

Transcripts from in the PowerSchool SIS

- Log into PowerSchool.
- Choose the student(s) you wish to print transcripts for.
- Select the following Report options you would like printed on the transcript by checking the corresponding box:
 - Attendance
 - Transcript Comments
 - Community Service
 - Transfer-out information
 - Show Stored Grades regardless of Course Credit Type and Potential Credit Hours
 - Print Transcript Code from course Subject Area Code
 - Do not show Gender on Transcript
- Select the following Test scores you would like printed on the transcript by checking the corresponding box.
- Select the following Store Codes you would like printed on the transcript by checking the corresponding box.

Select Saved Setting

Setting Name

Report Options

Select the desired optional Transcript components.

- Attendance
- Transcript Comments
- Community Service
- Transfer-out information
- Show Stored Grades regardless of Course Credit Type and Potential Credit Hours
- Print Transcript Code from course Subject Area code
- Do not show Gender on Transcript

Select Tests

Select tests to include on the transcripts:

<input type="checkbox"/> ACT	<input type="checkbox"/> ACT_Additional_Scores	<input type="checkbox"/> Dist_Assessment	<input type="checkbox"/> ELPA	<input type="checkbox"/> ELPAscr	<input type="checkbox"/> EXPL
<input type="checkbox"/> Lexile	<input type="checkbox"/> LEXILE_TESTS	<input type="checkbox"/> Math_RIT	<input type="checkbox"/> MEAP	<input type="checkbox"/> MME	<input type="checkbox"/> PLAN
<input type="checkbox"/> Practice_ACT	<input type="checkbox"/> PSAT	<input type="checkbox"/> PSAT9	<input type="checkbox"/> SAT	<input type="checkbox"/> SAT_Additional_Scores	<input type="checkbox"/> SATII
<input type="checkbox"/> STAR	<input type="checkbox"/> WIDA	<input type="checkbox"/> WK			

Select Store Codes

Stored Grades records will be printed on the transcript if they are coded with one of the Store Codes selected below:

<input type="checkbox"/> Q1	<input type="checkbox"/> Q2	<input type="checkbox"/> Q3	<input type="checkbox"/> Q4	<input type="checkbox"/> S1	<input type="checkbox"/> S2
<input type="checkbox"/> S3	<input type="checkbox"/> SS	<input type="checkbox"/> T1	<input type="checkbox"/> T2	<input type="checkbox"/> T3	<input type="checkbox"/> Y1

- Select the GPA Method you would like printed on the transcript by clicking on the dropdown arrow and choosing it. You must also write in the GPA Description, a description of this GPA (ex: Weighted, etc.). This field is required. You can also Print Class Rank by clicking on the corresponding check box.
- You can also print the students Graduation/Leave Date on the transcript by checking the corresponding box and entering the student's graduation/leave date. NOTE: If the custom graduate information contains data in the Grad_Date field, the transcripts will print graduation status, graduation date, class rank, GPA, and school information from the custom graduate information screen.
- You can also add a Legend/Announcement by typing in the corresponding box.
- You can Save Settings for transcript by clicking the Save Settings button at the bottom, please note that clearing your cache/cookies could delete these settings.

GPA

Select GPA Method: GPA Description: Print Class Rank

NOTE: If the custom graduate information contains data in the Grad_Date field, the transcripts will print graduation status, graduation date, class rank, GPA, and school information from the custom graduate information screen.

Graduation

Prints "Expected Graduation", "Leave Date", or "Graduated" depending on enrollment status - OR

Prints "Graduated" and the date entered below on all transcripts

Graduation date:

NOTE: If the custom graduate information contains data in the Grad_Date field, the transcripts will print graduation status, graduation date, class rank, GPA, and school information from the custom graduate information screen.

Legend/Announcement

Legend/Announcement(add your own linebreaks, 12 line max)

800 characters left

Settings Name:

- If you click the submit button, the transcript will download in the lower left corner where you can print or save it as a .PDF.

