ProgressBook StudentInformation Course History, Class Rank, and Transcripts Guide

![ProgressBook StudentInformation]

Ohio

ProgressBook StudentInformation Course History, Class Rank, and Transcripts Guide

(This document is current for v17.2.0 or later.)

Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation Course History, Class Rank, and Transcripts Guide* have been made.

Product Version	Heading	Page	Reason
17.2.0	*"Manually Add Student Course History"*	24	Updated the **Columns Available** list to include new **EMIS Subject Area for Credit** option.
17.2.0	Entire Guide	N/A	Updated inactive icon.
17.1.0	*"Student GPA Ranking (R325)"*	44	Updated report image to reflect removal of DASL from the name.
17.1.0	Entire Guide	N/A	Updated **DASL Options** to **StudentInformation Options**.
16.3.0	Entire Guide	N/A	Converted source file to FrameMaker. Updated guide to match style guide. Updated images to match new UI.

Table of Contents

Course History, Class Ranking, and Transcripts Overview

An accurate course history must be maintained for all students in order to create student transcripts and calculate class rank lists and student GPAs (Grade Point Average).

The StudentInformation Course History module also provides the ability to share student course history information between trusted districts. Each district has the option to add districts to their list of trusted districts on the **District Trusts** screen, thus allowing individuals with the appropriate security to view a student's course history information through EZ Query (see the *ProgressBook StudentInformation EZ Query Guide* for more information).

There are dynamic screens that let you view student class ranking and GPAs within each grade. Links from those screens list individual student's detailed GPA history information. You may produce transcripts that list all course information for selected students, as well as attendance and assessment/testing data.

Understanding the Course History, Class Ranking, and Transcripts Module

A student scheduled into a course has a course history record dynamically displayed in StudentInformation. By maintaining a student's marks, course history automatically updates with new information from the student's scheduled courses.

When a student enrolls from another district, it is usually necessary to manually add course information so that courses previously completed at another building/district may be included in a student's GPA and ranking as well as transcript information. You may use course codes that are part of your StudentInformation database and thereby default fields to those values, or you may designate all new data for the required fields when manually entering course history information. Manually entered course information consists of two tabs; the first tab contains course detail information, including whether a course is to be included in the GPA and credit calculations as well as Honor Roll; the second tab is for recording the course marks information, which determines how the course history marks are used in GPA and Rank calculations.

However, updating course history information does not automatically update GPA and Ranking tables. That is accomplished by processing GPA Sets. StudentInformation lets districts define more than one GPA Set calculation and keeps a running history and details of each calculation performed for all applicable students.

Course History and Transcripts Outline and Flow

1. **Course History System Maintenance**

   a. **Transfer Codes** – Codes used to categorize Course History Records

   b. **GPA Sets** – Module where the building defines the configuration required for calculating GPA and Rank; several may be defined

   c. **Trusted Districts** – A list of school districts that are allowed to view transcript data for the current school district

2. **Course History and Class Rank Records**

   a. **Course History**

      i. **Student GPA and Rank Listing** – By selecting the applicable GPA Set and Grade Level, the user can view the GPA and Class Rank list for selected criterion.

      ii. **Student GPA History** – Details of student's GPA calculations and ranking

   b. **Student Course History Summary** – Summary of a selected student's course history and marks information with the ability to manually add course history records from other districts.

      i. **View Student Course History**

      ii. **Edit Student Course History**

      iii. **Manually Add Student Course History**

3. **Reports**

   a. **Transcript Formatter (R702)** – Report used for producing transcripts of various formats

      i. **Non-Custom Transcript Formats (R702)**

      ii. **Custom Transcript Formats (R702)**

   b. **Student GPA Ranking (R325)** – Report listing students' GPAs and class rank.

Course History System Maintenance

Course History Transfer Codes Maintenance

**Navigation: StudentInformation – Management – School Administration – Course History Administration – Transfer Codes**

Transfer Codes are used to optionally categorize reasons for entering Manual Courses into the Student Course History records.

This page has standard add record, edit record, and delete record controls.

Records on this page are not deleted, but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

- **Sorting** – You may sort by any column (**Code**, **Name**, **Description**, **Active**) in ascending or descending order by clicking on the column header.

- 🔒 – This Transfer Code has been entered at a higher level (Global Level or District Level) and cannot be changed at the Building Level.

- 🟢 – This code is an Active Transfer Code that can be used on new Student Course History Records.

- ⭕ – This code is an Inactive Transfer Code and cannot be used on new Student Course History Records.

Add/Edit Course History Transfer Codes

StudentInformation > Management > School Administration > Course History Administration > Transfer Codes

Course History Transfer Codes Maintenance

From this screen, you can display, add, change and delete Course History Transfer codes.

Code:* [   ]

Name:* [   ]

Description: [   ]

Is Active: ☑

[Save] [Save and New] [Cancel]

- **Code** (required) – Enter up to 4 alphanumeric characters. If you try to use an existing inactive Transfer Code, you are prompted to reactivate this inactive Transfer Code if you wish.

  Transfer Codes may be defined globally (by the DA Site), at the district level, or at the school level per the chart below.

	Visibility and Use	**Editable**
Global Level	DA Site, District, School	DA Site
District Level	DA Site, District, School	DA Site, District
School Level	DA Site, District, School	DA Site, District, School

- **Name** (required) – Enter the name of the Transfer Code.
- **Description** (optional) – Enter a description of the Transfer Code.
- **Is Active** (optional) – Select the check box to activate the Transfer Code for applying to a new Student Course History Record; de-select to inactivate the Transfer Code.

GPA Set Maintenance

Navigation: StudentInformation – Management – School Administration – Course History Administration – GPA Sets

The **GPA Set Maintenance** screen is used to define the configuration required for calculating GPA and Rank. Buildings may have more than one GPA set used for GPA calculations.

- **Sorting** – You may sort by any column (**Name**, **Modified**, **Last Calculated**) in ascending or descending order by clicking on the column header.

- 🗑 – Click to delete the GPA Set.

- ✏ – Click to edit the GPA Set.

- ⟳ – Click to refresh the GPA Set.

  *Note: The Refresh GPA Set process may take a few minutes to complete. The **Last Calculated** column displays the correct date and time when the process is finished, but the **GPA Set Maintenance** screen does not automatically refresh. Refresh this screen by clicking its name in the breadcrumb trail after a few minutes to confirm that the GPA Set has been refreshed, or continue working in StudentInformation prior to returning to this page.*

- **Add GPA Set** – Click to add a new GPA Set.
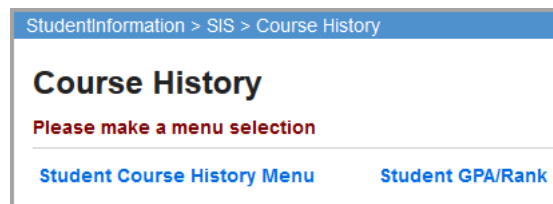
  Note: For more information on GPA Sets, see the ProgressBook StudentInformation Marks Guide.

Course History & Class Rank Records

Course History Menu

Navigation: StudentInformation – SIS – Course History
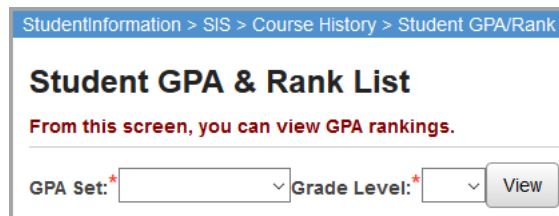
The **Course History** menu screen provides links to **Student GPA/Rank** listing and to the **Student Course History Menu**.

Student GPA & Rank List

The **Student GPA & Rank List** screen lets you view and/or print Student GPA and Rank information by selecting the applicable **GPA Set** and **Grade Level**.

- **GPA Set** (required) – Make a selection from the available GPA Sets that have been defined for the working building.
- **Grade Level** (required) – Select the grade level for which you wish to view GPA and Rank information.
- **View** – Click to view GPA and Rank information for the selected parameters.

The **Student GPA & Rank List** details grid displays.

- **Sorting** – You may sort by any column (**Student**, **Grade**, **Rank**, **GPA**, **Base GPA**, **Add On Points**, **Points**, **Credits**, **Rank Value**) in ascending or descending order by clicking on the column header.

- **Rank Value** – This column displays the value used to rank students relative to each other.

- – Click to view a student's GPA details.

The **Student GPA Supporting Details** screen displays for that student.

GPA Calculation Tips

Standard GPA

GPA = (Sum of (Pt Val x Crd Att))/(Sum of Crd Att)

GPA by Course Count

GPA = (Sum of Pt Val)/(# of Marks marked as in Cum GPA)

Student GPA History

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

In StudentInformation, each time the GPA Sets are recalculated or new GPA Sets are calculated, a record is created in the Student GPA History.

Click a **GPA Set code** to see the GPA Set Results for that particular student.

The **Student GPA Supporting Details** screen displays the results of the selected GPA Set for this student, including a current GPA result based on the GPA Set (displaying what this student's GPA would be if the GPA Set had just been refreshed).

The **Details** section displays each course used to calculate this GPA, with each course's line including that course's **School Year**, **Course Code**, **Course Abbreviation**, **Course Term**, **Include in Total Credits** value, **Include in GPA** value, **Is High School Credit** value, **Mark Type**, **Mark**, **Credit Type**, **Is Earned** value, **In GPA** value, **Point Value**, **Credits Attempted**, **Credits Earned**, and **Credits Credited**.

Student Course History Summary

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

The **Student Course History Summary** screen provides the ability to view and document a student's course history with respect to courses and their corresponding marks.

Student Course History is composed of two types of maintenance records: Scheduled Courses (courses assigned through the normal scheduling process) and Manual Courses (courses manually entered to represent courses taken at another school district).

- **District** – Select the applicable school district from the drop-down list.
- **Credit Type** – Select the applicable credit type that you wish to view with this student's Course History. **All** is the default.
- **Include School Years** – List of available and selected school years. The user may select as many school years as they wish. If no School Years are selected, then no filter is applied and all school years are included.
- **Include Mark Types** – List of available and selected Mark Types. The user may select as many Mark Types as they wish. If no Mark Types are selected, then no filter is applied and all Mark Types are included.
- **Show Manual Courses with No Marks** – Select **Yes** to include manual courses with no marks; select **No** to exclude manual courses with no marks.

- **Show 'Is High School Credit' Courses Only** – Select this check box to include manual course records for courses marked **Is High School Credit**.

- **Show 'Include in GPA' Courses Only** – Select this check box to include manual course records for courses marked **Include in GPA**.

- **Show 'Include in Total Credits' Courses Only** – Select this check box to include manual course records for courses marked **Include in Total Credits**.

- **Columns Available** – Fields available for selection when viewing a student's course history information. Fields include the following:
  - Grade
  - Course Abbreviation
  - Course Name
  - Teacher Name
  - Course Level of Difficulty
  - Course Add-On Level
  - Course Area of Study
  - Course Subject Area
  - Course Department
  - Course CORE Subject Area
  - EMIS Subject Area for Credit
  - Course Is High School Credit
  - Course Include in GPA
  - Course Include in Total Credits
  - Course Is College Prep
  - Course Is Dual Credit
  - Numeric Mark
  - Mark Equivalent
  - Mark Credit Type
  - School
  - School Year
  - Reporting Term Code
  - Course Code
  - Course Short Name
  - Course Section
  - Mark
  - Mark Type
  - Attempted Credits
  - Earned Credit

- **Columns Selected** – Fields selected that display when a user views a selected student's course history information. Fields must be in the **Columns Selected** if they are to display on the **Student Course History Summary** screen.

- • ◄ ► – Click these arrows to move selections back and forth between **Columns Available** and **Columns Selected**.

- • ◄◄ ►► – Click these arrows to move ALL items back and forth between **Columns Available** and **Columns Selected**.

- • **View History** – Click to view **Student Course History Summary** using the selected fields.

- • **Add Manually Entered Course** – Add manual course history information for the selected student. See *"Manually Add Student Course History."*

- • **I want to…** – Choose from the drop-down list to load and save **Student Course History Summary** settings.
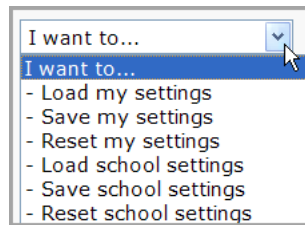
a. **Load my settings** –This option lets the user reload their saved settings into the filter controls. If the user navigates to the **Manually Entered Courses** or the **Student Mark Entry** screen, uses the buttons on the **Student Course History Summary** screen, and then returns to the **Student Course History Summary** screen using the designated buttons on the **Manually Entered Courses** screen or the **Student Mark Entry** screen, the filter options selected when leaving the **Student Course History Summary** screen is reapplied when the user returns to the screen, rather than the user's saved settings. The **Load my settings** option lets the user reload their saved settings in this situation.

b. **Save my settings** – Click to save **Student Course History Summary** settings. These settings automatically populate every time the user brings up the **Student Course History Summary** screen. The user receives the following message after saving the settings:

c. **Reset my settings** – Click to reset **Student Course History Summary** settings. The settings return to the default **StudentInformation Student Course History Summary** settings. The user receives the following message after resetting the settings:

d. **Load school settings** – Click to populate the **Student Course History Summary** screen with saved school settings.

e. **Save school settings** – Click to save **Student Course History Summary** settings and make them the default for the entire school building. This can only be done if the user has specific security access to save school settings. Any user without their own saved settings inherits the school's default settings. The user receives the following message after saving school settings:

School settings have been saved

f. **Reset school settings** – Select to reset **Student Course History Summary** default settings for the entire school building. The settings return to the default **StudentInformation Student Course History Summary** settings. This can only be done if the user has specific security access to save school settings. The user receives the following message after resetting school settings:

School settings have been reset

View Student Course History

After selecting the applicable filters and fields for display as detailed in the section *"Student Course History Summary,"* click **View History** to view the student's Course History records.

The **Student Course History Summary** details grid displays.

The fields selected on the **Columns Selected** tab are viewable in the **Student Course History Summary**.

- **Show Filters/Hide Filters** – Click to show or hide filters used to select this Course History display.

- **Add Manually Entered Course** – Add manual course history information for the selected student. See *"Manually Add Student Course History."*

- **Total Attempted Credits** – Provides the total number of **Attempted Credits**, which is calculated using the marks that meet the filter criteria for this screen, with the same credit summation rules that are used for the transcript.

- **Total Earned Credits** – Provides the total number of **Earned Credits**. The **Earned Credits** column displays for marks where the **Mark Credit Type = Earned**, and the **Total Earned Credits** displays the total credits for marks where the **Mark Credit Type = Earned**.

- **School** – The **Course History Summary** grid displays both manually entered courses and standard courses. When displaying the school for a manually entered course, the **School** field in the **Course History Summary** grid displays the **School Description** when available; otherwise, the name associated with the **School IRN** field is displayed.

  For standard courses, the **School** field in the **Course History Summary** grid displays the **EMIS Location Description** from the **Course** record when available; otherwise, the name associated with the **EMIS Location IRN** field from the **Course** record is displayed. If no value is present in either the **EMIS Location Description** or the **EMIS Location IRN** on the **Course** record, then the **Course History Summary** grid shows the name of the school associated with the **Master Calendar of the Course**.

- **Sorting** – You may sort by any column in ascending or descending order by clicking on the column header. The default sort order when a student is first displayed on the screen is **School Year**, **Reporting Term**, and **Course Code**. Once a sort column is clicked, the course history records are sorted only by the selected sort column. The default sort is applied again when a new student is selected for display on the screen.

  When sorting by **Teacher Name** (by clicking on the **Teacher Name** column header), non-manual courses are sorted by **Teacher Last Name** and manual courses are sorted by the value entered for the manual course. In order for the sort to work correctly for students with both manual and non-manual courses, users need to enter the **Teacher Name** in Last Name, First Name format for manual courses.

- ✏️ – Click to edit a Course History Record.

- 🔒 – This Course History Record is not editable; the student is currently enrolled in this **Course** or the record is from a prior year.

Edit Student Course History

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

Click ✏️ to edit a specific **Student Course History Record**.

If this is a scheduled course, you are taken to the **Student Mark Entry** screen.

To add marks for the appropriate course section(s) and grading period(s), click **Apply and View Marks**. The **Mark Entry** grid displays the student's scheduled courses and grading periods, and you can enter the mark **Value** and **General** comment number(s).

- **Save Changes** – Click to save changes to the **Student Mark Entry** screen.
- **Return to Course History** – Click to return to the **Student Course History Summary** screen.

> If this is a manually added course history record, you are taken to the **Edit Screen** for the **Manually Entered Course**, as shown in the following figure.

- **School Year of Manually Entered Course** (required) – Defaults to the school year in context, but can be changed to a different school year in the drop-down list only if the existing manual course has no marks. Once a new manual course has been saved with the selected school year, and marks are added to the manual course, the drop-down list is read-only. If the school year needs to be changed, the existing marks need to be deleted, or the manual course itself needs to be deleted and a new manual course added.

- **Code** (required) – Enter the **Course Code** to be used for the manual course history entry (up to 15 characters – alphanumeric).

  Note: Consider state reporting limitations when specifying course codes.

- **Subject Area** (optional) – Select an option from the drop-down list. This field is used in the graduation verification module.
- **Abbreviation** (required) – Enter a **Course Abbreviation** to be used (up to 8 characters).
- **Area of Study** (optional) – Select an option from the drop-down list. This field is used in the graduation verification module.
- **Short Name** (required) – Enter a **Course** short name to be used (up to 15 characters).
- **Level of Difficulty** (optional) – Select an option from the drop-down list of available **Levels of Difficulty** (see the *ProgressBook StudentInformation Scheduling Guide for details*).
- **Name** (required) – Enter the full **Course Name** to be used (up to 30 characters).
- **Add On Category** (optional) – Select an option from the drop-down list, if applicable (see the *ProgressBook StudentInformation Scheduling Guide for details*).
- **Section** (optional) – Enter the section number of the course entered.
- **Hours of Instruction** (optional) – Enter the number of hours of instruction received, per year. This is an EMIS reportable field. For more information, see the *ProgressBook StudentInformation EMIS Guide*.
- **Transfer Code** (optional) – Select an option from the drop-down list, if applicable (see *"Course History Transfer Codes Maintenance"*).
- **Attempted Credit** (required) – Enter the number of attempted credits for this course history record.
- **Date Completed** (required) – Enter the date the course was completed (or click 🗓 to pick a date).
- **Mark Bump** (option) – Select the proper **Mark Bump** option if defined (see the *ProgressBook StudentInformation Marks End User Guide* for details).
- **Ratio Denominator** (optional) – This lets you set a specific ratio denominator (rather than the default 100) for credit ratios.
- **Rank Weight** (optional) – Select the proper **Rank Weight** option if defined (see the *ProgressBook StudentInformation Marks End User Guide* for details).
- **Grade Level** (non-modifiable) – The grade level of the selected student during the selected school year.
- **Teacher Name** (optional) – Enter the name of the teacher who taught the course (max 50 characters).
- **Course Description** (optional) – Enter a **Course Description** to be used (max 1000 characters).
- **EMIS Subject Code** (optional) – Select the appropriate EMIS **Course Subject Code** from the drop-down list. This details the subject of the course being reported. There is no default for this field. For more information see the *ProgressBook StudentInformation EMIS Guide*.

- **EMIS Subject Area for Credit** (optional) – Select the appropriate EMIS **Course Subject Area** from the drop-down list. This indicates the subject for courses offered in which high school credit toward graduation is applied, whether at the middle school or high school level. For more information see the *ProgressBook StudentInformation EMIS Guide*.

- **CORE Subject Area** (required if **Is High School Credit** is selected) – Select the appropriate **CORE Subject Area** from the drop-down list. This is the subject area and/or CORE requirement area in which a student has earned credit/units towards graduation. See the *ProgressBook StudentInformation EMIS Guide* for more information regarding this field.

- **End of Course Assessment Area** – Select the corresponding **End of Course Assessment Area** for this course used to calculate graduation points.

- **In High School Credit** – Select this check box if this course history record should be counted for credits towards high school graduation.

- **Include in GPA** – Select this check box if this course history record should be included in **Cumulative GPA** calculations.

- **Include in Total Credits** – Select this check box if this course history record should be included in **Cumulative Credit** totals (does not affect **Cumulative GPA** calculations).

- **Include in Honor Roll** – Select this check box if this course history record should be included in **Honor Roll** calculations.

- **Counts for Graduation** – Select this check box if this course history record should be included in course counts for Graduation.

- **In Graduation / Eligibility** – Select this check box if this course history record should be included in course counts for **Graduation Verification** module.

- **Is Honors Course** – Select this check box if this course should be marked as an **Honors Course**.

- **Is Dual Credit** – Select this check box if this course should be marked as dual credit (for eTranscripts).

- **Is College Prep** – Select this check box if this course should be marked as college prep (for eTranscripts).

- **School IRN** (required) – Enter the IRN of the school (where the course was completed) or enter all 9s (999999). If a valid IRN number is entered, then the school description auto populates with that district's/building's name. If all 9s are entered, the field is populated with the words "Post Secondary/Out of State," but can be modified if neither applies.

- **School Description** (required) – Auto-populates if a valid IRN number is used in the School IRN field. Otherwise, entering 999999 populates the field with the words "Post Secondary/Out of State," but can be modified if neither applies.

- **Comments** (optional) – Open text for input of additional comments regarding this course history record.

- **Delete** – Click to delete this **Manual Course History** record. A confirmation screen displays.

- **Save and View Course History** – Click to save the current **Manual Course History** record on this student and return to the **Student Course History** listing where the updated information displays. If a manual course is saved with no marks, it can still be viewed on the **Student Course History Summary** screen by selecting the **Show Manual Courses with no Marks** check box in the filters section.
- **Save and Enter Marks** – Click to save the current **Manual Course History** record on this student and take you to the **Student Marks** tab to enter marks for this course history record.
- **Cancel** – Click to cancel changes and return to the **Course History** screen.
- **Student Marks List** – A read-only grid of the marks for the manual course displays at the bottom of the **Course Details** tab. These marks can be edited on the **Student Marks** tab.

Student Marks List	(Note: The marks for this manual course can be edited on the Student Marks tab)						
Term	**Mark Type**	**Mark**	**Credit Type**	**Credit Ratio**	**Description**	**Attempted Credits**	**Earned Credits**
FIN	FIN	B	Earned	100 / 100		1.00000	1.00000

Student Marks Tab

- **School Year of Manually Entered Course** (display) – The School Year of the current manually entered course history record. The field is always read-only on the **Student Marks** tab. This prevents a mark from being saved with a reporting term, mark type, and alpha mark for a school year that is different than the school year of the associated manual course.

- **Course** (display) – Course ID of the current manually entered course history record

- **Name** (display) – Course Name of the current manually entered course history record

- **Section** (display) – Section number of the current manually entered course history record

- **Term** (required) – Select the appropriate term from the drop-down list.

- **Mark Type** (required) – Select the appropriate Mark Type from drop-down list.

- **Description** (optional) – Enter the Mark Description to be used for this record.

- **Alpha Mark** (required) – Select the appropriate Alpha Mark (if applicable) from the drop-down list. The **Earned Credit** field is disregarded and earned credits are calculated using the alpha mark when a failing grade is entered.

- **Numeric Mark** (required) – Enter the appropriate Numeric Mark (if applicable). Numeric marks are only available if your building has designated Numeric Marks for marks reporting in the **StudentInformation Options** setup (refer to the *ProgressBook StudentInformation School Setup and Configuration Guide*). Both numeric and alpha marks can be specified when StudentInformation is configured to use numeric marks. When both types of marks are specified, the **Marks** column displays the alpha mark and the alpha mark is used to calculate earned credits when a failing grade is entered (the **Earned Credit** field value is disregarded).

- **Earned Credits** (optional) – Enter the number of earned credits for this course/term combination.

- **Credit Type** (required) – Select the appropriate Credit Type from the drop-down list.

- **Credit Ratio/Percentage** (required) – Indicate the Credit Ratio to be used with this marks record.
- **Add** – Click to add a Marks record for this Course with the specified criteria. If the **Earned Credits** is greater than 3 or the Credit Ratio is less than 10, a confirmation screen appears as below.

Student Marks List

		Term	Mark Type	Mark	Credit Type	Credit Ratio	Description	Attempted Credits	Earned Credits
🗑	✏	FIN	FIN	A	Earned	100 / 100		1.00000	1.00000

- 🗑 – Click to delete this specific Marks record for this Course.
- ✏ – Click to edit this specific Marks record for this Course.
- **Delete** – Click to discard changes and return to **Course History** information.
- **Previous Tab** – Click to save information and return to the **Course Details** tab of the **Manual Course History** entry.
- **View Course History** – Click to save information and return to the **Student Course History Summary** screen.

Manually Add Student Course History

Navigation: StudentInformation – SIS – Student – Course History – Student Course History – Add Manually Entered Course Button

On the **Student Course History Summary** screen, click **Add Manually Entered Course** to manually add a student course history record.

The **Manually Entered Course** screen displays.

- **School Year of Manually Entered Course** (required) – Defaults to the school year in context, but can be changed to a different school year in the drop-down list. Once a new manual course has been saved with the selected school year, and marks are added to the manual course, the field is read-only. If the school year needs to be changed, the existing marks need to be deleted, or the manual course itself needs to be deleted and a new manual course added.

- **Course** (optional) – Enter an existing course in the building course listing that you wish to use (with default values if desired).

- [...] – Opens the Course Selection Wizard. The Course Selection Wizard's drop-down lists are populated with values for the year selected in the school year drop-down list. When you enter search criteria and click **Search**, a list of courses meeting the criteria displays with ➡ next to each course. Click ➡ to select a course. The **Manually Entered Course** screen automatically populates with the values for the selected course.

- **Auto Populate** – Click to auto-populate some of the mandatory fields with data from existing courses within the working building. These defaults can be used to minimize needed input but can be modified if needed. Fields populated include the following:
  - Code
  - Subject Area
  - Abbreviation
  - Area of Study
  - Short Name
  - Level of Difficulty
  - Name
  - Add On Category
  - Mark Bump
  - Ratio Denominator
  - Rank Weight
  - Course Description
  - EMIS Subject Code
  - EMIS Subject Area for Credit
  - CORE Subject Area
  - End of Course Assessment Area (if configured)
  - Course check boxes
- **Code** (required) – Enter the Course Code to be used for the manual course history entry (up to 15 characters – alphanumeric).

  Note: Consider state reporting limitations when specifying course codes.

- **Subject Area** (optional) – Select an option from the drop-down list. This field is used in the graduation verification module.
- **Abbreviation** (required) – Enter a Course Abbreviation to be used (up to 8 characters).

- **Area of Study** (optional) – Select an option from the drop-down list. This field is used in the graduation verification module.
- **Short Name** (required) – Enter a Course short name to be used (up to 15 characters).
- **Level of Difficulty** (optional) – Select an option from the drop-down list of available Levels of Difficulty (see the *ProgressBook StudentInformation Scheduling Guide* for details).
- **Name** (required) – Enter a Course full name to be used (up to 30 characters).
- **Add On Category** (optional) – Select an option from the drop-down list, if applicable (see the *ProgressBook StudentInformation Scheduling Guide* for details).
- **Section** (optional) – Enter the section number of the course entered.
- **Hours of Instruction** (optional) – Enter the number of hours of instruction received per year. This is an EMIS reportable field. For more information see the *ProgressBook StudentInformation EMIS Guide*.
- **Transfer Code** (optional) – Select an option from the drop-down list, if applicable (see *"Course History Transfer Codes Maintenance"*).
- **Attempted Credits** (required) – Enter the number of attempted credits for this course history record. Valid values are 0 to 10 in 0.5 increments. If Attempted Credits is greater than 3, a confirmation screen appears when you click the **Save and View Course History**, **Save and New**, or **Save and Enter Marks** buttons. This value is used in GPA calculations when the manually added course is included in the GPA calculations and the **Use Manual Course History Course Credit** option on the **Calculations** tab of the **GPA Set Maintenance** screen is selected.
- **Date Completed** (required) – Enter the date the course was completed (or click 📅 to pick a date).
- **Mark Bump** (optional) – Select the proper Mark Bump option if defined (see the *ProgressBook StudentInformation Marks User Guide* for details).
- **Ratio Denominator** (optional) – This allows you to set a specific ratio denominator (rather than the default 100) for credit ratios.
- **Rank Weight** (optional) – Select the proper Rank Weight option if defined (see the *ProgressBook StudentInformation Marks Guide* for details).
- **Grade Level** (non-modifiable) – The grade level of the selected student during the selected school year.
- **Teacher Name** (optional) – Enter the name of the teacher who taught the course (max 50 characters).
- **Course Description** (optional) – Enter a Course Description to be used (max 1000 characters).
- **Credit Flex** (optional) – Indicates if the course is a Credit Flexibility Course and if it is used for credit recovery work. Available options are "N" (not Credit Flexibility Course, default setting), "R" (is Credit Flexibility Course and used for credit recovery work), and "Y" (is Credit Flexibility Course but not used for credit recovery work). Saving the Credit Flex set on the **EMIS** tab on the **Courses** screen causes it to be included when transferring a student's course history.
- **EMIS Subject Code** (optional) – Select the appropriate EMIS Course Subject Code from the drop-down list. This details the subject of the course being reported. There is no default for this field. For more information, see the *ProgressBook StudentInformation EMIS Guide*.

- **EMIS Subject Area for Credit** (optional) - Select the appropriate EMIS Course Subject Area from the drop-down list. This indicates the subject for courses offered in which high school credit toward graduation is applied, whether at the middle school or high school level. For more information, see the *ProgressBook StudentInformation EMIS Guide*.

- **CORE Subject Area** (required only when **Is High School Credit** is checked) – Select the appropriate CORE Subject Area from the drop-down list. This is the subject area and/or CORE requirement area in which a student has earned credit/units towards graduation. See the *ProgressBook StudentInformation EMIS Guide* for more information regarding this field.

- **End of Course Assessment Area** – Select from the drop-down list the corresponding End of Course Assessment Area for this course used to calculate graduation points.

- **Is High School Credit** – Select this check box if this course history record should be counted for credits towards high school graduation.

- **Include in GPA** – Select this check box if this course history record should be included in Cumulative GPA calculations.

- **Include in Total Credits** – Select this check box if this course history record should be included in Cumulative Credit totals (does not affect Cumulative GPA calculations)

- **Include in Honor Roll** – Select this check box if this course history record should be included in Honor Roll calculations.

- **Counts for Graduation** – Select this check box if this course history record should be included in course counts for Graduation.

- **In Graduation / Eligibility** – Select this check box if this course history record should be included in course counts for Graduation Verification module.

- **Is Honors Course** – Select this check box if this course history record should be included with Honors Courses.

- **Is Dual Credit** – Select this check box if this course should be marked as dual credit (for eTranscripts).

- **Is College Prep** – Select this check box if this course should be marked as college prep (for eTranscripts).

- **School IRN** (required) – Enter the IRN of the school (where the course was completed) or enter all 9s (999999). If a valid IRN number is entered, then the school description auto populates with that district's/building's name. If all 9s are entered, the field is populated with the words "Post Secondary/Out of State," but can be modified if neither applies. The

  Q icon links to the Ohio Department of Education's Search Organization page.

- **School Description** (non-modifiable) – Auto-populates if a valid IRN number is used in the **School IRN** field. Otherwise use of 999999 populates the field with the words "Post Secondary/Out of State," but can be modified if neither applies.

- **Comments** (optional) – Open text for input of additional comments regarding this course history record.

• **Save and View Course History** – Click to save the current Manual Course History record on this student and return to the **Student Course History** listing where the updated information displays. If a manual course is saved with no marks, the following confirmation screen displays.

If a manual course is saved with no marks, it can still be viewed on the **Student Course History Summary** screen by selecting the **Show Manual Courses with no Marks** check box in the filters section.

• **Save and New** - Click to save the current **Manual Course History** record on this student and your cursor automatically displays at the **Course** field for you to enter another Manual Course History record for this student. The values in the following fields are carried forward to the next manual course entry:

• School Year drop-down

• Date Completed

• Grade Level

• Hours of Instruction

• Attempted Credits

• Mark Bump

• Rank Weight

• School IRN

• School Description

If a manual course is saved with no marks, the following confirmation screen displays.

If a manual course is saved with no marks, it can still be viewed on the **Student Course History Summary** screen by selecting the **Show Manual Courses with no Marks** check box in the filters section.

> *Note: The Course Code entered in the course search control at the top of the screen is not cleared out, so the most recent course that was searched for can still be seen. Do not confuse this with the Course Code on the manual course record.*

- **Save and Enter Marks** – Click to save the current Manual Course History record on this student and proceed to the **Student Marks** tab to enter marks for this course history record.
- **Cancel** - Click to clear all data entered and discard the manual course history entry.
- **Student Marks List** – A read-only grid of the marks for the manual course. The marks for this manual course can be edited on the **Student Marks** tab.

Student Marks List (Note: The marks for this manual course can be edited on the Student Marks tab)							
Term	**Mark Type**	**Mark**	**Credit Type**	**Credit Ratio**	**Description**	**Attempted Credits**	**Earned Credits**
There are no records to display							

Student Marks Tab

StudentInformation > SIS > Student > Course History > Manually Entered Courses [Find Students] Q [Go To]

Manually Entered Course

From this screen, you can display, add, change and delete data pertaining to manually entered courses.

The Manually Entered Course was successfully saved ✕

School Year of Manually Entered Course: 2015-2016 ▼

| Course Details | Student Marks |

Course: GOVS
Name: LS GOVEC FINLIT
Section: 2

Term:* [ ] ▼ Mark Type:* [ ] ▼ Description: [ ]
Alpha Mark: [ ] ▼ Numeric Mark: [ ] Earned Credits: [ ]
Credit Type:* [ ] ▼ Credit Ratio/Percentage:* [ ] Add

		Term	Mark Type	Mark	Credit Type	Credit Ratio	Description	Attempted Credits	Earned Credits
🗑	✏	FIN	FIN	A	Earned	100 / 100		1.00000	1.00000

Delete Previous Tab View Course History

ⓘ Note: If a manual course is saved with no marks, it can still be viewed on the Summary screen by checking the 'Show Manual Courses With No Marks' box in the filters section

- **School Year of Manually Entered Course** (display) – The School Year of the current manually entered course history record. The drop-down is always read-only on the **Student Marks** tab. This prevents a mark from being saved with a reporting term, mark type, and alpha mark for a school year that is different than the school year of the associated manual course.
- **Course** (display) – Course ID of the current manually entered course history record.
- **Name** (display) – Course Name of the current manually entered course history record.
- **Section** (display) – Section number of the current manually entered course history record.
- **Term** (required) – Select the appropriate term from the drop-down list.

- **Mark Type** (required) – Select the appropriate Mark Type from the drop-down list.

- **Description** (optional) – Enter the Mark Description to be used for this record.

- **Alpha Mark** (required) – Select the appropriate **Alpha Mark** (if applicable) from the drop-down list. The **Earned Credit** field is disregarded and earned credits are calculated using the alpha mark when a failing grade is entered.

- **Numeric Mark** (required) – Enter the appropriate Numeric Mark (if applicable). Numeric Marks are only available if your building has designated Numeric Marks for marks reporting in the **StudentInformation Options** setup (refer to the *ProgressBook StudentInformation School Setup and Configuration Guide*). Both numeric and alpha marks can be specified when StudentInformation is configured to use numeric marks. When both types of marks are specified, the **Marks** column displays the alpha mark and the alpha mark is used to calculate earned credits when a failing grade is entered (the **Earned Credit** field value is disregarded).

- **Earned Credits** (optional) – Enter the number of earned credits for this course/term combination.

- **Credit Type** (required) – Select the appropriate Credit Type from the drop-down list.

- **Credit Ratio/Percentage** (required) – Indicate the Credit Ratio/Percentage to be used with this marks record.

- **Add** – Click to add a Marks record for this Course with specified criteria. If the Earned Credits is greater than 3 or the Credit Ratio is less than 10, a confirmation screen appears as shown in the following figure.

Student Marks Grid

		Term	Mark Type	Mark	Credit Type	Credit Ratio	Description	Attempted Credits	Earned Credits
🗑	✏	FIN	FIN	A	Earned	100 / 100		1.00000	1.00000

- 🗑 – Click to delete this specific Marks record for this Course.

- ✏ – Click to edit this specific Marks record for this Course.

- **Attempted Credits** – The value in the **Attempted Credits** column is used in GPA calculations when the manually entered course is included in the GPA calculation and the **Use Manual Course History Mark Credit Detail** option on the **Calculations** tab of the **GPA Set Maintenance** screen is selected.

- **Previous Tab** – Click to save the information and return to the **Course Details** tab of the **Manual Course History** entry screen.

- **Create New Manual Course** – Click to save the information and return to the **Manually Entered Course** screen to enter a new **Manual Course History** record.

- **View Course History** – Click to save the information and return to the **Student Course History Summary** screen.
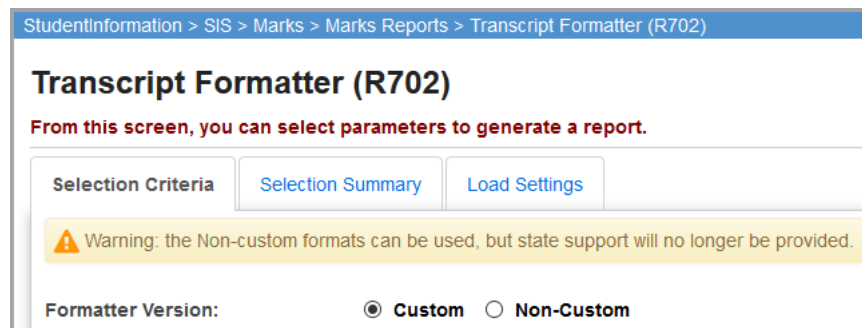
Course History & Transcripts Reports

Please see the Batch/Report Management documentation for more detailed information about running and viewing reports.

Transcript Formatter (R702)

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

The Student Transcript formatter determines the information to be included on a student transcript along with the layout of the transcript. The report is set to break at the end of each student's transcript, even though a student's transcript may take more than one page. Transcripts may be printed for selected students using their ID number or for all students matching selected criteria.

Formatter Version:

- **Custom** – Transcripts generated with the custom Transcript Formatter
- **Non-Custom** – Transcripts using fixed formats. This control and associated warning message only displays if the ITC has configured StudentInformation to allow non-custom report cards in the StudentInformation web.config file.

> ⚠️ *Caution: Non-Custom Transcripts can be used, but state support is no longer provided.*

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

Custom Transcript Formats (R702)

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

School Year(s) For Attendance

| 2016-2017 |
| 2015-2016 |
| 2014-2015 |
| 2013-2014 |

Show External Absence In Attendance Subreport Even If Days Attended Is Zero: ○ Yes ● No

Absence Cutoff Date: [ ]

Show Separate Subreport for Selected '4th Prof', '6th Prof', '9th Prof', and 'OGT' Tests: ● Yes ○ No

Show ACT, SAT, PSAT, PLAN, SAT2, and AP Assessment Data From AAT or MISC: ● AAT ○ MISC

Assessment Test Types

| 4th Prof |
| 6th Prof |
| 9th Prof |
| OGT |

Show Assessment Test Parts that are Failed and have 'Required for Graduation' = 'No': ● Yes ○ No

☐ Use custom Pass/Fail description

[ ]

Show Assessment Test Parts that are Failed and have 'Required for Graduation' = 'Yes': ● Yes ○ No

☐ Use custom Pass/Fail description

[ ]

Misc Group 1:

Misc Groups		Misc Data Definitions	
4 - ACT Scores			
14 - ACT Scores (3rd & 4th ...)	**Go**		
7 - Awards			
1 - Emergency Contact			

Misc Group 2:

Misc Groups		Misc Data Definitions	
4 - ACT Scores			
14 - ACT Scores (3rd & 4th ...)	**Go**		
7 - Awards			
1 - Emergency Contact			

Misc Group 3:

Misc Groups		Misc Data Definitions	
4 - ACT Scores			
14 - ACT Scores (3rd & 4th ...)	**Go**		
7 - Awards			
1 - Emergency Contact			

Misc Group 4:

Misc Groups		Misc Data Definitions	
4 - ACT Scores			
14 - ACT Scores (3rd & 4th ...)	**Go**		
7 - Awards			
1 - Emergency Contact			

Choose Graduation Eligibility Rule: [▼] ℹ Choose a Graduation Eligibility rule from the list to be used by Credit Summary subreport.

ℹ Choose the mark type to use for Credit Summary subreport calculations. The mark type is only required if Primary, Secondary, or a specific Rule are chosen.

Mark Type:* [▼]

Recalculate Graduation Eligibility: ☐ ℹ Check recalculate to refresh the student's Graduation Eligibility data (slower) or Uncheck recalculate to use the student's cached Graduation Eligibility data (faster) for Credit Summary subreport.

Student Status

| A - ACTIVE RES |
| ACCA - ASHLAND ACADEMY |
| AE - ACTIVE ELSEWHERE |
| D - DELETED |

Administrative Homeroom

| 0-106 - BLACKWOOD (Full Year Term) |
| 0-108 - HOCKMAN (Full Year Term) |
| 0-120 - BROGLE (Full Year Term) |
| 0-124 - HOFFMAN (Full Year Term) |

Program

| ** - NOT APPLICABLE |
| 01 - Multiple Disabilities |
| 02 - Deaf-Blindness |
| 03 - Hearing Impairments |

Home School

| |

Counselor

| PACKARD, JOSHUA |
| STEWARD, PEGGY |
| FORT, JONATHAN |

Membership

15 - Extended Learning Time (Each Week)
15 - Guided Reading (Small Group Instruction)
15 - Increase Reading Time
15 - Interactive Writing

Special Education Services

215001 - Adapted Physical Education Services
215002 - Aide Services
215003 - Attendant Services
215004 - Audiological Services

Membership Group

11 - Intervention
12 - Post-secondary Enrollment Options Program
15 - 15
16 - 16

Ad-Hoc Membership: -- Select an Ad-Hoc Membership -- ▼

Public And Private ☐

Student ID(s):

Homeroom Date: * 12/30/2016 📅

Omit Unlisted Phone Numbers: ☐

Show Building or District Admission Date: ⦿ **Building** ○ **District**

Show Earliest or Latest Admission Date: ⦿ **Earliest** ○ **Latest**

Show Building or District Withdrawal Date: ⦿ **Building** ○ **District**

Common Text For Transcripts:

Grading Scale:

Improve Performance by Separating Report Processing by Grade: ☑
ⓘ Choose this option for shorter execution time and lower memory usage when running the report for multiple grade levels. A separate interim report will be generated for each selected grade, and then the interim reports for all selected grades will be combined into one final report. When choosing this option, 'Grade' will be the first sort order for the final report, in order of the grades selected in the 'Grade' dual select below.

Grade *

09 - 09
10 - 10
11 - 11
12 - 12

ⓘ The 'Grade' dual select is only Required if the 'Improve Performance by Separating Report Processing by Grade' option is chosen above.

Sorting Options

Grade (ASC)
Grade (DESC)
Student Number (ASC)
Student Number (DESC)

Student Name (ASC)

ⓘ If the 'Improve Performance by Separating Report Processing by Grade' option is chosen above, then the sort order of grades is determined by the order of the grades in the 'Grade' dual select above. In that case the 'Grade' option does not have to be selected in the Sorting Options dual select, since the grade will automatically be the first sort criteria.

Output: ⦿ **Report** ○ **Labels** ○ **Both Report and Labels**

Label Type: Avery Label 5160 - 1" X 2 5/8" 3-columns ▼

Address: ⦿ **Use Student Address** ○ **Use Parent Address**

☐ **Use custom address text**

Include Copied On Correspondence: ○ **Yes** ⦿ **No**

Delivery Method: Pickup ▼ [Set As Default]

Email Address:

Description:

[Submit]

- **Report Layout** (required) – Select the appropriate format from the drop-down list. These formats are created with the Custom Formatter application. However, the following formats come preloaded:

Format	Alpha (A), Numeric (N), Alpha Equiv of Numeric (AEN)	Prints Total Credits	Prints Detailed Credits for each year	Prints GPA	Prints Attend	Prints OGT	Prints SAT	Prints ACT	Prints PSAT	Prints PLAN	Prints Actual Assess Scores	Prints MISC	Prints SS#	Prints Total Ranked	Prints Cohi school name	Prints SSID	Other
Format01	A	Yes	No	Yes	Yes	Yes	No	No	No	No	Yes	No	Yes	Yes	No	Yes	
Format01_Numeric	A, N	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes	Yes	No	Yes	
Format02	A	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes	No	No	Yes	
Format11	A	Yes	No	Yes	Yes	Yes	No	No	No	No	Yes	No	Yes	Yes	No	Yes	
Format12	A	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes	No	Yes	Yes	Yes	Yes	
Format12_Numeric	A, N	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes	Yes	Yes	Yes	
Format12AssessFromAATNoLimit	A, N	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	
Format20	A	Yes	No	Yes	Yes	Yes	No	No	No	No	No	No	Yes	No	Yes	Yes	
Format21	A	Yes	No	Yes	Yes	Yes	No	No	No	No	Yes	No	No	Yes	Yes	Yes	Print Homeroom Text – "Official Student Transcript" prints at the top. Hard-coded grading scales appear at the bottom.
Format22	A	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes	No	Yes	Yes	Yes	Yes	
Format32	A	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes	No	Yes	Yes	Yes	Yes	
FixedN1	A	Yes	No	Yes	Yes	Yes	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	
FixedN2	A	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Prints Home School IRN & Name
FixedN3_alphaequivalent	A, AEN	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	

- **Watermark Image** (optional) – Select an image to be printed on all pages from the drop-down list. This is configured by ITCs.

- **Watermark Alignment** (optional) – Select the position for the watermark image from the drop-down list. Choices are **Top Left**, **Bottom Left**, **Top Right**, **Bottom Right**, and **Center**.

- **Footer Location** (required) – Choose whether the Transcript footer information is displayed directly beneath the detail section or at the bottom of the last page of the transcript (if the transcript runs onto multiple pages).

- **Report Orientation** (required) – Select whether the transcript prints in portrait or landscape orientation.

- **Paper Kind** (required) – Select the type of paper used for the transcript. Choices are **Custom**, **Letter**, or **Legal**.

- **Paper Width** (optional) – Only available if using **Custom** for **Paper Kind**. Enter the width of the paper used, in inches. If using **Letter** or **Legal**, this value is **8.5**.

- **Paper Height** (optional) – Only available if using **Custom** for **Paper Kind**. Enter the height of the paper used, in inches. If using **Letter** or **Legal**, this value is **11**.

- **Left Margin** (optional) – Enter the left-side print margin for the transcript, in inches. Must be between 0 and 3; decimals can be used.

- **Top Margin** (optional) – Enter the top margin for the transcript, in inches. Must be between 0 and 3; decimals can be used.

- **Right Margin** (optional) – Enter the right-side print margin for the transcript, in inches. Must be between 0 and 3; decimals can be used.

- **Bottom Margin** (optional) – Enter the bottom margin for the transcript, in inches. Must be between 0 and 3; decimals can be used.

- **Gutter** (optional) – Enter the width of space between columns, in inches. Must be between 0 and 3; decimals can be used.

- **School Year(s) for Marks** (optional) – Select the appropriate school years to be included in the transcript Course History information. If none are selected, all are used in the creation of the report.

- **Mark Credit Type for Current Year** (required) – Select the desired Mark Credit Types for the current year that you wish printed on the transcript.

- **Mark Credit Type for Prior Years** (required) – Select the desired Mark Credit Types for all prior years that you wish printed on the transcript.

- **Course Types** (optional) – Select the desired Course Type(s) to print on the transcript from the dual-select box. If no Course Types are selected, all Course Types print on the transcript.

- **Show Separate Marks Subreports for Each School Year** (optional) – **Yes** or **No**. Select **Yes** to display a separate Marks subreport on the transcript for each separate school year displayed on the transcript. Select **No** to display all Marks for all school years on the transcript in a single subreport.

- **Show Separate Marks Subreports for Each School** (optional) – **Yes** or **No**. Select **Yes** if a student has courses from two different schools in the same school year and you want each school broken out into its own section. Otherwise, select **No**.

    *Note: If the user chooses **No** for the **Show Separate Marks Subreports for Each School Year** option, and **Yes** for the option **Show Separate Marks Subreports for Each School**, the Marks subreports are sorted by the earliest School Year ascending for the courses in the Marks subreport, then School Year Type ID ascending for the courses in the Marks subreport, then the EMIS Location Name. If the EMIS Location Name is not defined for a course on the **EMIS** tab of the **Courses** screen, then the School Name is used for the EMIS Location Name for that course.*

- **Show Separate Rows in Credits Subreport for Credits from Different Schools in the Same Year** (optional) – **Yes** or **No**. Select **Yes** if the student was in two different buildings, has course history from each building, and you want each school broken out into its own section. Otherwise, select **No**.

- **Print Transcript if Student Has No Marks** (optional) – **Yes** or **No**. Select **Yes** if you want to print a transcript for a student who has no current marks or course history. Otherwise, select **No**.

- **Print Regular Course That Has No Marks** (optional) – **Yes** or **No**. Select **Yes** if a student has courses currently in progress, but the courses do not have marks yet and you want them printed on the transcripts regardless. Otherwise, select **No**.

- **Print Course History That Has No Marks** (optional) – **Yes** or **No**. Since you cannot enter course history without also entering marks, either selection has no effect.

- **Include Dropped Courses in Past or Current Course Terms in the Current Year** (optional) – **Yes** or **No**. Select **Yes** if a student has dropped courses in a completed course term or the current course term, and you want the courses printed on the transcript. Otherwise, select **No**.

- **Include Dropped Courses in Future Course Terms in the Current Year** (optional) – **Yes** or **No**. Select **Yes** if while running a transcript in the middle of a current semester (e.g. 1st semester), a student drops a future (e.g. 2nd semester only) class and you want the dropped future semester class printed on her transcript. Otherwise, select **No**.

- **Include Dropped Courses in Prior Years** (optional) – **Yes** or **No**. Select **Yes** if a student has dropped courses in prior years and you want the dropped courses from prior years printed on the transcript. Otherwise, select **No**.

- **Require "Update History" Flag to be True for Course to be on Transcript** (optional) – **Yes** or **No**. The **Update History** check box on a Course determines if a course displays on the student's course history screen. Occasionally, a school de-selects a course's **Update History** check box as it does not want this course to print on the transcript. In most cases, you want to select **Yes** for this prompt.

- **Require "Is High School Credit" Flag to be True for Course to be on Transcript** (optional) – **Yes** or **No**. If you select **Yes**, only courses that have the check box **Is High School Credit** selected print on the transcript. If you select **No**, the transcript only prints courses that do not have **Is High School Credit** selected, including courses from the student's middle and elementary years.

- **Prior Years GPA Sets** – Select the desired GPA set(s) from the dual-select box. If you do not select a GPA set, GPA information does not print on the transcript.

  *Note: 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**.*

- **Current Year GPA Sets** – Select the desired GPA set(s) from the dual-select box. If you do not select a GPA set, GPA information does not print on the transcript.

  *Note: 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**.*

- **Refresh GPA Set Results** – **Yes** or **No**. Select **Yes** if you want to refresh the **Current Year GPA Sets**. Otherwise, select **No**.

  *Note: This option only refreshes the **Current Year GPA Sets**.*

- **School Year(s) for Attendance** (optional) – Select the appropriate school years to be included in the transcript's **Absence History** information. If none are selected, all are used in the creation of the report.

- **Show External Absence In Attendance Subreport Even If Days Attended Is Zero** (optional) – **Yes** or **No**. Select **Yes** if the student has an external absence record and you want this external absence record to display in the Attendance subreport, even if the Days Attended is zero for the external absence record and the student is on a non-attending calendar for the year of the external absence record. Otherwise, select **No**.

- **Absence Cutoff Date** (optional) – Specify the date after which absences are not counted toward the attendance information listed on the transcript.

- **Show Separate Subreport for Selected 4th Prof, 6th Prof, 9th Prof and OGT Tests** (optional) – **Yes** or **No**. Select **Yes** if you want test scores from each test to display in a separate section. Otherwise, select **No**.

- **Show ACT, SAT, PSAT, PLAN, SAT2, and AP Assessment Data from AAT or MISC** (required) – Select whether the listed assessment data comes from the AAT (Additional Assessment Test pages) or from the MISC (Miscellaneous Data Groups).

- **Assessment Test Types** (optional) – Select the tests for which you wish data to display on the transcript (Achievement, Proficiency, OGT, and Additional Assessment Tests). If no tests are selected, all test information displays on the transcript.

- **Show Assessment Test Parts that are Failed and have Required for Graduation = No:** (optional) – **Yes** or **No**. Defaults to **Yes**. This option is designed to be used for students that are *not required* to take the assessment test. Students that are required to pass the test for graduation (**Required for Graduation = Yes**) and fail do *not* have the failing test section on their transcript. According to the Assessment Center, the word "failed" cannot be put on the transcript for any student required to take the test for graduation.

  If you select **Yes**, a **Use custom Pass/Fail** description check box appears with an associated text box for you to enter custom verbiage. If the check box is selected, the custom verbiage entered in the text box displays in the Assessment subreport on the Transcript for the Transcript Short or Transcript Lone keywords for all test parts for which **Required for Graduation = No**, regardless of whether the student passed or failed the test part. If the check box is not selected, then the assessment standard verbiage of Passed displays for passing test part scores, and no verbiage displays for failing test part scores.

- **Show Assessment Test Parts that are Failed and have 'Required for Graduation' = Yes** – **Yes** or **No**. This option only applies to students who are required to take the OGT. Select **Yes** to display the test parts that the student has failed. Otherwise, select **No**.

  If you select **Yes**, the **User custom Pass/Fail** description check box displays. To display a custom message for failed test parts, select this check box and enter a custom description in the text field. If you do not select this check box, the **P/F** column is blank for failed test parts in the OGT grid.

- **Misc Groups** (optional) – (Only if using Assessment data from MISC) – Select the applicable **Misc Groups** (i.e. ACT, SAT, PSAT, and PLAN test scores) that you wish to print on the Transcript and move them from the available (left) list box to the selected (second) list box using the arrows. If none are selected, NONE prints on the transcripts.

- **Go** – Click to populate the **Misc Data Definitions** list box with the applicable definitions for the selected Misc Groups. The **Misc Data Definitions** must be selected if they are to be printed.

- **Misc Data Definitions** (optional) – (Only if using Assessment data from MISC) – Select the Misc Data Definitions that you wish to print on the Transcript by moving the appropriate definitions from the available list box (third) to the selected list box (fourth)

using the arrows. The Misc Data Definitions displayed are based on the Misc Groups selected. If no Misc Data Definitions are selected, NONE will print on the transcripts.

• **Choose Graduation Eligibility Rule** (optional) – Select a graduation eligibility rule to view the student's status for that rule on the report.

• **Mark Type** (required if a rule is chosen in the **Choose Graduation Eligibility Rule**

• list) – Select the Mark Type to use in the current year's total.

• **Recalculate Graduation Eligibility** – If you select this check box, the report recalculates the student's status for the selected eligibility rule. Otherwise, the report displays the last calculated status.

• **Student Status** (optional) – You can filter by using the arrows to select specific Student Statuses for your report. If no Student Statuses are selected, the report uses all Student Statuses in the creation of the report.

• **Administrative Homeroom** (optional) – You can filter by using the arrows to select specific Administrative Homerooms for your report. If no Administrative Homerooms are selected, the report uses all Administrative Homerooms in the creation of the report.

• **Program** (optional) – You can filter by using arrows to select specific Programs for your report. If no Programs are selected, the report uses all Programs in the creation of the report.

• **Home School** (optional) – You can filter by using the arrows to select specific Home Schools for your report. If no Home Schools are selected, the report uses all Home Schools in the creation of the report. This field is populated based on the values entered in the **Home School** field on the **Edit Student Profile** screen **General** tab.

• **Counselor** (optional) – You can filter by using the arrows to select specific Counselors for your report. If no Counselors are selected, the report will use all Counselors in creation of the report.

• **Membership** (optional) – You can filter by using the arrows to select specific Memberships for you report. If no Memberships are selected, the report selects all Memberships.

• **Special Education Services** (optional) – Select the Special Education services using the arrows to return the transcripts for students who are assigned those services. If no Special Education services are selected, the report will return students assigned to all services. This list box contains the 215xxx codes and refers to the records entered for a student on the **Special Education** screen **Services** tab.

> *Note: The Special Education Services list only displays if FY13 and later is in context. In prior years, the Special Education services are entered on the **Edit Student Memberships** screen and are selected for this report in the **Membership Code** list.*

• **Membership Group** (optional) – You can filter by using the arrows to select specific Membership Groups for your report. If no Membership Groups are selected, the report uses all Membership Groups for the creation of the report.

• **Ad-Hoc Membership** (optional) – You can select an Ad-Hoc Membership from the drop-down list. If you select an Ad-Hoc Membership, only transcripts for students from that Ad-Hoc Membership are used in the report. Select the **Public and Private** check box to see Memberships created by other users in your drop-down list.

- **Student ID(s)** (optional) – If report cards are needed for individual students, the student IDs may be entered here (separated by commas), and transcripts are only produced for those individuals.

- **Homeroom Date** (required) – Specify the date used to retrieve students' homerooms. Defaults to today's date.

- **Omit Unlisted Phone Numbers** (optional) – Select this check box to remove unlisted phone numbers from transcripts.

- **Show Building or District Admission Date** (required) – If you select **Building**, an Admission Date from the Student Admission records displays for the student. If you select **District**, a District Admission Date from the Student EMIS **FS records** displays for the student.

- **Show Earliest or Latest Admission Date** (required) – If you select **Earliest**, the earliest Building or District admission date displays for the student, depending on the previous option. If you select **Latest**, the latest Building or District admission date displays for the student, depending on the previous option.

- **Show Building or District Withdrawal Date** (required) – If you select **Building**, the latest Withdrawal Date from the Student Admission records displays for the student. If you select **District**, the District Withdrawal Date from the latest Student EMIS **FS record** displays for the student.

- **Common Text For Transcript** (optional) – Enter a common text message that appears on all transcripts.

- **Grading Scale** (optional) – Enter a common grading scale text message that appears on all transcripts.

- **Improve Performance by Separating Report Processing by Grade** (optional) - Select this check box for shorter execution time and lower memory usage when running the report for multiple grade levels. A separate interim report is generated for each selected grade, and then the interim reports for all selected grades are combined into one final report. When choosing this option, Grade is the first sort order for the final report, in order of the grades selected in the **Grade** dual select below.

- **Grade** (optional) – You can filter by using the arrows to select specific Grades for your report. If no Grades are selected, the report uses all Grades in the creation of the report.

  *Note: Grade is required if you select the check box **Improve Performance by Separating Report Processing by Grade**.*

- **Sorting Options** (optional) – Select one or more sort options for your report.

- **Output** – Select **Report**, **Labels**, or **Both Report and Labels**.

  If labels are chosen, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

  - For Adobe 9:
    - Page Scaling = None
    - Auto Rotate and Center = Unchecked.
  - For Adobe 10:
    - Size Options = Actual Size
    - Orientation = Portrait.

> ***Note:*** *If you are using Firefox, you must change a setting before printing labels. In Firefox, go to **Options**. On the **Applications** window, under **Content Type**, locate **Portable Document Format (PDF)**. In the **Action** column of that row, change the selection from **Preview** in Firefox to an Adobe option (such as **Use Adobe Acrobat**).*

- **Label Type** – If you select **Labels**, specify the size of the labels in the **Label Type** by selecting the appropriate label format from the drop-down list.
- **Address** – Select the address to use for labels. If you select the **Use custom address text** check box, the text you enter in the field is added to the top of each label.
- **Include Copied on Correspondence** – **Yes** or **No**. If you select **Yes**, address labels for contacts with the **Copied on Correspondence** check box selected are included when creating labels.
- **Delivery Method** (required) – See the Batch/Report Management documentation for further details.
- **Email Address** (auto populated from your StudentInformation profile)
- **Description** (optional) – Displays on the **Batch Management** screen.
- **Submit** – Click to submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

Student GPA Ranking (R325)

Navigation: StudentInformation – SIS – Marks – Marks Reports – Student GPA Ranking

- **Homeroom Date** (required) – Specify the date used to retrieve students' homerooms. Defaults to today's date.
- **Grade** (optional) – You can filter by using the arrows to select specific Grades for your report. If no Grades are selected, the report uses all Grades in creation of the report.

- **Student Status** (optional) – You can filter by using the arrows to select specific Student Statuses for your report. If no Student Statuses are selected, the report uses all Student Statuses in creation of the report.

- **Program** (optional) – You can filter by using the arrows to select specific Programs for you report. If no Programs are selected, the report uses all Programs in creation of the report.

- **GPA Set** (required) – Select the appropriate GPA set for this submission of the report.

- **Home School** (optional) – You can filter by using the arrows to select specific Home Schools for your report. If no Home Schools are selected, the report uses all Home Schools in creation of the report. This field is populated based on the values entered in the **Home School** field on the **Edit Student Profile** screen **General** tab.

- **Sorting Options** (optional) – Select one or more sort options for your report using the arrows.

- **Delivery Method** (required) – See the Batch/Report Management documentation for further details.

- **Email Address** (Auto populated from your StudentInformation profile)

- **Report Format** – Select output format from **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

- **Description** (optional) – If entered, displays on the **Batch Management** screen.

- **Submit** – Click to submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

```
REPORT: SI - R325                      ASHLAND HIGH SCHOOL                    RUN AT 3:40 PM 8/10/2017

                                    STUDENT GPA RANKING REPORT                 PAGE      1    OF     18

SCHOOLYEAR: 2016-2017      GPA SET NAME:   1st Quarter
```

ID	STUDENT NAME	GN	GR	PR	HOME ROOM	HOME SCHOOL	CREDITS ATTEMPTED	CREDITS EARNED	POINTS	GPA	RANK VALUE	RANK/OF	%
	, ABIGAIL	F	09		0-153		0.250	0.250	1.00	4.000	4.000	1 of 2	50.0
	, MARRIAH	F	11		8-103		0.250	0.250	0.50	2.000	2.000	5 of 6	16.7
	, SHELBY	F	11		8-203		0.250	0.250	1.00	4.000	4.000	1 of 6	83.3
	, Gabby	M	11				1.255	1.250	1.76	1.402	1.402	6 of 6	0.0
	, GARYT	M	12		Career Center		1.500	1.500	5.63	3.750	3.750	3 of 6	50.0

The **%** column on the R325 shows the percentage of students below the student in question. Example: A student who is ranked 1 may be in the 99th percentile of all students.

Appendix A. Example Transcript Formats

FixedN1

	Student Transcript	3/14/2012

ASHLAND HIGH SCHOOL	BROOKS, AMANDA	GENDER: F
1440 KING RD.	6770 West Snowville Road	SSN: 983277441
ASHLAND, OH 44805	Brecksville, OH 44141	BIRTHDATE: 2/6/1995
Ashland City Schools	STUDENT NUMBER: 190216	ADMISSION DATE: 8/1/2009
(419)289-7968	SSID: GD2789147	WITHDRAWAL DATE:
		GRADUATION DATE:

2009

GRADE	SCHOOL NAME	COURSE NAME	IN GPA	FIN	CRED ATTM	CRED EARN
09	ASHLAND HS	C.B.I. US HISTORY	Yes	C+	1.000	1.000
09	ASHLAND HS	C.B.I. WORK-STUDY	Yes	A+	1.000	1.000
09	ASHLAND HS	CAREER BASED INTERVEN	Yes	B	1.000	1.000
09	ASHLAND HS	ENGLISH 9	Yes	C+	1.000	1.000
09	ASHLAND HS	HEALTH	Yes	C	0.500	0.500
09	ASHLAND HS	PHYS ED I	Yes	A-	0.250	0.250
09	ASHLAND HS	PRE-ALGEBRA	Yes	C+	1.000	1.000
09	ASHLAND HS	SCIENCE 9	Yes	D	1.000	1.000

2010

GRADE	SCHOOL NAME	COURSE NAME	IN GPA	FIN	CRED ATTM	CRED EARN
10	ASHLAND HS	ADVENTURE/LIFE SPORTS	Yes	A+	0.250	0.250
10	ASHLAND HS	APP. OF LIT. II	Yes	D+	0.500	0.500
10	ASHLAND HS	INTRO TO ART	Yes	A	1.000	1.000
10	ASHLAND HS	KEYBOARDING W/MS WOR	Yes	C+	0.500	0.500
10	ASHLAND HS	PRAC BIOLOGY	Yes	C+	1.000	1.000
10	ASHLAND HS	TECHNICAL ALGEBRA I	Yes	B+	1.000	1.000
10	ASHLAND HS	WORLD HISTORY	Yes	D+	1.000	1.000
10	ASHLAND HS	WRITING WORKSHOP I	Yes	B	0.500	0.500

Attendance

SCHOOL YEAR	SCHOOL	DAYS PRESENT	DAYS ABSENT	TIMES TARDY
2009	ASHS	173.00	1.00	1.00
2010	ASHS	168.00	5.00	0.00
2011	ASHS	179.00	0.00	0.00
2012	ASHS	199.00	0.00	0.00

Cumulative GPA And Credits

POINTS	GPA CRED EARNED	GPA CRED ATTEMPT	GPA	RANK	TOTL RNKD
30.000	12.500	12.500	2.400	187	277

ACT

CATEGORY CODE	1/1/2012
COMP	20
ENG	18
ENGWRIT	16
MATH	26
READ	13
SCI	21
WRITSUB	05

OGT

GRD	TEST PART	DATE	SCORE	P/F
10	Writing	3/1/2011	410	Passed

Total Credits

SCHOOL YEAR	SCHOOL NAME	CRED ATTM PRO	CRED EARN PRO
2009	ASHLAND HS	6.750	6.750
2010	ASHLAND HS	5.750	5.750
	Credits Total:	12.50	12.50

FixedN2

Student Transcript   3/14/2012

ASHLAND HIGH SCHOOL   BROOKS, AMANDA   GENDER: F
1440 KING RD.   6770 West Snowville Road   SSN: 963277441
ASHLAND, OH 44805   Brecksville, OH   44141   BIRTHDATE: 2/6/1995
Ashland City Schools   PARENT/GUARDIAN: RANDY BAKER   ADMISSION DATE: 8/1/2009
(419)289-7968   STUDENT NUMBER: 190216   WITHDRAWAL DATE:
                            SSID: GD2789147   GRADUATION DATE:
                                                                 HOME SCHOOL IRN:
                                                                 HOME SCHOOL NAME:

2009

GRADE	SCHOOL NAME	COURSE NAME	IN GPA	FIN	CRED ATTM	CRED EARN
09	ASHLAND HS	C.B.I. US HISTORY	Yes	C+	1.000	1.000
09	ASHLAND HS	C.B.I. WORK-STUDY	Yes	A+	1.000	1.000
09	ASHLAND HS	CAREER BASED INTERVEN	Yes	B	1.000	1.000
09	ASHLAND HS	ENGLISH 9	Yes	C+	1.000	1.000
09	ASHLAND HS	HEALTH	Yes	C	0.500	0.500
09	ASHLAND HS	PHYS ED I	Yes	A	0.250	0.250
09	ASHLAND HS	PRE-ALGEBRA	Yes	C+	1.000	1.000
09	ASHLAND HS	SCIENCE 9	Yes	D	1.000	1.000
				Total Credits:	6.75	6.75

2010

GRADE	SCHOOL NAME	COURSE NAME	IN GPA	FIN	CRED ATTM	CRED EARN
10	ASHLAND HS	ADVENTURE/LIFE SPORTS	Yes	A+	0.250	0.250
10	ASHLAND HS	APP. OF LIT. II	Yes	D+	0.500	0.500
10	ASHLAND HS	INTRO TO ART	Yes	A	1.000	1.000
10	ASHLAND HS	KEYBOARDING W/MS WOR	Yes	C+	0.500	0.500
10	ASHLAND HS	PRAC BIOLOGY	Yes	C+	1.000	1.000
10	ASHLAND HS	TECHNICAL ALGEBRA I	Yes	B+	1.000	1.000
10	ASHLAND HS	WORLD HISTORY	Yes	D+	1.000	1.000
10	ASHLAND HS	WRITING WORKSHOP I	Yes	B	0.500	0.500
				Total Credits:	5.75	5.75

Attendance

SCHOOL YEAR	SCHOOL	DAYS PRESENT	DAYS ABSENT	TIMES TARDY
2009	ASHS	173.00	1.00	1.00
2010	ASHS	168.00	5.00	0.00
2011	ASHS	179.00	0.00	0.00
2012	ASHS	199.00	0.00	0.00

Cumulative GPA And Credits

POINTS	GPA CRED EARNED	GPA CRED ATTEMPT	GPA	RANK	TOTL RNKD
30.000	12.500	12.500	2.400	187	277

ACT

CATEGORY CODE	1/1/2012
COMP	20
ENG	18
ENGWRIT	16
MATH	26
READ	13
SCI	21
WRITSUB	05

PLAN

CATEGORY CODE	1/24/2012
COMP	22
ENG	24
MATH	24
READ	24
SCI	24

OGT

GRD	TEST PART	DATE	SCORE	P/F
10	Writing	3/1/2011	410	Passed

Total Credits

SCHOOL YEAR	SCHOOL NAME	CRED ATTM PRO	CRED EARN PRO
2009	ASHLAND HS	6.750	6.750
2010	ASHLAND HS	5.750	5.750
	Credits Total:	12.50	12.50

FixedN3_alphaequivalent

Student Transcript   3/14/2012

ASHLAND HIGH SCHOOL   BROOKS, AMANDA   GENDER: F
1440 KING RD.   6770 West Snowville Road   SSN: 963277441
ASHLAND, OH 44805   Brecksville, OH   44141   BIRTHDATE: 2/6/1995
Ashland City Schools   STUDENT NUMBER: 190216   ADMISSION DATE: 8/1/2009
(419)289-7968   SSID: GD2789147   WITHDRAWAL DATE:
                                                               GRADUATION DATE:

2009-2010

GRADE	SCHOOL NAME	COURSE NAME	IN GPA	FIN	CRED ATTM	CRED EARN
09	ASHLAND HS	C.B.I. US HISTORY	Yes	C+	1.000	1.000
09	ASHLAND HS	C.B.I. WORK-STUDY	Yes	A+	1.000	1.000
09	ASHLAND HS	CAREER BASED INTERVEN	Yes	B	1.000	1.000
09	ASHLAND HS	ENGLISH 9	Yes	C+	1.000	1.000
09	ASHLAND HS	HEALTH	Yes	C	0.500	0.500
09	ASHLAND HS	PHYS ED I	Yes	A-	0.250	0.250
09	ASHLAND HS	PRE-ALGEBRA	Yes	C+	1.000	1.000
09	ASHLAND HS	SCIENCE 9	Yes	D	1.000	1.000
				Total Credits:	6.75	6.75

2010-2011

GRADE	SCHOOL NAME	COURSE NAME	IN GPA	FIN	CRED ATTM	CRED EARN
10	ASHLAND HS	ADVENTURE/LIFE SPORTS	Yes	A+	0.250	0.250
10	ASHLAND HS	APP. OF LIT. II	Yes	D+	0.500	0.500
10	ASHLAND HS	INTRO TO ART	Yes	A	1.000	1.000
10	ASHLAND HS	KEYBOARDING W/MS WOR	Yes	C+	0.500	0.500
10	ASHLAND HS	PRAC BIOLOGY	Yes	C+	1.000	1.000
10	ASHLAND HS	TECHNICAL ALGEBRA I	Yes	B+	1.000	1.000
10	ASHLAND HS	WORLD HISTORY	Yes	D+	1.000	1.000
10	ASHLAND HS	WRITING WORKSHOP I	Yes	B	0.500	0.500
				Total Credits:	5.75	5.75

Attendance

SCHOOL YEAR	SCHOOL	DAYS PRESENT	DAYS ABSENT	TIMES TARDY
2009	ASHS	173.00	1.00	1.00
2010	ASHS	168.00	5.00	0.00
2011	ASHS	179.00	0.00	0.00
2012	ASHS	199.00	0.00	0.00

OGT

GRD	TEST PART	DATE	SCORE	P/F
10	Writing	3/1/2011	410	Passed

ACT Scores

Definition	1/2012
COMP	20
ENG	18
ENGWRIT	16
MATH	26
READ	13
SCI	21
WRITSUB	05

PLAN

CATEGORY CODE	1/24/2012
COMP	22
ENG	24
MATH	24
READ	24
SCI	24

Cumulative GPA And Credits

POINTS	GPA CRED EARNED	GPA CRED ATTEMPT	GPA	RANK	TOTL RNKD
30.000	12.500	12.500	2.400	187	277

Counselor \ Principal

Date

Void Without Official Signature

Format01

Student Transcript   3/14/2012

ASHLAND HIGH SCHOOL   BROOKS, AMANDA   GENDER: F
1440 KING RD.   6770 West Snowville Road SSN: 983277441
ASHLAND, OH 44805   Brecksville, OH   44141 BIRTHDATE: 2/6/1995
Ashland City Schools   STUDENT NUMBER: 190216   ADMISSION DATE   8/1/2009
(419)289-7968   SSID: GD2789147   WITHDRAWAL DATE:
                                                GRADUATION DATE:

2009

GRADE	COURSE NAME	INGPA	FIN	CRSE CREDIT	CREDIT ATTM	CREDIT EARN
09	C.B.I. US HISTORY	True	C+	1.000	1.000	1.000
09	C.B.I. WORK-STUDY	True	A+	1.000	1.000	1.000
09	CAREER BASED INTERVEN	True	B	1.000	1.000	1.000
09	ENGLISH 9	True	C+	1.000	1.000	1.000
09	HEALTH	True	C	0.500	0.500	0.500
09	PHYS ED I	True	A-	0.250	0.250	0.250
09	PRE-ALGEBRA	True	C+	1.000	1.000	1.000
09	SCIENCE 9	True	D	1.000	1.000	1.000

2010

GRADE	COURSE NAME	INGPA	FIN	CRSE CREDIT	CREDIT ATTM	CREDIT EARN
10	ADVENTURE/LIFE SPORTS	True	A+	0.250	0.250	0.250
10	APP. OF LIT. II	True	D+	0.500	0.500	0.500
10	INTRO TO ART	True	A	1.000	1.000	1.000
10	KEYBOARDING W/ MS WOR	True	C+	0.500	0.500	0.500
10	PRAC BIOLOGY	True	C+	1.000	1.000	1.000
10	TECHNICAL ALGEBRA I	True	B+	1.000	1.000	1.000
10	WORLD HISTORY	True	D+	1.000	1.000	1.000
10	WRITING WORKSHOP I	True	B	0.500	0.500	0.500

Attendance

SCHOOL YEAR	SCHOOL	DAYS PRESENT	DAYS ABSENT	TIMES TARDY
2009	ASHS	173.00	1.00	1.00
2010	ASHS	168.00	5.00	0.00
2011	ASHS	179.00	0.00	0.00
2012	ASHS	199.00	0.00	0.00

Cumulative GPA And Credits

POINTS	GPA CRED EARNED	GPA CRED ATTEMPT	GPA	RANK	TOTL RNKD
30.000	12.500	12.500	2.400	187	277

OGT

GRD	TEST PART	DATE	SCORE	P/F
10	Writing	3/1/2011	410	Passed

Total Credits

SCHOOL YEAR	SCHOOL NAME	CRED ATTM PRO	CRED EARN PRO
2009	ASHLAND HS	6.750	6.750
2010	ASHLAND HS	5.750	5.750
	Credits Total:	12.50	12.50

_____   _____
Counselor \ Principal   Date
Void Without Official Signature

Format01_Numeric

Student Transcript   3/14/2012

ASHLAND HIGH SCHOOL   BROOKS, AMANDA   GENDER: F
1440 KING RD.   6770 West Snowville Road   SSN: 983277441
ASHLAND, OH 44805   Brecksville, OH   44141   BIRTHDATE: 2/6/1995
Ashland City Schools   STUDENT NUMBER: 190216   ADMISSION DATE: 8/1/2009
(419)289-7968   SSID: GD2789147   WITHDRAWAL DATE:
                                                               GRADUATION DATE:

2009-2010

GRADE	COURSE NAME	INGPA	FIN	CRSE CREDIT	CREDIT ATTM	CREDIT EARN
09	C.B.I. US HISTORY	Yes	C+	1.000	1.000	1.000
09	C.B.I. WORK-STUDY	Yes	A+	1.000	1.000	1.000
09	CAREER BASED INTERVEN	Yes	B	1.000	1.000	1.000
09	ENGLISH 9	Yes	C+	1.000	1.000	1.000
09	HEALTH	Yes	C	0.500	0.500	0.500
09	PHYS ED I	Yes	A-	0.250	0.250	0.250
09	PRE-ALGEBRA	Yes	C+	1.000	1.000	1.000
09	SCIENCE 9	Yes	D	1.000	1.000	1.000

2010-2011

GRADE	COURSE NAME	INGPA	FIN	CRSE CREDIT	CREDIT ATTM	CREDIT EARN
10	ADVENTURE/LIFE SPORTS	Yes	A+	0.250	0.250	0.250
10	APP. OF LIT. II	Yes	D+	0.500	0.500	0.500
10	INTRO TO ART	Yes	A	1.000	1.000	1.000
10	KEYBOARDING W/ MS WORK	Yes	C+	0.500	0.500	0.500
10	PRAC BIOLOGY	Yes	C+	1.000	1.000	1.000
10	TECHNICAL ALGEBRA I	Yes	B+	1.000	1.000	1.000
10	WORLD HISTORY	Yes	D+	1.000	1.000	1.000
10	WRITING WORKSHOP I	Yes	B	0.500	0.500	0.500

Attendance

SCHOOL YEAR	SCHOOL	DAYS PRESENT	DAYS ABSENT	TIMES TARDY
2009	ASHS	173.00	1.00	1.00
2010	ASHS	168.00	5.00	0.00
2011	ASHS	179.00	0.00	0.00
2012	ASHS	199.00	0.00	0.00

OGT

GRD	TEST PART	DATE	SCORE	P/F
10	Writing	3/1/2011	410	Passed

ACT Scores

Definition	1/2012
COMP	20
ENG	18
ENGWRIT	16
MATH	26
READ	13
SCI	21
WRITSUB	05

Total Credits

SCHOOL YEAR	SCHOOL NAME	CRED ATTM PRO	CRED EARN PRO
2009	ASHLAND HS	6.750	6.750
2010	ASHLAND HS	5.750	5.750
	Credits Total:	12.50	12.50

Cumulative GPA And Credits

POINTS	GPA CRED EARNED	GPA CRED ATTEMPT	GPA	RANK	TOTL RNKD
30.000	12.500	12.500	2.400	187	277

_____   _____
Counselor \ Principal   Date

Void Without Official Signature

Format02

Student Transcript   3/14/2012

ASHLAND HIGH SCHOOL   BROOKS, AMANDA   GENDER: F
1440 KING RD.   6770 West Snowville Road   SSN: 963277441
ASHLAND, OH 44805   Brecksville, OH   44141   BIRTHDATE: 2/6/1995
Ashland City Schools   STUDENT NUMBER: 190216   ADMISSION DATE 8/1/2009
(419)289-7968   SSID: GD2789147   WITHDRAWAL DATE:
GRADUATION DATE:

2009

GRADE	COURSE NAME	INGPA	FIN	CRSE CREDIT	CREDIT ATTM	CREDIT EARN
09	C.B.I. US HISTORY	True	C+	1.000	1.000	1.000
09	C.B.I. WORK-STUDY	True	A+	1.000	1.000	1.000
09	CAREER BASED INTERVEN	True	B	1.000	1.000	1.000
09	ENGLISH 9	True	C+	1.000	1.000	1.000
09	HEALTH	True	C	0.500	0.500	0.500
09	PHYS ED I	True	A-	0.250	0.250	0.250
09	PRE-ALGEBRA	True	C+	1.000	1.000	1.000
09	SCIENCE 9	True	D	1.000	1.000	1.000
			Total Credits:	6.750	6.750	6.750

2010

GRADE	COURSE NAME	INGPA	FIN	CRSE CREDIT	CREDIT ATTM	CREDIT EARN
10	ADVENTURE/LIFE SPORTS	True	A+	0.250	0.250	0.250
10	APP. OF LIT. II	True	D+	0.500	0.500	0.500
10	INTRO TO ART	True	A	1.000	1.000	1.000
10	KEYBOARDING W/MS WOR	True	C+	0.500	0.500	0.500
10	PRAC BIOLOGY	True	C+	1.000	1.000	1.000
10	TECHNICAL ALGEBRA I	True	B+	1.000	1.000	1.000
10	WORLD HISTORY	True	D+	1.000	1.000	1.000
10	WRITING WORKSHOP I	True	B	0.500	0.500	0.500
			Total Credits:	5.750	5.750	5.750

Attendance

SCHOOL YEAR	SCHOOL	DAYS PRESENT	DAYS ABSENT	TIMES TARDY
2009	ASHS	173.00	1.00	1.00
2010	ASHS	168.00	5.00	0.00
2011	ASHS	179.00	0.00	0.00
2012	ASHS	199.00	0.00	0.00

Cumulative GPA And Credits

POINTS	GPA CRED EARNED	GPA CRED ATTEMPT	GPA	RANK
30.000	12.500	12.500	2.400	187

OGT

GRD	TEST PART	DATE	P/F
10	Writing	3/1/2011	Passed

Total Credits

SCHOOL YEAR	SCHOOL NAME	CRED ATTM PRO	CRED EARN PRO
2009	ASHLAND HS	6.750	6.750
2010	ASHLAND HS	5.750	5.750
	Credits Total	12.50	12.50

_____   _____
Counselor \ Principal   Date
Void Without Official Signature

Format11

Student Transcript   3/14/2012

ASHLAND HIGH SCHOOL   BROOKS, AMANDA   GENDER: F
1440 KING RD.   6770 West Snowville Road   SSN: 983277 441
ASHLAND, OH 44805   Brecksville, OH   44141 BIRTHDATE: 2/6/1995
Ashland City Schools   STUDENT NUMBER: 190216   ADMISSION DATE   8/1/2009
(419)289-7968   SSID: GD2789147   WITHDRAWAL DATE:
                                                          GRADUATION DATE:

2009

GRADE	COURSE NAME	INGPA	FIN	CRSE CREDIT	CREDIT ATTM	CREDIT EARN
09	C.B.I. US HISTORY	True	C+	1.000	1.000	1.000
09	C.B.I. WORK-STUDY	True	A+	1.000	1.000	1.000
09	CAREER BASED INTERVENTI	True	B	1.000	1.000	1.000
09	ENGLISH 9	True	C+	1.000	1.000	1.000
09	HEALTH	True	C	0.500	0.500	0.500
09	PHYS ED I	True	A-	0.250	0.250	0.250
09	PRE-ALGEBRA	True	C+	1.000	1.000	1.000
09	SCIENCE 9	True	D	1.000	1.000	1.000

2010

GRADE	COURSE NAME	INGPA	FIN	CRSE CREDIT	CREDIT ATTM	CREDIT EARN
10	ADVENTURE/LIFE SPORTS	True	A+	0.250	0.250	0.250
10	APP. OF LIT. II	True	D+	0.500	0.500	0.500
10	INTRO TO ART	True	A	1.000	1.000	1.000
10	KEYBOARDING W/ MS WORD	True	C+	0.500	0.500	0.500
10	PRAC BIOLOGY	True	C+	1.000	1.000	1.000
10	TECHNICAL ALGEBRA I	True	B+	1.000	1.000	1.000
10	WORLD HISTORY	True	D+	1.000	1.000	1.000
10	WRITING WORKSHOP I	True	B	0.500	0.500	0.500

Attendance

SCHOOL YEAR	SCHOOL	DAYS PRESENT	DAYS ABSENT	TIMES TARDY
2009	ASHS	173.00	1.00	1.00
2010	ASHS	168.00	5.00	0.00
2011	ASHS	179.00	0.00	0.00
2012	ASHS	199.00	0.00	0.00

Cumulative GPA And Credits

POINTS	GPA CRED EARNED	GPA CRED ATTEMPT	GPA	RANK	TOTL RNKD
30.000	12.500	12.500	2.400	187	277

OGT

GRD	TEST PART	DATE	SCORE	P/F
10	Writing	3/1/2011	410	Passed

Total Credits

SCHOOL YEAR	SCHOOL NAME	CRED ATTM PRO	CRED EARN PRO
2009	ASHLAND HS	6.750	6.750
2010	ASHLAND HS	5.750	5.750
	Credits Total	12.50	12.50

_____   _____
Counselor \ Principal   Date

Void Without Official Signature

Format12

Student Transcript   3/14/2012

ASHLAND HIGH SCHOOL   BROOKS, AMANDA   GENDER: F
1440 KING RD.   6770 West Snowville Road   SSN: 983277441
ASHLAND, OH 44805   Brecksville, OH   44141   BIRTHDATE: 2/6/1995
Ashland City Schools   STUDENT NUMBER: 190216   ADMISSION DATE   8/1/2009
(419)289-7968   SSID: GD2789147   WITHDRAWAL DATE:
                                                    GRADUATION DATE:

2009

GRD	SCHOOL	COURSE NAME	IN GPA	FIN	CRSE CRED	CRED ATTM	CRED EARN
09	ASHLAND HS	C.B.I. US HISTORY	True	C+	1.000	1.000	1.000
09	ASHLAND HS	C.B.I. WORK-STUD	True	A+	1.000	1.000	1.000
09	ASHLAND HS	CAREER BASED IN	True	B	1.000	1.000	1.000
09	ASHLAND HS	ENGLISH 9	True	C+	1.000	1.000	1.000
09	ASHLAND HS	HEALTH	True	C	0.500	0.500	0.500
09	ASHLAND HS	PHYS ED I	True	A	0.250	0.250	0.250
09	ASHLAND HS	PRE-ALGEBRA	True	C+	1.000	1.000	1.000
09	ASHLAND HS	SCIENCE 9	True	D	1.000	1.000	1.000
				Total Credits:	6.750	6.750	6.750

2010

GRD	SCHOOL	COURSE NAME	IN GPA	FIN	CRSE CRED	CRED ATTM	CRED EARN
10	ASHLAND HS	ADVENTURE/LIFE	True	A+	0.250	0.250	0.250
10	ASHLAND HS	APP. OF LIT. II	True	D+	0.500	0.500	0.500
10	ASHLAND HS	INTRO TO ART	True	A	1.000	1.000	1.000
10	ASHLAND HS	KEYBOARDING W	True	C+	0.500	0.500	0.500
10	ASHLAND HS	PRAC BIOLOGY	True	C+	1.000	1.000	1.000
10	ASHLAND HS	TECHNICAL ALGE	True	B+	1.000	1.000	1.000
10	ASHLAND HS	WORLD HISTORY	True	D+	1.000	1.000	1.000
10	ASHLAND HS	WRITING WORKSH	True	B	0.500	0.500	0.500
				Total Credits:	5.750	5.750	5.750

Attendance

SCHOOL YEAR	SCHOOL	DAYS PRESENT	DAYS ABSENT	TIMES TARDY
2009	ASHS	173.00	1.00	1.00
2010	ASHS	168.00	5.00	0.00
2011	ASHS	179.00	0.00	0.00
2012	ASHS	199.00	0.00	0.00

Cumulative GPA And Credits

POINTS	GPA CRED EARNED	GPA CRED ATTEMPT	GPA	RANK	TOTL RNKD
30.000	12.500	12.500	2.400	187	277

OGT

GRD	TEST PART	DATE	SCORE	P/F
10	Writing	3/1/2011	410	Passed

Total Credits

SCHOOL YEAR	SCHOOL NAME	CRED ATTM PRO	CRED EARN PRO
2009	ASHLAND HS	6.750	6.750
2010	ASHLAND HS	5.750	5.750
	Credits Total:	12.50	12.50

_____   _____
Counselor \ Principal   Date
Void Without Official Signature

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Student Transcript   3/14/2012

ASHLAND HIGH SCHOOL   BROOKS, AMANDA   SSID: GD2789147
1440 KING RD.   6770 West Snowville Road   SSN: 983277441
ASHLAND, OH 44805   Brecksville, OH   44141   GENDER: F
Ashland City Schools   BIRTHDATE: 2/6/1995
(419)289-7968   STUDENT NUMBER: 190216   ADMISSION DATE: 8/1/2009
                          SSID: GD2789147   WITHDRAWAL DATE:
                                                               GRADUATION DATE:

2009

GRD	SCHOOL	COURSE NAME	IN GPA	FIN	CRSE CRED	CRED ATTM	CRED EARN
09	ASHLAND HS	C.B.I. US HISTORY	True	C+	1.000	1.000	1.000
09	ASHLAND HS	C.B.I. WORK-STUDY	True	A+	1.000	1.000	1.000
09	ASHLAND HS	CAREER BASED INTERV	True	B	1.000	1.000	1.000
09	ASHLAND HS	ENGLISH 9	True	C+	1.000	1.000	1.000
09	ASHLAND HS	HEALTH	True	C	0.500	0.500	0.500
09	ASHLAND HS	PHYS ED I	True	A-	0.250	0.250	0.250
09	ASHLAND HS	PRE-ALGEBRA	True	C+	1.000	1.000	1.000
09	ASHLAND HS	SCIENCES	True	D	1.000	1.000	1.000
				Total Credits:	6.750	6.750	6.750

2010

GRD	SCHOOL	COURSE NAME	IN GPA	FIN	CRSE CRED	CRED ATTM	CRED EARN
10	ASHLAND HS	ADVENTURE/LIFE SPORT	True	A+	0.250	0.250	0.250
10	ASHLAND HS	APP. OF LIT. II	True	D+	0.500	0.500	0.500
10	ASHLAND HS	INTRO TO ART	True	A	1.000	1.000	1.000
10	ASHLAND HS	KEYBOARDING W/MS W	True	C+	0.500	0.500	0.500
10	ASHLAND HS	PRAC BIOLOGY	True	C+	1.000	1.000	1.000
10	ASHLAND HS	TECHNICAL ALGEBRA I	True	B+	1.000	1.000	1.000
10	ASHLAND HS	WORLD HISTORY	True	D+	1.000	1.000	1.000
10	ASHLAND HS	WRITING WORKSHOP I	True	B	0.500	0.500	0.500
				Total Credits:	5.750	5.750	5.750

Attendance

SCHOOL YEAR	SCHOOL	DAYS PRESENT	DAYS ABSENT	TIMES TARDY
2009	ASHS	173.00	1.00	1.00
2010	ASHS	168.00	5.00	0.00
2011	ASHS	179.00	0.00	0.00
2012	ASHS	199.00	0.00	0.00

Cumulative GPA And Credits

POINTS	GPA CRED EARNED	GPA CRED ATTEMPT	GPA	RANK	TOTL RNKD
30.000	12.500	12.500	2.400	187	277

OGT

GRD	TEST PART	DATE	SCORE	P/F
10	Writing	3/1/2011	410	Passed

ACT Scores

Definition	1/2012
COMP	20
ENG	18
ENGWRIT	16
MATH	26
READ	13
SCI	21
WRITSUB	05

Total Credits

SCHOOL YEAR	SCHOOL NAME	CRED ATTM PRO	CRED EARN PRO
2009	ASHLAND HS	6.750	6.750
2010	ASHLAND HS	5.750	5.750
	Credits Total:	12.50	12.50

_____   _____
Counselor \ Principal   Date
Void Without Official Signature

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Student Transcript   3/14/2012

ASHLAND HIGH SCHOOL   BROOKS, AMANDA   GENDER: F
1440 KING RD.   6770 West Snowville Road   SSN: 963277441
ASHLAND, OH 44805   Brecksville, OH   44141   SSID: GD2789147
Ashland City Schools   STUDENT NUMBER: 190216   BIRTHDATE: 2/8/1995
(419)289-7968   ADMISSION DATE   8/1/2009
                                                                WITHDRAWAL DATE:
                              PROGRAM:
                              HOMEROOM: Career Center   GRADUATION DATE:
                                                                 HOME SCHOOL:

2009

GRD	SCHOOL	COURSE NAME	IN GPA	FIN	CRSE CRED	CRED ATTM	CRED EARN
09	ASHLAND HS	C.B.I. US HISTORY	True	C+	1.000	1.000	1.000
09	ASHLAND HS	C.B.I. WORK-STUD	True	A+	1.000	1.000	1.000
09	ASHLAND HS	CAREER BASED I	True	B	1.000	1.000	1.000
09	ASHLAND HS	ENGLISH 9	True	C+	1.000	1.000	1.000
09	ASHLAND HS	HEALTH	True	C	0.500	0.500	0.500
09	ASHLAND HS	PHYS ED I	True	A	0.250	0.250	0.250
09	ASHLAND HS	PRE-ALGEBRA	True	C+	1.000	1.000	1.000
09	ASHLAND HS	SCIENCE 9	True	D	1.000	1.000	1.000
				Total Credits:	6.750	6.750	6.750

2010

GRD	SCHOOL	COURSE NAME	IN GPA	FIN	CRSE CRED	CRED ATTM	CRED EARN
10	ASHLAND HS	ADVENTURE/LIFE	True	A+	0.250	0.250	0.250
10	ASHLAND HS	APP. OF LIT. II	True	D+	0.500	0.500	0.500
10	ASHLAND HS	INTRO TO ART	True	A	1.000	1.000	1.000
10	ASHLAND HS	KEYBOARDING W	True	C+	0.500	0.500	0.500
10	ASHLAND HS	PRAC BIOLOGY	True	C+	1.000	1.000	1.000
10	ASHLAND HS	TECHNICAL ALGE	True	B+	1.000	1.000	1.000
10	ASHLAND HS	WORLD HISTORY	True	D+	1.000	1.000	1.000
10	ASHLAND HS	WRITING WORKSH	True	B	0.500	0.500	0.500
				Total Credits:	5.750	5.750	5.750

Attendance

SCHOOL YEAR	SCHOOL	DAYS PRESENT	DAYS ABSENT	TIMES TARDY
2009	ASHS	173.00	1.00	1.00
2010	ASHS	168.00	5.00	0.00
2011	ASHS	179.00	0.00	0.00
2012	ASHS	199.00	0.00	0.00
		719	6	1

Cumulative GPA And Credits

POINTS	GPA CRED EARNED	GPA CRED ATTEMPT	GPA	RANK	TOTL RNKD
30.000	12.500	12.500	2.400	187	277

OGT

GRD	TEST PART	DATE	SCORE	P/F
10	Writing	3/2011	410	Passed

Total Credits

SCHOOL YEAR	SCHOOL NAME	CRED ATTM PRO	CRED EARN PRO
2009	ASHLAND HS	6.750	6.750
2010	ASHLAND HS	5.750	5.750
	Credits Total:	12.50	12.50

ACT

CATEGORY CODE	1/1/2012
ENG	18
MATH	26
READ	13
SCI	21
COMP	20
ENGWRIT	16
WRITSUB	05

PLAN

CATEGORY CODE	1/24/2012
COMP	22
ENG	24
MATH	24
READ	24
SCI	24

Counselor \ Principal   Date

Void Without Official Signature

Format20

Student Transcript   3/14/2012

ASHLAND HIGH SCHOOL   BROOKS, AMANDA   GENDER: F
1440 KING RD.   6770 West Snowville Road   SSN: 983277441
ASHLAND, OH 44805   Brecksville, OH   44141   BIRTHDATE: 2/6/1995
Ashland City Schools   STUDENT NUMBER: 190216   ADMISSION DATE: 8/1/2009
(419)289-7968   SSID: GD2789147   WITHDRAWAL DATE:
GRADUATION DATE:

2009

GRD	SCHOOL	COURSE NAME	IN GPA	FIN	CRSE CRED	CRED ATTM	CRED EARN
09	ASHLAND HS	C.B.I. US HISTORY	True	C+	1.000	1.000	1.000
09	ASHLAND HS	C.B.I. WORK-STUDY	True	A+	1.000	1.000	1.000
09	ASHLAND HS	CAREER BASED INTERV	True	B	1.000	1.000	1.000
09	ASHLAND HS	ENGLISH 9	True	C+	1.000	1.000	1.000
09	ASHLAND HS	HEALTH	True	C	0.500	0.500	0.500
09	ASHLAND HS	PHYS ED I	True	A-	0.250	0.250	0.250
09	ASHLAND HS	PRE-ALGEBRA	True	C+	1.000	1.000	1.000
09	ASHLAND HS	SCIENCE 9	True	D	1.000	1.000	1.000

2010

GRD	SCHOOL	COURSE NAME	IN GPA	FIN	CRSE CRED	CRED ATTM	CRED EARN
10	ASHLAND HS	ADVENTURE/LIFESPOR	True	A+	0.250	0.250	0.250
10	ASHLAND HS	APP. OF LIT. II	True	D+	0.500	0.500	0.500
10	ASHLAND HS	INTRO TO ART	True	A	1.000	1.000	1.000
10	ASHLAND HS	KEYBOARDING W/MS W	True	C+	0.500	0.500	0.500
10	ASHLAND HS	PRAC BIOLOGY	True	C+	1.000	1.000	1.000
10	ASHLAND HS	TECHNICAL ALGEBRA I	True	B+	1.000	1.000	1.000
10	ASHLAND HS	WORLD HISTORY	True	D+	1.000	1.000	1.000
10	ASHLAND HS	WRITING WORKSHOP I	True	B	0.500	0.500	0.500

Attendance

SCHOOL YEAR	SCHOOL	DAYS PRESENT	DAYS ABSENT	TIMES TARDY
2009	ASHS	173.00	1.00	1.00
2010	ASHS	168.00	5.00	0.00
2011	ASHS	179.00	0.00	0.00
2012	ASHS	199.00	0.00	0.00

Cumulative GPA And Credits

GPA CRED EARNED	GPA CRED ATTEMPT	GPA	RANK
12.500	12.500	2.400	187

OGT

GRD	TEST PART	DATE	P/F
10	Writing	3/1/2011	Passed

Total Credits

SCHOOL YEAR	SCHOOL NAME	CRED ATTM PRO	CRED EARN PRO
2009	ASHLAND HS	6.750	6.750
2010	ASHLAND HS	5.750	5.750
	Credits Total:	12.50	12.50

_____   _____
Counselor \ Principal   Date

Void Without Official Signature

Format21

Student Transcript   3/14/2012

ASHLAND HIGH SCHOOL   BROOKS, AMANDA   GENDER: F
1440 KING RD.   6770 West Snowville Road   SSN: 983277441
ASHLAND, OH 44805   Brecksville, OH   44141   BIRTHDATE: 2/6/1995
Ashland City Schools   STUDENT NUMBER: 190216   ADMISSION DATE: 8/1/2009
(419)289-7968   SSID: GD2789147   WITHDRAWAL DATE:
                                                           GRADUATION DATE:

2009

GRD	SCHOOL	COURSE NAME	IN GPA	FIN	CRSE CRED	CRED ATTM	CRED EARN
09	ASHLAND HS	C.B.I. US HISTORY	True	C+	1.000	1.000	1.000
09	ASHLAND HS	C.B.I. WORK-STUDY	True	A+	1.000	1.000	1.000
09	ASHLAND HS	CAREER BASED INTERVEN	True	B	1.000	1.000	1.000
09	ASHLAND HS	ENGLISH 9	True	C+	1.000	1.000	1.000
09	ASHLAND HS	HEALTH	True	C	0.500	0.500	0.500
09	ASHLAND HS	PHYS ED I	True	A	0.250	0.250	0.250
09	ASHLAND HS	PRE-ALGEBRA	True	C+	1.000	1.000	1.000
09	ASHLAND HS	SCIENCE 9	True	D	1.000	1.000	1.000

2010

GRD	SCHOOL	COURSE NAME	IN GPA	FIN	CRSE CRED	CRED ATTM	CRED EARN
10	ASHLAND HS	ADVENTURE/LIFE SPORTS	True	A+	0.250	0.250	0.250
10	ASHLAND HS	APP. OF LIT. II	True	D+	0.500	0.500	0.500
10	ASHLAND HS	INTRO TO ART	True	A	1.000	1.000	1.000
10	ASHLAND HS	KEYBOARDING W/MS WOR	True	C+	0.500	0.500	0.500
10	ASHLAND HS	PRAC BIOLOGY	True	C+	1.000	1.000	1.000
10	ASHLAND HS	TECHNICAL ALGEBRA I	True	B+	1.000	1.000	1.000
10	ASHLAND HS	WORLD HISTORY	True	D+	1.000	1.000	1.000
10	ASHLAND HS	WRITING WORKSHOP I	True	B	0.500	0.500	0.500

Attendance

SCHOOL YEAR	SCHOOL	DAYS PRESENT	DAYS ABSENT	TIMES TARDY
2009	ASHS	173.00	1.00	1.00
2010	ASHS	168.00	5.00	0.00
2011	ASHS	179.00	0.00	0.00
2012	ASHS	199.00	0.00	0.00

Cumulative GPA And Credits

POINTS	GPA CRED EARNED	GPA CRED ATTEMPT	GPA	RANK	TOTL RNKD
30.000	12.500	12.500	2.400	187	277

OGT

GRD	TEST PART	DATE	SCORE	P/F
10	Writing	3/1/2011	410	Passed

Total Credits

SCHOOL YEAR	SCHOOL NAME	CRED ATTM PRO	CRED EARN PRO
2009	ASHLAND HS	6.750	6.750
2010	ASHLAND HS	5.750	5.750
	Credits Total:	12.50	12.50

_____   _____
Counselor \ Principal   Date
Void Without Official Signature

COLLEGE PREP PROGRAM   GENERAL PROGRAM
Academic Grade and Point Average A 91-100 4.00
A 91-100 5.00   B 83-90 3.00
B 83-90 4.00   C 75-82 2.00
C 75-82 3.00   D 67-74 1.00
D 67-74 2.00   F Be bw 67 0
F Be bw 67 0

Format22

Student Transcript   3/14/2012

ASHLAND HIGH SCHOOL   BROOKS, AMANDA   GENDER: F
1440 KING RD.   6770 West Snowville Road   SSN: 983277 441
ASHLAND, OH 44805   Brecksville, OH   44141   BIRTHDATE: 2/6/1995
Ashland City Schools   STUDENT NUMBER: 190216   ADMISSION DATE   8/1/2009
(419)289-7968   SSID: GD2789147   WITHDRAWAL DATE:
                                                              GRADUATION DATE:

2009

GRD	SCHOOL	COURSE NAME	IN GPA	FIN	CRSE CRED	CRED ATTM	CRED EARN
09	ASHLAND HS	C.B.I. WORK-STUDY	Tme	A+	1.000	1.000	1.000
09	ASHLAND HS	PRE-ALGEBRA	Tme	C+	1.000	1.000	1.000
09	ASHLAND HS	ENGLISH 9	Tme	C+	1.000	1.000	1.000
09	ASHLAND HS	HEALTH	Tme	C	0.500	0.500	0.500
09	ASHLAND HS	PHYS ED I	Tme	A	0.250	0.250	0.250
09	ASHLAND HS	SCIENCE 9	Tme	D	1.000	1.000	1.000
09	ASHLAND HS	CAREER BASED INTERVENT	Tme	B	1.000	1.000	1.000
09	ASHLAND HS	C.B.I. US HISTORY	Tme	C+	1.000	1.000	1.000
				Total Credits:	6.750	6.750	6.750

2010

GRD	SCHOOL	COURSE NAME	IN GPA	FIN	CRSE CRED	CRED ATTM	CRED EARN
10	ASHLAND HS	APP. OF LIT. II	Tme	D+	0.500	0.500	0.500
10	ASHLAND HS	PRAC BIOLOGY	Tme	C+	1.000	1.000	1.000
10	ASHLAND HS	WORLD HISTORY	Tme	D+	1.000	1.000	1.000
10	ASHLAND HS	TECHNICAL ALGEBRA I	Tme	B+	1.000	1.000	1.000
10	ASHLAND HS	WRITING WORKSHOP I	Tme	B	0.500	0.500	0.500
10	ASHLAND HS	INTRO TO ART	Tme	A	1.000	1.000	1.000
10	ASHLAND HS	ADVENTURE/LIFE SPORTS	Tme	A+	0.250	0.250	0.250
10	ASHLAND HS	KEYBOARDING W/MS WORD	Tme	C+	0.500	0.500	0.500
				Total Credits:	5.750	5.750	5.750

Attendance

SCHOOL YEAR	SCHOOL	DAYS PRESENT	DAYS ABSENT	TIMES TARDY
2009	ASHS	173.00	1.00	1.00
2010	ASHS	168.00	5.00	0.00
2011	ASHS	179.00	0.00	0.00
2012	ASHS	199.00	0.00	0.00

Cumulative GPA And Credits

POINTS	GPA CRED EARNED	GPA CRED ATTEMPT	GPA	RANK	TOTL RNKD
30.000	12.500	12.500	2.400		277

OGT

GRD	TEST PART	DATE	SCORE	P/F
10	Writing	3/1/2011	410	Passed

Total Credits

SCHOOL YEAR	SCHOOL NAME	CRED ATTM PRO	CRED EARN PRO
2009	ASHLAND HS	6.750	6.750
2010	ASHLAND HS	5.750	5.750
	Credits Total:	12.50	12.50

_____   _____
Counselor \ Principal   Date
Void Without Official Signature

Format32

Student Transcript   3/14/2012

ASHLAND HIGH SCHOOL   BROOKS, AMANDA   GENDER: F
1440 KING RD.   6770 West Snowville Road   SSN: 983277441
ASHLAND, OH 44805   Brecksville, OH   44141   BIRTHDATE: 2/6/1995
Ashland City Schools   STUDENT NUMBER: 190216   ADMISSION DATE: 8/1/2009
(419)289-7968   SSID: GD2789147   WITHDRAWAL DATE:
                                                                   GRADUATION DATE:

2009

GRD	SCHOOL	COURSE NAME	IN GPA	FIN	CRSE CRED	CRED ATTM	CRED EARN
09	ASHLAND HS	C.B.I. WORK-STUDY	True	A+	1.000	1.000	1.000
09	ASHLAND HS	PRE-ALGEBRA	True	C+	1.000	1.000	1.000
09	ASHLAND HS	ENGLISH 9	True	C+	1.000	1.000	1.000
09	ASHLAND HS	HEALTH	True	C	0.500	0.500	0.500
09	ASHLAND HS	PHYS ED I	True	A	0.250	0.250	0.250
09	ASHLAND HS	SCIENCE 9	True	D	1.000	1.000	1.000
09	ASHLAND HS	CAREER BASED INTERV	True	B	1.000	1.000	1.000
09	ASHLAND HS	C.B.I. US HISTORY	True	C+	1.000	1.000	1.000
				Total Credits:	6.750	6.750	

2010

GRD	SCHOOL	COURSE NAME	IN GPA	FIN	CRSE CRED	CRED ATTM	CRED EARN
10	ASHLAND HS	APP. OF LIT. II	True	D+	0.500	0.500	0.500
10	ASHLAND HS	PRAC BIOLOGY	True	C+	1.000	1.000	1.000
10	ASHLAND HS	WORLD HISTORY	True	D+	1.000	1.000	1.000
10	ASHLAND HS	TECHNICAL ALGEBRA I	True	B+	1.000	1.000	1.000
10	ASHLAND HS	WRITING WORKSHOP I	True	B	0.500	0.500	0.500
10	ASHLAND HS	INTRO TO ART	True	A	1.000	1.000	1.000
10	ASHLAND HS	ADVENTURE/LIFESPORT	True	A+	0.250	0.250	0.250
10	ASHLAND HS	KEYBOARDING W/MS WI	True	C+	0.500	0.500	0.500
				Total Credits:	5.750	5.750	

Attendance

SCHOOL YEAR	SCHOOL	DAYS PRESENT	DAYS ABSENT	TIMES TARDY
2009	ASHS	173.00	1.00	1.00
2010	ASHS	168.00	5.00	0.00
2011	ASHS	179.00	0.00	0.00
2012	ASHS	199.00	0.00	0.00

Cumulative GPA And Credits

POINTS	GPA CRED EARNED	GPA CRED ATTEMPT	GPA	RANK	TOTL RNKD
30.000	12.500	12.500	2.400	187	277

OGT

GRD	TEST PART	DATE	SCORE	P/F
10	Writing	3/1/2011	410	Passed

Total Credits

SCHOOL YEAR	SCHOOL NAME	CRED ATTM PRO	CRED EARN PRO
2009	ASHLAND HS	6.750	6.750
2010	ASHLAND HS	5.750	5.750
	Credits Total:	12.50	12.50

_____   _____
Counselor \ Principal   Date

Void Without Official Signature