

PowerSchool Handbook

Academic History

Version 5.0
March 27, 2024



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Table of Contents

Part 1: Background Information.....	3
About This Handbook.....	4
Part 2: Managing Historical Grades.....	5
Historical Grades Overview	6
Entering Historical Grades.....	8
For Courses Completed Outside of SDUSD (including Charter School, IWLS, and College Schools).....	9
For Courses Completed within SDUSD.....	11
Repeated Course Grade Suppression Process.....	13
Running Grade Suppression for Identical Grades (D-D or F-F).....	15
Editing Records	17
Deleting Records from Historical Grades	20
Part 3: Transcript Overview	23
Transcript Overview	24
Part 4: Printing Transcripts	27
Printing a Transcript for a Student Who Left the District.....	28
Printing a Transcript for One Student	29
Printing a Transcript through Historical Grades	29
Printing a Transcript through System Reports	31
Printing Transcripts for a Group of Students.....	33
Printing Transcripts for All Students in a Specific Class Of.....	33
Printing Transcripts for all Students of a Specific Counselor.....	36
Printing Transcripts for a Small Number of Students	38
Configuring Transcript Page Setup for Printing	40
Printing in Firefox.....	40
Printing in Chrome.....	41
Saving Transcripts as a PDF.....	43

In Firefox.....	43
In Chrome.....	44
Part 5: Cumulative GPAs.....	45
Cumulative GPAs.....	46
Part 6: Other Student Data.....	47
Cumulative Information.....	48
Term Grades.....	50
Test Results.....	51
Part 7: Class Rank.....	53
SDUSD Class Rank.....	54
Exclude from Class Rank.....	55

Part 1: Background Information

About This Handbook

This handbook was created by the San Diego Unified IT Training Department as reference material for the Registrar or other staff member responsible for entering and managing historical grades, student transcripts and graduation documents in PowerSchool. It is updated periodically by the San Diego Unified IT Training Department.

If you have any questions about how to execute these tasks in PowerSchool, please contact the IT Help Desk: (619)209-HELP (4357) or submit a support request online at <https://sdusd.cherwellondemand.com>

NOTE: Dates and terms depicted throughout this handbook are used as examples and do not reflect the current scheduling school year or Term.

For questions regarding Academic History or Graduation Document policies or procedures, contact Veronica Ortega, Office of Counseling and Guidance, Leadership and Learning: vortega1@sandi.net



Part 2: Managing Historical Grades

Historical Grades Overview

There are times when course grades must be manually added to a student's Historical Grades record in PowerSchool, for example:

- Course grades completed at a school outside of the San Diego Unified School District.
- Specific district course grades. For example, Extended Day grades that were opted out of the storing process, or a grade change for a class taken at another SDUSD school.

Academic and Citizenship Grades

An academic grade must be entered for each course added. The citizenship grade must be entered, if provided.

The following academic and citizenship grades are to be used when creating a new Historical Grades record:

- **A, B, C, D, F, P, NC, and NG.**
- **E, G, S, N, and U.**

School Year (Academic Year)

A **School Year** must be entered for each course and grade earned.

For example, when referring to the **2016-2017** academic year, you will enter **2016** as the School Year in PowerSchool.

Store Codes

A **Store code** must be entered for each course and grade earned.

Store codes are the grading terms. The only valid **Store codes** for adding grades to **Historical Grades** are the following:

- **S1 – Semester 1**
- **S2 – Semester 2**
- **Q1 – Quarter 1**
- **Q2 – Quarter 2**
- **Q3 – Quarter 3**
- **Q4 – Quarter 4**
- **T1 – Trimester 1**
- **T2 – Trimester 2**
- **T3 – Trimester 3**
- **U0 – Summer School**

Deciding Which Store Code to Use

Enter only **FINAL GRADES** into Historical Grades. Do **not** enter **progress grades** into Historical Grades.

Extended Day Grades should be entered with store code **S1** or **S2**, whichever semester the course finishes.

IMPORTANT! Do **not** use Trimester for Extended Day classes.

Six-Week Term Grades (X1, X2, etc.) should be entered using store code **S1** or **S2**:

- X1, X2, X3 are Store code **S1**.
- X4, X5, X6 are Store code **S2**.

Changing Current Year Grades

Current year grade changes are **NEVER** manually added or updated in Historical Grades **UNLESS** the grades are for a class taken at another SDUSD school.

IMPORTANT! If a current year grade needs to be changed, the teacher must follow their school's procedure (which may include filling out a form and getting administrative approval), update PowerTeacher Pro, and notify the appropriate office personnel.

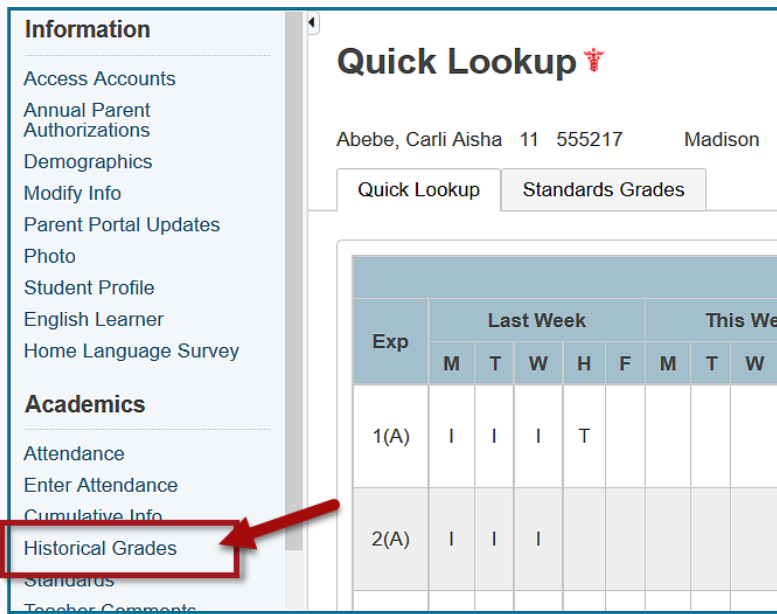
Grades for the student or students needing a grade change will then be restored using the Permanently Store Grades process.

Entering Historical Grades

The **Multiple New Entries** feature will allow multiple courses and grades to be entered at the same time.

IMPORTANT! When entering grades, use the **same date** for all entries for the same term. *Atypical schools might be an exception.*

1. From the **Start Page**, search for and select the student.
2. On the **Student Page**, select **Historical Grades**.



Information

- Access Accounts
- Annual Parent Authorizations
- Demographics
- Modify Info
- Parent Portal Updates
- Photo
- Student Profile
- English Learner
- Home Language Survey

Academics

- Attendance
- Enter Attendance
- Cumulative Info
- Historical Grades**
- Standards
- Teacher Comments

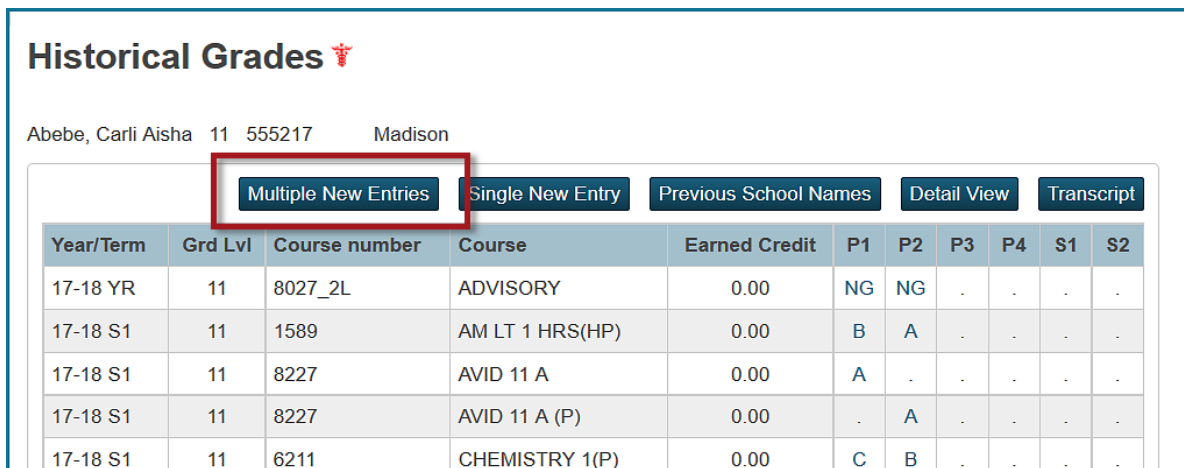
Quick Lookup 🏠

Abebe, Carli Aisha 11 555217 Madison

Quick Lookup Standards Grades

Exp	Last Week					This We		
	M	T	W	H	F	M	T	W
1(A)	I	I	I	T				
2(A)	I	I	I					

3. Select **Multiple New Entries**.



Historical Grades 🏠

Abebe, Carli Aisha 11 555217 Madison

Multiple New Entries Single New Entry Previous School Names Detail View Transcript

Year/Term	Grd Lvl	Course number	Course	Earned Credit	P1	P2	P3	P4	S1	S2
17-18 YR	11	8027_2L	ADVISORY	0.00	NG	NG
17-18 S1	11	1589	AM LT 1 HRS(HP)	0.00	B	A
17-18 S1	11	8227	AVID 11 A	0.00	A
17-18 S1	11	8227	AVID 11 A (P)	0.00	.	A
17-18 S1	11	6211	CHEMISTRY 1(P)	0.00	C	B

For Courses Completed Outside of SDUSD (including Charter School, IWLS, and College Schools)

Fill out the **Academic Record – Entry** screen as follows (**TURN ON CAPS LOCK**):

- **School name** – If listed in the drop-down menu, select the **Charter**, **IWLS**, or **College** school. If not listed, select one of the ***Out of District** schools.
- **School year** – Enter the academic year these courses were completed. (Remember, **2016** indicates the course was completed in the **2016–2017** academic year.)
- **Hist. grade level** – Enter the student’s grade level at the time of completing these courses.
Please Note: Only grades earned in 7th thru 12th grade can be entered.
- **Grade Suppression Policy Override** – Choose Exclude from Grade Suppression from the drop-down menu.
- **Grade Suppression Calculation** – Click the Exclude radio button.
- **Store codes** – Enter the appropriate store codes within the school year the student completed these courses. All store code entries need to be in **UPPERCASE** format.
- **Course #** - Enter the SDUSD Course number equivalent:

IMPORTANT!

- **Do not enter** Literacy or Math block course numbers (Enter each of their component course numbers instead).
- **Do not enter** Underscore courses, XXXX_2, XXXX_4, etc. (Enter the base XXXX course number instead).
- **Grade** – Select the grade earned from the drop-down menu.
- **Course Name** – If using a district course, Power School will automatically populate the correct district course name. If using a generic course number, enter the course name **IN CAPS**.
- **Teacher name** – Enter the name of the teacher or the word, **Staff**, if the teacher name is unknown.

If an ***Out of District** school was selected from the school name above, enter the **name of the school, city and state**.

- **Credit Type** – Power School will automatically populate the correct credit type.
- **GPA Calculation** – By default the **Include** radio button is selected.
*Select **Exclude** when earned grade is **NC, NG, or P** for Passing.*
- **Class Rank Calculation** – By default the **Include** radio button is selected.
*Select **Exclude** when earned grade is **NC, NG, or P** for Passing.*
- **Honor Roll Calculation** - By default the **Include** radio button is selected.
*Select **Exclude** when earned grade is **NC, NG, or P** for Passing.*

- **Citizenship** – Select the citizenship grade, if one was provided and can be converted to a Diego Unified School District citizenship grade (*This step is optional*).
 - Repeat this process for all other grading terms *within the same school year*.
- IMPORTANT!** Leave *all* other fields in their default settings.

Once all data has been entered for courses completed in the *same School year*, click **Submit**.

Academic Record - Entry

Aburto, Osiris 12 505980 Serra

Select the name of the **Charter, IWLS, or College** school from the drop-down menu. If not listed, select one of the ***Out of District** schools.

School name	* Out of District		
School year	2016 (example: for 1998-1999 school year, enter 1998)		
Hist. grade level	11		
Grade Suppression Policy Override	Exclude from Grade Suppression		
Grade Suppression Calculation	<input type="radio"/> Include <input checked="" type="radio"/> Exclude	Store code	S1 S2

Course #	0191	Grade	A
Course Name	ART 1 (P)	GPA points	4
Teacher name	Pacific View Charter, Sonoma, CA	Added value	
Credit type	S,F,2b,8	Percent	
GPA Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude	Citizenship	E
Class Rank Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude	Earned credit	1
Honor Roll Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude		
Display on Transcript	<input checked="" type="radio"/> Yes <input type="radio"/> No		

Enter the name of the teacher or the word, **Staff**, if the teacher name is unknown. If an ***Out of District** school is selected above, *enter the name of school, city and state*.

Select **Exclude** when earned grade is **NC, NG, or P** for *Passing*.

Course #	0192	Grade	A
Course Name	ART 2 (P)	GPA points	4
Teacher name	Pacific View Charter, Sonoma, CA	Added value	
Credit type	S,F,2b,8	Percent	
GPA Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude	Citizenship	E
Class Rank Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude	Earned credit	1
Honor Roll Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude	Potential credit	1
Display on Transcript	<input checked="" type="radio"/> Yes <input type="radio"/> No		



IMPORTANT! After all grades have been entered, you must continue to the **Repeated Course Suppression Process** beginning on page 13.

For Courses Completed within SDUSD

Fill out the **Academic Record – Entry** screen as follows (**TURN ON CAPS LOCK**):

- **School name** – From the drop-down menu, select the name of the school where the course was completed.
- **School year** – Select the academic year in which the courses being entered were completed. (Remember, **2016** indicates the course was completed in the **2016-2017** academic year.)
- **Hist. grade level** – Enter the student’s grade level at the time of completing these courses.
- **Grade Suppression Policy Override** – For **SDUSD Schools**, leave the field blank, or select the appropriate year range based on the school year selected above.
- **Grade Suppression Calculation** – Leave this setting to the default of **Include**.
- **Store codes** – Enter the appropriate store codes within the school year the student completed these courses. All store code entries need to be in **UPPERCASE** format.
- **Course #** - Enter the *SDUSD Course number*.

IMPORTANT!

- **Do not enter** Literacy or Math block course numbers (Enter each of their component course numbers instead).
- **Do not enter** Underscore courses, XXXX_2, XXXX_4, etc. (Enter the base XXXX course number instead).
- **Grade** – Select the grade earned in this course from the drop-down menu.
- **Course Name** – Power School will automatically populate the correct district course name.
- **Teacher name** – Enter the name of the teacher.
- **Credit Type** – Power School will automatically populate the correct credit type.
- **GPA Calculation** – By default the **Include** radio button is selected.
*Select **Exclude** when earned grade is **NC, NG, or P** for Passing.*
- **Class Rank Calculation** – By default the **Include** radio button is selected.
*Select **Exclude** when earned grade is **NC, NG, or P** for Passing.*
- **Honor Roll Calculation** – By default the **Include** radio button is selected.
*Select **Exclude** when earned grade is **NC, NG, or P** for Passing.*
- **Citizenship** – Select the citizenship grade if one was provided (*This step is optional*).
- Repeat this process for all other grading terms *within the same school year*.

IMPORTANT! Leave *all* other fields in their default settings.

Once all data has been entered for courses completed in the *same School year*, click **Submit**.

Academic Record - Entry

Adlao, Blake 12 82700129 Serra

School name	Crawford High	Leave this field blank, or select the appropriate year range based on the school year.	
School year	2016	(es. apply for 1998-1999 school year, enter 1998)	
Hist. grade level	11		
Grade Suppression Policy Override			
Grade Suppression Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude	Store code	S1 S2

Course #	6111	Grade	A
Course Name	BIOLOGY 1(P)	GPA points	4
Teacher name	Mr. Smith	Added value	
Credit type	S,D,6c,8	Percent	
GPA Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude	Citizenship	E
Class Rank Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude	Earned credit	1
Honor Roll Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude	Select Exclude when earned grade is NC , NG , or P for <i>Passing</i> .	
Display on Transcript	<input checked="" type="radio"/> Yes <input type="radio"/> No		

Course #	6112	Grade	B
Course Name	BIOLOGY 2(P)	GPA points	3
Teacher name	Mr. Smith	Added value	
Credit type	S,D,6c,8	Percent	
GPA Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude	Citizenship	E
Class Rank Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude	Earned credit	1
Honor Roll Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude	Potential credit	1
Display on Transcript	<input checked="" type="radio"/> Yes <input type="radio"/> No		



IMPORTANT! After all grades have been entered, you must continue to the **Repeated Course Suppression Process** beginning on page 13.

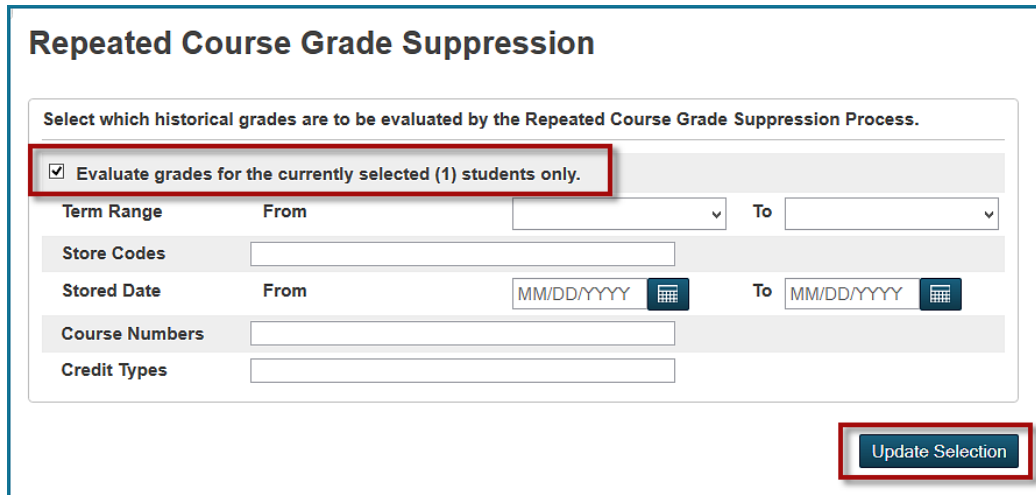
Repeated Course Grade Suppression Process

Run repeated course suppression on an individual student, or a selection of no more than 10 students at a time.

1. On the **Start Page**, select the student or group of students for which grade changes have taken place.

NOTE! Do not select more than 10 students at a time.

2. Select **System** on the main menu.
3. On the **System Administrator** page, under the **Grades** heading, select **Repeated Course Grades Suppression**.
4. On the **Repeated Course Suppression** page, verify the **Evaluate grades for the selected student only** box is checked and has the correct number of students.
5. Select **Update Selection**.



6. The **Preview Historical Selection Count** will give you a total of the historical grade records for the selected student/s.
7. Select **Run Repeated Course Grade Suppression Process**.

NOTE! Suppression will not run if the total count is over 24,000 historical records.

Repeated Course Grade Suppression

Select which historical grades are to be evaluated by the Repeated Course Grade Suppression Process.

Evaluate grades for the currently selected (1) students only.

Term Range From To

Store Codes

Stored Date From To

Course Numbers

Credit Types

Update Selection

Preview Historical Grade Selection Count

188 Historical Grade Records Selected

 Running the Repeated Course Grade Suppression Process may affect other stored grades.

Run Repeated Course Grade Suppression Process

Running Grade Suppression for Identical Grades (D-D or F-F)

This function was implemented to replace the manual grade suppression for identical grades of “D” or “F” and can be run for one student, a student selection, or all students at a school.

This page will display all instances where a suppression should take effect. User should review and determine if results are accurate before suppressing grades.

NOTE: The Remove button does not delete a record, it simply removes the student and historical grades from being processed.

- You should never see an out of district school displayed on the results. If you do, please apply the correct suppression settings to exclude in the historical grade.
- Inactive students will also display on this page and may or may not need suppression of grades. Review and determine if suppression needs to take place.
- Grades of NG, NC, or P should never suppress an “F”, nor can an “F” or any grade suppress an NG, NC, or P.

1. On the **Start Page**, select **System**.
2. Scroll down to the **Grades** heading and select **Grade Suppression for Identical Grades, D to D or F to F**.
3. On the **Repeated D, F Suppression** page, evaluate each item returned.
4. Remove records as needed.
5. Click **Suppress Grades**.

Repeated D, F Suppression

Student Selection All Students at

Grades with this background color will be adjusted upon submission of this page.

Grade: 11

Inactive

School	Course	Grade	School year (Term)	Storecode	Current Suppression Code	New Suppression Code
San Diego Int'l Studies	BIOLOGY 2(P) (6112)	F	12-13(12-13)	S2		R
San Diego MVP Arts	BIOLOGY 2(P) (6112)	F	13-14(13-14)	U0		R
San Diego Early/Middle College	BIOLOGY 2(P) (6112)	F	13-14(S2)	S2		

Grade: 9

Inactive

School	Course	Grade	School year (Term)	Storecode	Current Suppression Code	New Suppression Code
Knox Middle	ALGEBRA 2(P) (4042)	F	13-14(S2)	S2		R
San Diego Early/Middle College	INTG MATH I B (P) (4158)	F	14-15(S2)	S2		

Editing Records

IMPORTANT! *Never change **Historical Grades** records for the current year!* If a current year grade needs to be changed, the teacher must follow their school's procedure (which may include filling out a form and getting administrative approval), update PowerTeacher Gradebook, and notify the appropriate office personnel of the change because grade changes will need to be restored.

To change information for a **Historical Grades** record from a *previous year*, do the following:

1. On the **Start Page**, search for and select the student.
2. On the **Student Page**, select **Historical Grades**.
3. Click the [grade link](#) of the record you wish to edit.

Historical Grades

Adde, Skyler Raven 12 535193 Serra

Multiple New Entries
Single New Entry
Previous School Names
Detail View
Transcript

Year/Term	Grd Lvl	Course number	Course	Earned Credit	P1	P2	P3	P4	S1	S2
17-18 S1	12	1698	ERWC 1 (P)	0.00	A
17-18 S1	12	6839	GOV&P:US AP(HP)	0.00	B
17-18 S1	12	8841	MULTIMED PROD 3(P)	0.00	A
17-18 YR	12	5712_2	PHYS ED-INT ATH	0.00	-
17-18 S1	12	6151	PHYSIOL 1 (P)	0.00	A
17-18 S1	12	4161	PRCAL1 (P)	0.00	B
16-17 S1	11	1583	AM LIT 1 (P)	1.00	B	C	.	.	B	.
16-17 S2	11	1584	AM LIT 2 (P)	1.00	.	.	B	B	.	C
16-17 S1	11	6211	CHEMISTRY 1(P)	1.00	C	C	.	.	C	.
16-17 S2	11	6212	CHEMISTRY 2(P)	1.00	.	.	B	B	.	B
16-17 S1	11	4163	INTG MATH III A(P)	1.00	C	C	.	.	B	.
16-17 S2	11	4164	INTG MATH III B(P)	1.00	.	.	B	A	.	B
16-17 S1	11	2339	SPN LIT1 AP(HP)	1.00	B	C	.	.	B	.

4. The following are the **ONLY** fields you can change on the **Edit Stored Grades** screen:
 - **Hist. grade level** may be changed, in some instances.
 - **Teacher name**

- **Grade**
 - GPA Points (Power School will automatically populate the correct GPA Points)
 - Earned credit hours (Power School will automatically populate the correct Earned credit hours)
 - Potential credit hours (Power School will automatically populate the correct Potential credit hours)
- **Citizenship**

5. The **Repeated Course Grade Suppression Process** has been checked by default.

6. Click **Submit**.

IMPORTANT! *Course numbers or Course Name cannot be changed!* If it is determined that a course change is needed on a historical grade, the entire record must be ***deleted*** (See **Deleting Records from Historical Grades**, page 20). ***You MUST refer to your school's policy regarding course and grade changes BEFORE you DELETE the record!***

Once the record has been deleted, you must go back and **Add** the ***correct course*** in Historical Grades. (See **Adding Courses to Historical Grades**, page 6.)

Edit Stored Grade

Adde, Skyler Raven 12 535193 Serra

School	Serra High
Term ID	2602
School year (Term)	2016-2017 (Semester 2)
Store code	S2
Hist. grade level	11
Associated section	1584-4 (Fitzmaurice, Junior Stuart, Exp. 4(A))
Course number	1584
Course name	AM LIT 2 (P)
Teacher name	Fitzmaurice, Junior Stuart
Associated grade scale	Scholarship Marks
Grade	C
GPA points	2
Added value	0
Percent	71
Citizenship	G
Absences	3
Tardies	1
Earned credit hours	1
Potential credit hours	1
Credit type	S,B,1c,8
Grade Suppression Policy Override	
Grade Suppression Code	
Grade Suppression Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
GPA Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Class Rank Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Honor Roll Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Graduation Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Display on Transcript	<input checked="" type="radio"/> Yes <input type="radio"/> No
Teacher comment	
Change history	[6/16/17-08:31:43 AM-u0-s357]Created by store grades
Repeated Course Grade Suppression Process	<input checked="" type="checkbox"/> Run

In some instances, Hist. grade level may be changed.

These are the **ONLY** fields that should be changed.

Delete Submit

Deleting Records from Historical Grades

To delete a course from Historical Grades, do the following:

1. From the **Start Page**, search for and select the student.
2. On the **Student Page**, select **Historical Grades**.
3. Click the **grade link** of the record you wish to delete.

Historical Grades

Adlao, Blake 12 82700129 Serra

Multiple New Entries Single New Entry Previous School Names Detail View Transcript

Year/Term	Grd Lvl	Course number	Course	Earned Credit	P1	P2	P3	P4	S1	S2	U0
17-18 S1	12	0244	DES MIX MED1(P)	0.00	A
17-18 S1	12	1698	ERWC 1 (P)	0.00	D
17-18 S1	12	6757	GOVERNMENT 1(P)	0.00	D
17-18 S1	12	8839	MULTIMED PROD 1(P)	0.00	-
17-18 S1	12	5757	PE STRENGTH/COND 1	0.00	-
17-18 YR	12	6312	PHYSICS 2(P)	1.00	A
17-18 S1	12	6834	PSYCH 1 AP(HP)	0.00	A
16-17 S1	11	1583	AM LIT 1 (P)	1.00	F	D	.	.	C	.	.
16-17 S2	11	1584	AM LIT 2 (P)	1.00	.	.	B	A	.	B	.
16-17 S1	11	6111	BIOLOGY 1(P)	1.00	A	.	.
16-17 S2	11	6112	BIOLOGY 2(P)	1.00	B	.
16-17 S1	11	6511	HUM GEO1 AP(HP)	1.00	F	D	.	.	D	.	.
16-17 S2	11	6512	HUM GEO2 AP(HP)	1.00	.	.	F	D	.	D	.

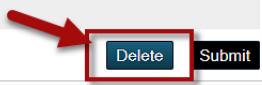
IMPORTANT! Print the **Edit Stored Grade** page **BEFORE** deleting.

4. Click **Delete**.
5. Click **Confirm Delete**.

Edit Stored Grade

Adlao, Blake 12 82700129 Serra

School	Crawford High
Term ID	2602
School year (Term)	2016-2017 (Semester 2)
Store code	S2
Hist. grade level	<input type="text" value="11"/>
Associated section	None
Course number	6112
Course name	BIOLOGY 2(P)
Teacher name	<input type="text" value="Mr. Smith"/>
Associated grade scale	Scholarship Marks
Grade	<input type="text" value="B"/>
GPA points	3
Added value	0
Percent	0
Citizenship	<input type="text" value="E"/>
Absences	<input type="text" value="0"/>
Tardies	<input type="text" value="0"/>
Earned credit hours	1
Potential credit hours	1
Credit type	S,D,6c,8
Grade Suppression Policy Override	<input type="text"/>
Grade Suppression Code	<input type="text"/>
Grade Suppression Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
GPA Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Class Rank Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Honor Roll Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Graduation Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Display on Transcript	<input checked="" type="radio"/> Yes <input type="radio"/> No
Teacher comment	<input type="text"/>
Change history	[11/6/17-02:32:35 PM-u25655346-s357]New [11/6/17-02:32:35 PM-u25655346-s357]Modified; TermID old=2600 new=2602
Repeated Course Grade Suppression Process	<input checked="" type="checkbox"/> Run



Part 3: Transcript Overview

Transcript Overview

Changes were made to the San Diego Unified Transcript in February 2017, and again in October 2017. See below for a list of changes:

- Additional watermark options include, blank, Confidential, File Copy. *Unofficial* will continue as the default setting.
NOTE: To print an *Official* transcript, select the **blank** as the watermark option.
- The school's College Board code **CEEB** is displayed for all secondary schools.
- Entry Date reflects the date the student enrolled at your school for the current school year.
- Historical grade sort is by term regardless of the grade, beginning with the Summer School Term U0, if applicable.
- Out of District Schools, including charter schools, IWLS, and college schools are identified with an **asterisk (*)** followed by the school name.
- GPA Summary
 - Class Rank
 - Class Size
- Assessment
- Other Courses & Requirements met
- Activities & Awards
- Work in Progress
- Students notes/remarks
- Pagination
- The **Legend** near the bottom of the Transcript has been updated to reflect the new changes.
 - # = Weighted Course
 - **R** = Suppressed Grade
 - **P** = College Prep
 - **HP** = Honors Prep
 - **M** = Max Credit

San Diego Business/Leadership - 1405 Park Bl San Diego, CA 92101 Tel: (619) 525-7461						CEEB: 053209
Student Name	Date of Birth	Gender	Grade	Student Number	State ID	
Morales Rodriguez, Sydni Danika	12/04/1998	F	12	122298230	8068117318	
Parent/Guardian/Home Address/Phone	Entry Date	Counselor			Class of	
Ashlie Morales Rodriguez 639 MAHALO CT SAN DIEGO, CA 92104	08/29/2016	Mr. Rios			2017	
	Exit Date	Diploma Type			Graduation Date	
	06/15/2017	Diploma			06/14/2017	

Grade	Credit	Course	Year	Grade	Credit	GPA Summary			
Term:S1	Grade:8	* King-Chavez Community High 14-15				Term:S2	Grade:10		
D	1.00	8102 KC ADVISORY		P	0.25	GPA Type		GPA Credits Attempted	
		8334 KC BIOLOGY 2		A	1.00	10-12 Total GPA	2.67	49	
Term:S2	Grade:8	4314 KC GEOMETRY 2		C	1.00	10-12 Total WGPA	2.76	49	
		0611 KC JOURNALISM 1		A	1.00	10-12 WGPA w/o PE	2.70	47	
		K182 KC READ ENRICH 2		B	1.00	9-12 Total WGPA	2.79	63	
		1894 KC SOPH ENG 2		B	1.00	Total Graduation Credits Earned: 62			
		2424 KC SP SPKRS 4		F	0.00	Total 9-12 Graduation Credits Earned: 61			
		K038 KC VIDEO PROD 4		B	1.00	Class Size: 123 Class Rank: 55			
		6744 KC WORLD HIST 2		C	1.00	Ranked by 10-12 Total Weighted GPA			
						Assessments			
						Test	Date Taken	Subject	Score
						CAHSEE	03/18/2015	Math	Met
							03/17/2015	English Total	Met
						FITNESSGRAM	02/28/2014	Overall	Met
						Other Courses and Requirements Met			
						Course Name	Crs ID	School	Term
						Work In Progress			
						Crs ID	Course Name	Term	

Grade	Credit	Course	Year	Grade	Credit		
Term:S1	Grade:9	* King-Chavez Community High 13-14				Term:S2	Grade:9
P	1.00	K901 KC ACAD INTERV 1		P	0.25	1583 AM LIT 1 (P)	D
		8102 KC ADVISORY		B	1.00	8863 BUS MGMT/OWN 1	B
		4303 KC ALGEBRA IA		A	1.00	0514 BUSINESS 100 1	B
		1891 KC FRESH ENG 1		A	1.00	6211 CHEMISTRY 1(P)	A
		5591 KC PHYS ED 1		C	1.00	4163 R INTG MATH III A(P)	D
		K831 KC PHYSICS 1		B	1.00	8277 MOD MED MKT 1(P)	A
		2297 KC SP SPKRS 1		B	1.00	8060 SR HIGH AVID	C
		K035 KC VIDEO PROD 1		B	1.00	6721 # US HST 1 AP(HP)	F
		K191 KC WRIT WRKSHP1		D	1.00	San Diego Business/Leadership 15-16	
Term:S2	Grade:9	* King-Chavez Community High 13-14				Term:S2	Grade:11
P	1.00	K902 KC ACAD INTERV 2		P	0.25	1584 AM LIT 2 (P)	A
		8102 KC ADVISORY		A	1.00	8864 BUS MGMT/OWN 2(P)	A
		4304 KC ALGEBRA IB		A	1.00	6212 CHEMISTRY 2(P)	A
		1892 KC FRESH ENG 2		A	1.00	4164 INTG MATH III B(P)	C
		5592 KC PHYS ED 2		A	1.00	8278 MOD MED MKT 2(P)	A
		K832 KC PHYSICS 2		C	1.00	2324 SPN 4(P)	B
		2298 KC SP SPKRS 2		D	1.00	8060_2 SR HIGH AVID	A
		K036 KC VIDEO PROD 2		A	1.00	6722 # US HST 2 AP(HP)	C
		K192 KC WRIT WRKSHP2		C	1.00	SS San Diego Int'l Studies 16-17	
Term:S1	Grade:10	* King-Chavez Community High 14-15				Term:U0	Grade:12
P	0.25	8102 KC ADVISORY		P	0.25	4163 INTG MATH III A(P)	A
		8333 KC BIOLOGY 1		C	1.00	6701 US HST/GEO 1(P)	B
		4313 KC GEOMETRY 1		C	1.00		
		K897 KC INTR/ART/SOC MVT 1		C	1.00		
		KC READ ENRICH 1		B	1.00		
		KC SOPH ENG 1		C	1.00		
		KC SP SPKRS 3		B	1.00		
		KC VIDEO PROD 3		B	1.00		
		KC WORLD HIST 1		B	1.00		

HP = Honor Prep P = College Prep M = Max Credit R = Suppressed Grade # = Weighted Course

* School is out of District

Student Notes/Remarks
Principal James Sanchez certifies, via exam, language competency equivalent to two years of college prep Spanish

Official's Signature _____ Date: 09/25/2017

School: San Diego Business/Leadership

Not official unless certified by signature and school seal.

LOTE Certification: 03/01/2016
AB167/216,1806,2306
08/29/2016
MCompact: 08/29/2016 - TX

School's College Board Code

The date the student enrolled in your school for the current year.

Class Size and Rank is optional. If selected, it will only display for Seniors whose final Semester 2 marks have been processed.

CAHSEE Assessment is an optional setting which will display if an assessment exists.

Work in Progress is optional.

Special Program Identification:
AB 167/216
MCompact
LOTE Certification

Footer Note: Identification of Asterisk (*) meaning.

Multiple page identification.

Page 1 of 2

Part 4: Printing Transcripts

Printing a Transcript for a Student Who Left the District

For students who are no longer in the district, you must print transcripts from the following student information system:

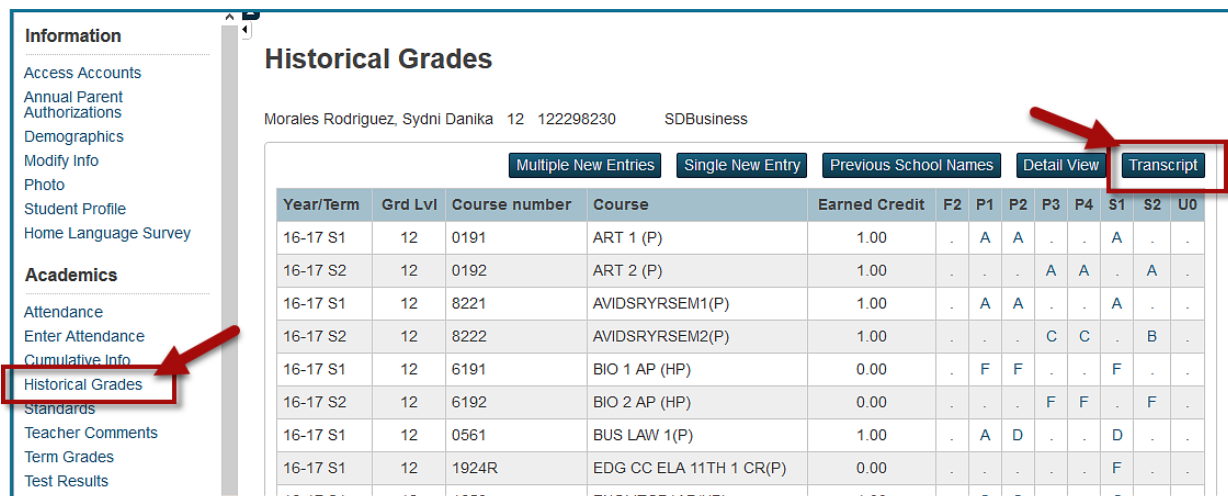
- For students who left the district ***BEFORE 2008-09*** – Print the transcript from ***Mainframe***.
- For students who left the district ***Between 2008-09 through 2012-13*** – Print the transcript from ***Zangle***.
- For students who are Active or who have left the district ***In 2013 – 14 and later*** – Print the ***NEW transcript*** from ***PowerSchool***.

Printing a Transcript for One Student

NOTE: When generating a student transcript or multiple transcripts via a *single student selection*, the student you selected on the Start Page will appear as the Student Selection on the Student Transcripts page. You do not need to make a selection from the drop-down menu.

Printing a Transcript through Historical Grades

1. From the Start Page, search for and select a student.
2. On the Student Page, click **Historical Grades**.
3. Select the **Transcript** button.



Information

- Access Accounts
- Annual Parent Authorizations
- Demographics
- Modify Info
- Photo
- Student Profile
- Home Language Survey

Academics

- Attendance
- Enter Attendance
- Cumulative Info
- Historical Grades**
- Standards
- Teacher Comments
- Term Grades
- Test Results

Historical Grades

Morales Rodriguez, Sydni Danika 12 122298230 SDBusiness

Multiple New Entries Single New Entry Previous School Names Detail View **Transcript**

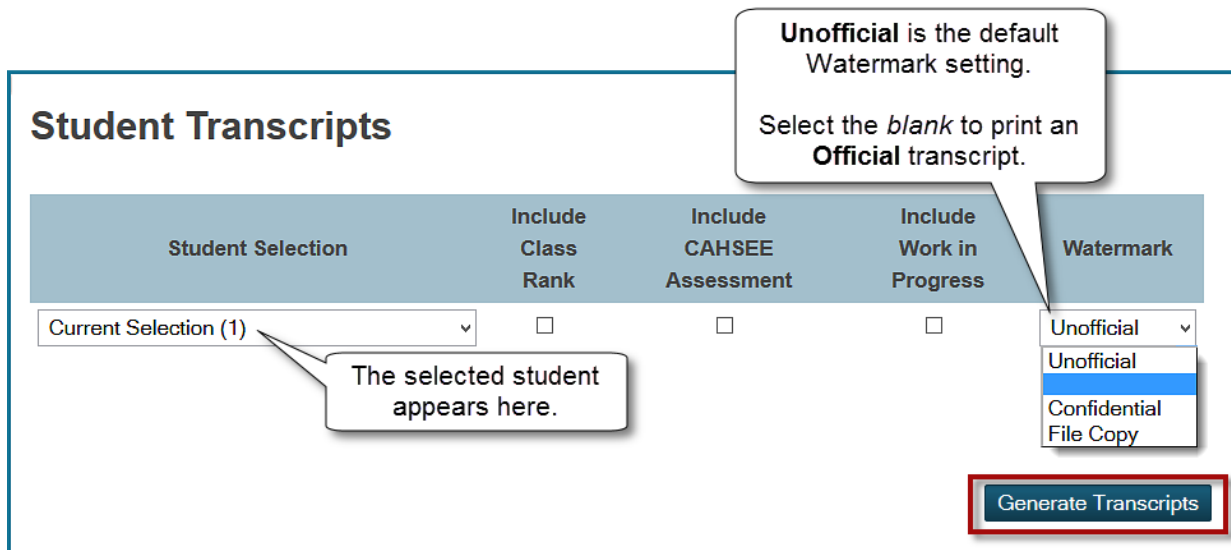
Year/Term	Grd Lvl	Course number	Course	Earned Credit	F2	P1	P2	P3	P4	S1	S2	U0
16-17 S1	12	0191	ART 1 (P)	1.00	.	A	A	.	.	A	.	.
16-17 S2	12	0192	ART 2 (P)	1.00	.	.	.	A	A	.	A	.
16-17 S1	12	8221	AVIDSRYRSEM1(P)	1.00	.	A	A	.	.	A	.	.
16-17 S2	12	8222	AVIDSRYRSEM2(P)	1.00	.	.	.	C	C	.	B	.
16-17 S1	12	6191	BIO 1 AP (HP)	0.00	.	F	F	.	.	F	.	.
16-17 S2	12	6192	BIO 2 AP (HP)	0.00	.	.	.	F	F	.	F	.
16-17 S1	12	0561	BUS LAW 1(P)	1.00	.	A	D	.	.	D	.	.
16-17 S1	12	1924R	EDG CC ELA 11TH 1 CR(P)	0.00	F	.	.

4. Select an option to display on the transcript:
 - **Include Class Rank** option is designed for senior students and will only be reflected on the final student transcript (end of final grading term S2)
 - **Include CAHSEE Assessment** will be displayed if one exists.
 - **Include Work in Progress** will include all classes in the school year a student may be working towards.

5. Select the appropriate Watermark:

- **Unofficial** is the default **Watermark** setting and recommended when printing unofficial transcripts.
- Select **Confidential** or **File Copy** from the drop-down menu, if needed.
- To print an **Official** transcript, select the **blank** from the drop-down menu.

6. Click **Generate Transcripts**.



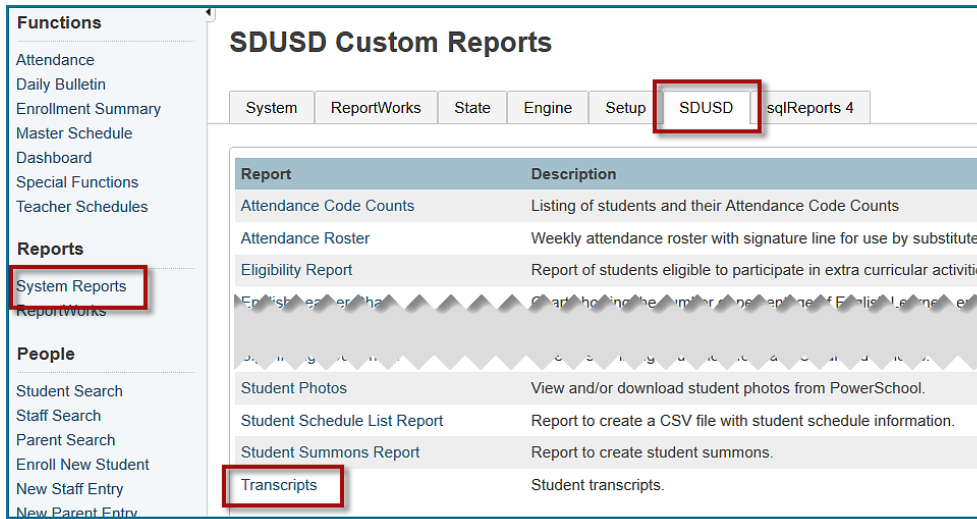
The screenshot shows the "Student Transcripts" form. It features a header with the title "Student Transcripts" and a table of options. The table has five columns: "Student Selection", "Include Class Rank", "Include CAHSEE Assessment", "Include Work in Progress", and "Watermark". The "Student Selection" column contains a dropdown menu with "Current Selection (1)" and a callout box stating "The selected student appears here." The "Watermark" column contains a dropdown menu with "Unofficial" selected, and a callout box stating "Unofficial is the default Watermark setting. Select the blank to print an Official transcript." The "Generate Transcripts" button is highlighted with a red box.

Student Selection	Include Class Rank	Include CAHSEE Assessment	Include Work in Progress	Watermark
Current Selection (1) <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unofficial <input type="text"/>

Generate Transcripts

Printing a Transcript through System Reports

1. From the Start Page, select System Reports, then the **SDUSD** tab.
2. Click on **Transcripts**.



Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Reports

- System Reports**
- ReportWorks

People

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

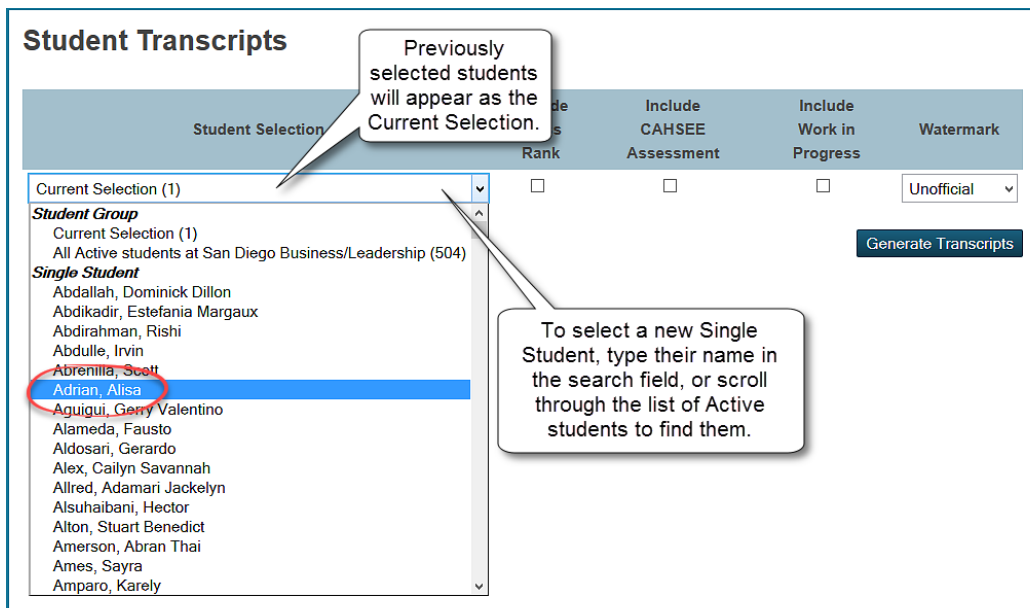
SDUSD Custom Reports

System | ReportWorks | State | Engine | Setup | **SDUSD** | sqlReports 4

Report	Description
Attendance Code Counts	Listing of students and their Attendance Code Counts
Attendance Roster	Weekly attendance roster with signature line for use by substitutes
Eligibility Report	Report of students eligible to participate in extra curricular activities
English Learner	Chart showing the number of students of English Learner
Student Photos	View and/or download student photos from PowerSchool.
Student Schedule List Report	Report to create a CSV file with student schedule information.
Student Summons Report	Report to create student summons.
Transcripts	Student transcripts.

3. Click the **Student Selection drop-down menu** to view a list of all Active students at your school. To select a single student, type their name in the search field, or scroll through the list of Single Students to select their name.

NOTE: A prior selection will remain as the current selection.



Student Transcripts

Student Selection | Rank | Include CAHSEE Assessment | Include Work in Progress | Watermark

Current Selection (1) | | | | Unofficial

Student Group

- Current Selection (1)
- All Active students at San Diego Business/Leadership (504)

Single Student

- Abdallah, Dominick Dillon
- Abdikadir, Estefania Margaux
- Abdirahman, Rishi
- Abdulle, Irvin
- Abrenilla, Scott
- Adrian, Alisa**
- Aguigui, Gerry Valentino
- Alameda, Fausto
- Aldosari, Gerardo
- Alex, Cailyn Savannah
- Allred, Adamari Jackelyn
- Alsuhaibani, Hector
- Alton, Stuart Benedict
- Amerson, Abran Thai
- Ames, Sayra
- Amparo, Karely

Generate Transcripts

Previously selected students will appear as the Current Selection.

To select a new Single Student, type their name in the search field, or scroll through the list of Active students to find them.

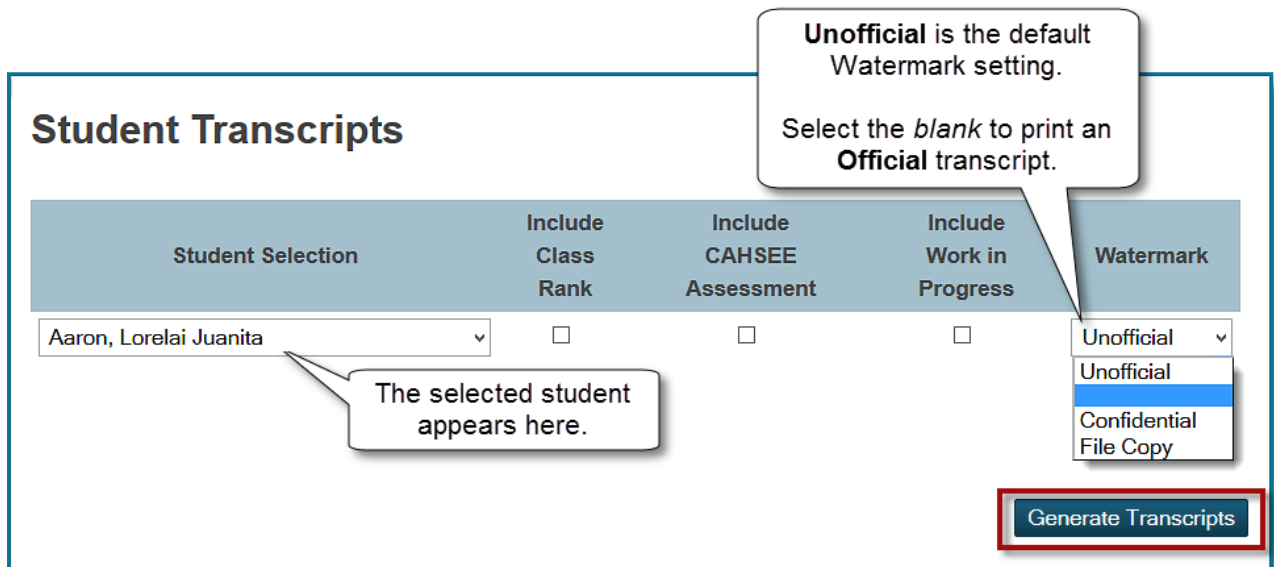
4. Select an option to display on the transcript:

- **Include Class Rank** option is designed for senior students and will only be reflected on the final student transcript (end of final grading term S2)
- **Include CAHSEE Assessment** will be displayed if one exists.
- **Include Work in Progress** will include all classes in the school year a student may be working towards.

5. Select the appropriate Watermark:

- **Unofficial** is the default **Watermark** setting and recommended when printing unofficial transcripts.
- Select **Confidential** or **File Copy** from the drop-down menu, if needed.
- To print an **Official** transcript, select the **blank** from the drop-down menu.

6. Click **Generate Transcripts**.



Student Transcripts

Student Selection	Include Class Rank	Include CAHSEE Assessment	Include Work in Progress	Watermark
Aaron, Lorelai Juanita	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unofficial

The selected student appears here.

Unofficial is the default Watermark setting.
Select the *blank* to print an Official transcript.

Unofficial
Unofficial
Confidential
File Copy

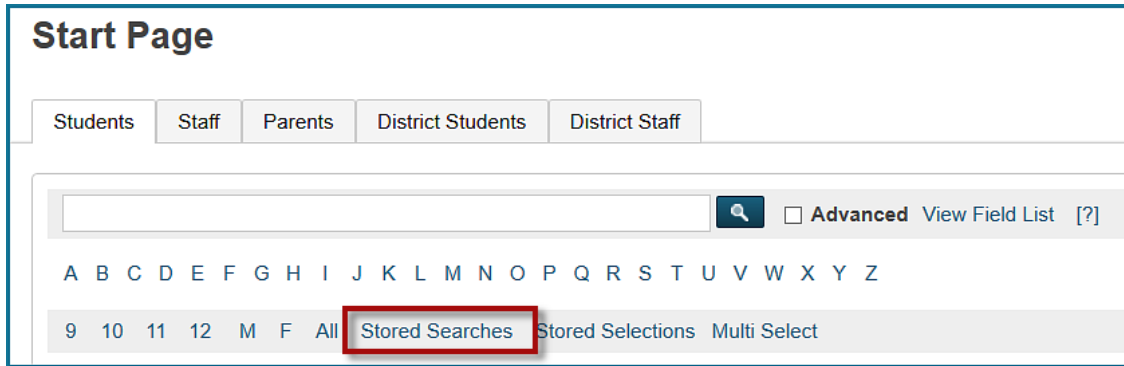
Generate Transcripts

Printing Transcripts for a Group of Students

There are times when you will want to print a set of transcripts for a group of students.

Printing Transcripts for All Students in a Specific Class Of

1. From the Start Page, click **Stored Searches**.



Start Page

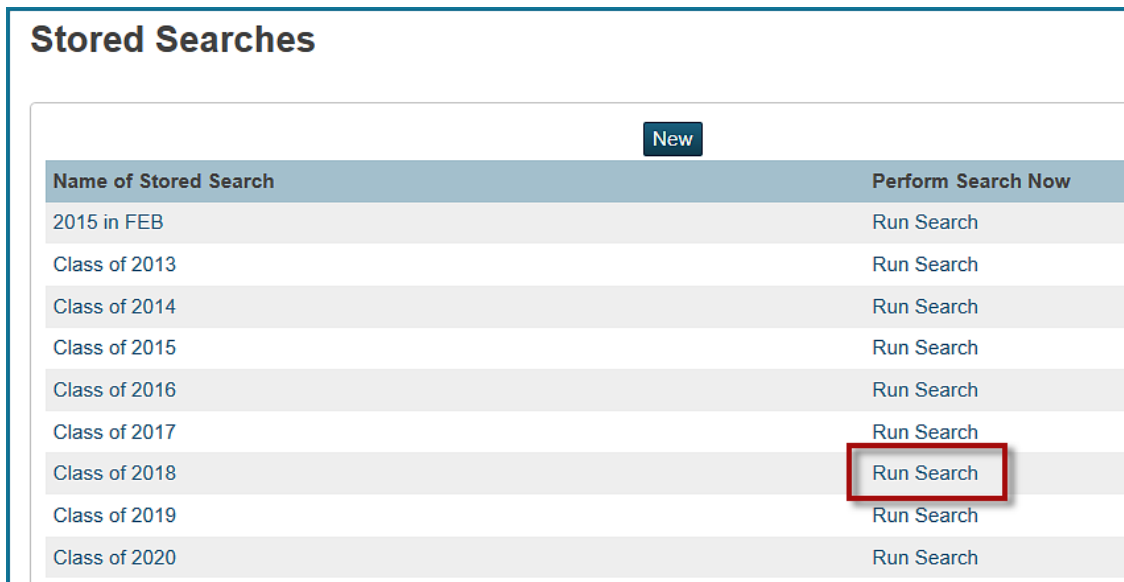
Students | Staff | Parents | District Students | District Staff

Advanced View Field List [?]

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

9 10 11 12 M F All **Stored Searches** Stored Selections Multi Select

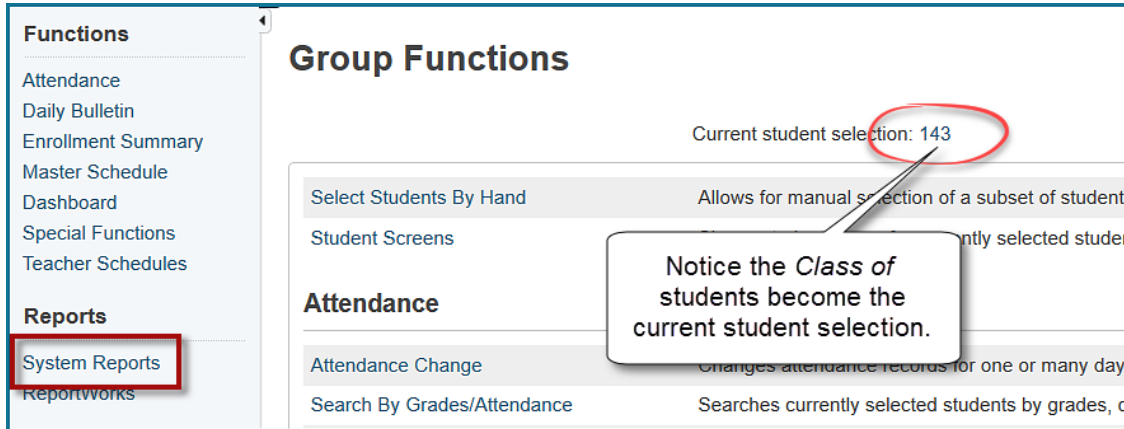
2. Click **Run Search** to the right of the selected *Class of*.



Stored Searches

Name of Stored Search	Perform Search Now
2015 in FEB	Run Search
Class of 2013	Run Search
Class of 2014	Run Search
Class of 2015	Run Search
Class of 2016	Run Search
Class of 2017	Run Search
Class of 2018	Run Search
Class of 2019	Run Search
Class of 2020	Run Search

3. On the **Group Functions** page, notice the *class* of students become the **Current Student Selection**.
4. Select **System Reports** from the main menu.



Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Reports

- System Reports**
- ReportWorks

Group Functions

Current student selection: 143

Select Students By Hand Allows for manual selection of a subset of students

Student Screens Allows for manual selection of a subset of students

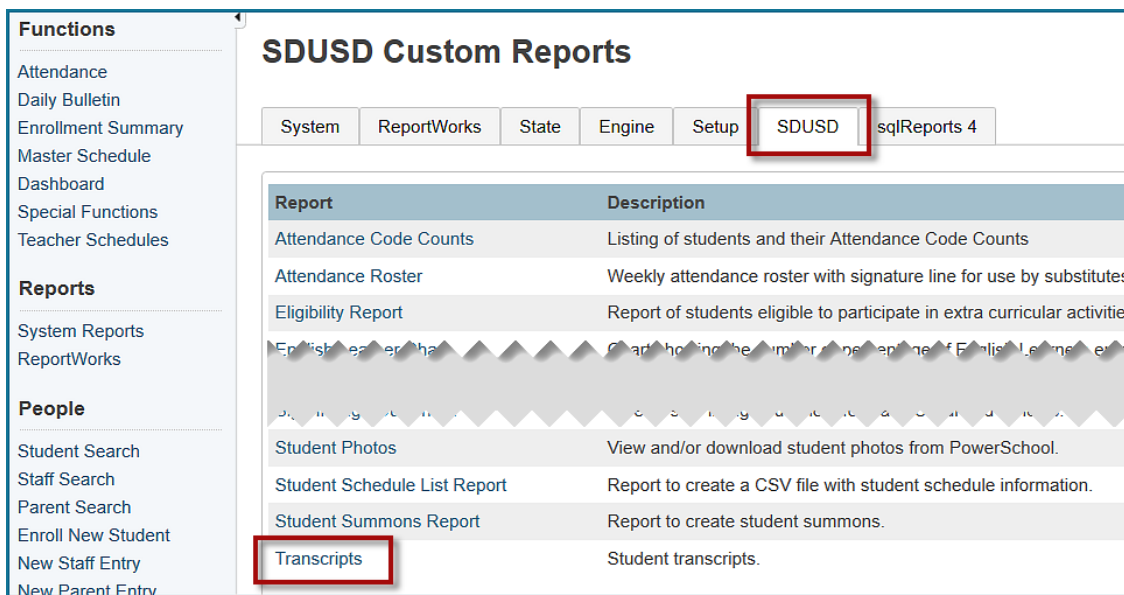
Attendance

Attendance Change Changes attendance records for one or many days

Search By Grades/Attendance Searches currently selected students by grades, c

Notice the *Class* of students become the current student selection.

5. On the **Reports** page, select the **SDUSD** tab, then select **Transcripts**.



Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Reports

- System Reports**
- ReportWorks

People

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

SDUSD Custom Reports

System ReportWorks State Engine Setup **SDUSD** sqlReports 4

Report	Description
Attendance Code Counts	Listing of students and their Attendance Code Counts
Attendance Roster	Weekly attendance roster with signature line for use by substitutes
Eligibility Report	Report of students eligible to participate in extra curricular activities
English Teacher Change	Chart holding the number of teachers of English Language Learners
Student Photos	View and/or download student photos from PowerSchool.
Student Schedule List Report	Report to create a CSV file with student schedule information.
Student Summons Report	Report to create student summons.
Transcripts	Student transcripts.

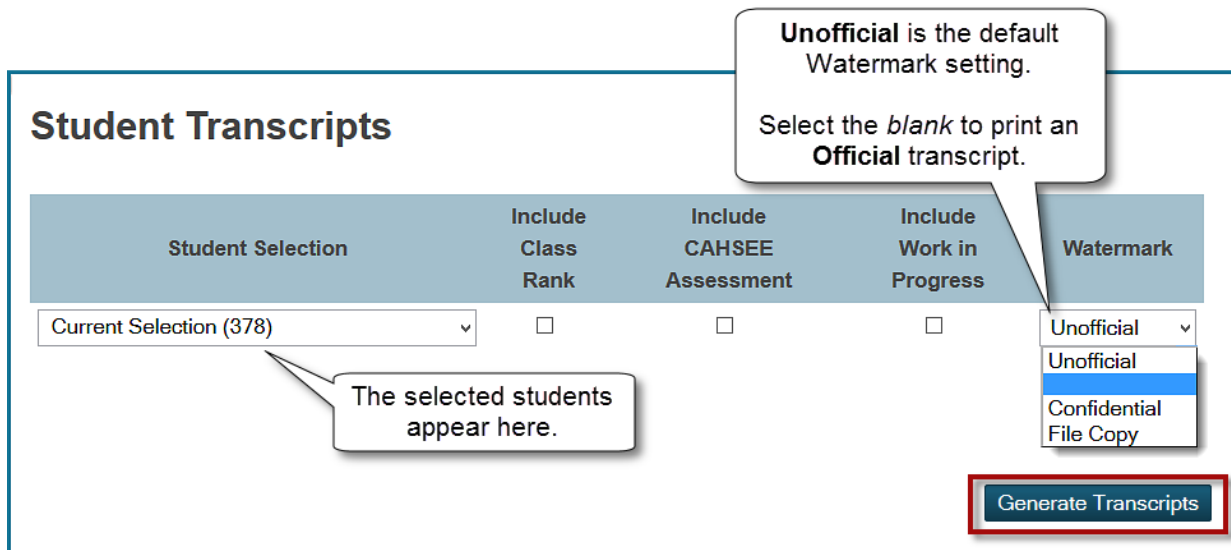
6. Select an option to display on the transcript:

- **Include Class Rank** option is designed for senior students and will only be reflected on the final student transcript (end of final grading term S2)
- **Include CAHSEE Assessment** will be displayed if one exists.
- **Include Work in Progress** will include all classes in the school year a student may be working towards.

7. Select the appropriate Watermark:

- **Unofficial** is the default **Watermark** setting and recommended when printing unofficial transcripts.
- Select **Confidential** or **File Copy** from the drop-down menu, if needed.
- To print an **Official** transcript, select the **blank** from the drop-down menu.

8. Click **Generate Transcripts**.



Student Transcripts

Student Selection	Include Class Rank	Include CAHSEE Assessment	Include Work in Progress	Watermark
Current Selection (378) ▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unofficial ▾ Unofficial Confidential File Copy

The selected students appear here.

Unofficial is the default Watermark setting.
Select the *blank* to print an Official transcript.

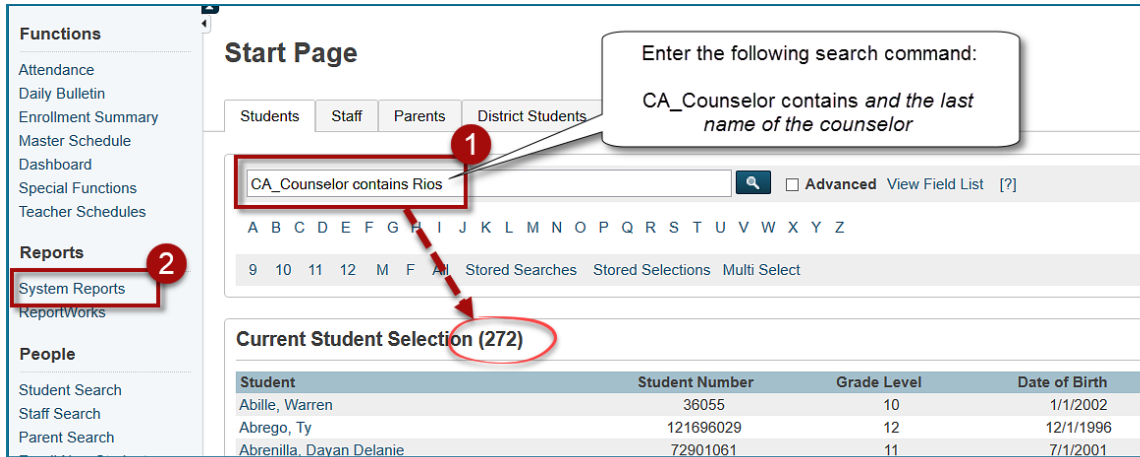
Generate Transcripts

Printing Transcripts for all Students of a Specific Counselor

1. From the **Start Page**, enter the following search command then select the search icon:

CA_Counselor contains and the last name of the counselor.

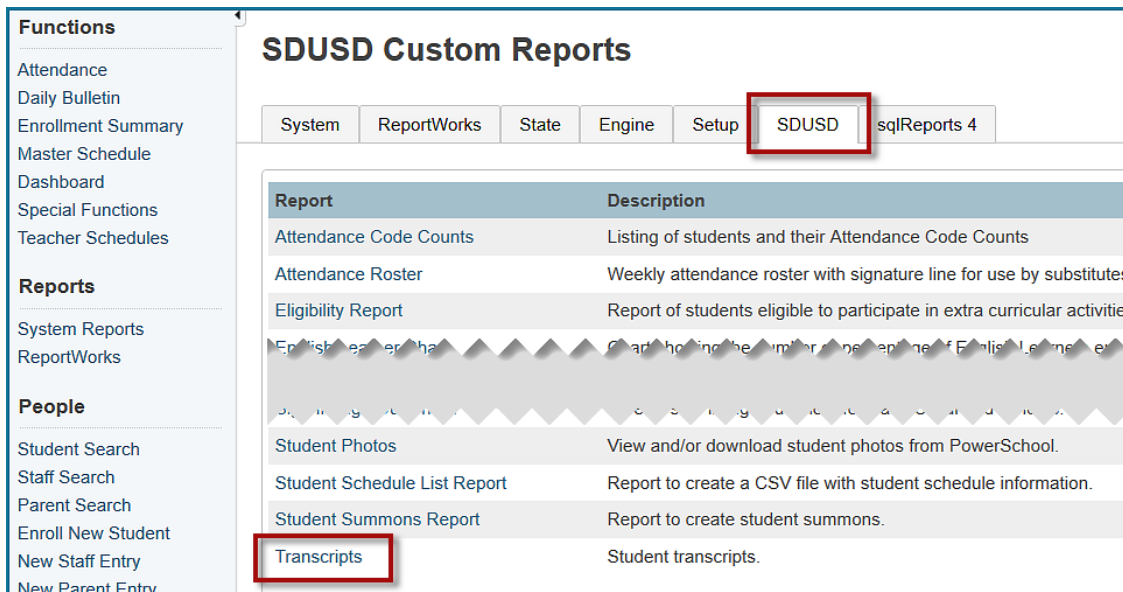
2. Select **System Reports** from the main menu.



The screenshot shows the 'Start Page' interface. On the left is a navigation menu with sections: Functions, Reports, and People. 'System Reports' is highlighted with a red box and a '2'. The main area has a search bar with the command 'CA_Counselor contains Rios' entered, highlighted with a red box and a '1'. A callout box above the search bar contains the text: 'Enter the following search command: CA_Counselor contains and the last name of the counselor'. Below the search bar is an alphabetical index and a 'Current Student Selection (272)' table.

Student	Student Number	Grade Level	Date of Birth
Abille, Warren	36055	10	1/1/2002
Abrego, Ty	121696029	12	12/1/1996
Abrenilla, Davan Delanie	72901061	11	7/1/2001

3. On the **Reports** page, click on the **SDUSD** tab, then select **Transcripts**.



The screenshot shows the 'SDUSD Custom Reports' page. The 'SDUSD' tab is highlighted with a red box. Below the tabs is a list of reports with columns 'Report' and 'Description'. 'Transcripts' is highlighted with a red box.

Report	Description
Attendance Code Counts	Listing of students and their Attendance Code Counts
Attendance Roster	Weekly attendance roster with signature line for use by substitutes
Eligibility Report	Report of students eligible to participate in extra curricular activities
English Learner Data	Chart showing the number and percentage of English Learners
Student Photos	View and/or download student photos from PowerSchool.
Student Schedule List Report	Report to create a CSV file with student schedule information.
Student Summons Report	Report to create student summons.
Transcripts	Student transcripts.

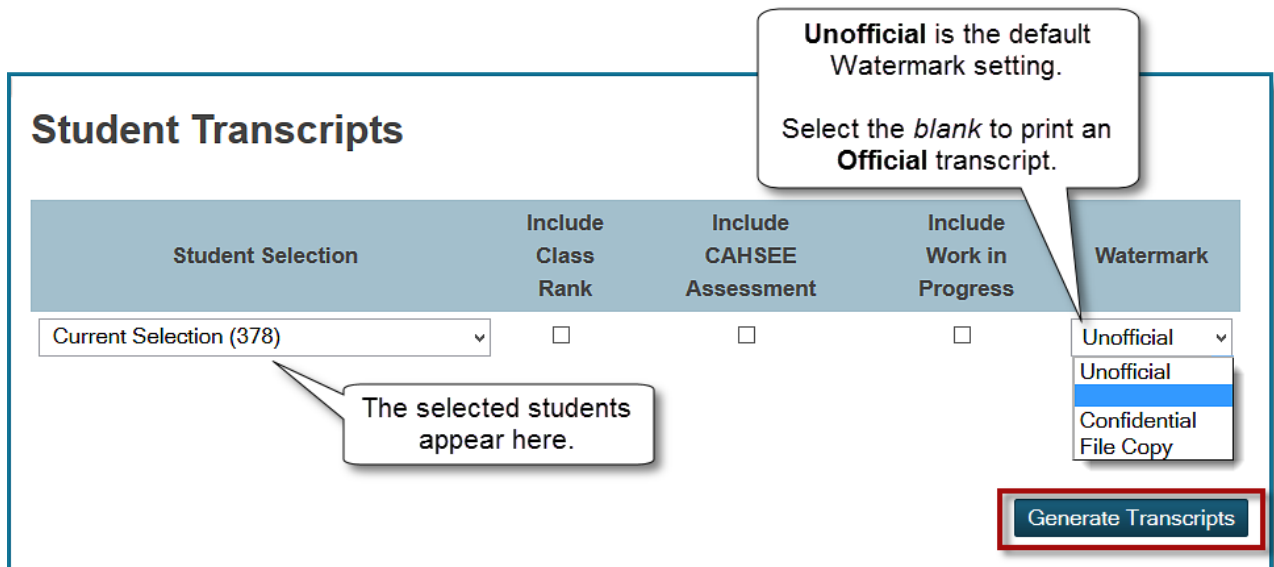
4. Select an option to display on the transcript:

- **Include Class Rank** option is designed for senior students and will only be reflected on the final student transcript (end of final grading term S2)
- **Include CAHSEE Assessment** will be displayed if one exists.
- **Include Work in Progress** will include all classes in the school year a student may be working towards.

5. Select the appropriate Watermark:

- **Unofficial** is the default **Watermark** setting and recommended when printing unofficial transcripts.
- Select **Confidential** or **File Copy** from the drop-down menu, if needed.
- To print an **Official** transcript, select the **blank** from the drop-down menu.

6. Click **Generate Transcripts**.



Student Transcripts

Student Selection	Include Class Rank	Include CAHSEE Assessment	Include Work in Progress	Watermark
Current Selection (378) ▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unofficial ▾ Unofficial Confidential File Copy

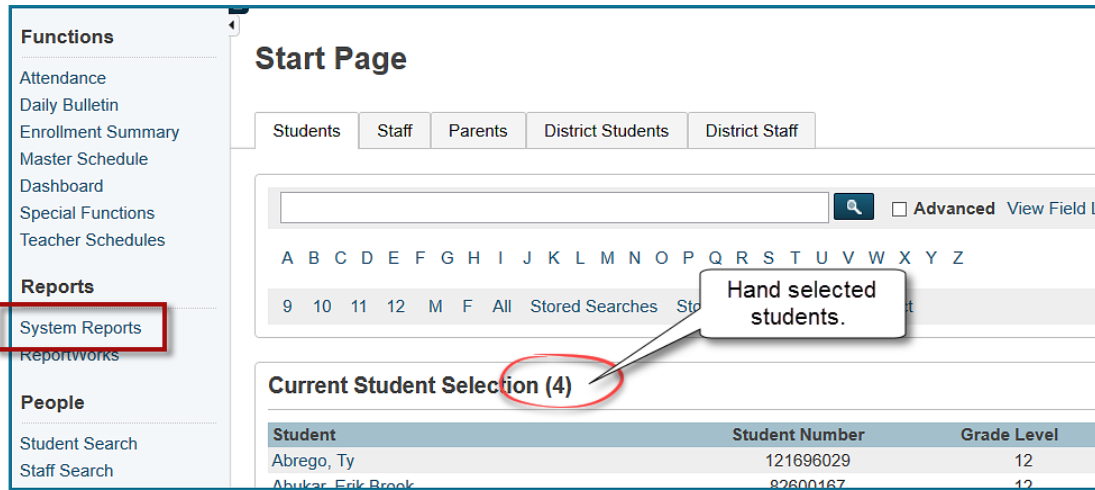
Unofficial is the default Watermark setting.
Select the *blank* to print an **Official** transcript.

The selected students appear here.

Generate Transcripts

Printing Transcripts for a Small Number of Students

1. From the **Start Page**, hand select a group of students.
2. Select **System Reports** from the main menu.



Start Page

Students | Staff | Parents | District Students | District Staff

Advanced View Field L

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

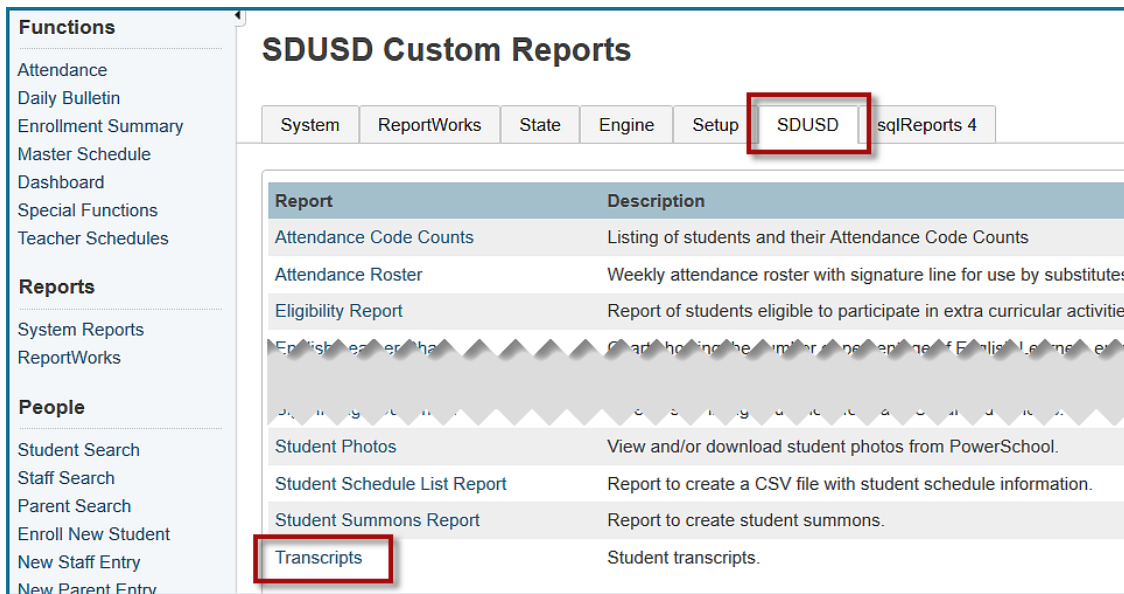
9 10 11 12 M F All Stored Searches Sto

Hand selected students.

Current Student Selection (4)

Student	Student Number	Grade Level
Abrego, Ty	121696029	12
Abukar, Erik Brook	82600167	12

3. On the **Reports** page, click on the **SDUSD tab**, then select **Transcripts**.



SDUSD Custom Reports

System | ReportWorks | State | Engine | Setup | **SDUSD** | sqlReports 4

Report	Description
Attendance Code Counts	Listing of students and their Attendance Code Counts
Attendance Roster	Weekly attendance roster with signature line for use by substitutes
Eligibility Report	Report of students eligible to participate in extra curricular activities
English Learner Chart	Chart showing the number and percentage of English Learners
Student Photos	View and/or download student photos from PowerSchool.
Student Schedule List Report	Report to create a CSV file with student schedule information.
Student Summons Report	Report to create student summons.
Transcripts	Student transcripts.

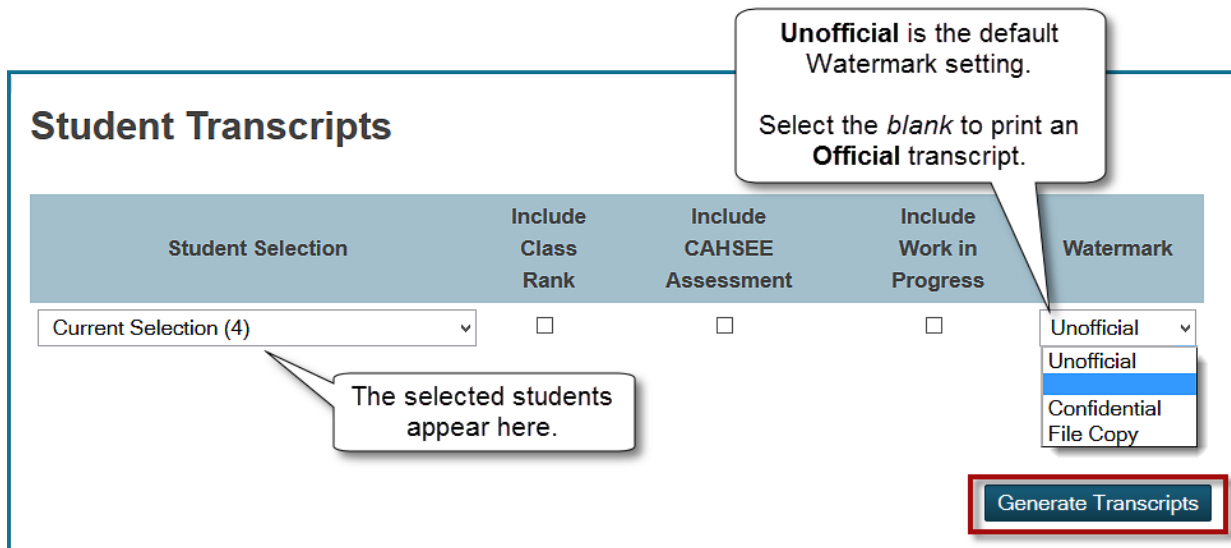
4. Select an option to display on the transcript:

- **Include Class Rank** option is designed for senior students and will only be reflected on the final student transcript (end of final grading term S2)
- **Include CAHSEE Assessment** will be displayed if one exists.
- **Include Work in Progress** will include all classes in the school year a student may be working towards.

5. Select the appropriate Watermark:

- **Unofficial** is the default **Watermark** setting and recommended when printing unofficial transcripts.
- Select **Confidential** or **File Copy** from the drop-down menu, if needed.
- To print an **Official** transcript, select the **blank** from the drop-down menu.

6. Click **Generate Transcripts**.



Student Transcripts

Student Selection	Include Class Rank	Include CAHSEE Assessment	Include Work in Progress	Watermark
Current Selection (4) ▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unofficial ▾ Unofficial Confidential File Copy

The selected students appear here.

Unofficial is the default Watermark setting.
Select the *blank* to print an Official transcript.

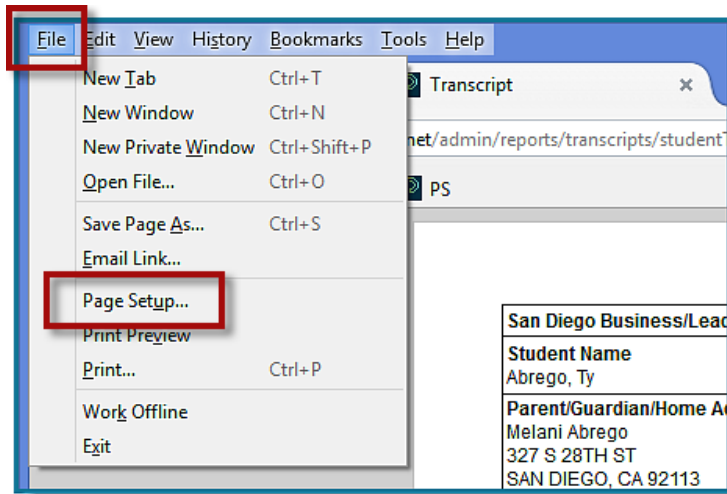
Generate Transcripts

Configuring Transcript Page Setup for Printing

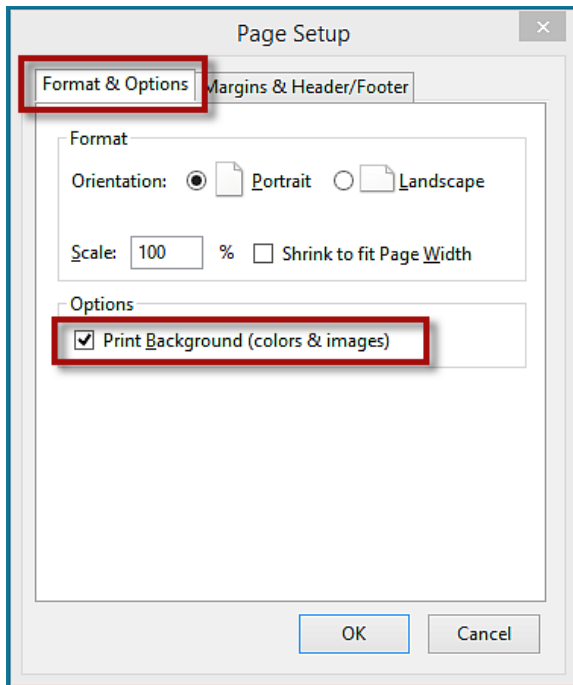
Transcripts will print differently depending on which browser you use.

Printing in Firefox

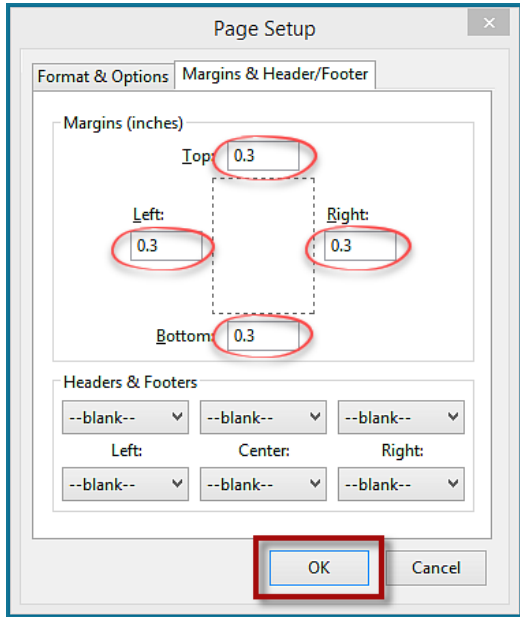
1. From the **Firefox File** menu, click **Page Setup...**



2. On the **Page Setup** window, click the **Format & Options** tab.
3. Check **Print Background (colors & images)**

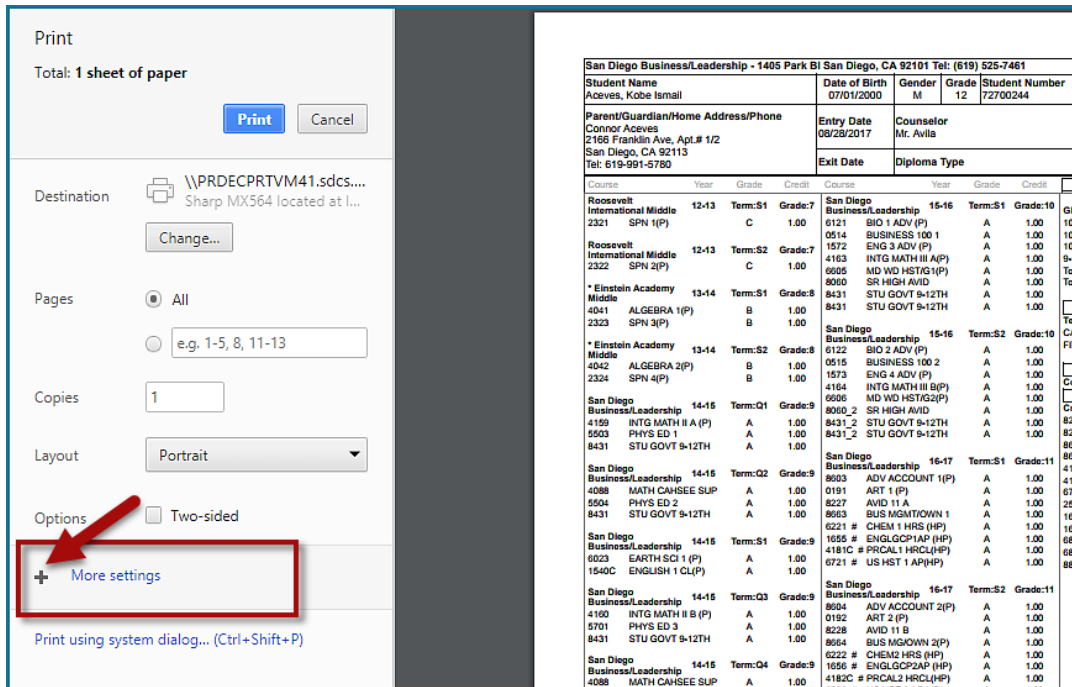


- Click the **Margins & Header/Footer** tab and enter 0.3 for all margins.
- Click **OK**.



Printing in Chrome

- From the **Chrome Print** screen, expand **More settings** by clicking the plus sign **+**



San Diego Business/Leadership - 1405 Park Bl San Diego, CA 92101 Tel: (619) 525-7461									
Student Name	Date of Birth	Gender	Grade	Student Number					
Aceves, Kobe Ismail	07/01/2000	M	12	72700244					
Parent/Guardian/Home Address/Phone	Entry Date	Counselor							
Connor Aceves 2166 Franklin Ave, Apt.# 1/2 San Diego, CA 92113 Tel: 619-991-5780	08/28/2017	Mr. Avila							
Exit Date	Diploma Type								
Course	Year	Grade	Credit	Course	Year	Grade	Credit		
Roosevelt International Middle	12-13	Term:S1	Grade:7	San Diego Business/Leadership	15-16	Term:S1	Grade:10	GP	
2321 SPN 1(P)			C 1.00	5121 BIO 1 ADV (P)			A 1.00	10-	
				0514 BUSINESS 100 1			A 1.00	10-	
Roosevelt International Middle	12-13	Term:S2	Grade:7	1572 ENG 3 ADV (P)			A 1.00	10-	
2322 SPN 2(P)			C 1.00	4163 INTG MATH III A(P)			A 1.00	9-11	
				6595 MID WID HISTG 1(P)			A 1.00	Tot	
* Einstein Academy Middle	13-14	Term:S1	Grade:8	8000 SR HIGH AVID			A 1.00	Tot	
4041 ALGEBRA 1(P)			B 1.00	8431 STU GOVT 9-12TH			A 1.00		
2323 SPN 3(P)			B 1.00	8431 STU GOVT 9-12TH			A 1.00		
* Einstein Academy Middle	13-14	Term:S2	Grade:8	San Diego Business/Leadership	15-16	Term:S2	Grade:10	CAN FIT	
4042 ALGEBRA 2(P)			B 1.00	6122 BIO 2 ADV (P)			A 1.00		
2324 SPN 4(P)			B 1.00	0515 BUSINESS 100 2			A 1.00		
				1573 ENG 4 ADV (P)			A 1.00		
San Diego Business/Leadership	14-15	Term:Q1	Grade:9	4164 INTG MATH III B(P)			A 1.00	Crs	
4159 INTG MATH II B (P)			A 1.00	6595 MID WID HISTG 2(P)			A 1.00	822	
5503 PHYS ED 1			A 1.00	8000_2 SR HIGH AVID			A 1.00	822	
8431 STU GOVT 9-12TH			A 1.00	8431_2 STU GOVT 9-12TH			A 1.00	860	
				8431 STU GOVT 9-12TH			A 1.00	861	
San Diego Business/Leadership	14-15	Term:Q2	Grade:9	San Diego Business/Leadership	16-17	Term:S1	Grade:11	418	
4088 MATH CAHSEE SUP			A 1.00	8603 ADV ACCOUNT 1(P)			A 1.00	418	
5504 PHYS ED 2			A 1.00	0191 ART 1 (P)			A 1.00	679	
8431 STU GOVT 9-12TH			A 1.00	8227 AVID 11 A			A 1.00	256	
				8603 BUS MGMTOWN 1			A 1.00	165	
San Diego Business/Leadership	14-15	Term:S1	Grade:9	6221 # CHEM 1 HRS (HP)			A 1.00	165	
6023 EARTH SCI 1 (P)			A 1.00	1655 # ENGLGCP1AP (HP)			A 1.00	684	
1540C ENGLISH 1 CL(P)			A 1.00	4181C # PRCAL 1 HRCL(HP)			A 1.00	684	
				6721 # US HST 1 AP(HP)			A 1.00	888	
San Diego Business/Leadership	14-15	Term:Q3	Grade:9	San Diego Business/Leadership	16-17	Term:S2	Grade:11		
4160 INTG MATH II B (P)			A 1.00	8604 ADV ACCOUNT 2(P)			A 1.00		
5701 PHYS ED 3			A 1.00	0192 ART 2 (P)			A 1.00		
8431 STU GOVT 9-12TH			A 1.00	8228 AVID 11 B			A 1.00		
				8604 BUS MGMTOWN 2(P)			A 1.00		
San Diego Business/Leadership	14-15	Term:Q4	Grade:9	6222 # CHEM 2 HRS (HP)			A 1.00		
4088 MATH CAHSEE SUP			A 1.00	1656 # ENGLGCP2AP (HP)			A 1.00		
				4182C # PRCAL 2 HRCL(HP)			A 1.00		

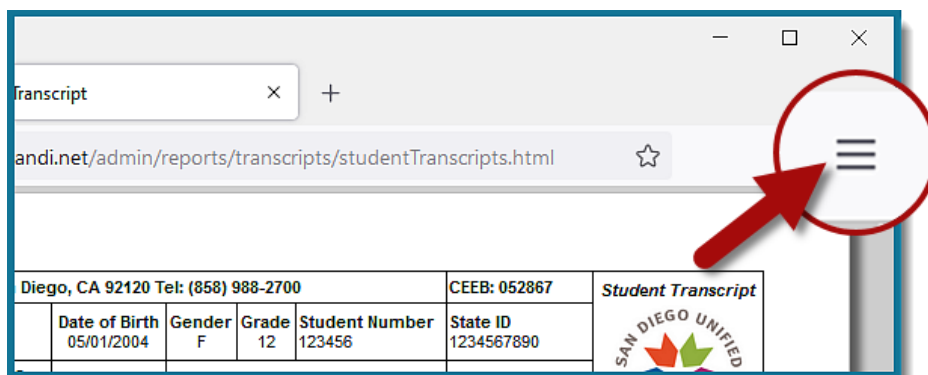
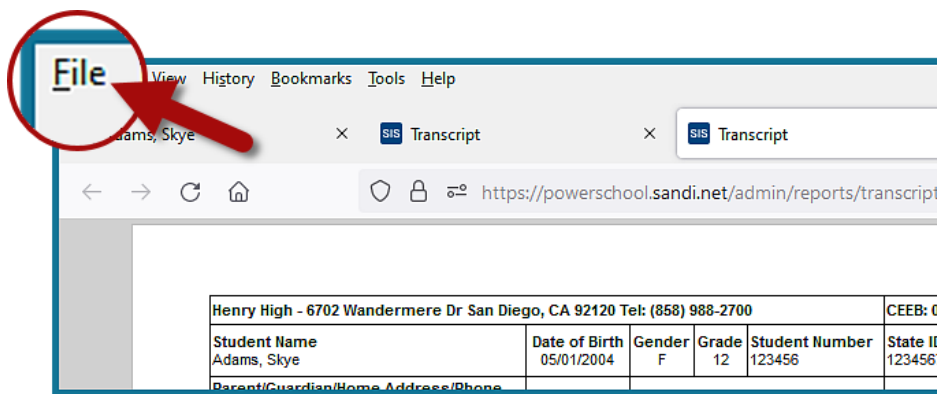
Saving Transcripts as a PDF

With the Transcript report open/displayed, open the Print dialog box.

NOTE: The following screen captures were created using the most current web browser version. Your view may vary depending on the version you are currently using. For help with navigating older versions of a web browser, please contact the help desk.

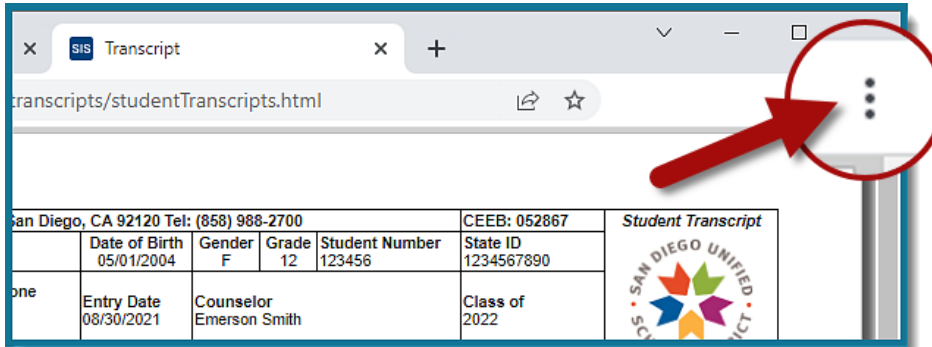
In Firefox

- Click **File** in the upper left tool bar, or the **three horizontal lines** to the far right of the address bar. Then click **Print** from the popup menu.



In Chrome

- Click the **three dots** to the far right of the address bar. Then click **Print** from the popup menu.



QUICK TIP: From any web browser, press **Ctrl + P** (Command + P on a Mac) to open the print dialog box.

From the **Print dialog box**:

- Select the appropriate **PDF printer**.
- Check **Margins**. **REMINDER** - Adjustments to the page margins may affect the way the page breaks, resulting in an incomplete or failed delivery.
- Remove **Headers/Footers**.
- Click **Print** or **Save** depending on the browser, then follow the prompt to save this file in a location you can find later.

Part 5: Cumulative GPAs

Cumulative GPAs

IT has created an export template of GPA's. This report will export various GPA calculations in an excel format:

Fields in export template:

- Student Number
- Last Name
- First Name
- Middle Name
- Grade Level
- Class Of
- 10-12 Total WGPA
- 10-12 Total GPA
- 10-12 WGPA w/o PE
- 10-12 GPA w/o PE
- 9-12 Total WGPA
- 10-12 WGPA w/o PE, ROTC
- 10-12 GPA w/o PE, ROTC
- Credits Attempted 10-12
- Grade Points 10-12
- Credits Attempted 9-12
- Grade Points 9-12

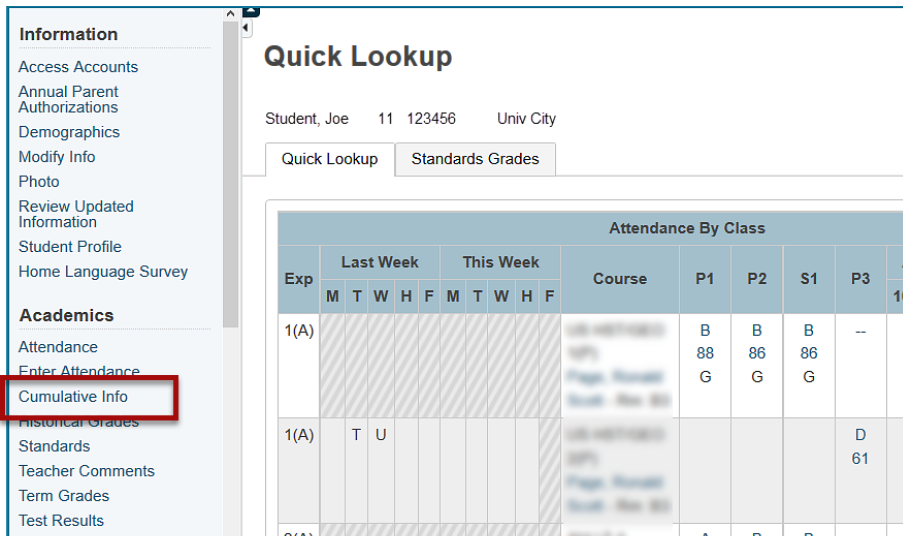
See the Job Aid entitled: [Using Export Template for GPA Export:](#)

Part 6: Other Student Data

Cumulative Information

Student cumulative information can be viewed in PowerSchool and in the Parent/Student Portal.

1. On the **Start Page**, search for the student.
2. On the **Student Page**, under Academics, click **Cumulative Info**.



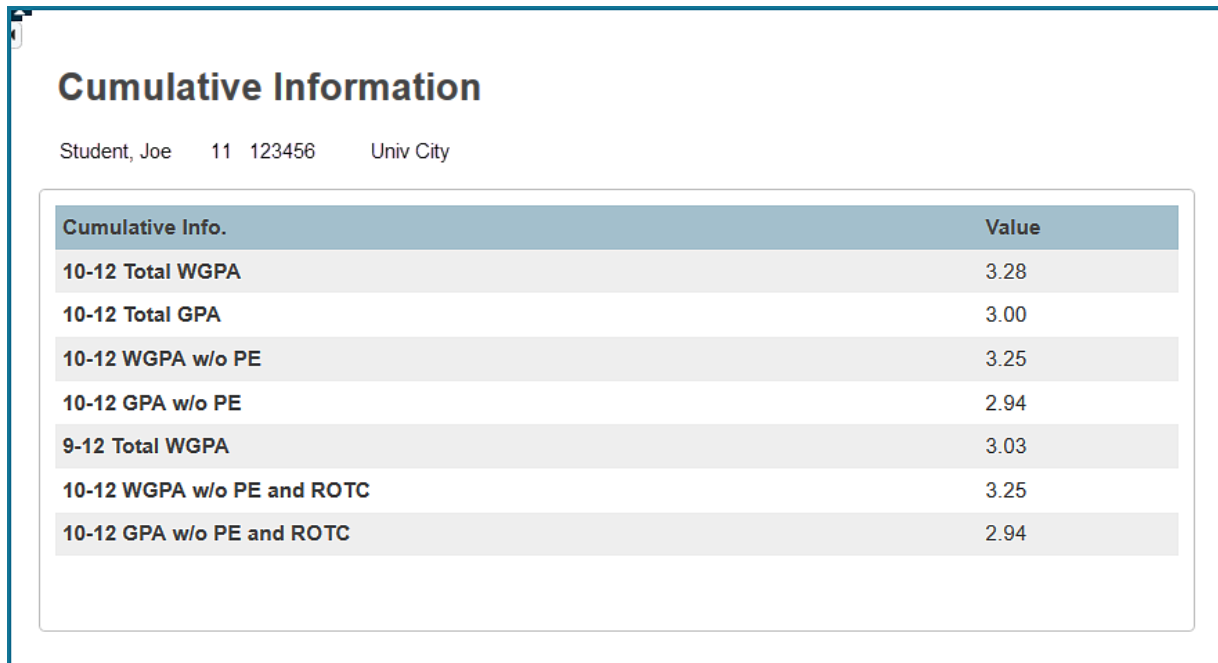
Quick Lookup

Student, Joe 11 123456 Univ City

Quick Lookup Standards Grades

Exp	Attendance By Class														A	
	Last Week					This Week					Course	P1	P2	S1		P3
	M	T	W	H	F	M	T	W	H	F						
1(A)											10-12 English I	B 88	B 86	B 86	--	2
1(A)		T	U								10-12 English I					D 61

Cumulative Information screen



Cumulative Information

Student, Joe 11 123456 Univ City

Cumulative Info.	Value
10-12 Total WGPA	3.28
10-12 Total GPA	3.00
10-12 WGPA w/o PE	3.25
10-12 GPA w/o PE	2.94
9-12 Total WGPA	3.03
10-12 WGPA w/o PE and ROTC	3.25
10-12 GPA w/o PE and ROTC	2.94

If you are unable to view the **Cumulative Information**, verify the **GPA Student Screens** page is set up correctly.

IMPORTANT! *The setup of the GPA Student Screen should be done with the approval of your Site Administrator, and completed by the Site Tech.*

1. From the **Start page**, under Setup, select **School**.
2. On the **School Setup** page, under the Grading heading, select **GPA Student Screens**.
3. Enter the following information in the **Row Title** and **Data** fields, then click **Submit**.

GPA Student Screens

Quick Lookup

Type of Current GPA to display under schedule:

Cumulative Info

	Row Title	Data
1.	<input type="text" value="10-12 Total WGPA"/>	<input 10-12="" total="" type="text" value="~(*gpa method=" wgpa")"=""/>
2.	<input type="text" value="10-12 Total GPA"/>	<input 10-12="" gpa")"="" total="" type="text" value="~(*gpa method="/>
3.	<input type="text" value="10-12 WGPA w/o PE"/>	<input 10-12="" o="" pe")"="" type="text" value="~(*gpa method=" w="" wgpa=""/>
4.	<input type="text" value="10-12 GPA w/o PE"/>	<input 10-12="" gpa="" o="" pe")"="" type="text" value="~(*gpa method=" w=""/>
5.	<input type="text" value="9-12 Total WGPA"/>	<input 9-12="" total="" type="text" value="~(*gpa method=" wgpa")"=""/>
6.	<input type="text" value="10-12 WGPA w/o PE and ROTC"/>	<input 10-12="" o="" pe,="" rotc")"="" type="text" value="~(*gpa method=" w="" wgpa=""/>
7.	<input type="text" value="10-12 GPA w/o PE and ROTC"/>	<input 10-12="" gpa="" o="" pe,="" rotc")"="" type="text" value="~(*gpa method=" w=""/>
8.	<input type="text" value=""/>	<input type="text" value=""/>
9.	<input type="text" value=""/>	<input type="text" value=""/>
10.	<input type="text" value=""/>	<input type="text" value=""/>
11.	<input type="text" value=""/>	<input type="text" value=""/>
12.	<input type="text" value=""/>	<input type="text" value=""/>

Term Grades

Student term grades can be viewed in PowerSchool. .

1. On the **Start Page**, search for the student.
2. On the **Student Page**, under Academics, click **Term Grades**.

Information

- Access Accounts
- Demographics
- Modify Info
- Photo
- Student Profile
- Home Language Survey

Academics

- Attendance
- Enter Attendance
- Cumulative Info
- Historical Grades
- Standards
- Teacher Comments
- Term Grades
- Test Results

Quick Lookup

Abram, Marisela Larissa 12 405716 Serra

Quick Lookup

Standards Grades

Attendance By Class															
Exp	Last Week					This Week					Course	P1	P2	Absence	
	M	T	W	H	F	M	T	W	H	F				S1	17-1
1(A)											ENGLITCP1AP(HP) Plumlee, Braxton S - Rm: 211	A 91	A 91	1	1
2(A)											GOV&P:US AP(HP) Siguenza, Vy C - Rm: 410	A 100	A 100	1	1
3(A)											ORCHESTRA 5(P) Deschenes, Itzel M - Rm: 404	A 100	A 100	0	0

The **Term Grades page** has been enhanced with tabs to view historical term grades by year.

Term Grades

Abram, Marisela Larissa 12 405716 Serra

17-18 - Serra

16-17 - Serra

15-16 - Serra

14-15 - Serra

13-14 - De Portola

12-13 - De Portola

11-12 - De Portola

P1					
Expression	Course	Grade	%	Cit	Hrs
1(A)	ENGLITCP1AP(HP)	A	91		0.00
2(A)	GOV&P:US AP(HP)	A	100		0.00
3(A)	ORCHESTRA 5(P)	A	100		0.00
6(A)	PHYSIOL 1 (P)	A	96		0.00
5(A)	PRCAL1 HR (HP)	B	89		0.00

PowerSchool
Academic History • Page 50

Test Results

Student test results can be viewed in PowerSchool.

1. On the **Start Page**, search for and select the student.
2. On the **Student Page**, under Academics, click **Test Results**.

CAHSEE, CELDT, CST and Overall FitnessGram scores will currently display.

Test Results

Aburto, Osiris 12 505980 Serra

PowerSchool Test Scores

Enter New Test: ACT ▾

Test	Test Date	Grade Level	Description
CELDT	11/01/2008	3	California English Language Development Test
CST	04/22/2009	3	California Standards Test
CST	04/28/2010	4	California Standards Test
CST	04/18/2011	5	California Standards Test
CST	05/01/2012	6	California Standards Test
CST	05/07/2013	7	California Standards Test
CST	05/07/2014	8	California Standards Test
FitnessGram	02/27/2015	9	FitnessGram

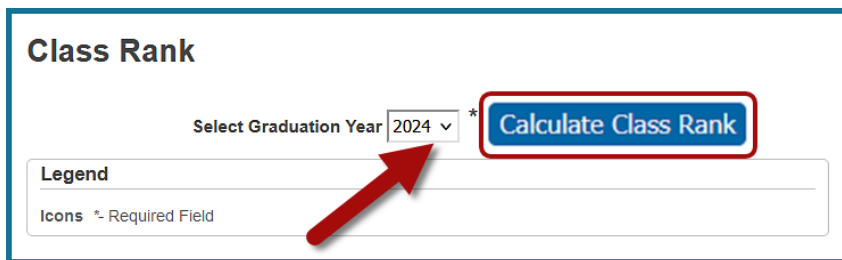
Part 7: Class Rank

SDUSD Class Rank

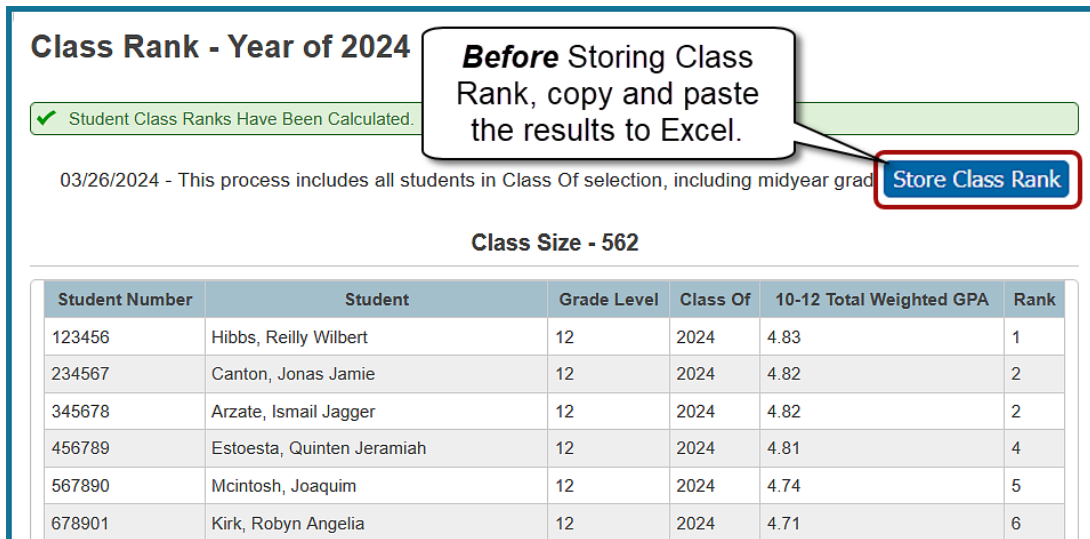
This class rank function calculates ranking based on the district's *Class Of* year for students. The class rank can be run at any time during the school year but can only be stored into a student's Graduation Document when at least 50% of Graduation Documents have been created and between 2 to 4 weeks after Semester 1 has ended. **NOTE:** Class rank is calculated using 10-12 Total Weighted GPA

IMPORTANT: Midyear graduates who have completed requirements and dropped with an exit code of 100 **will be included in this process**. These students will be identified in the results page with a double asterisk.

1. On the **Start Page**, under Setup on the left-side menu, select **School**.
2. Under Grading, select **SDUSD Class Rank**.
3. Make a graduation year selection, then click **Calculate Class Rank**.



4. **Copy and Paste** results into Excel. Save and date for your record.
5. Click **Store Class Rank**. **NOTE:** At least half of your *Class Of* students must have a Graduation Document record for the rank to be stored.



Student Number	Student	Grade Level	Class Of	10-12 Total Weighted GPA	Rank
123456	Hibbs, Reilly Wilbert	12	2024	4.83	1
234567	Canton, Jonas Jamie	12	2024	4.82	2
345678	Arzate, Ismail Jagger	12	2024	4.82	2
456789	Estoesta, Quinten Jeremiah	12	2024	4.81	4
567890	Mcintosh, Joaquim	12	2024	4.74	5
678901	Kirk, Robyn Angelia	12	2024	4.71	6

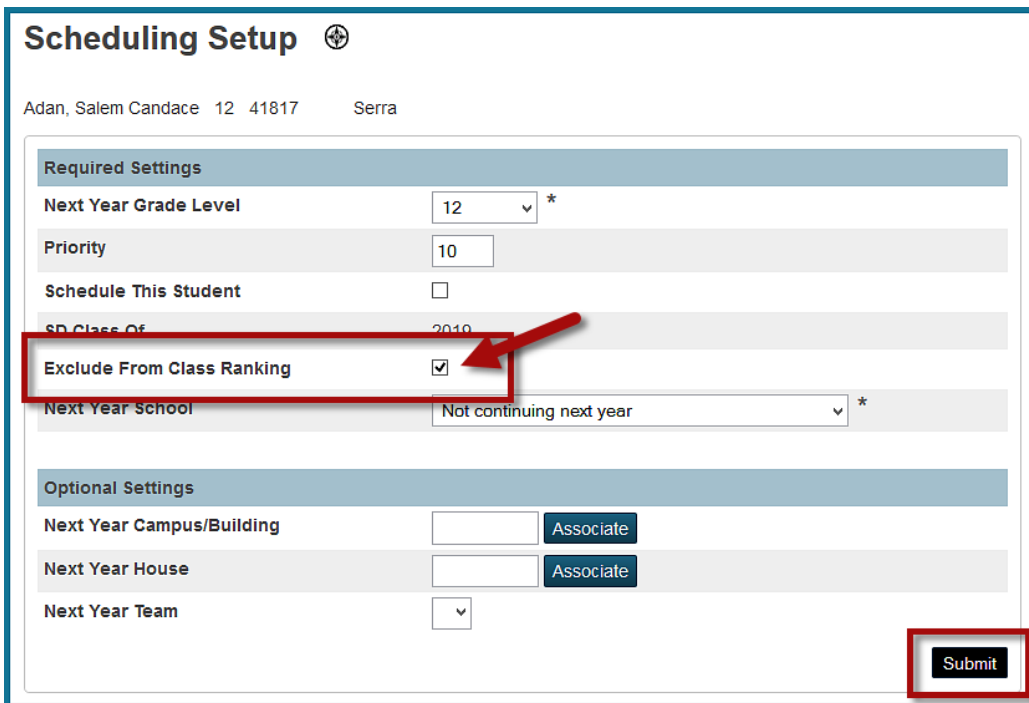
6. A green confirmation message indicates Class Ranks have been successfully *stored*.

✓ Student Class Ranks Have Been Stored.

Exclude from Class Rank

When a student needs to be excluded from the class rank, follow the steps below:

1. On the **Start Page**, select your student.
2. On the **Student Page**, under Scheduling, select **Scheduling Setup**.
3. Check the box **Exclude From Class Ranking**.
4. Click **Submit**.



Scheduling Setup ⓘ

Adan, Salem Candace 12 41817 Serra

Required Settings

Next Year Grade Level	12	*
Priority	10	
Schedule This Student	<input type="checkbox"/>	
SD Class Of	2010	
Exclude From Class Ranking	<input checked="" type="checkbox"/>	
Next Year School	Not continuing next year	*

Optional Settings

Next Year Campus/Building	<input type="text"/>	Associate
Next Year House	<input type="text"/>	Associate
Next Year Team	<input type="text"/>	

Submit