



## Printing the High School Official and Unofficial Transcripts

Note the following about printing the CPS High School Official and Unofficial Transcripts:

- ❖ There are two reports available: *CPS High School Official Transcript* and *CPS High School Unofficial Transcript*.
- ❖ The transcripts can be used to print either a single transcript for one student or a bulk transcript for the entire school population.
- ❖ In addition, the transcripts can be filtered, based on user preference (i.e., print for a particular homeroom of students, print by grade level, or print from a saved list).

The following screen capture illustrates features for printing the Official transcript. The same *Filters* are available for the Unofficial transcript.

Note available sort options. Click checkbox to run transcripts for previous year students.

These Preferences options are available for the Official transcript only.

To run for a single student, enter *Student ID number* and click *Run*.

To run bulk transcripts, click *Run*. Do not select any filters.

If other preferences are desired, use the default filters on the *Basic* or *Detail* tabs. For example, 12<sup>th</sup> graders.

Saved lists are also an option (for example, withdrawn students). See page 3 of this document for steps to create a saved list.

**Report Options: CPS\_High School Official Transcript**  
Bulk or Single printing of High School Official Transcript

**Preferences**

Select Sort: Alpha Last, First Name  
 Previous year students

**Filters**

Select filter criteria from sections below:

School (Root View)

**School Student**

**Basic** | **Detail**

Search by:

Student ID starts with  
School Student saved lists equals

**Scheduling Options**

**Output Options**

Save Save + Run **Run** Cancel



### Generating Transcripts for Previous Year Students

The following screen capture illustrates how to generate transcripts for previous year students. In this example, a school wants to generate transcripts for previous year graduates.

**Note:** schools have access in SIM to generate official transcripts for students who graduated the previous year only. If a transcript is needed for a former student beyond one year, contact the Office of Former Student Records at [www.cps.edu/studentrecords](http://www.cps.edu/studentrecords).

**Report Options: CPS\_High School Official Transcript**  
Bulk or Single printing of High School Official Transcript

**Preferences**

Select Sort: Alpha Last, First Name ▾  
 Previous year students

**Filters**

Select filter criteria from sections below:

**School (Root View)** ▾

**School Student**

**Basic** **Detail**

Category: Enrollment ▾  
Exit Code ▾ equals ▾ 55 Grad from a Chi Pub HS ▾  
**Add Criteria**

**Search Criteria**  
Match:  All Criteria  Any Criteria  
Exit Code equals "55 Grad from a Chi Pub HS"

**Save** **Save + Run** **Run** **Cancel**

Click *Previous year students* checkbox.

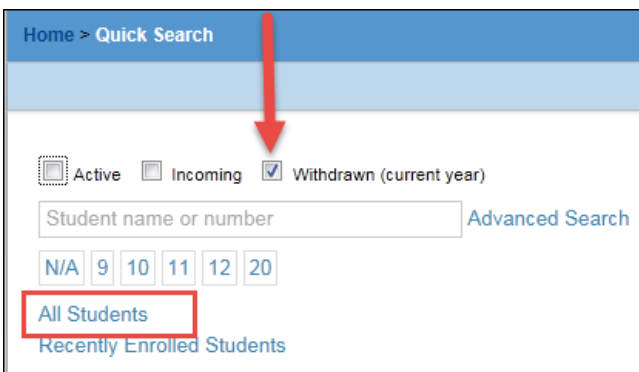
On the *Detail* tab, select the filters as illustrated. Click *Add Criteria* and *Run*.  
  
Official transcripts will be generated for any student who graduated the previous year.



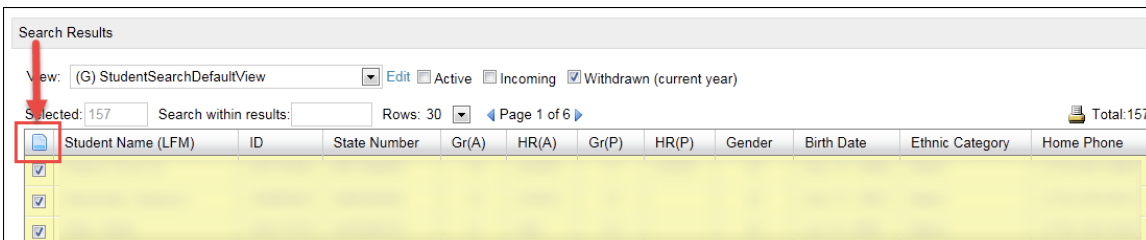
### Creating a Saved List

The following steps detail how to create a saved list of students and use it to generate transcripts for those students only. In this example, you are creating a saved list of all withdrawn students:

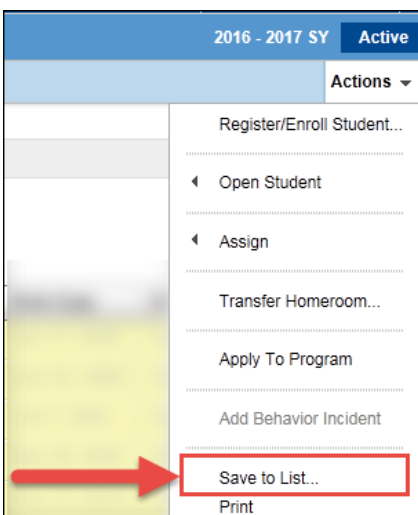
1. From the *Home Page*, only check the “*Withdrawn (current year)*” checkbox, and click the “*All Students*” link.



2. Under *Search Results*, click the paper icon, and select all withdrawn student records.



3. From the *Task bar*, select *Actions > Save to List...*





4. On the *Save To List* page, enter *List Name* (for example, *Withdrawn Students*), and click *OK*.

The screenshot shows a web interface for 'Save To List' with a breadcrumb trail 'Home > Student Search > Save To List'. The page title is '2016 - 2017 SY' and there are 'Active' and 'Planning' tabs. A message states '157 students selected'. A 'Create New List' dialog box is open, containing a radio button, a text input field for '\*List name:' with the value 'Withdrawn Students', and a 'Description:' field. The 'OK' button is highlighted with a red box. A '\*Required' label is visible at the bottom left of the dialog.

Note: Saved Lists will be accessible from your *Home Page* under the *Saved Lists* section.

