



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, 8th 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 For example, withdrawn students: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School Student saved lists equals Withdrawn Students

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 (i.e., 10/14/2014 at 10:00 pm).

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:

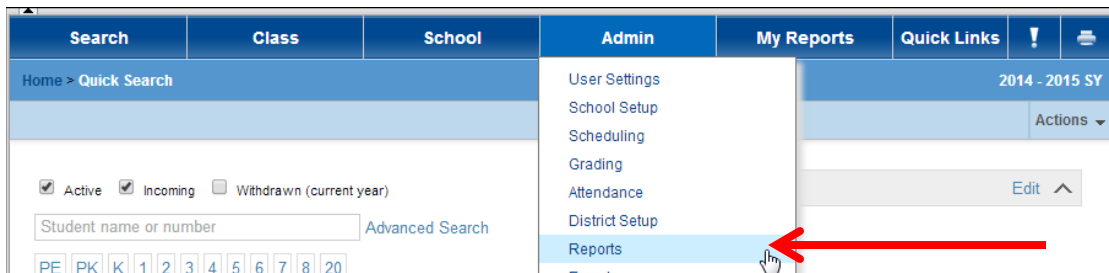
School (Root View) [v]
Scheduling Config [v]
School Student [^]
Basic Detail
Search by:
Student ID equals 12345678
School Student saved lists equals [v]
Grade [v]
Homeroom [v]
Scheduling Options [v]
Output Options [v]

Save Save + Run Run Cancel

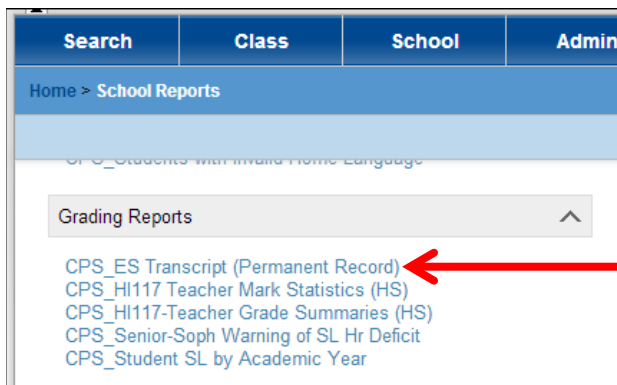


The following steps detail how to generate an ES Transcript for one student:

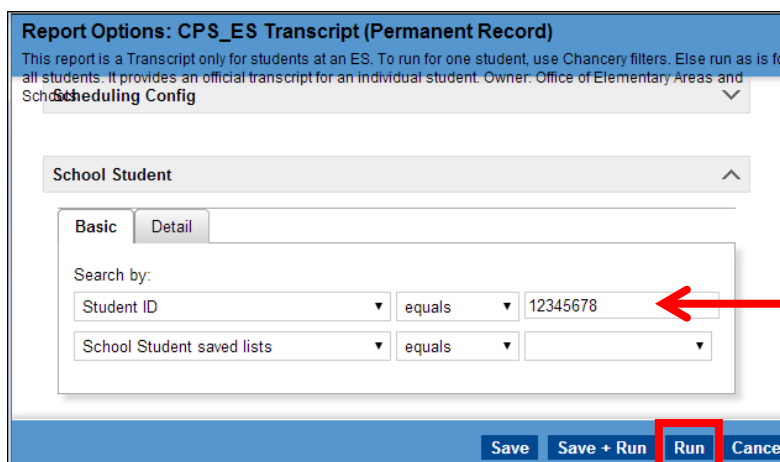
1. On the *Home Page*, on the horizontal *Menu bar*, under *Admin*, click *Reports*.



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*.



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

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*

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*.

6. On the *Report Management* page, 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.

Report	Status	Schedule	Recurrence	First Executed	Last Executed	File Name
CPS_ES Transcript (Permanent Record)	Not Started	One time	Once	Tuesday, October 14, 2014 10:00:00 PM	N/A	N/A