



# Quick Reference Guide: Running Transcripts (R702)

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## Section: FORMAT

- **Report Layout:** Select the **Report Layout** that best fits your building's needs. If a version has been made for your building specifically, it will be named *Custom1 – LACA* or *Custom2 – LACA*.

The screenshot shows the 'Transcript Formatter (R702)' interface with the following settings:

- Selection Criteria:** Selection Summary (selected), Load Settings
- Report Layout:** Custom1- LACA (indicated by a red arrow)
- Watermark Image:** None (dropdown)
- Watermark Alignment:** Top Left (dropdown)
- Footer Location:**  Directly Beneath the Detail Section,  At The Bottom of the Last Report Page
- Report Orientation:**  Portrait,  Landscape (indicated by a red arrow)
- Paper Kind:** Letter (dropdown)
- Paper Width:** 8.5
- Paper Height:** 11
- Margins (highlighted in a red box):**
  - Left Margin:** 0.2
  - Top Margin:** 0.2
  - Right Margin:** 0.2
  - Bottom Margin:** 0.2
  - Gutter:** 0.0

- **Report Orientation:** Most transcripts are built using the **Portrait Orientation**. If you find that your transcript is more than one page, either there is too much data or try adjusting the margins.
- **Margins:** It is recommended your margins are the same all around usually between **0.2 – 0.5**. This is based on your format, so you may need to experiment.



Once you get all the settings the way you like, it is recommended you create a load setting. You can create several load settings for each transcript you run each year i.e. Grade 9run, Grade 10 Run, etc. This way each time you come to the R702 screen just choose the load setting you want and it will fill in all the parameters we are choosing except the Report Layout.



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## Section: MARKS

School Year(s) For Marks	
2013-2014 2012-2013 2011-2012 2010-2011	
Mark Credit Type for Current Year	
Not Used Progress 1 Progress 3 Progress 4	Progress 2 Earned
Mark Credit Type for Prior Years	
Not Used Progress 1 Progress 3 Progress 4	Progress 2 Earned
Course Types	
C - Class L - Lunch Z - Study hall ESC - ESC course	

- **School Year for Marks:** Leave all years to the left because the system is smart enough to pull all the years based on the student record.
- **Mark Credit Type for Current Year:** The mark type you select will determine which marks are displayed. Here are the Mark Credit types for most schools:
  - Earned – Final Grade (Some High Schools use semester 1 and semester 2 as earned, but most use the Final).
  - Progress 2 – Semester 1 and Semester 2
  - Progress 1 – Grading Period 1, 2, 3, and 4.
- **Mark Credit Type for Prior Years:** Same as above, but this field is for previous years.
- **Course Types:** You can leave all these to the left unless you want certain classes not to appear.



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## Section: QUESTIONS

Show Separate Marks Subreports for Each School Year:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Show Separate Marks Subreports for Each School:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Show Separate Rows in Credits Subreport for Credits from Different Schools in the Same Year:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Print Transcript If Student Has No Marks:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Print Regular Course That Has No Marks:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Print Course History That Has No Marks:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Include Dropped Courses In Past Or Current Course Terms In Current Year:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Include Dropped Courses In Future Course Terms In Current Year:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Include Dropped Courses in Prior Years:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Require 'Update History' Flag to be True for Course to be on Transcript:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Require 'Is High School Credit' Flag to be True for Course to be on Transcript:	<input checked="" type="radio"/> Yes <input type="radio"/> No

- **Show Separate Marks Subreports for Each School Year:** Select Yes to display a separate Marks sub-report on the transcript for each separate school year displayed on the transcript. Selecting No will display all Marks for all school years on the transcript in a single sub-report.
- **Show Separate Marks Subreports for Each School:** If a student has courses from two different schools in the same year, do you want each school broken out in its own section? If so, answer Yes.
- **Show Separate Rows in Credits Subreport for Credits from Different Schools in the Same Year:** If the student was in two different buildings and has course history from each building, do you want each school broken out into its own section? If so, answer Yes.
- **Print Transcript If Student Has No Marks:** If you would like to print a transcript for a student who has no current marks or course history, answer Yes.
- **Print Regular Course That Has No Marks:** If a student has courses currently in progress but the courses do not have marks yet and you'd like them to print on transcripts anyway, answer Yes.
- **Print Course History That Has No Marks:** This option does not work, so just choose No.
- **Include Dropped Courses in Past or Current Course terms In Current Year:** If a student has dropped courses in a completed course term or the current course term, do you want the courses to print on the transcript? If you do want the dropped courses to print, answer Yes.
- **Include Dropped Courses in Future Course Terms in Current Year:** If a student drops a 2<sup>nd</sup> semester class and you are running the transcript in the middle of 1<sup>st</sup> semester, do you want the dropped 2<sup>st</sup> semester class printing on the transcript? If you want future drops printing, answer Yes.
- **Include Dropped Courses in Prior Years:** If a student has dropped classes in prior years, do you want the dropped courses from prior years printing on the transcript. If you do want the drops included, answer Yes.
- **Require "Update History" Flag to be True for Course to be on Transcript:** The Update History Flag on the Course determines if a course displays on the student's course history screen. Occasionally a school will unmark a course as Update History and does not want this course to print on the report card. In 99% of the cases you will want to mark Yes for this prompt.
- **Required "Is High School Credit" Flag to be True for Course to be on Transcript:** If set to Yes, courses will be excluded from the report if they are not checked as "Is High School Credit" on the course. Most High Schools say Yes on this option.



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## Section: GPA

**Prior Years GPA Sets**

Cumulative 2012	^ <-> v <->	
Grading Period 1 GPA 2012		
Grading Period 2 GPA 2012		
Grading Period 3 GPA 2012		

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**Current Year GPA Sets**

Cumulative 2013	^ <-> v <->	
Grading Period 1 GPA 2013		
Grading Period 2 GPA 2013		
Grading Period 3 GPA 2013		

**Refresh GPA Set Results:**  Yes  No

**GPA's will ONLY print for the school in context**

- **Prior Year GPA Sets:** This option allows you to add previous year GPA's on the transcript.
- **Current Year GPA Sets:** Move the GPA(s) to the right that you would like to appear on the transcript. If none is chosen, it will not be listed on the report.
- **Refresh GPA Set Results:** If yes, this option will refresh the GPA Set before printing. It is recommended that this is done if you have yet done it for the day. After that you can choose No to speed up printing, unless someone made changes since the last refresh.

## Section: Attendance

**School Year(s) For Attendance**

2013-2014	^ <-> v <->	2012-2013
2008-2009		2011-2012
2007-2008		2010-2011
2006-2007		2009-2010

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

**Absence Cutoff Date:** 5/30/2013

- **School Year(s) for Attendance:** Select the appropriate school years to be included in the transcript Absence History information. *If none are selected, all years will be used even if student not in that year.*
- **Show External Absence in Attendance Subreport Even IF Days Attended is Zero:** If the student has external absence records, do you want this external absence record to appear 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? If so, answer Yes.
- **Absence Cutoff Date:** Specify the date after which absences are not counted toward the attendance information listed on the transcript.



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## Section: Assessment

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 ACT	← → ⇐ ⇓	AP OGT PLAN
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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

- **Show Separate Subreport for Selected 4<sup>th</sup> Prof, 6<sup>th</sup> Prof, 9th Prof and OGT Tests:** If you would like the test scores from each test to show in a separate section, answer yes.
- **Show ACT, SAT, PSAT, PLAN, SAT2, and AP Assessment Data from AAT or MISC:** Always choose AAT.
- **Assessment Test Types:** Choose the test types to the right that you would like to display on the transcript.
- **Show Assessment Test Parts that are Failed and have “Required for Graduation” = ‘No’:** 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 and fail will NOT show the failing test part on the transcript. If Yes is selected a “Use custom Pass/Fail description” checkbox will be visible, with an associated textbox for the user to enter custom verbiage. If the box is checked, the custom verbiage entered in the textbox will be shown in the Assessment Subreport on the transcript. If the box is not checked, then the assessment standard verbiage of Passed will be shown for passing test part scores, and no verbiage will be shown for failing test part scores.
- **Show Assessment Test Parts that are Failed and have “Required for Graduation”= ‘Yes’:** Select whether or not to display on the transcript the test parts that the student has failed. This option applies to students who are required to take the OGT. If you select Yes, the “User custom Pass/Fail description” checkbox 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 checkbox, the P/F column is blank for failed test parts in the OGT grid.



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## Section: Misc Groups

<b>Misc Groups</b> Misc Group 1: 57 - 12TH GRADE PROFICIENT 58 - 12TH GRADE PROFICIENT 55 - 9TH GRADE PROFICIENT 56 - 9TH GRADE PROFICIENT	<input type="text"/> <input type="text"/>	<input type="text"/>	<b>Misc Data Definitions</b> <input type="text"/>	<input type="text"/>
<b>Misc Groups</b> Misc Group 2: 57 - 12TH GRADE PROFICIENT 58 - 12TH GRADE PROFICIENT 55 - 9TH GRADE PROFICIENT 56 - 9TH GRADE PROFICIENT	<input type="text"/> <input type="text"/>	<input type="text"/>	<b>Misc Data Definitions</b> <input type="text"/>	<input type="text"/>
<b>Misc Groups</b> Misc Group 3: 57 - 12TH GRADE PROFICIENT 58 - 12TH GRADE PROFICIENT 55 - 9TH GRADE PROFICIENT 56 - 9TH GRADE PROFICIENT	<input type="text"/> <input type="text"/>	<input type="text"/>	<b>Misc Data Definitions</b> <input type="text"/>	<input type="text"/>
<b>Misc Groups</b> Misc Group 4: 57 - 12TH GRADE PROFICIENT 58 - 12TH GRADE PROFICIENT 55 - 9TH GRADE PROFICIENT 56 - 9TH GRADE PROFICIENT	<input type="text"/> <input type="text"/>	<input type="text"/>	<b>Misc Data Definitions</b> <input type="text"/>	<input type="text"/>

- This section not used anymore.

## Section: Graduation Verification

<b>Choose Graduation Eligibility Rule:</b> <input type="text"/>	<input type="checkbox"/> Choose a Graduation Eligibility rule from the list to be used by Credit Summary subreport.
<b>Mark Type:</b> <input type="text" value="FIN - Final"/>	<input type="checkbox"/> 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.
<b>Recalculate Graduation Eligibility:</b> <input checked="" type="checkbox"/>	<input type="checkbox"/> 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.



*This option has to be built into the transcript format to appear on your report card.*

- **Choose Graduation Eligibility Rule:** Select a Graduation/Eligibility Rule from the dropdown list if you want to view the students' status for that rule on the report.
- **Mark Type:** Choose the mark type to use in current year's total. The mark type is only required Graduation Eligibility Rule is chosen.
- **Recalculate Graduation Eligibility:** Check this box if you want to recalculate the students' status for the selected rule. Recalculating makes the report run longer.



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## Section: Filters

<b>Student Status</b>		
D - DELETED 3 - 3-WAY STUDENT PA - GRANDPARENT POWER OF ATTORNEY F - FOSTER/COURT PLACED	↑ ↓	
<b>Administrative Homeroom</b>		
103 - Mr. Kurth (Full Year Term) 104 - Hickman (Full Year Term) 106 - Winer (Full Year Term) 108 - Mr. Ratzel (Full Year Term)	↑ ↓	
<b>Program</b>		
<b>Home School</b>		
039842 - Watkins Memorial High School (Sch)		
<b>Counselor</b>		
Greulik, Amy Wiard, Herbert Ruark, Stephanie MILLER, ERIN		
<b>Membership</b>		
15 - Extended Learning Time (Each Week) 15 - Guided Reading (Small Group Instruction) 15 - Increase Reading Time 15 - Interactive Writing	↑ ↓	
<b>Special Education Services</b>		
215001 - Adapted Physical Education Services 215002 - Aide Services 215003 - Attendant Services 215004 - Audiological Services	↑ ↓	
<b>Membership Group</b>		
41 - Academic Intracurricular Descriptions (Vocation: 22 - Disadvantaged Pupil Programs (DPPF) 24 - Emergency Immigrant Education Program 40 - Extracurricular/Intracurricular Programs and Se	↑ ↓	



If you are using ADHOC Memberships or entering student numbers (Page 8) all these filters should be empty on the right because those two items trump all filters. The less you filter the faster it runs.

- **Student Status:** Move the student statuses you would like to limit to the right. If you want all statuses, just leave them all to the left.
- **Administrative Homeroom:** Move the homerooms you would like to limit to the right. If you want all homerooms, just leave them all to the left.
- **Programs:** Only used by a JVS.
- **Home School:** Only used by a JVS. If you are not a JVS do not move any of them to the right or you will probably get fewer students than you want.
- **Counselor, Membership, Special Education Services, Membership group:** Only move any of these items to the right if you want to limit records based on these fields, otherwise keep all to the left.



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## Section: Other Filters

**Ad-Hoc Membership:** -- Select an Ad-Hoc Membership -- v  
Public And Private

**Student ID(s):**

**Homeroom Date:** 11/8/2013  

**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:**

- **Ad-Hoc Membership:** You can select Ad-Hoc Membership from the drop down list. If you select an Ad-Hoc Membership, only transcripts for students from that Ad-Hoc Membership will be used in the report. Check the **Public and Private** check box to see memberships created by other users.
- **Student ID's:** If transcripts are need for individual students, the student ID(s) may be input here, separated by a comma.
- **Homeroom Date:** Specify the date to use to retrieve students' homeroom. Should fall within the current school year.
- **Omit Unlisted Phone Numbers:** If you have phone numbers printing on your transcript, you can choose to omit unlisted numbers.
- **Show Building or District Admission Date:** If the building option is chosen, then the admission date from the student admission records will be shown. If the district option is chosen, then the district admission date from the student EMIS FS records will be shown.
- **Show Earliest or Latest Admission Date:** If the earliest option is chosen, then the earliest building or district admission date will be shown for the student, depending on the previous option. If the latest option is chosen, then the latest building or district admission date will be shown for the student, depending on the previous option.
- **Show Building or District Withdrawal Date:** If the building option is chosen, then the latest withdrawal date from the student admission records will be shown. If the district option is chosen, then the district withdrawal date from the latest EMIS FS record will be shown.
- **Common Text for Transcripts:** Type in common text that you would like to appear on the transcript.
- **Grading Scale:** Type in common grading scale text message to appear on transcript. ***For this option to work, you must have the Grading Scale option on the transcript format.***



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## Section: Processing Options

**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:**   
 UG - UG      09 - 09  
 06 - 06  
 07 - 07  
 08 - 08

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

**Sorting Options:**   
 Student Number (ASC)      Student Name (ASC)  
 Student Number (DESC)      Grade (ASC)  
 Student Name (DESC)  
 Homeroom (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.

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**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

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**Delivery Method:**      Pickup     

**Email Address:**      jeffdavis@laca.org

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**Description:**     

- Improve Performance by Separating Report Processing by Grade:** If you are running report cards by grade, choose this option to speed up processing. If you are using you must select a grade. If you are not running by grade, then uncheck this box and there is then no need to choose a grade. It is recommended to run a grade at a time to decrease run time.



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## Appendix A: Report Format

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	
Format12A AssessFrom AATNoLimit	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	Prints Homeroom Text – "Official Student Transcript" prints at the top Hard-coded grading scales appear at 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	