

# 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.

Elementary Transcripts Setup 05.02.18

Year : 2021

District : 026

School : 010

Transcript Years : 1920

Transcript Order :  School Year  Course Group

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).

Source :  Grades  Transcript

Show Grading Periods

Print SSN

Print SASID

Grade Display :  Both  Alpha  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.

Report Options

Absentee History

Discipline History

Report Years : 1920

Skip Absence Codes : 1,47,44,61,42,64,04,45,37,31

OK

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

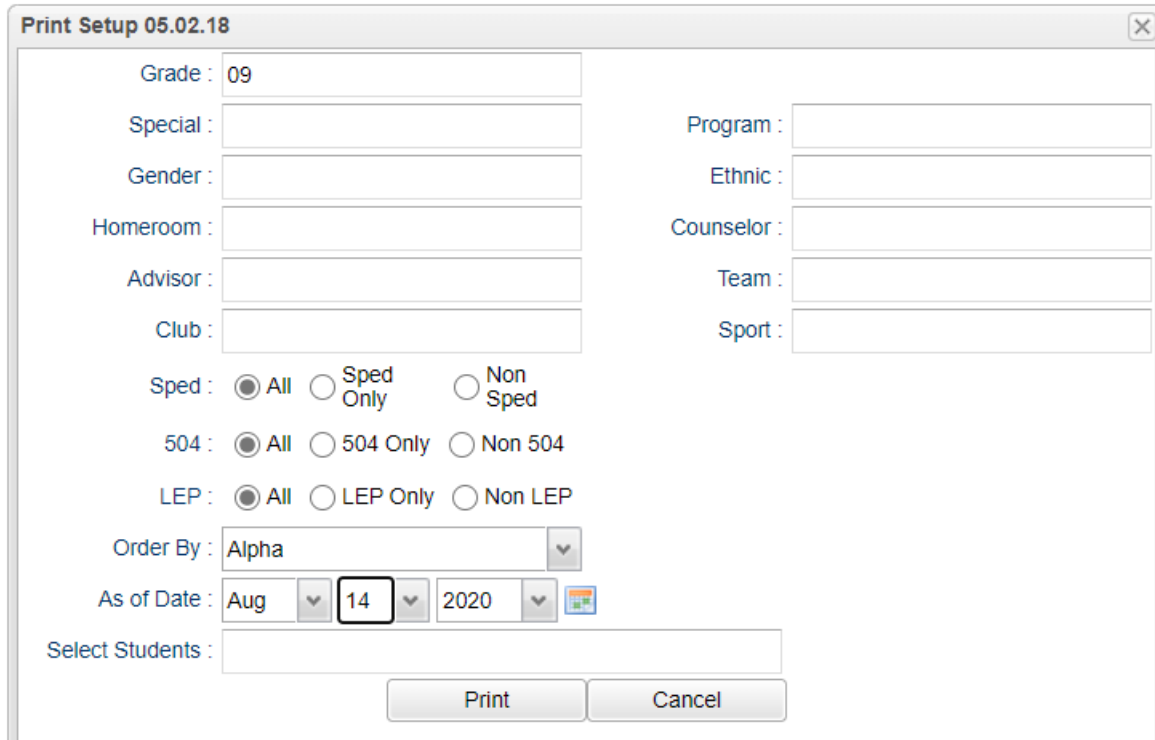
10. Click the **Find** button at the bottom of the screen to locate a student.
11. Grades information will be displayed for the student.

### 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.



The image shows a dialog box titled "Print Setup 05.02.18" with a close button in the top right corner. The dialog contains several input fields and radio button options. On the left side, there are fields for "Grade" (set to "09"), "Special", "Gender", "Homeroom", "Advisor", and "Club". On the right side, there are fields for "Program", "Ethnic", "Counselor", "Team", and "Sport". Below these fields are three sets of radio button options: "Sped" (with "All" selected), "504" (with "All" selected), and "LEP" (with "All" selected). There is also an "Order By" dropdown menu set to "Alpha". The "As of Date" field is set to "Aug 14, 2020", with the "14" highlighted by a black box. At the bottom, there is a "Select Students" text box and two buttons: "Print" and "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.