

# 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, 1819, 1718....." as far back in time as needed.
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 to match above years:: "1920, 1819, 1718, etc..."
  - **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 grade level for next year.
  - Example: High school sets to next year grade 09
  - Example: Middle school sets to next year grade 05.
4. Set **As of Date** to first day of school next year. Example: August 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 :

Gender :

Homeroom :

Advisor :

Club :

Program :

Ethnic :

Counselor :

Team :

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.