



## Printing the CPS Elementary School (ES) Transcripts

Note the following:

- ❖ ES students' final grades entered in Gradebook will be posted to the *CPS ES Transcript (Permanent Record)* report, which replaces the former ES Cumulative Card (Cum Card). The final grade calculation is based on the average of the numeric percent earned by the student in each marking period. This numeric percent is then translated to the appropriate letter grade based on each elementary school's individual grading scale.
- ❖ Students will have an ES Transcript in SIM, beginning with 2007-2008 School Year information AND a paper cumulative card with prior school year information, if applicable.
- ❖ The following roles can generate ES Transcripts: Principal, Counselor, Grading Coordinator, Status Coordinator, and Transcript Registrar.

The following screen capture illustrates features for printing ES Transcripts. Note that all transcripts generate as a PDF file.

To run for a single student, use the criteria "*Student ID equals*". Enter the *Student number* and click *Run*.

To run transcripts for all students, click *Run*. Do not select any filters.

If other preferences are desired (such as grade level or homeroom), use the default filters on the *Basic* or *Detail* tabs. For example, 8<sup>th</sup> graders:

Basic | Detail  
Search by:  
Grade Level (Active) equals Eighth Grade

Saved lists are also an option. For example, withdrawn students:

Basic | Detail  
Search by:  
Student ID starts with  
School Student saved lists equals Withdrawn Students

See page 4 of this document for steps to create a saved list.

Expand the *Scheduling Options* panel to schedule a transcript to run. For instance, transcripts can be scheduled to run on a particular date and time, as detailed on page 3 of this document.

Report Options: CPS\_ES Transcript (Permanent Record)  
This report is a Transcript only for students at an ES. To run for one student, use Chancery filters. Else run as is for all students. It provides an official transcript for an individual student. Owner: Office of Elementary Areas and Schools

Filters

Select filter criteria from sections below:

School (Root View) [v]

Scheduling Config [v]

School Student [^]

Basic | Detail

Search by:  
Student ID equals 12345678  
School Student saved lists equals [v]

Grade [v]

Homeroom [v]

Scheduling Options [v]

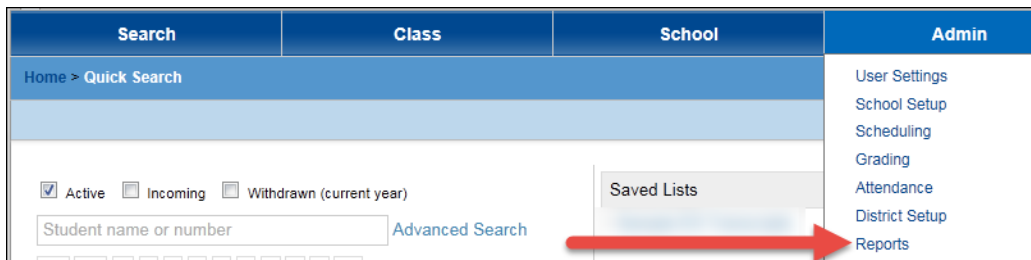
Output Options [v]

Save Save + Run Run Cancel

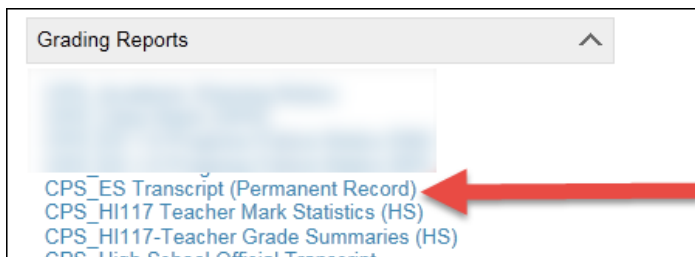


The following steps detail how to generate an ES Transcript for one student:

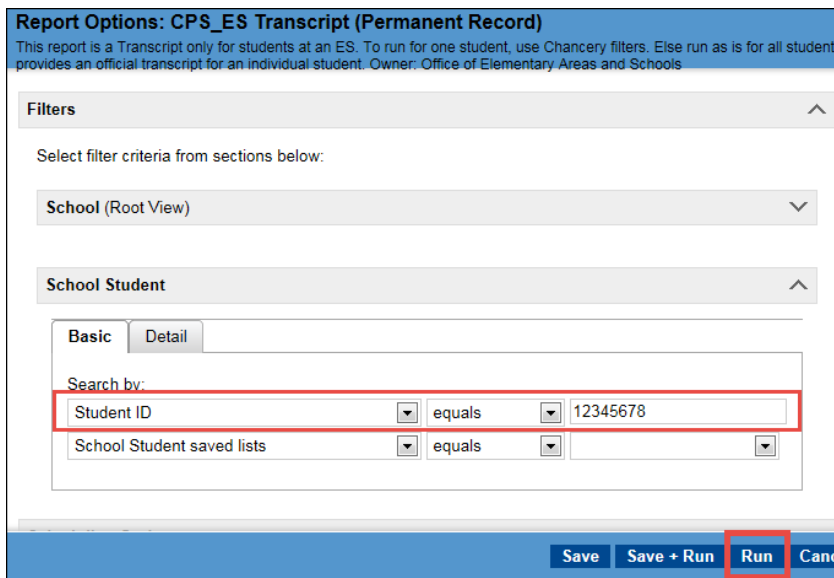
1. On the *Home Page*, on the horizontal *Menu bar*, under *Admin*, click *Reports*.



2. On the *School Reports* page, scroll down to the *Grading Reports* section and click *CPS ES Transcript (Permanent Record)*.



3. On the *Report Options* page, select the criteria "Student ID equals" and enter the Student ID number.



4. Click *Run*.



### Scheduling Transcripts To Generate

The following steps detail how to schedule an ES Transcript to generate at a particular date and time. In this example you will be generating transcripts after school hours for all students in the school.

1. Follow the steps on the previous page to navigate to the *Report Options* page.
2. On the *Reports Options* page, scroll down and expand the *Scheduling Options* panel.
3. Under the *Scheduling Options* panel, check the *One time* radio button and select the *Date and Time*

**Report Options: CPS\_ES Transcript (Permanent Record)**  
 This report is a Transcript only for students at an ES. To run for one student, use Chancery filters. Else run as is for all students. It provides an official transcript for an individual student.

**Scheduling Options**

Run now

One time

\*Date: 06/19/2017 mm/dd/yyyy

at: 10 : 00 PM

Save Save + Run **Run** Cancel

Click **Run** and note that the message "Report has been scheduled" will display.

4. Close the *Reports Options* page and navigate back to the *Home Page*.
5. On the *Home Page*, under *Scheduled Events*, click *Reports*.

Home > Quick Search

Active  Incoming  Withdrawn (current year)

Student name or number  Advanced Search

PE PK K 1 2 3 4 5 6 7 8 20

All Students  
Recently Enrolled Students

Saved Lists [Edit](#)

Scheduled Events

Reports

Note that the report is in the queue to start generating at the designated date and time. You will return to this page to download the report after generation.

Home > Quick Search > Report Management 2016 - 2017 SY Active Planning

Selected: 0 Total: 1

| Report   | Status      | Schedule | Recurrence | First Executed                    | Last Executed | File Name |
|--|-------------|----------|------------|-----------------------------------|---------------|-----------|
| <input checked="" type="checkbox"/> CPS_ES Transcript (Permanent Record) | Not Started | One time | Once       | Monday, June 19, 2017 10:00:00 PM | N/A           | N/A       |

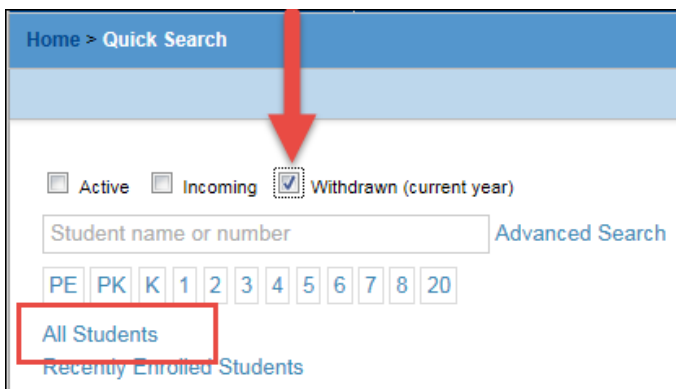
If you previously scheduled reports that do not appear above, the report may have been modified or deleted. Reschedule your report or contact your district administrator for more information.



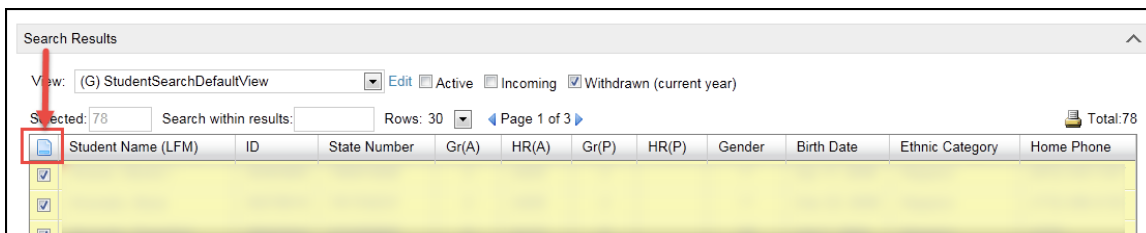
### Creating a Saved List

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:

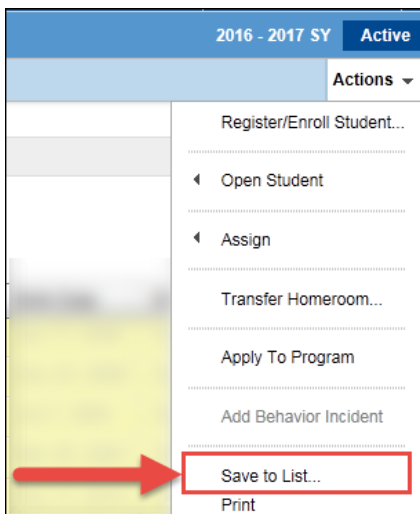
1. From the *Home Page*, only check the “*Withdrawn (current year)*” checkbox, and click the “*All Students*” link.



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*.

Home > Student Search > Save To List 2016 - 2017 SY Active Planning

78 students selected

Create New List

\*List name: Withdrawn Students

Description:

\*Required OK Cancel

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

