

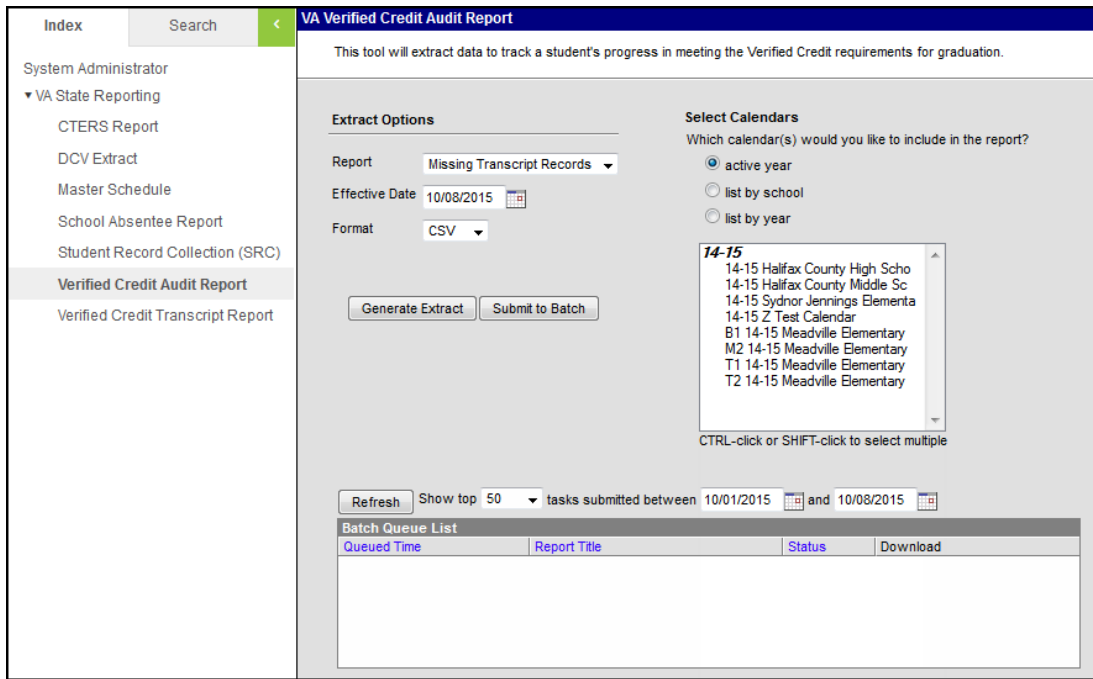
Missing Transcript Records (Virginia)

Last Modified on 10/22/2022 10:40 am CDT

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The Missing Transcript Records Audit Report lists students who have completed a Verified Credit course but do not have a corresponding transcript record for that course.



Missing Transcript Records Editor

Report Logic

Courses that have the following are found:

- Assessments aligned to a course that have an Assessment Type of VC or VS and a Credit Name with a State Code of VC.
- A grading task that posts to the student's transcript..
- The Transcript checkbox on the Course editor is marked.

Report Editor

The following fields are available for selection.

Field	Description
Report	Selection determines which report generates. In this instance, select Missing Transcript Records .

Field	Description
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Effective Date	Students who are enrolled as of the entered date in the selected calendar report. This date defaults to the current date. Enter a new date in <i>mmdyy</i> format or use the calendar icon to choose a new date.
Format	The Missing Transcript Records Report can be generated in Comma Separated (CSV) or HTML.
Select Calendars	At least one calendar needs to be selected in order to generate the report. Calendars can be selected by active year, by school or by year.
Report Generation	Click the Generate Extract button to display results of the report immediately. Use the Submit to Batch button to choose when the report should generate (best for large selections of students). See the Batch Queue article for more information.

Report Generation

1. Select the **Missing Transcript Records** option from the Report dropdown list.
2. Enter the **Effective Date** as desired.
3. Select the desired **Format** of the report.
4. Select the desired **Calendars** for the report.
5. Click the **Generate Extract** button or **Submit to Batch** button, as desired.

Verified Credit Audit Missing Transcript Records:3									
StateID	StudentNumber	FirstName	LastName	Grade	CourseNumber	CourseName	TermEndDate	TestName	TestType
123456789	123456789	Adrian	Student	02	2103	Math 1	06/30/2015	LS VC State Test Math2	VC
	234567890	Booker	Student	02	1201	Math 00	05/29/2014	LS VC State Test Math2	VC
345678901	345678901	Collins	Student	04	2102	Written Comp 1	05/29/2014	LS VC State Test ELA	VC

Missing Transcript Records, HTML Format

	A	B	C	D	E	F	G	H	I	J
1	StateID	StudentNumber	FirstName	LastName	Grade	CourseNu	CourseNa	TermEndDate	TestName	TestType
2	1234567890	123456789	Adrian	Student	12	2103	Math 1	6/30/2015	LS VC Stat	VC
3		234567890	Booker	Student	12	1201	Math 00	5/29/2014	LS VC Stat	VC
4	345678901	345678901	Collins	Student	10	2102	Written C	5/29/2014	LS VC Stat	VC
5										

Missing Transcript Records, CSV Format

Report Layout

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
State ID	Reports the state-assigned identifier for the student.	Numeric, 9 digits	Person.stateID	Census > People > Demographics > Person Identifiers > Student State ID
Student Number	Reports the locally assigned identifier for the student.	Numeric, 9 digits	Person.student Number	Census > People > Demographics > Person Identifiers > Local Student number
First Name	Reports the student's first name. This only reports when the Hide student's first and last name checkbox is NOT marked.	Alphanumeric, 30 characters	Identity.firstName	Census > People > Demographics > Person Information > First Name
Last Name	Reports the student's last name. This only reports when the Hide student's first and last name checkbox is NOT marked.	Alphanumeric, 30 characters	Identity.lastName	Census > People > Demographics > Person Information > :Last Name
Grade	Reports the grade level of the student's current enrollment.	Alphanumeric, 2 characters	Enrollment.grade	Student Information > General > Enrollments > General Enrollment Information > Grade Level
Course Number	Reports the number assigned to the course.	Numeric, 4 digits	Course.number	Scheduling > Courses > Course > Number

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Course Name	Reports the name of the course.	Alphanumeric, 20 characters	Course.name	Scheduling > Courses > Course > Name
Term End Date	Reports the end date for the term in which the student was in the course.	Date field, 10 characters MM/DD/YYYY	Term.endDate	Scheduling > Courses > Course > Section > Section Placement
Test Name	Reports the name of the Verified Credit test associated with the course.	Alphanumeric, 20 characters	Test.name	Scheduling > Courses > Assessments > Assessments > Test > Name
Test Type	Reports the type of the Verified Credit test.	Alphanumeric, 20 characters	Test.type	Assessments > Test > Type