

eTranscript Report Preferences for Submission to NSC (Tennessee)

Last Modified on 10/22/2022 10:37 am CDT

[eTranscript Selections](#) | [eTranscript Workflow](#)

PATH: *System Administration > Preferences > Reports > eTranscript*

For successful submission to NSC (National Student Clearinghouse), and to meet state requirements for scholarship lottery information, the following fields **MUST** be part of the eTranscript Reports.

See the [eTranscript Workflow](#) for more information.

Report Detail

Name: SME eTranscript | Type: eTranscript | Publish to Portal:

Description: NSC Submission

Report Options

GPA/Class Rank Calculation Options

Cumulative GPA

Weighted GPA | Bonus Points | Class Rank

Unweighted GPA | Bonus Points | Class Rank

Credit Summary Display Options

Credit Summary

Earned Credits

Credit Type: Semester

Standardized Testing Display Options

Display Best Score Only

Report Test Date as YearMonth

National Tests (National Code defined)

State Tests (State Code & Type defined)

District Tests

Report Display Options

Source

School CEEB Code | Counselor

Student

Student's Email | Legal Name | Legal Gender

Immunization | Race/Ethnicity

SSN

None | Partial | Full

Academic Record

Graduation Cohort Year | Repeat Course | Course Level

Diploma Date | Diploma Type | Diploma Name

NCES/SCED Code

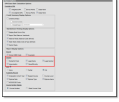

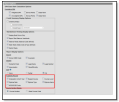
Course Number Display

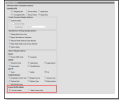
Course Number | State Course Code

Report Preferences - Tennessee Requirements

eTranscript Selections

Field	Description	Image
Report Detail		
Name	<p>The report name displays in the Report Options dropdown list when selecting the eTranscript report to generate.</p> <p>Choose a meaningful name so it is easily found by those who will be generating eTranscript reports.</p>	
Type	This selection must be set to eTranscript.	
Description	This field provides space to enter additional information about the set of preferences chosen.	
Report Options		
GPA/Class Rank Calculation Options		
Cumulative GPA	Both a Weighted and an Unweighted GPA are required to report for Tennessee, but only the Unweighted GPA should be used to determine Class Rank.	
Standardized Testing Display Options		
Report Test Date as Year/Month	This is the required format for a student tests. A test taken on March 15, 2017 reports as 2017-03.	
National Tests (National Code defined)	If choosing to display assessments, test types (national, state and district) are created in the Test Setup tool.	
State Tests (State Code & Type defined)	Choosing assessments to display on eTranscripts is optional.	
District Tests		
Report Display Options		
Source		
School CEEB Code	<p>The School CEEB Code identifies the sending school, in addition to reporting the District and State School Numbers.</p> <p>Choosing this field to display on eTranscripts is optional.</p>	
Counselor	<p>Includes the student's counselor name in the School Contact section of the eTranscript.</p> <p>Choosing this field to display on eTranscripts is optional.</p>	

Field	Description	Image
Student		
Legal Name and Legal Gender	<p>If the student has a Legal Name (legal last name, legal first name, legal middle name, legal suffix) and Legal Gender entered in the Protected Identity Information section of the student's Identities record, selecting these options reports those values on the eTranscript, instead of the Name (last name, first name, middle name, suffix) and Gender entered in the Identity Information section of the Identities record.</p> <p>The user generating the eTranscript must have at least R rights to the Protected Identity Information section.</p>	
Immunizations	<p>This option reports the vaccinations and dates of vaccinations for the student, as entered on the Student Immunization record.</p> <p>Choosing this field to display on eTranscripts is optional.</p>	
Race/Ethnicity	<p>This option reports the student's Race/Ethnicity and is selected as a default option. To not report this information, remove the checkbox.</p>	
Social Security Number		
SSN	<p>The student's Social Security number is required for eGrants using the Tennessee Transcript Center.</p> <p>Choose the Full radio button (reports the complete 9-digit Social Security number). This is the required format for state eTranscript formats.</p> <p>The user generating the eTranscript must have at least R rights to the SSN field.</p>	
Academic Record		
Graduation Cohort Year	<p>This is the year the student is planned to graduate, based on the student's 9th Grade Entry Date value on the Graduation tab.</p>	
Repeat Course	<p>This option indicates a transcript entry has been taken more than once by the student. This is noted on the student's Transcript.</p>	
Diploma Date Diploma Type Diploma Name	<p>For students who have graduated, or for students where these fields are populated on the Graduation tab, the date the diploma was received, the type of diploma received and the name of the diploma report.</p> <p>Diploma types must be mapped to PESC values using the Code Defining tool.</p>	

Field	Description	Image
Course Number Display		
Course Number	This is the default option for reporting courses the student has taken (posted on the transcript).	

eTranscript Workflow

▶ [Click here to expand...](#)
