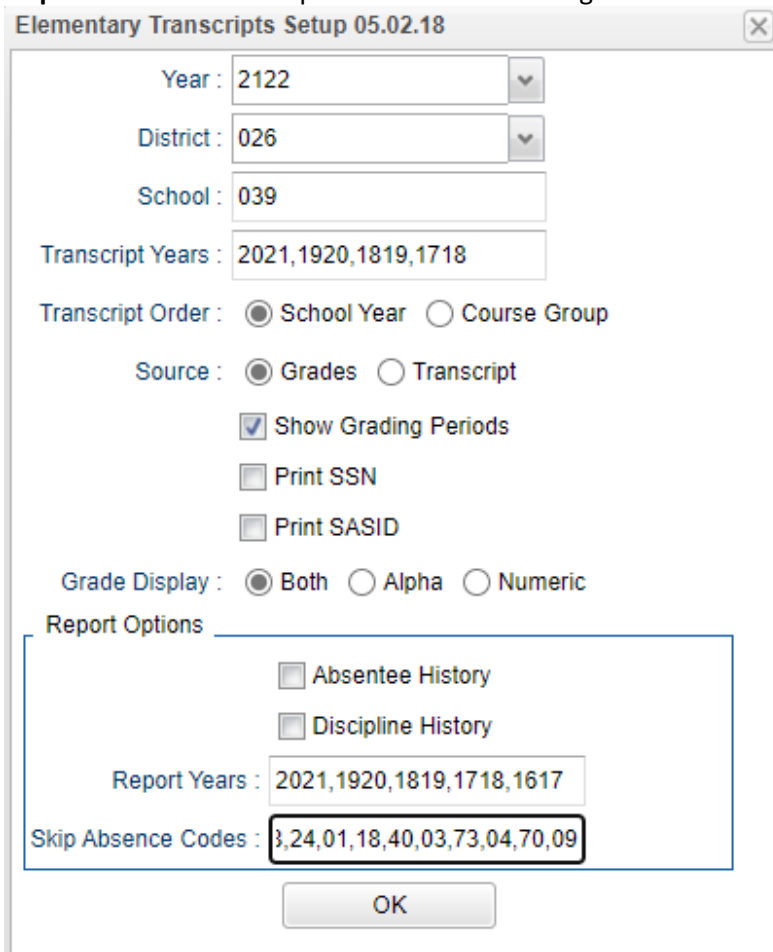


## Print Elementary Transcripts

Go to *Transcripts > Lists > Elementary Transcripts*.

- At the setup, set as follows:
  - **Transcript Years:** Set for year or years to show data for.
  - **Transcript Order:** Set for School Year
  - **Source:** Set for Grades
  - **Show Grading Periods:** Click to place a check.
  - **Grade Display:** Set for “Both”.
  - **Report Years:** Set for same years as *Transcript Years*.
  - **Skip Absence Codes:** Skip absence codes starting with “P”.



The screenshot shows a dialog box titled "Elementary Transcripts Setup 05.02.18". It contains the following fields and options:

- Year: 2122
- District: 026
- School: 039
- Transcript Years: 2021,1920,1819,1718
- Transcript Order:  School Year  Course Group
- Source:  Grades  Transcript
- Show Grading Periods
- Print SSN
- Print SASID
- Grade Display:  Both  Alpha  Numeric
- Report Options:
  - Absentee History
  - Discipline History
- Report Years: 2021,1920,1819,1718,1617
- Skip Absence Codes: 3,24,01,18,40,03,73,04,70,09
- OK button

- Click **Ok** to bring up the transcript system.

- Click the **Print Multiple** button at the bottom right.
  - **Grade:** Set for one grade at a time.
  - **Order:** Set for homeroom or alpha order, depending on how folders are arranged in your school.
- Click the **Print** button to print the documents.

Print Setup 05.02.18

Grade : 06

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 15 2021

Select Students :

Print Cancel