# Transcript Report Preferences
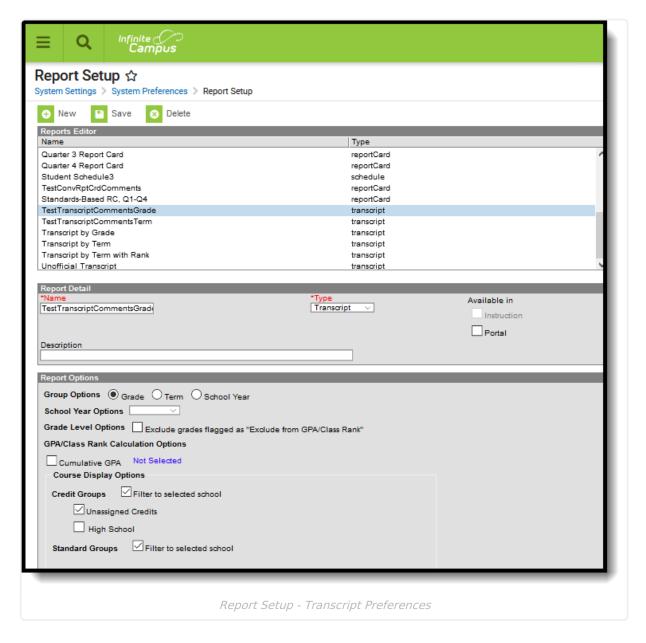
Last Modified on 10/22/2022 10:09 am CDT

Margin Size | Create a Transcript Report | Report Options | Transcript Print Examples

**Classic View:** System Administration > Preferences > Reports (Preferences) > Transcript (Type)

**Search Terms**: Report Setup

Transcripts provide a historical record of a student's performance in courses. Districts can determine which grade levels to include on the report, along with choosing which credit groups to include, which standards to print and which GPA calculation(s) to use. Transcript Report Preferences allow users to determine what and how data is reported on printed transcripts.



*Report Setup - Transcript Preferences*

# Margin Size

The following table describes the default margin size for transcripts:

| Margin | Size |
|--------|------|
| Top | 0.5 inches |
| Bottom | 0.5 inches |
| Left | Grade Group Option: 0.5 inches<br>Term Group Option: 0.333 inches<br>School Year Group Option: .5 inches |
| Right | Grade Group Option: 0.5<br>Term Group Option: 0.333 inches<br>School Year Group Option: .5 inches |

Transcripts are generated for printing on a standard 8.5in X 11in sheet of paper.

# Create a Transcript Report

1. Select the **New** icon. A **Report Detail** and a **Report Options** table appears.
2. Enter a **Name** for this transcript.
3. Select the Transcript option from the **Type** dropdown list.
4. Determine whether or not this report should be available in Campus Parent/Campus Student. If so, mark the **Portal** checkboxes for **Available In**.
5. If desired, enter a **Description** for this report.
6. Select all appropriate **Report Options** for the transcript. Report Options are separated into different sections relating to a specific aspect of the transcript. Refer to the sections below for more information.
7. Click the **Save** icon when finished. The transcript is now saved and can be used to generate transcripts from the Transcript tab and Transcript Batch tool.

# Report Options

The following sections describe all report options. Many of these options can be set to display only those options associated with a certain school by selecting the **Filter to selected school** checkbox. This filters the standard groups, credit groups and related information to only show those categories associated with the school selected in the Campus toolbar.

See the Transcript article for more information on how data populates a printed transcript report.

> Control whether the Default Transcript Report is available for selection by setting the Enable Default Transcript System Preference.

If the district has enabled the System Preference (see above) to not show the Default Transcript Report option, it can be recreated by marking the options where text appears in the Default column below.

| Option | Description | Default Report Options |
|--------|-------------|------------------------|
| **Group Options** | Users have the ability to group course information by Grade, Term or Year.<br><br>• The **Grade** option groups all courses and corresponding grades taken while the student was enrolled in a certain grade level together on the transcript.<br>• The **Term** option groups courses and corresponding grades based on the calendar term (quarter, semester, etc.) together on the transcript.<br>• The **Year** option groups courses and corresponding grades based on the selected school year. If a student is enrolled in multiple calendars, this option lists those courses together.<br><br>If standards are used in the Course Display, they also display by grade, term or year.<br><br>**School Year Sort Logic with School Name/School Number Grouping**<br>▸ Click here to expand... | Grade |
| **School Year Options** | The School Year Options field allow users to designate the last school year from which to report transcript data. For example, if 2018-19 is selected and the student has earlier transcript records from the reporting school, all course grade data from these enrollment records through 2018-19 report. Any transcript records from school years after 2018-19 do not report. | N/A |
| **Grade Level Options** | The **Exclude grades flagged as "Exclude from GPA/Class Rank"** checkbox allows users to exclude all GPA-excluded grade levels from factoring into the student's reported GPA/Class Rank. Only grade levels that have the Exclude from cumulative GPA/Rank calculations checkbox marked on the Grade Levels tab are excluded.<br><br>When all transcript course records for a school are from a grade level marked as Exclude from GPA/Class Rank, the school name does not print. This logic applies to all of the Group by options. | N/A |
| **GPA/Class** | Class Rank is a mathematical summary of a student's academic | Cumulative |

| Rank Calculation Options | Description | GPA Default Report Options |
|---|---|---|
| | record.compared to other students in the class.<br><br>GPA/Class Rank Calculation Options determine how GPA and class rank data is displayed on the Transcript. For each option, the Class Rank and Bonus Points can be selected. When a Weighted GPA or Unweighted GPA option is selected, the Bonus Points and Class Rank checkboxes are available for selection.<br><br>Selection can be made for **Cumulative GPA** or **Term GPA**. When the calendar includes custom GPA calculations, **Custom GPA/Class Rank Calculation Options** can be selected These display as User Defined and display the Custom GPA name on the Transcript.<br><br>See the GPA Calculations in Campus article for detailed information on GPA options.<br>The following options are available:<br><ul><li>**Weighted GPA**</li><li>**Unweighted GPA**</li><li>**Bonus Points**</li><li>**Class Rank**</li></ul>All GPA/Class Rank Calculation options can be selected, if desired.<br><br>To NOT calculate class rank for students, see the following settings:<br><ul><li>To remove a student from the Class Rank, mark the **Class Rank Exclude** checkbox on the student's Enrollment record. (Student Information > General > Enrollments > General Enrollment Information > Class Rank Exclude)</li><li>To remove all students in a particular grade from the class rank calculation, mark the **Exclude from cumulative GPA/Rank calculations** on the Grade Level Setup tool. (System Administration > Calendar > Calendar > Grade Levels)</li><li>To remove class rank and GPA calculations from Transcript reports, mark the **Exclude grades glass as Exclude from GPA/Class Rank** checkbox on the Transcript Report Preferences. Note that this option is to not display the class rank on the printed transcript when this option is marked; class rank calculations are still available for the student. (System Administration > Preferences > Reports (Preferences) > Transcript (Type)</li></ul>Other settings that may affect student Class Rank:<br><ul><li>Enrollment End Statuses related to the successful completion of high school learning (e.g., Graduated students). When an enrollment has an End Status related</li></ul> | Weighted GPA<br><br>Class Rank Percentile |

| Option | Description | Default Report Options |
|---|---|---|
| | to Graduated and an End Date, the Class Rank is not calculated for that student. | |
| **Custom GPA/Class Rank Calculation Options** | If a school or district uses custom GPA calculations, student data based on these calculations can be selected and reported at the top of the transcript in the Transcript Statistics section.<br><br>For California districts, see the California GPA Calculations article. | N/A |
| **Course Display Options** | Course Display options allow users to select the Course records that display on the transcript based on **Credit Groups** and **Standard Groups**. Mark the **Filter to selected school** checkbox to list only those credit or standard groups associated with the school selected in the Campus toolbar.<br><br>Choose the desired Credit Groups or Standard Groups to determine which courses to print on the transcript. If a student has any transcript items not assigned to a credit type, those credit types are considered **Unassigned Credits**. If the Unassigned Credits option is not marked, that course does not print. | All Credit Groups<br><br>All Standard Groups |

| Option | Description | Default Report Options |
|---|---|---|
| **Credit Summary Display Options** | Credit Summary Display Options determines which credit groups/standard groups report. Users may display both Attempted Credits and Earned Credits for the student's Academic Program or for selected Credit Groups.<br><br>Credit Groups and credit types are established in the Credit Group tool, then assigned to schools using the School Standards tool.<br><br>If a student has any transcript items not assigned to a credit type, those credit type totals appear as **Unassigned Credits** and print on the transcript report in a No Credit Name Assigned section. If the Unassigned Credits option is not marked, this section does not display.<br><br>**Academic Program Credit Summary**<br>▸ Click here to expand...<br><br>When using the Academic Program display, be aware that any in-progress credits and planned credits based on the student's Academic Plan are NOT included in the earned credit count and ARE included in the Remaining Credits total.<br><br>When the Group by Term or Group by School Year option is used and Credit Type overflow is checked, the calculation of Remaining Credits includes overflow credits, but the overflow credits column does not display on the report due to space constraints.<br><br>When a student has earned credits that overflow from one credit type into another, those credits display as positive credits in the Overflow column and are used in the calculation of Remaining Credits for the credit type into which they overflow. This happens whether the overflow happens because it is set on the Credit Type or if it is set on the Credit Rollup Overflow Override on the Transcript Credit record.<br><br>**Credit Groups**<br>▸ Click here to expand... | Earned Credits<br><br>Attempted Credits<br><br>All Credit Groups (Grand Total)<br><br>All Standard Groups |

| Option | Description | Default Report Options |
|---|---|---|
| **Standards Summary Display Options** | Standards Summary Display Options determine how standards data is reported on the transcript. Select which standard scores to display (see definitions following) and then select the standards groups to display. These groups come from the Standards Bank and display standards information below the Credit Groups section on printed transcripts.<br>• **Display All Scores** - All scores assigned to the Standard of Learning display on the transcript.<br>• **Display Best Scores** - Only the best score the student received on a Standard of Learning displays on the transcript.<br>• **Display Most Recent Score Only** - Only the most recent score the student received on a Standard of Learning displays on the transcript.<br><br>Standards display alphabetically by parent name. | N/A |
| **Standardized Testing Display Options** | Standardized Testing options allow users to determine what types of tests are displayed on printed transcripts and how Standard Group data is laid out on the transcript.<br>• **Display Best Score Only** - Displays the highest score for each selected test on the transcript. A student may have several scores listed on the Assessment tab that have been taken throughout the year, but only the highest received score prints on the transcript.<br>• **Display Assessment Code** - Displays the code associated with the assessment (created in the Test Setup editor).<br>• **National Tests** - Displays student scores for national tests entered in the Assessment editor. This requires that student scores are listed on the student's Assessment tab. National tests are those assessments that have a Test Type of National Test and a National Code.<br>• **State Tests** - Displays student scores for tests entered in the Assessment editor. State tests are those assessment with a State Code and Test Type defined.<br>• **District Test** - Displays district-specific test scores entered in the Assessment editor and listed on the student's Assessment tab.<br>• **Standard Test Format** - Displays student assessments and assessment scores in a list form (Tests and Strands as List) or in a tree form (Tests and Strands as Tree), where assessments of the same kind (parent tests, child tests, etc.) are indented accordingly. | All Assessment Options |

| Option | Description | Default Report Options |
|---|---|---|
| **Report Display Options** | Report Display Options are an assortment of other useful information users can designate as reporting on a student's printed transcript. These options make the transcript more readable, but may also increase the length of it.<br><br>Choose as many options as desired from the Report Contents, Report Header and Format, Student Information and Records Transfer Settings.<br><br>See the Display Options table following for descriptions of these options. | Enrollment History |
| **School Comment** | The School Comments field allows users to include a comment which appears at the top of all printed transcripts. School comments can be modified at any time and should be applicable to those people receiving the transcript. | N/A |

# Display Options

| Option | Description |
|---|---|
| **Report Contents** | |
| **Course Display** | Selection determines how courses are displayed on the transcript. Information displays based on entered data in the Courses editor. Options are:<br>• Course Number and Course Name<br>• State Code and Course Name<br>• Course Name Only |
| **Enrollment History** | Lists all past enrollments for the student. This option appears at the top of the first page of the transcript. |
| **No Show** | Indicates all students who have the No Show checkbox checked on the Enrollment tab. This option can only be selected if Enrollment History is also selected. |

| Option | Description |
|---|---|
| **Attendance** | Displays the student's attendance. When selected, choose one of the following:<br><br>• **Daily Exact**: Reports student attendance based on Daily Exact attendance calculations.<br>• **Daily Approximation (Half/Whole Day)**: Reports student attendance based on Whole Day/Half Day attendance calculations.<br><br>Attendance prints on the transcript when the Calendar is assigned a Type of I: Instructional or NULL. This is set on the Calendar tab. |
| **In-Progress Courses** | Displays the courses the student is currently taking that do not have grades posted to the transcript.<br>An In-Progress Course is one in which scores for grading tasks and one-time grading tasks and standards have not been posted. Assignments and other course work is used to calculate the In-Progress grade.<br><br>A course is considered to be in progress until midnight of the entered end date of the course. This could be the end of the term or the date the student dropped the course. If a student drops a course on the September 19, the student is still actively enrolled (on the roster) of the course until midnight on September 19. At 12:01am on September 20, the student is no longer actively enrolled in the course. |
| **Exclude Previous Years** | When the In-Progress Courses option is marked, in-progress scores from previous school years are not listed on the printed transcript. This lists in-progress grades for the current school year. Previous school years are not included.<br><br>When a course number or course name is changed on the Course/Course Master editor, but the student has an entry on their transcript for what the course number/course name was previously, manually entered transcript entries may print as In-Progress. To prevent this, mark this preference. |
| **Include Future Courses** | When the In-Progress Courses option is marked, future courses (those that begin in future terms) are not listed on the printed transcript. Future courses are those that in any future calendar within the current year. **This does not show courses for future school years.**<br><br>A school may have a standard school year calendar that begins August 31 and ends June 15, and then have a separate calendar for Summer School that begins June 18 and ends August 15. When this preference is marked, courses for students enrolled in the Summer School calendar are included on the transcript. |
| **Activity Courses** | Lists the activities in which the student is involved, as identified by courses that have a value in the Activity field on the Course editor. |

| Option | Description |
|---|---|
| **Immunization** | Lists the student's immunization records. This appears as a separate page of the transcript. |
| **Report Comments** | Displays any report comments established for the student in the Report Comments tab. |
| **Standard Rubric** | Displays the rubric tied to standards reported on the transcript. |
| **Docufide Compatible** | When selected, the labels on District Number, School Code, and State ID display as DCODE, BCODE, and UIC, respectively. |

▸ Click here to expand...

| Report Header and Format | |
|---|---|
| **No Shading** | No shading appears on the printed transcript. This is available with the Group by Grade format only. |
| **District Name** | Indicates the name of the district above the school name in the header. |
| **District Number** | Reports the District Number of the district the school generating the transcript exists within. District Numbers are reported from the State District Number field found on the District Information tab. |
| **Blank Header** | Displays no information at the top of the report. When this is selected, the Official Transcript and the District Name fields cannot be selected. |
| **School CEEB Code** | This code is entered on the School Editor and stands for College Entrance Examination Board. It is a national identifier for high schools. |
| **GPA Max** | Marks courses with a GPA Max Value greater than the entered GPA value in the display preferences. |
| **Official Transcript** | Prints a notice that this report is the official documentation of the student's school records. This is often required for college admissions. |
| **School Code** | This code is assigned to a school for identification purposes by the state. This is entered on the School Editor as the State School Number. |
| **Official Signature** | Prints a line where the principal or superintendent can sign the student's transcript on the bottom of each page. |
| **Student's Phone** | Prints the phone number assigned to the student's household. |

| Student Information | |
|---|---|
| Student picture, Race/Ethnicity, Place of Birth and Guardian options are only available when in the Group by Term or Group by School Year format, not for the Group by Grade format. | |
| **Student Picture** | Prints the student's picture uploaded and viewable on the Summary tab. |

| Option | Description |
|--------|-------------|
| **State ID** | Prints the state ID number assigned to the student. This number may be different from the student number. |
| **NCES Grade** | Prints the Federal NCES Grade for a course. |
| **Race/Ethnicity** | Reports the student's race/ethnicity as entered on the Demographics (or Identities) tab. |
| **Counselor** | Prints the name of the counselor assigned to the student via the Team Members tab. |
| **Diploma Date** | If populated, the Diploma Date entered on the student's Graduation record reports. |
| **Guardian** | Lists the designated parents or guardians as noted on the student's Relationships tab. |
| **Place of Birth** | Prints the Birth Country from the Demographics tab. In most areas, this is an optional entry for demographic data, and only prints on the transcript if there is demographic data to print. |
| **SSN** | Reports the student's complete Social Security number (XXX-XX-XXXX).<br><br>Tool rights are necessary in order for this field to print. |
| **Diploma Type** | If populated, the Diploma Type entered on the student's Graduation record reports. |
| **State Seals** | When selected, state seal information added on the student's Graduation record displays on the transcript.<br><br>This option is only available for those states where State Seal functionality is available. |
| **Legal Name** | When selected, the student's legal first name, legal middle name and legal last name print if entered in the Protected Identity information and if the user has tool rights to Protected Identity Information<br><br>If the legal first name or legal last name is not populated or if the user does not have tool rights to this information, the student's first name and last name reports from the First Name and Last Name fields on the student's current Identity record. Tool rights are ignored when viewing the Transcript on Campus Student/Campus Parent. |

| Option | Description |
|---|---|
| **Gender** | When selected, prints either the student's entered **Gender Identity** or the **Legal Gender** assigned in the Protected Identity information and if the user has tool rights to Protected Identity Information.<br><br>If the legal gender is not populated or if the user does not have tool rights to this information, the student's gender reports from the Gender field on the student's current Identity record. Gender does not report on the Immunization page. Tool rights are ignored when viewing the Transcript on Campus Student/Campus Parent. |
| **Records Transfer Settings** | |
| **Default for Transfer** | When marked, this indicates the transcript is the default transcript sent when performing a records transfer via the National Records Exchange or Student Records Transfer. Only one transcript report per school can be marked as Default for Transfer. |

# Transcript Print Examples

The following image displays a print of a transcript with highlighted options chosen on the Report Preferences.



*Transcript Options in Transcript Header*

Courses after the 2011-12 school year will not display for this transcript. The courses listed here also display with course numbers.

## Courses Taken 2007-2008 Grade 09
from High School

| Course | Mark | Weight | Credit |
|---|---|---|---|
| 0003 Skills Seminar A I (Academic) | D | 1.000 | 1.000 |
| 0004 Skills Seminar A II (Academic) | D | 1.000 | 1.000 |
| 1611 Strategies for Reading 3 I | D | 1.000 | 1.000 |
| 1612 Strategies for Reading 3 II | C- | 1.000 | 1.000 |
| 2700 World Geography I | D | 1.000 | 1.000 |
| 2701 World Geography II | NC | 1.000 | 0.000 |
| 3401 Regular Phy Science I | D+ | 1.000 | 1.000 |
| 3402 Regular Phy Science II | D | 1.000 | 1.000 |
| 4002 Pre-Algebra I | C+ | 1.000 | 1.000 |
| 4003 Pre-Algebra II | D+ | 1.000 | 1.000 |
| 6401 Lifelong Fitness 9 I | B+ | 1.000 | 1.000 |
| 6402 Lifelong Fitness 9 II | A- | 1.000 | 1.000 |

Total Credits: 11.000

## Courses Taken 2008-2009 Grade 10
from High School

| Course | Mark | Weight | Credit |
|---|---|---|---|
| 0003 Skills Seminar A I (Academic) | B | 1.000 | 1.000 |
| 0004 Skills Seminar A II (Academic) | C+ | 1.000 | 1.000 |
| 1702 English 10 I | C- | 1.000 | 1.000 |
| 1703 English 10 II | C | 1.000 | 1.000 |
| 2742 U.S. History (Block) | D- | 2.000 | 2.000 |
| 3501 Modern Biology I | NC | 1.000 | 0.000 |
| 3504 Applied Biology II | C | 1.000 | 1.000 |
| 4640 Basic Algebra I 1 | C- | 1.000 | 1.000 |
| 4641 Basic Algebra I 2 | D- | 1.000 | 1.000 |
| 5700 Health Science | NC | 1.000 | 0.000 |
| 6503 Phy Ed 10 | D | 1.000 | 1.000 |

Total Credits: 10.000

## Courses Taken 2009-2010 Grade 11
from Summer School

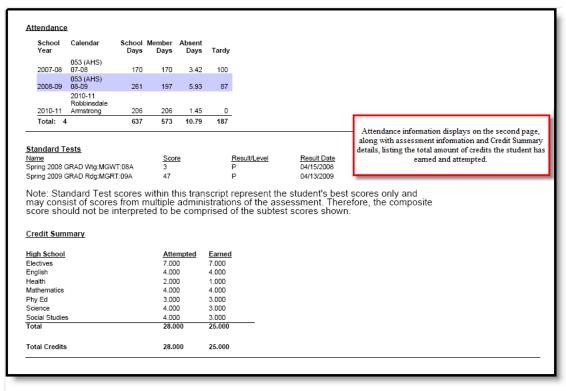| Course | Mark | Weight | Credit |
|---|---|---|---|
| 5700 Health Science | B- | 1.000 | 1.000 |

Total Credits: 1.000

## Courses Taken 2010-2011 Grade 12
from High School

| Course | Mark | Weight | Credit |
|---|---|---|---|
| 0001 Applied Skills Seminar B I | A | 1.000 | 1.000 |

Total Credits: 1.000

The Official Signature option in the Report Display Options is selected to print on this transcript.

Official's Signature _____

*Transcript Options for Course Display*

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## Attendance

| School Year | Calendar | School Days | Member Days | Absent Days | Tardy |
|---|---|---|---|---|---|
| 2007-08 | 053 (AHS) 07-08 | 170 | 170 | 3.42 | 100 |
| 2008-09 | 053 (AHS) 08-09 | 261 | 197 | 5.93 | 87 |
| 2010-11 | 2010-11 Robbinsdale Armstrong | 206 | 206 | 1.45 | 0 |
| Total: 4 | | 637 | 573 | 10.79 | 187 |

Attendance information displays on the second page, along with assessment information and Credit Summary details, listing the total amount of credits the student has earned and attempted.

## Standard Tests

| Name | Score | Result/Level | Result Date |
|---|---|---|---|
| Spring 2008 GRAD Wtg:MGWT:08A | 3 | P | 04/15/2008 |
| Spring 2009 GRAD Rdg:MGRT:09A | 47 | P | 04/13/2009 |

Note: Standard Test scores within this transcript represent the student's best scores only and may consist of scores from multiple administrations of the assessment. Therefore, the composite score should not be interpreted to be comprised of the subtest scores shown.

## Credit Summary

| High School | Attempted | Earned |
|---|---|---|
| Electives | 7.000 | 7.000 |
| English | 4.000 | 4.000 |
| Health | 2.000 | 1.000 |
| Mathematics | 4.000 | 4.000 |
| Phy Ed | 3.000 | 3.000 |
| Science | 4.000 | 3.000 |
| Social Studies | 4.000 | 3.000 |
| Total | 28.000 | 25.000 |
| | | |
| Total Credits | 28.000 | 25.000 |

*Transcript Options for Attendance, Assessments and Credit Summary*

**Diphtheria-tetanus-pertussis, combined [DTaP, DTP] - Compliant**

| Shots | 07/14/1992 | 09/17/1992 | 11/17/1992 | 08/19/1993 | 06/12/1997 | |
|---|---|---|---|---|---|---|

**Tetanus-diphtheria [Td]**

| Shots | 05/27/2003 | | | | |
|---|---|---|---|---|---|

**Polio [IPV, OPV] - No Requirement**

| Shots | 07/14/1992 | 09/17/1992 | 11/11/1993 | 06/12/1997 | |
|---|---|---|---|---|---|

**Measles-Mumps Rubella [MMR] - Compliant**

| Shots | 08/19/1993 | 09/16/1999 | |
|---|---|---|---|

**Measles-Mumps-Rubella-Varicella [MMRV]**

No doses of this vaccine.

**Hepatitis B [Hep B] - Compliant**

| Shots | 07/22/1993 | 08/09/1995 | 09/20/1995 | |
|---|---|---|---|---|

**Hepatitis B - 2 Dose [Hep B - 2 Dose]**

No doses of this vaccine.

**Hemophilus influenza, type B [Hib] - No Requirement**

| Shots | 07/14/1992 | 09/17/1992 | 11/17/1992 | 08/19/1993 |
|---|---|---|---|---|

**Pneumococcal**

No doses of this vaccine.

**Varicella - No Requirement**

| Shots | 08/09/1995 | 05/31/2007 |
|---|---|---|

**Measles**

No doses of this vaccine.

Immunization records print on the third page of the transcript. This data is pulled from the student's Immunization tab in Student Information Health.

*Immunization Record Transcript Options*

# Previous Version

Transcript Report Preferences [.2124 - .2215]