

Report for Students Currently Enrolled in: Dist: A Schl: \_\_\_\_\_  
For Unassigned/Graduate, use: Dist: B Schl: \_\_\_\_\_  
Limit to: \_\_\_\_\_ or Multiple students? N Unassigned/Grad? N  
Classes: \_\_\_\_\_ Include or Omit? - (I/O) D  
Student: \_\_\_\_\_ Include or Omit? - (I/O)  
Tag: \_\_\_\_\_  
Tag Category: \_\_\_\_\_

Include: \_\_\_\_\_  
E Attendance? N Attendance Grade Titles: \_\_\_\_\_

F Achievement Scores? N MME? N  
G Immunizations? N Rank? N

H Work In Progress? N Graduation Plan: N (D/S/B/N) J  
I Social Security #? N

Tag Information from Tags: K \_\_\_\_\_  
Sort By: 1 1=Year, Term, Course  
L 2=Grad. Req., Year, Term, Course  
3=Grad. Req., Year, Course, Term  
F3=Exit F4=Index F5=Reset F12=Cancel

- A Enter in your District and School here even if the student is currently unassigned (this is different than the standard transcript). For Graduated students, be sure to use the GRD district and appropriate school number that reflects the year.
- B If the student(s) you are selecting is either Graduated or Unassigned, you will need to enter in your District and School here; this tells the program which school name, address, and phone number to print. You will also have to enter Yes in the Unassigned/Grad field on the Limit to Student line.
- C You have several choices to Limit to - Individual class levels, individual or multiple students, students with particular tags or those who have tags in one or more particular categories. Keep in mind that if you enter in multiple tags or categories, the student(s) must have ALL that you enter here. (This is different than your "test score" tags - see item J below.)
  - ⇒ HINT If you don't know your student ID, you can enter in the first few letters of the last name and press F4. You will get a popup window where you can directly select your student or get the ID number.
- D If you indicate either a Tag or Tag Category, you need to enter in either an I to include or and O to omit based on your selections.

E You have the choice to enter in attendance summary information. If you have recently switched to Trimesters, you may also have to enter in Semesters to get previous years' attendance. This is required by the State Legislature so be sure to print on any "official" copies.

F We have the capability to import the electronic MME Test Score Results that you receive which will make them available for printing on the transcripts. If you say Y to these fields and you do not have test scores imported, your job will hang up so do not ask for these if you are not sure they are there. Contact Sherri if you have questions or are interested in getting these scores available for printing.

G Enter a Y to print an Immunization Summary at the bottom of the transcript.

H If you want to show the courses that the student is scheduled in for this school year, enter Yes. This will include all courses in a section titled WORK IN PROGRESS, whether they have been transcribed or not.

I You can elect to include the student Social Security Number or not. If you select No, the field label will not print either.

J You have multiple choices as to printing Graduation Plans.

D = District Plan only

S = State Plan only

B = Both District and State Plans

N = Neither

K If you are using Columnar Data Tags to record test scores on students and want them to print on the transcripts, you can enter up to six here.

L Sort function will default to 1, which is the most common way of printing transcripts. You can experiment with the other options to see if you like them better.

#### IN GENERAL

The standard grading scale and a signature line will print at the bottom of each transcript.

Due to data layouts you can select EITHER Immunizations (G) or Data Tag Information (K) to print. We can't get both because they are both wider than the column width will allow. In either choice, the form is limited to eleven total lines of data in this space.

If your student has graduated, the "Date of Graduation" appears at the top; otherwise "Expected Year of Graduation" will print.

In my testing, these printed properly on either your normal AS/400 OUTQ or your GR printer as well.

The GR.553 menu item will be placed on CIMS menus right below the standard GRD.551 Transcripts.