ProgressBook StudentInformation

Student Transcripts Quick Reference

Running Student Transcripts

Student Transcripts contain information from many different modules of StudentInformation. Please use this checklist to verify that all information is entered correctly before running Student Transcripts. *Unless otherwise noted, see Course History/Class Rank/Transcripts End User Documentation for detail.*

☐ **Verify Student Demographic Information –** The top of the transcript includes school and student demographic information. Please verify that this information is correct.

Navigation: StudentInformation – SIS – Student – Edit Profile

Navigation: StudentInformation – SIS – Student – Contacts Summary

See Student and Registration End User Documentation for detail

☐ **Verify Student "Include in Ranking" –** The transcript will print the student's class rank. Verify that each student's "Include in Ranking" checkbox is set correctly.

Navigation: StudentInformation – SIS – Student – Edit Profile – Additional tab

See Student and Registration End User Documentation for detail

☐ **Verify Student Attendance Information** – The transcript formatter pulls days absent and times tardy from the attendance records. Please verify that this information is correct. See Attendance and Calendar End User Documentation for detail.

Navigation: StudentInformation – SIS – Student – Attendance – Student's School Absences

Navigation: StudentInformation – SIS – Student – Attendance – External Absences

☐ **Verify Student Course Information** – Course information on the transcript is made up of two different sections – course history and current courses. Please verify that this information is correct.

Navigation: StudentInformation – SIS – Student – Course History – Student Course History

Navigation: StudentInformation – SIS – Student – Student Schedule

See Scheduling End User Documentation for detail

☐ **Verify Student Course Summary Information** – Course summary information on the bottom of the transcript will include cumulative GPA, student rank in class, credits attempted and earned, and possibly points. Please verify that this information is correct.

Navigation: StudentInformation – SIS – Student – Course History – GPA History

☐ **Run Transcripts (R702)** – Run to print Student Transcripts with various selection criteria and formatting. Verify all details listed on the transcript for accuracy. The district determines what information is relevant and establishes the format to be used. The transcript is a summary of the school experience for students and is a critical document that can influence the future of the graduates. It is imperative that all details be as accurate as possible.

Non-Custom Transcripts no longer operable

As of DASL V10.1.0, non-custom transcripts are no longer operable; only the custom transcripts should be used. State Support and/or the ITC's have the option of disabling the non-custom transcripts within the DASL.config file. See the DASL Administration Guide for more information.

Available formats for the Custom Version of the Transcript Formatter are highly likely to vary at your ITC. Ask your ITC support specialists which custom format to use.

Note: As of DASL release 12.4.0, the State Student ID (SSID) now displays below the student number on all report layout formats.

Navigation: StudentInformation – SIS – Marks – Marks Reports – Transcript Formatter (R702)

When running a Transcript, make sure to select School Years for Marks and for Attendance, Mark Credit Types, and GPA Set(s) if GPA is being included.

NOTE: If you are running the R702 for students by Student ID, make sure to un-check the "Improve Performance by Separating Report Processing by Grade" option to prevent multiple transcripts from being printed. More information on all of the options on the R702 can be found in the

StudentInformation Course History, Class Ranking and Transcripts end user guide.

 NOTE: As of DASL release 12.2.0, the following three formats were added:

- FixedN3_alphaequivalent
- Format01_Numeric
- Format12AssessFromAATNoLimit

NOTE: As of StudentInformation 13.6.0, the GPA Sets from current and previous years are available and both display on the transcript. The school year that displays with the GPA sets is the starting year of the school year. For example, to get the final GPAs for the 2012-2013 school year, select Final GPA 2012.

NOTE: As of StudentInformation 16.0.0, the Load Settings tab has the option to select **Private** to make the report unavailable on the I Want To … menu or select **Available In "I Want To" Menu** to list the report on the the I Want To … menu. This setting cannot be changed. The report must be deleted and re-created to change the privacy setting.