

**CIMS STUDENT TRANSCRIPTS  
Maintenance Review & Printing Options**

**December 2008**



Muskegon Area Intermediate School District

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## GRD.450 – Maintain Student Transcripts

The modifications to GRD.450 are currently under development. The following may change based on input from the Committee. This information is provided so you are aware of future changes and to understand the vision of the product.

In addition to the original graduation requirement field in GRD.450 – Student Transcripts, the program will also be enhanced to include a graduation requirement field for a State requirement and an override requirement. As additional enhancements, the section number, teacher ID, teacher name and the legend code will also be transcribed. These are not required for State graduation plans. The following screen is only a sample and may change as development continues.

SGS	Maintain Student Transcripts	Ref: GRD.4501.11
Line.....	52	
File ID:	000096842 JOE SCHMOE SR.	
District:	ZPS COMPUTER MGT DISTRICT	
School:	TST TEST HIGH SCHOOL	
Transfer Student? <u>Y</u>	From: <u>Seminole H.S. - Tallahassee, FL</u>	
Fiscal YR:	2006 Class: 11 Term: 2 Grade Title: S2	
Course:	U055 Description: JR CONNECT-2	Section: <u>13</u>
Teacher ID#:	<u>WINDT</u> Teacher Name: <u>WINDT C</u>	
Use in GPA? <u>Y</u>	Graduation Requirement: <u>LAN</u>	Override Grad Req: <u>    </u>
Apply to St Gr Req: <u>Y</u>	State Grad Requirement: <u>SLN</u>	Ovr State Grad Req: <u>    </u>
Final Grade: <u>B+</u>		Legend Code: <u>B</u>
Credit:	Grading Absences:	
Attempted: 2.500	Excused:	
Earned: 2.500	Unexcused:	
Grade Points Earned:		
Compute Points? <u>N</u>		
Grade level: 2 (1-3)	Regular	
Mode: Change	F6=Test Tracking	Cancel? <u>N</u>

When final grades are posted to GRD.450, it first looks at the District and State graduation requirements in SCH.310 for the course and uses it to fill the Grad Requirement and State Grad Requirement fields.

It then looks at the SCH.410 Course Request file to see if the requirements match. If the program finds a requirement in SCH.410 that differs from the requirement in SCH.310, it will also fill the corresponding "Requirement Override" field with the requirement found in SCH.410 for that course for that student.

**GRD.665 – Transcript Student Grades** will then include a couple of enhancements. First, when posting, it will fill the district grad requirement, the State requirement, and if necessary (based on the detail above) it will also fill an override requirement. Additionally, when posting, if the program finds that the first defined requirement has been fulfilled, it will look to subsequent buckets in SCH.310 to post the appropriate requirement in GRD.450.

Since some requirements can be met at grade levels prior to the high school level, GRD.801 – Purge Student Transcripts will also be modified. This needs to be discussed further at future Committee Meetings.

12/12/08 FY 09 MAISD TEST ENVIRONMENT DISTRICT 10:52:18 QPADEV0079  
 SGS Maintain Student Transcripts Ref: GRD.4501.01  
 File Id 000756957 KALEY S. ANDERSON FEMALE Age: 16 Class: GR

} new info.

Cum GPA: Crdt Attempted: Phone: Grad:  
 CrEr 09-12: 1.000 CrEr NOT 09-12: Cum Grad Crd Ern: Total Credit Ern: 1.000  
 On-line Learning Hours: of 20 GPA Credit Earnd: 1.000  
 Rank: of Rank Date:

CMD	DIS	SCH	Year	Course Description	Grade	Credit	Req
-	1	SLW	100	2008 TR1 XXX100 TRANS MATH	A-	.500	of .500 MTH
-	2	SLW	100	2008 TR1 XXXENG TRANS ENGLISH I	B+	.500	of .500 ELA

LOCATE \_\_\_\_\_ Valid Commands: A C D L F E

F13=Page Back

Line..... 1  
File ID: 000756957 KALEY S. ANDERSON  
District: SLW HAPPY DAYS PUBLIC SCHOOL DISTRICT  
School: 100 HAPPY DAYS HIGH SCHOOL  
Transfer Student? Y From: HOUSTON MIDDLE SCHOOL, MASSACHUSETTES  
Fiscal YR: 2008 Class: 12 Term: 1 Grade Title: TR1

Course: XXX100 Description: TRANS MATH Section: \_\_\_\_\_  
Teacher ID#: \_\_\_\_\_ Teacher Name: \_\_\_\_\_  
Use in GPA? Y Graduation Requirement: MTH Override Grad Req: \_\_\_\_\_  
Apply to St Gr Req: Y State Grad Requirement: MAT Ovr State Grad Req: \_\_\_\_\_  
Final Grade: A- Legend Code: \_\_\_\_\_  
Credit: \_\_\_\_\_ State Credit: \_\_\_\_\_ Grading Absences: \_\_\_\_\_  
Attempted: .500 Attempted: .500 Excused: \_\_\_\_\_  
Earned: \_\_\_\_\_ Earned: \_\_\_\_\_ Unexcused: \_\_\_\_\_  
Grade Points Earned: \_\_\_\_\_  
Compute Points? N  
Grade level: 1 (1-2) REGULAR

Mode: Add Cancel? N  
GEN 0011 PLEASE CONFIRM THE ABOVE DATA AGAIN.

Line.....1  
File ID: 000756957 KALEY S. ANDERSON Reason for Waiver: \_\_\_  
Course: XXX100 TRANS MATH  
Credit Waived? N  
Attempts: N  
Passed? N  
Score: \_\_\_ of \_\_\_  
Waiver Comment: \_\_\_\_\_

On-Line Learning Hours: .00  
Exclude from Cum Credits? N  
**Fields Below Used When Transcript Purge Program is Run**  
Completely Remove This Course From the Transcript at the Next School? N  
Remove this Course from the GPA Calculation at the Next School? N  
Remove the Credits from this Course at the Next School? N

Mode: **Change** Cancel? N

Report for: District: \_\_\_\_\_ School: \_\_\_\_\_

Limit to: Classes: \_\_\_\_\_ Student: 000774889 or Multiple Students? N Unassigned? Y

Print: One student per page? Y Additional student info? Y  
Ranking information? N Attendance History? N  
Tag information for tags: \_\_\_\_\_  
Print SSN? N

Format: Landscape? Y Columns: 4  
Page break before tags? N  
1 = by Year  
2 = 2 Columns  
3 = 3 Columns  
4 = 4 Columns  
F3=Exit F4=Index F5=Reset F12=Cancel

Need to be in "Open Assignment" to print dropped students

Enter Student ID # ; Unassigned = Y

Always print Landscape, 4 columns

Regular printer



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

Attendance? N Attendance Grade Titles:     

**F** Achievement Scores? N Rank? N  
Immunizations? N MME? N  
**G** Work In Progress? N Graduation Plan: N (D/S/B/N) I  
**H** Social Security #? N  
Tag Information from Tags: J  
Sort By: 1 1=Year, Term, Course  
K 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.
- 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.
- D If you have indicated either Tag or Tag Category, you will 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.



F None of the MAISD Clients use the existing MEAP programs to maintain test scores in CIMS, so you should enter No here. A switch has been set on the program that we don't use any of the testing modules, so if you inadvertently entered Yes here, you would only get a title row - no data. *(see below)*

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

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

I 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

J 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.

K 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 date layouts you can select EITHER Immunizations or Data Tag Information 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.

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.

*Note on F: Above. Some clients have had the MME scores loaded into CIMS. If you are one of those you can say Y to Achievement Scores + Y to MME + have them print on the transcripts. This can be in addition to other scores collected in 5/9/2008 data tags in Section J.*

# TRANSCRIPT OF COURSES

Student Name: [REDACTED]  
 UIC#: [REDACTED]  
 Student ID: [REDACTED] Grade: 12 Gndr: F Date of Birth: 4/04/91  
 Parent/Guardian: [REDACTED]

[REDACTED]  
 Counselor: [REDACTED]

Career Summary

Graduation Date:	5/31/09
Cumulative GPA:	3.88372
Total Credits Earned:	22.000
Total Credits Attempted:	22.000
Class Rank is:	20 of 162

Attendance Summary

Year	05-06	06-07	07-08	08-09
Pos Dys		178.0	58.0	
Attnd		170.5	58.0	

Subject	Mark	Cr	Earned
Grd: 09 05-06 SM1			
ADVISORY 9	CR	0.250	
SPEECH	A+	0.500	
ENGLISH I	A	0.500	
GENERAL SCI	A	0.500	
ALGEBRA	A-	0.500	
INTRO TO ART	A	0.500	
PHYS ED	A+	0.500	
Cr Att: 3.250 Cmp: 3.250	GPA: 4.000		
Grd: 09 05-06 SM2			
ADVISORY 9	CR	0.250	
ENGLISH I	A-	0.500	
CIVICS	A	0.500	
GENERAL SCI	A-	0.500	
ALGEBRA	A	0.500	
CERAMICS I	A-	0.500	
PHYS ED	A	0.500	
Cr Att: 3.250 Cmp: 3.250	GPA: 4.000		
Grd: 10 06-07 SM1			
ENGLISH II	A	0.500	
WORLD HIST	B+	0.500	
BIOLOGY	A	0.500	
GEOMETRY	A-	0.500	
SPANISH I	A	0.500	
PEER ASSIST	A	0.500	
Cr Att: 3.000 Cmp: 3.000	GPA: 3.833		
Grd: 10 06-07 SM2			
ENGLISH II	A	0.500	
WORLD HIST	B+	0.500	
BIOLOGY	A	0.500	
GEOMETRY	A	0.500	
SPANISH I	A	0.500	
PEER ASSIST	A	0.500	
Cr Att: 3.000 Cmp: 3.000	GPA: 3.833		
Grd: 11 07-08 TR1			
AMER LIT A	A	0.500	
BST A	A	0.500	
PSYCHOLOGY A	A	0.500	
SPANISH IIA	A	0.500	
US HISTORY A	A-	0.500	
Cr Att: 2.500 Cmp: 2.500	GPA: 4.000		
Grd: 11 07-08 TR2			
ADV. ALG A	A-	0.500	
AMER LIT B	A	0.500	
CHEMISTRY A	B+	0.500	

Subject	Mark	Cr	Earned
Grd: 11 07-08 TR3			
DRAW/PAINT I	A	0.500	
PSYCHOLOGY B	A	0.500	
Cr Att: 2.500 Cmp: 2.500	GPA: 3.800		
Grd: 12 08-09 TR1			
AP ENGLISH A	B+	0.500	
GOVERNMENT A	A	0.500	
THEATER APP	A	0.500	
TOPICAL HIST	A	0.500	
Cr Att: 2.000 Cmp: 2.000	GPA: 3.750		

WORK IN PROGRESS

Course Title	Term
ADV. PEER C	TRI3
THEATER APP	TRI1
GOVERNMENT B	TRI3
AP ENGLISH A	TRI1
AP ENGLISH B	TRI2
AP ENGLISH C	TRI3
GOVERNMENT A	TRI1
ADV. PEER C	TRI3
PHILOSOPHY	TRI3
BODY SCLPT C	TRI3
MARKETING	TRI2
GOVERNMENT A	TRI1
ADV. PEER A	TRI1
SELF DISC	TRI2
BODY SCLPT C	TRI3

ACHIEVEMENT SCORES

MME TEST SCORES				
Subject	Cls	Date	Sc	Prof Scr
MATH	11	03/2008	1088	4
READING	11	03/2008	1107	2
SCIENCE	11	03/2008	1107	2
WRITING	11	03/2008	1086	3
SOC STD	11	03/2008	1124	2
ELA	11	03/2008	1097	3

← MME scores imported into CMS

Key To Grading System

A	4.000	D+	1.000
A+	4.000	D-	1.000
A-	4.000	CR	0.500
B	3.000	AUD	0.000
B+	3.000	F	0.000
B-	3.000	I	0.000
C	2.000	N	0.000
C+	2.000	WF	0.000
C-	2.000	WP	0.000
D	1.000		

ACT WRIT TEST DATE	ENG MATH READ SCI COMP	COMB ENG /WRITE	WRT RNG
March, 2008	14 17 19 20 18	16	08

↗ Data tag test scores

Transcript is unofficial unless signed by a school official

Signature \_\_\_\_\_ Date: 12/12/08  
 School Official

