CSU requirements
- **Count for Grad Reqs** – course counts towards the graduation requirements
- **Show on Transcript** – when selected the course will print on the transcript
- **Count in GPA** – will be computed in the GPA

Currently, when a transcript is generated it does not take into account what grade level the course was taken and will print all courses on the transcript. But some schools do not want all courses to print.

In the example below the student has taken English 9 (CP) and Biology (CP) classes in 8th grade which they are both college prep. A school would most likely want these courses to print on a transcript and possibly be included in college requirements. If a student took a course such as Ath Tennis – B they may not want this course to be included on the transcript.

Student Name Stu# Grade Sex Birthdate Perm ID Number Counselor Abdo, Arnold A 000004 10 M 12/24/1993 0099400004 Wilson						Transcript of Student Progress July 9, 2010 Screaming Eagle High School 6336 Eagle Crag Lane Eagle Rock, CA 95994 (999) 555-9994		
Parent/guardian name, address, telephone M/M A. Abdo 4475 N Castleview Ave Eagle Rock, CA 99999 (777) 555-6823			Student entered school too late in Saudi Arabia to receive credits for 1st. Sem. 99/00.					
Crs-ID Course Title Mark Att/Cmp Grd 8 Spring 07-08 Screaming Eagle High School p 0301 English 9 CP A 5.00 5.00 p 0656 Biology Cp A 5.00 5.00 Credit Att: 10.00 Cmp: 10.00 AGPA: 4.0000			Crs-ID Course Title Mark Att/Cmp Grd 9 Spring 08-09 Screaming Eagle High School * 0011 PE A 5.00 5.00 p 0607 Algebra Cp B+ 5.00 5.00 0652 Phys Science B- 5.00 5.00 p 0701 World Hist. Cp A- 5.00 5.00 0980 Gen Elective B+ 2.50 2.50 0980 Gen Elective A- 2.50 2.50 0980 Gen Elective B+ 5.00 5.00 1209 Mass Media A- 2.50 2.50 Credit Att: 32.50 Cmp: 32.50 AGPA: 3.3636					

The **OGC** table can now be utilized to override certain options in the **CRS** table. This allows the school to select the courses, which should or should not print on a transcript, as well as other various options.

When the **OGC** table is created any course that needs to print on the transcript, should be counted for UC/CSU eligibility, count towards Graduation Requirements or count in GPA **MUST** be added to this table. Once a course is added and flagged, these options can be utilized. Any course that is not added to the **OGC** table will not be included in these options.

OGC TABLE

- Without an **OGC** table, transcripts and graduation requirements will perform as usual.
- If an **OGC** table has been created the program will first look at the low grade (LO) in the **LOC** table and compare it to the grade (GR) in the **HIS** table. If the grade the course was taken is less than the low grade the program will verify whether the course was added to the **OGC** table.
- Once a course has been located in the **OGC** table the values in **OGC** will override certain areas of the **CRS** table.
- If an **OGC** is created any course completed by a student in a grade less than the **LOC.LO** field will not print on the transcript, count in graduation requirements, UC/CSU eligibility or count in the GPA, unless setup in **OGC**.
- If a **Minimum Mark** value has been entered the student **MUST** receive the minimum mark value or better for any of these options to be utilized.

COLLEGE REQUIREMENTS FORM AND ENTRANCE TESTS

From the **Student Data Navigation** tree under **Test Scores** click the mouse on the **College Entrance Requests** node and the following form will display. When a student meets the college requirements a message will display at the bottom of the form.

College Entrance Tests												
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Birthdate	Prog	Track	Status
	1	Abbott	Allan (Al)	James	99400001	M	12	18	11/11/1991	N		

	University of California				California State University			
	Required	Completed	Current	Needed	Required	Completed	Current	Needed
A - History/Social Science	20	20	0	0	20	20	0	0
B - English	40	40	0	0	40	40	0	0
C - Mathematics	30	30	0	0	30	30	0	0
D - Laboratory Science	20	20	0	0	20	20	0	0
E - Foreign Language	20	20	0	0	20	20	0	0
F - Visual/Performing Arts	10	10	0	0	10	10	0	0
G - College Prep Electives	10	70	0	0	10	70	0	0

Preliminary GPAs:	4.21	4.21
Course Completions:	Meets UC Course Completion Requirements	Meets CSU Course Completion Requirements
Entrance Requirements:	Meets UC Entrance Requirements	Meets CSU Entrance Requirements

Course Completer Override: ☐

*These calculations are based upon known rules and available data.
It may not express all criteria that a university may use for admissions.
Please refer to the CSU and UC Admissions Guides for details on admissions eligibility.*

Under **Test Scores** click the mouse on the **College Entrance Tests** node. Additional tabs can be selected to display specific test data. Test records can be added by using the **Add New Record** button. The following forms displayed are the **SAT I** and **SAT II**.

College Entrance Tests												
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Birthdate	Prog	Track	Status
	1	Abbott	Allan (Al)	James	99400001	M	12	18	11/11/1991	N		

SAT I SAT II ACT GSE AP PSAT Other

	Date	Verbal	Math	Writing	CritRdg	Total
	10/1/2007	500	600		0	1100
	5/16/2008	750	700		0	1450
	11/10/2008	780	750		0	1530

Add New Record

College Entrance Tests												
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Birthdate	Prog	Track	Status
	1	Abbott	Allan (Al)	James	99400001	M	12	18	11/11/1991	N		

SAT I SAT II ACT GSE AP PSAT Other

	Date	Test	Score
	10/10/2008	1C - Math Level 1C	660
	10/10/2008	LR - Literature	690
	10/10/2008	WR - Writing	720

Add New Record

The following are the forms used to store the **ACT**, **PLAN**, **GSE**, **AP** and **PSAT** scores.

College Entrance Tests												
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Birthdate	Prog Track	Status	
	1	Abbott	Allan (Al)	James	99400001	M	12	18	11/11/1991	N		
<div> <div>SAT I</div> <div>SAT II</div> <div>ACT</div> <div>GSE</div> <div>AP</div> <div>PSAT</div> <div>Other</div> </div>												
	Date	English	Math	Reading	SciRsn	Total	Composite	Eng/Wrt	Writing			
	9/12/2010	5	8	9	10	32	8	9	9			
<div> <div>+</div> <div>Add New Record</div> </div>												

College Entrance Tests												
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Birthdate	Prog Track	Status	
	1	Abbott	Allan (Al)	James	99400001	M	12	18	11/11/1991	N		
<div> <div>SAT I</div> <div>SAT II</div> <div>ACT</div> <div>GSE</div> <div>AP</div> <div>PSAT</div> <div>Other</div> </div>												
	Date	Test	Score	Scaled Score								
	5/11/2005	ALG - First-year Algebra	6	0								
	5/11/2007	BIO - Biology	6	0								
	5/11/2007	GEOM - Geometry	6	0								
	5/11/2007	SPAN - Spanish	5	0								
	5/10/2008	MATH - High School Mathematics	5	0								
	5/10/2008	READ - Reading/Literature	6	0								
	5/10/2008	WRIT - Written Composition	5	0								
<div> <div>+</div> <div>Add New Record</div> </div>												

College Entrance Tests												
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Birthdate	Prog Track	Status	
	1	Abbott	Allan (Al)	James	99400001	M	12	18	11/11/1991	N		
<div> <div>SAT I</div> <div>SAT II</div> <div>ACT</div> <div>GSE</div> <div>AP</div> <div>PSAT</div> <div>Other</div> </div>												
	Date	Test	Score									
	5/11/2007	48 - French Language	5									
	5/11/2007	78 - Physics B	5									
	5/10/2008	07 - United States History	5									
	5/1/2009	66 - Calculus AB	1									
<div> <div>+</div> <div>Add New Record</div> </div>												

College Entrance Tests												
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Birthdate	Prog Track	Status	
	1	Abbott	Allan (Al)	James	99400001	M	12	18	11/11/1991	N		
<div> <div>SAT I</div> <div>SAT II</div> <div>ACT</div> <div>GSE</div> <div>AP</div> <div>PSAT</div> <div>Other</div> </div>												
	Date	Verbal	Math	Writing	Reading	Total						
	9/12/2010	3	5	4	5	17						
<div> <div>+</div> <div>Add New Record</div> </div>												

The **Other** test form is used to store additional tests taken by the student.

College Entrance Tests												
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Birthdate	Prog	Track	Status
1		Abbott	Allan (Al)	James	99400001	M	12	18	11/11/1991	N		

Test Results									
Date	Test	Sub Test	Score	Sub Test	Score	Sub Test	Score	Total	
5/10/2008	IB - International Baccalaureate	CHS	7		0		0	7	
5/10/2008	IB - International Baccalaureate	FRE1	6		0		0	6	
5/1/2009	IB - International Baccalaureate	ENG	4		0		0	4	
5/11/2009	IB - International Baccalaureate	ENG	6		0		0	6	
5/11/2009	IB - International Baccalaureate	HISA	7		0		0	7	
5/11/2009	IB - International Baccalaureate	MSTU	6		0		0	6	

[Add New Record](#)

GRAD CHECK SETUP AND PRINTING

The **Grad Check Setup and Printing** option is available from **Grade Reporting Navigation** tree under the **Reports** node and very beneficial in tracking student's graduation status. The option is available to print for All grades or an individual grade. The report can also be sorted by grade or name. Specific tests can also be printed on the report.

Print Graduation Status Report																																																																						
Report Options																																																																						
Report Format: PDF																																																																						
Report Delivery: None																																																																						
<input type="checkbox"/> Show all Students (includes inactive students)																																																																						
Print Grade ...		<input checked="" type="radio"/> Print All Grades <input type="radio"/> Print 9th Graders <input type="radio"/> Print 10th Graders <input type="radio"/> Print 11th Graders <input type="radio"/> Print 12th Graders																																																																				
Sort by ...		<input checked="" type="radio"/> Sort by Grade <input type="radio"/> Sort by Name																																																																				
Other Options		<input checked="" type="checkbox"/> CAHSEE Status <input checked="" type="checkbox"/> Algebra 1 Status <input checked="" type="checkbox"/> Competency Tests <input checked="" type="checkbox"/> Include Inactive Students																																																																				
		<table border="1"> <thead> <tr> <th>Stu#</th> <th>Name</th> <th>Sex</th> <th>Grade</th> <th>StuID</th> </tr> </thead> <tbody> <tr><td>3431</td><td>_ _</td><td>M</td><td>0</td><td>0</td></tr> <tr><td>3433</td><td>_ _</td><td>M</td><td>0</td><td>0</td></tr> <tr><td>2592</td><td>AAAA, AAAAA</td><td>M</td><td>10</td><td>1591946206</td></tr> <tr><td>2575</td><td>Abarba-Test, Tom</td><td>M</td><td>10</td><td>1591946194</td></tr> <tr><td>3416</td><td>Abbott', Allen-</td><td>M</td><td>12</td><td>1591946483</td></tr> <tr><td>2880</td><td>Abbott, Alan</td><td>M</td><td>11</td><td>1591946213</td></tr> <tr><td>1</td><td>Abbott, Allan</td><td>M</td><td>12</td><td>99400001</td></tr> <tr><td>2327</td><td>Abbott, Allan</td><td>M</td><td>9</td><td>99500001</td></tr> <tr><td>2</td><td>Abdelnour-Smith, Alice-May</td><td>F</td><td>9</td><td>99400002</td></tr> <tr><td>4</td><td>Abdo, Arnold</td><td>M</td><td>9</td><td>99400004</td></tr> <tr><td>5</td><td>Abea, Ayrianna</td><td>F</td><td>12</td><td>99400005</td></tr> <tr><td>8</td><td>Abesamis, Tatiana</td><td>F</td><td>9</td><td>99400008</td></tr> </tbody> </table>				Stu#	Name	Sex	Grade	StuID	3431	_ _	M	0	0	3433	_ _	M	0	0	2592	AAAA, AAAAA	M	10	1591946206	2575	Abarba-Test, Tom	M	10	1591946194	3416	Abbott', Allen-	M	12	1591946483	2880	Abbott, Alan	M	11	1591946213	1	Abbott, Allan	M	12	99400001	2327	Abbott, Allan	M	9	99500001	2	Abdelnour-Smith, Alice-May	F	9	99400002	4	Abdo, Arnold	M	9	99400004	5	Abea, Ayrianna	F	12	99400005	8	Abesamis, Tatiana	F	9	99400008
Stu#	Name	Sex	Grade	StuID																																																																		
3431	_ _	M	0	0																																																																		
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8	Abesamis, Tatiana	F	9	99400008																																																																		
		Total: 0 Select All Students Clear All																																																																				
Run Report																																																																						

To select individual students click the mouse on the Students name and they will be hi-lighted. The Total number of students selected to print will display at the bottom. To print ALL students click the mouse on the **Select All Students** button. To clear the students selected click the mouse on the **Clear All** button.

Click the mouse on the **Run Report** button to generate the Grad Status Report.

A report can be created containing the graduation status of a student or group of students.

Screaming Eagle High School						
2009-2010		HIGH SCHOOL GRADUATION STATUS REPORT				7/9/2010
STU# 1493	Student Name: Moscoso, Amber			Grade: 10	Sex: F	Page 1200
Subject Area	Credit Required	Courses Completed	Completed Credit	Currently Enrolled	Enrolled Credit	Credit Still Required
English	40.00	English 9 CP Hon Eng 11 CP	10.00 5.00	English 10 CP -- NOT COMPLETED --	5.00	20.00 *
Physical Education	20.00	Beq Dance	10.00	Inter Dance -- NOT COMPLETED --	5.00	5.00 *
Social Science	30.00	AP US History World Hist. Cp	5.00 10.00	-- NOT COMPLETED --		15.00 *
Mathematics	30.00	Algebra A Intr Calc CP(H)	10.00 5.00	Algebra B -- NOT COMPLETED --	5.00	10.00 *
Fine Arts	10.00	Spanish III	5.00	-- NOT COMPLETED --		5.00 *
Practical Arts	10.00	Journalism	5.00	-- NOT COMPLETED --		5.00 *
Science/Life	10.00			Biology Cp -- NOT COMPLETED --	5.00	5.00 *
Science/Physical	10.00	Phys Science,CP	10.00			0.00
Health & Career Ed	5.00			-- NOT COMPLETED --		5.00 *
Computer Science	10.00	Honor Chem Cp	5.00	Reading Fundmtl	5.00	0.00
Electives	45.00			-- NOT COMPLETED --		45.00 *
Totals:	220.00		80.00		25.00	115.00 **
CAHSEE	English-Language Arts: Not Taken		Mathematics: Not Taken		Algebra 1: Requirement Not Met	