Elementary Transcript Directions

The Elementary Transcript can show grades from 1920 earned at the feeder schools.

Getting Started
1. Select **Transcripts** from the left of the screen
2. Select **Lists** from the list of program areas on the left of the screen.
3. Select **Elementary Transcripts** and the setup box will appear.

Setup Box Options
1. **Year:** Set to "2021".
2. **Transcript Years**: Set for "1920"
3. **Transcript Order**: Set for "**School Year**" order.

4. **Source**: Select **Grades**.
5. **Show Grading Periods**: Select this option.
6. **Print SSN:** Do not select this option.
7. **Grade Display**: Choose "**Both**" (Alpha and Numeric).

8. **Report Options**: Gives the following options:
   - **Absentee History**: Do not select.
   - **Discipline History:** Do not select.
   - **Report Years**: Set for "**1920**"
   - **Skip Absence Codes**: Select only the codes with "P". Easiest way is to sort listing by description, then select all of the "P" codes.
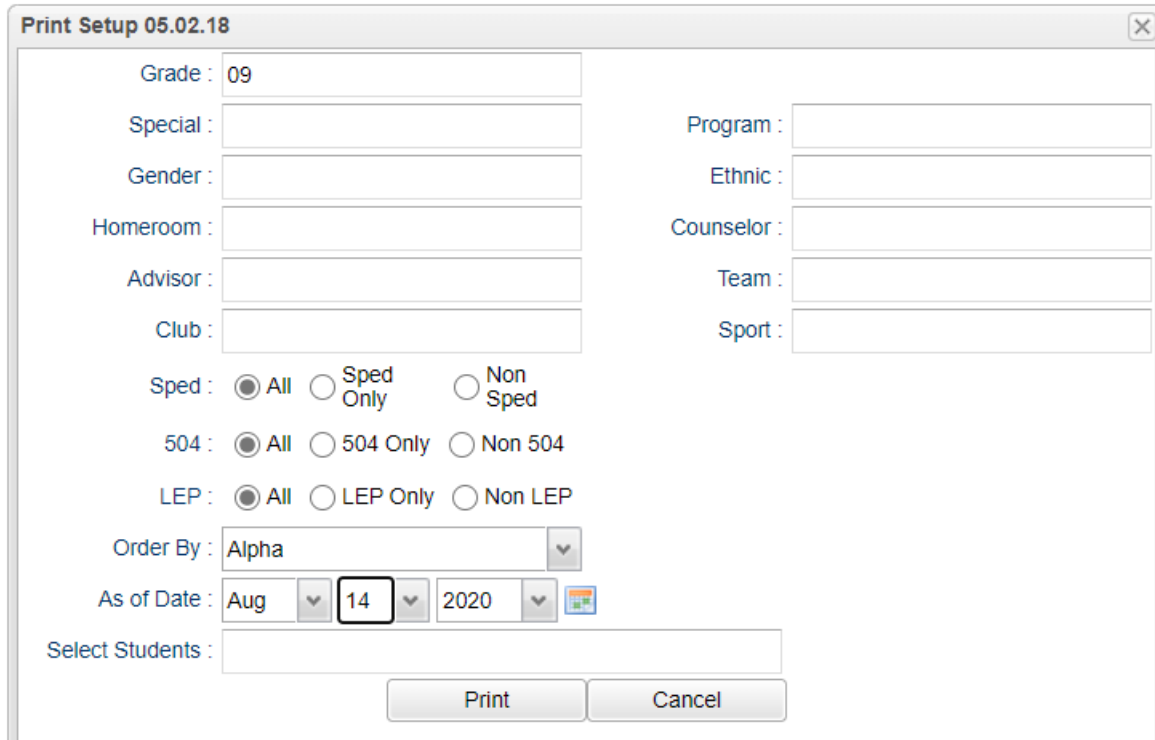

9. Click **OK** to begin the program.

10. Click the **Find** button at the bottom of the screen to locate a student.
11. Grades information will be displayed for the student.

Printing Elementary Transcript for a Single Student
1. "**Find**" the desired student, then click the **Print Single** button to get a print preview of the information.

Printing Elementary Transcripts for Multiple Students
1. Printing transcripts for multiple students does not require a student transcript to be displayed on the screen.
2. Click the "**Print Multiple**" button to get the print setup box.
3. Set **Grade** to "09".
4. Set **As of Date** to "Aug 14, 2020"
5. Select **Students to Print**: Leave the field blank if you want to print all transcripts based on your selections above. To print a small group of transcripts click in the field and check off the names of students whose transcripts you want to print.

Print Setup 05.02.18	☒
Grade : 09	
Special :	Program :
Gender :	Ethnic :
Homeroom :	Counselor :
Advisor :	Team :
Club :	Sport :
Sped : ◉ All ○ Sped Only ○ Non Sped	
504 : ◉ All ○ 504 Only ○ Non 504	
LEP : ◉ All ○ LEP Only ○ Non LEP	
Order By : Alpha	
As of Date : Aug ∨ 14 ∨ 2020 ∨ 📅	
Select Students :	
Print	Cancel

6. Click the **Print** button at the bottom of the setup box. A print preview will appear showing grades earned by the student at the feeder school as well as demographic and enrollment history of the student.