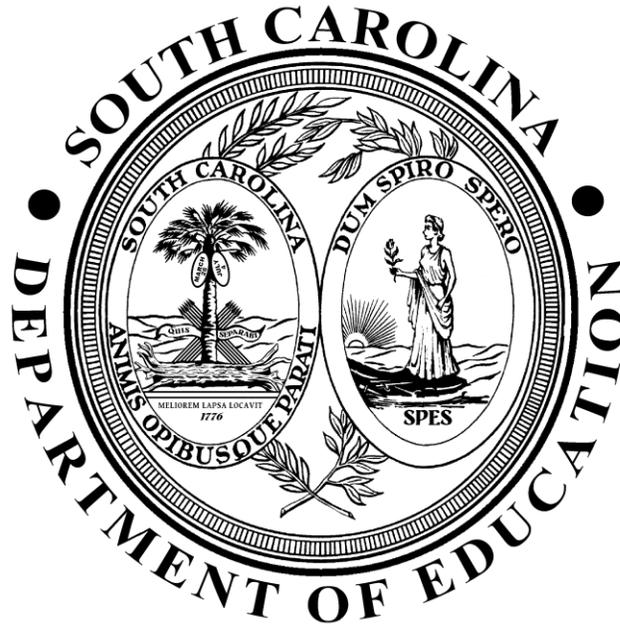


**STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION**

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STATE SUPERINTENDENT OF EDUCATION
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**South Carolina Standard Transcript
Templates for PowerSchool**

Version 2.1

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Contents

Introduction.....	4
Changes included in the SC Standard Transcript Templates for PowerSchool.....	5
Instructions for Importing and Editing the SC Standard Transcript Templates for PowerSchool	5
Appendix A: An Option for Creating and Inserting the Principal’s Signature.....	11
Appendix B: Exporting Current PowerSchool Transcript Templates	13
Appendix C: Troubleshooting Guide and FAQ	14

Introduction

The Office of Research and Data Analysis (ORDA) develops the “SC Standard Transcript Templates for PowerSchool” for SC district and school use. These templates provide standardized reports for students when applying for SC scholarships through the SC Commission on Higher Education. These templates also provide a standard report for student data transfer between schools and colleges/universities, and fulfil the internal reporting needs for school administrators, students, parents, and teachers tracking changes in students’ coursework.

This document highlights current year template changes and provides instructions for configuring the transcript templates within PowerSchool. The transcript templates are provided to district PowerSchool administrators via a secure link. Please do not share these transcripts publically. The “Work In Progress” template reports historical and current-year unfinished coursework. The “Final” template reports all completed, end-of-the-year coursework.

Failure to use the “SC Standard Transcript Templates for PowerSchool” may exclude students from scholarship eligibility.

For information concerning earlier transcript templates, refer to previous documentation by searching [SC Department of Education website](#) for [“South Carolina Standard Student Transcripts”](#). Email the Data Collection Team at PowerSchool@ed.sc.gov for the transcript templates.

A Note Concerning Alumni Student Transcripts and Scholarship Eligibility

PowerSchool student transcripts for grades 9-12 should be archived each year between the date of high school graduation and June 15th, the SC Commission on Higher Education’s (CHE) cutoff date for state scholarship purposes. Alumni students requesting transcripts in subsequent years should be provided exact copies of these archived transcripts. Attempting to print alumni transcripts using current PowerSchool transcript templates will provide invalid transcripts.

Occasionally there are adjustments to the CHE’s transcript requirements for state scholarship eligibility. Alumni transcripts should not be altered after archival to meet new requirements. For example, the current requirements of a valid principal’s signature and the word “Final” included in the transcript title are not required for earlier transcripts. Lack of these two elements on alumni transcripts will not exclude those students from state scholarship eligibility.

Changes included in the SC Standard Transcript Templates for PowerSchool

The only change with version 2.0 is the inclusion of instructions for updating GPA and Class Rank Methods to round student GPAs rather than truncate. The SC Uniform Grading Policy was updated in spring 2017 to reflect a shift away from truncating student GPAs at the third decimal point, to rounding to the third decimal point. Instead of updating the transcript templates ORDA released a procedural document explaining how to implement this change. Parts of that document have been added to this document in the section below the importing and editing instructions.

1. Two new GPA calculations (SC_GPA_UGP_Round & SC_GPA_4.0_Round)
2. One new Class Rank Method (SC_GPA_UGP_Round)
3. Updates to GPA and Class Rank sections on transcript object reports
4. Reconfiguring GPA Student Screens (Cumulative Information)

Review the SC tech note provided to district technology contacts (Technology Directors and PS Coordinators):

SC UGP GPA Calculation Method, UPDATE: Changing the PS Function from Truncating to Rounding, October, 2017 to ensure you have the latest GPA calculation methods, Class Rank calculation methods and GPA Student Screens, in your instance of PS.

When troubleshooting Student Transcript object reports, ensure you have no spaces before or after the “=” sign on the GPA and/or Class Rank DAT objects. Although inclusion of spaces will continue to return a GPA and/or Class Rank on the printed transcript, it may not return the method specified in the object (“SC_GPA_UGP_Round” in the examples below). Instead, PowerSchool Support has determined that including a space around the “=” in either of the DATs will return the “Weighted” GPA and Class Rank method if it exists in your PowerSchool database. If there isn't a "Weighted" record, the report will return "Not Ranked".

You'll likely want to check the current transcript object reports for each high school to ensure there are no spaces around the “=” in either of the DATs. They should appear exactly as below.

```
^(*gpa method="SC_GPA_UGP_Round")  
~(*classrank method="SC_GPA_UGP_Round" result="rankoutof")
```

Instructions for Importing and Editing the SC Standard Transcript Templates for PowerSchool

Below are the steps to import the “SC Standard Transcript – Final” and “SC Standard Transcript – WIP” templates into PowerSchool. It is important to retain the SCDE naming convention of these reports for troubleshooting, clarity, and archival purposes.

Several modifications must be made to the templates after their import. First, district name and address must be updated. Second, templates for each high school must be customized with the principal's signature. **These changes must be made for both templates - Final and Work In Progress.**

1. **Export current PowerSchool transcript templates** (see Appendix B for export instructions). Archive in a secure location for future reference. This is necessary to prevent selection of the wrong PowerSchool transcript template when printing electronic or hard copies, which may exclude students from state scholarship eligibility. School counselors should have access to only current year templates.
2. **Download the SC Standard Transcript Templates (Final and Work In Progress) onto the PowerSchool server or workstation and import into PowerSchool:**
 - a. On the PowerSchool Start Page, click “System” (under Setup on the left-hand side) and then click “Import Report Template” (under Reports).

- b. Choose “Windows ANSI” from the Character Set Dropdown menu.



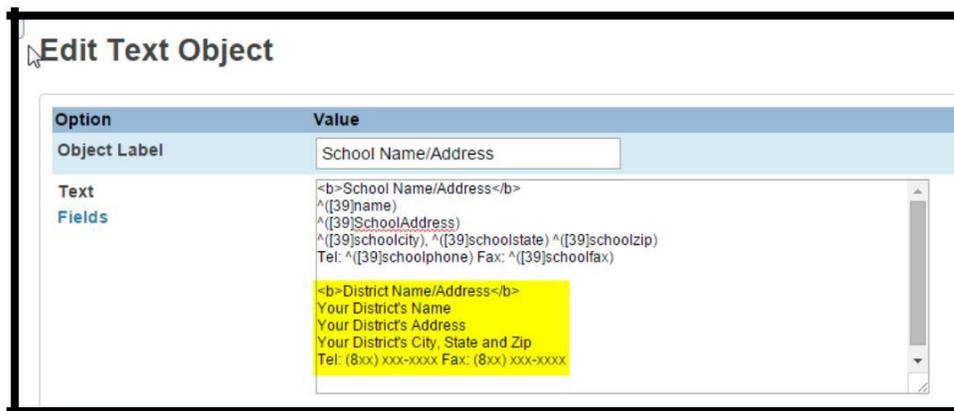
- c. Click “Choose File” and navigate to the location of the downloaded templates on the PowerSchool server or workstation (not the archived templates); select the “SC Standard Transcript – Final” template and click “Open.”
- d. Click the “Import” button to complete.
- e. Select the “Back” button to import the next template (WIP) immediately. Or repeat the above steps (a – d) to import the “SC Standard Transcript – WIP” template at a later time.

Note: Follow the SCDE naming convention of these templates for troubleshooting, clarity, and archival purposes.

3. Update the District Name/Address fields:

- a. Navigate to the Object Reports Page: on the PowerSchool Start Page, click “System Reports” > click the “Setup” Tab > click “Object Reports.”
- b. Scroll down and click the “SC Standard Transcript – Final” template.
- c. Scroll down to line #48 and click “Text” to the right of “School Name/Address.”
- d. On the second line, to the right of “Text” and underneath “School Name/Address” change “Your District’s Name” to your actual district’s name. **Do not alter the title “District Name/Address”** (see *Name/Address Screenshot*, below).
- e. Complete the remaining district address fields similarly (this text box scrolls down to enter City, State and Zip information).
- f. Click “Submit.”

Name/Address Screenshot:



4. **Insert the principal’s signature for each high school** (see Appendix A for suggestions on capturing a signature file, instructions for uploading the file to PowerSchool, and securing this signature in a safe location on your PS server):
 - a. **Ensure the current principal’s signature is displaying.**

- b. If necessary, navigate to the Object Reports Page: on the PowerSchool Start Page, click “System Reports” > “Setup” Tab > “Object Reports”. Scroll down and click the “SC Standard Transcript – Final” template.
- c. On line #3, click “Picture” to the right of “Principal Signature.”
- d. Select the appropriate signature file from the drop-down list to the right of “Picture.” If the file is not available in the dropdown list, check Appendix A and import a new signature file.
- e. Enter the following specifications (see *Principal Signature Screenshot*, below):
 - Coordinates:
 - Left: 2.98635
 - Top: 9.19518
 - Right: 5.56295
 - Bottom: 9.48687
 - Scaling Option: Shrink to Fit – proportional, centered
 - Skip Rotation
 - Skip Repeat
 - Page: 1
 - Layer: 0 Back
- f. Click “Submit.”

Principal Signature Screenshot:

Option	Value
Object Label	Principal_Signature
Picture	Principal_Test_Sig.JPG
Coordinates	Left 2.98635 Top 9.19518 Right 5.56295 Bottom 9.48687 inches
Scaling Option	Shrink to Fit - proportional, centered
Rotation	0 degrees
Repeat	Times to Repeat: 1 Horizontal Change: <input type="text"/> Vertical Change: <input type="text"/>
Page	1
Layer	0 Back

5. Export a customized template for the high school:

- a. If necessary, navigate to the Object Reports Page: on the PowerSchool Start Page, click “System Reports” > “Setup” Tab > “Object Reports”. Scroll down and click the “SC Standard Transcript – Final” template.
- b. On the bottom of the page, click “Edit the main report parameters.”
- c. In the “Title of this report” field add the abbreviated high school name to the end of “SC Standard Transcript – Final” (highlighted in *Template Export Screenshot* below).

Note: When customizing these templates for each high school, add only the abbreviated name of the high school to the template title (e.g. “SC Standard Transcript – Final” becomes “SC Standard Transcript – Final – RNHS”). As discussed earlier, this is important to ensure high school counselors select the appropriate template for students, and students remain eligible for state scholarships.
- d. Click “Submit.”

Template Export Screenshot:

Option	Value
Title of this report	SC Standard Transcript Template - Fi Table Students
Default font	Helvetica
Default font size	7
Default text line height	
Page Size	Letter (8 1/2" x 11")
	Custom Size: Height <input type="text"/> Width <input type="text"/>
Margins (inches)	Left <input type="text" value="0.25"/> Top <input type="text" value="0.25"/> Right <input type="text" value="0.25"/> Bottom <input type="text" value="0.25"/>
Orientation	Portrait (vertical)
Scale	100
This report available to	<input checked="" type="radio"/> users at all schools <input type="radio"/> only users at District Office
Teachers can print?	<input type="checkbox"/>
Override Course Exclude Setting?	<input type="checkbox"/>

6. Repeat above steps 3 – 5 for the “SC Standard Transcript – WIP” template.

7. Repeat for any remaining high schools using steps 2 – 6.

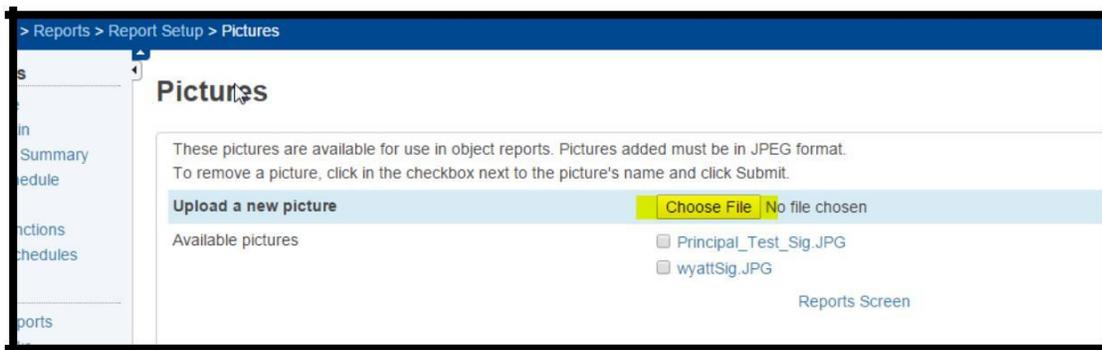
Appendix A: An Option for Creating and Inserting the Principal's Signature (UPDATE for SECURITY)

1. Ask the principal to sign a blank piece of white paper.
2. Scan the piece of paper with the signature.
3. Open the scanned file on your computer.
4. Use the Windows Snipping Tool to capture the signature:
 - a. Click on the Windows Start Button.
 - b. Type Snip in the Search box.
 - c. Click on Snipping Tool under Programs.
 - d. Click "New" and drag the cursor to select only the principal's signature.
 - e. Click File.

IMPORTANT NOTE: for greater initial security, you will want to place this image directly on your PowerSchool server in the data folder –"data/picture/general directory" or for a Server Array using sharepoints, the direct file location would be "data/pictureshare/general".

Alternatively, save to the workstation desktop and delete after completing step 5.

- f. Click "Save as."
 - g. Type the desired File Name – recommend *principal's last name_transcript* (e.g., Smith_transcript).
 - h. Make sure JPEG is selected beside "Save as" type.
 - i. Click "Save."
5. Upload signature .JPEG file into PowerSchool.
 - a. Click "System Reports" on Start Page.
 - b. Click the "Setup" Tab.
 - c. Click "Pictures."
 - d. Click "Choose File" (see below).
 - e. Select the file you saved in step #4, and double click on it or select "Open."
 - f. Click "Submit."



6. If you saved this file on your desktop or another folder on your local workstation, DELETE this Principal's signature file so that no one can inadvertently access the jpg file.

7. Secure the Object Report

You can limit access to printing a report in security group settings. See screenshots below:

Edit Group [Copy Security Permissions](#)

Option	Value
Group Number	2

Accessible Student Screens

- Access Accounts
- Activities
- Addresses
- All Enrollments
- Attachments
- Attendance



- Parents
- Photo
- Print A Report**
- Request Management
- Schedule List View
- Schedule Matrix View

Appendix B: Exporting Current PowerSchool Transcript Templates

These steps provide instructions for exporting from PowerSchool all transcript templates from previous years, and then deleting these templates from PowerSchool. Please export these templates to a place easily accessed and remembered, and back up in another location.

Alternatively, it is possible to rename earlier templates with the prefix “DO NOT USE” (or something similar) by clicking “Edit the main report parameters” at the bottom of each object report, and adding this prefix to the “Title of this report.”

1) Export transcript templates from previous years:

- a) Navigate to the Object Reports Page: on the PowerSchool Start Page, click “System Reports” > “Setup” Tab > “Object Reports.”
- b) Click on the first transcript template to be exported.
- c) On the bottom of the page, click “Export this report as a template.”
- d) Hit **Ctrl + S** or Right-click the mouse and click “Save-as.”
- e) Navigate to the location in which you would like to save transcript templates from previous years.
- f) Click “Save.”

2) Delete this template from PowerSchool:

- a) Click the back arrow on your browser or navigate back to the object report just exported in the step above.
- b) On the bottom of the page, click “Edit the main report parameters.”
- c) Click “Delete” in the bottom right corner of the screen.
- d) Click “Confirm Delete” in the bottom right corner of the screen.

3) Repeat steps 1 and 2 for all remaining transcript templates from previous years.

Appendix C: Troubleshooting Guide and FAQ

1. Where can I locate transcript documentation and setup information?

Download this guide and all relevant transcript information, including webinars and important memos, by search the SCDE website (<https://ed.sc.gov>) for “South Carolina Standard Student Transcripts.”

2. Certain classes do not appear on the transcript.

If certain classes are not displaying on the transcript, make sure all high school courses are coded as “Credit Type” = “HS”. All courses for which a student receives credit toward high school graduation must have the credit tag of “HS” listed. Failure to apply this tag will prevent a course from appearing on the transcript.

3. Errors in GPA Calculation or Class Rank Calculation.

If experiencing the errors shown in screenshot below, the likely problem is the new GPA and Class Rank methods are not updated in PowerSchool. Instructions for adding GPA Calculation and Class Rank Methods to PowerSchool can be found in Appendix D. Another possibility is an extra space was accidentally added to the GPA calculation method title on the object report.

	SC UGP GPA	4.0 GPA
GPA Summary	Error: Unknown calculation method:	
Class Rank	SC_UGP_GPA_2016 calculation method:	
Date Calculated	21 of 266	SC_4.0_GPA_2016
Credit Summary	September 23, 2015	
Total Credit Attempted: 28.00		
Total Credits Earned: 28.00		

4. Class rank in PowerSchool Cumulative Student Information is not identical to Class rank on student transcript.

5. What are the specific elements of the SC Standard Transcript sent to colleges/universities for SC scholarship determination?

The official SC transcript is titled “State of South Carolina Standard High School Transcript – Final.” The date calculated is between the high school graduation date and June 15th (see below on Final Transcripts and Date Calculated). It provides all completed coursework, by term. It is signed by the principal. It has both 4.0 GPA and SC UGP GPA (weighted) listed. Class rank is calculated between the last day of school and June 15th for students who complete all requirements for graduation for the spring term.

6. Are the only valid transcript signatures the principal’s and superintendent’s?

Yes. The superintendent’s signature is accepted only if the school is without a principal.

7. What if we receive transcripts from homeschoolers without a signature?

Contact the SC Commission on Higher Education (Dr. Karen Woodfaulk
KWoodfaulk@che.sc.gov or 803-737-2244).

8. How do you handle transcripts from previous years?

Print from archived copies of previous year transcripts; NEVER USING current year transcript template.

9. When should Final transcripts be run each year, and what is Date Calculated?

Run the entire set of transcript reports, for each class, every year, and archive them. This should be done between the date of high school graduation and June 15th every year. The “drop-dead” deadline for transcripts to have been processed for state scholarship eligibility determination is June 15th. There are no exceptions to this date.

After archiving these transcripts, DO NOT RERUN transcripts using PowerSchool. Any grade data changes after this “final” run can present class rank errors that may potentially disqualify students from scholarship eligibility. Only these archived reports should be sent to colleges, universities, and the SC Commission on Higher Education.

“Date Calculated” is the date on which these reports are run. It is required on all transcripts used for state scholarship purposes. This date is the actual system date on which the final transcript was processed in PowerSchool, not the date archived transcripts were printed.

10. What about summer graduates?

The final grades/ranking cannot include grades earned after the official graduation date. Grades earned after high school graduation (e.g. Summer School grades) cannot be used in these calculations. Contact the SC Commission on Higher Education about students graduating a year (or two) early during the summer. These students may be eligible for scholarships based on the SC UGP. Class rank would not be used as an eligibility factor.

11. What are eTranscripts?

All schools are strongly encouraged to provide their students the opportunity to submit transcripts using Parchment, Inc. These electronic delivery services are paid for by SCDE and free to current SC students. Contact the Data Collection Team at PowerSchool@ed.sc.gov for additional information.

12. How do I continue to print hard copies of my transcripts?

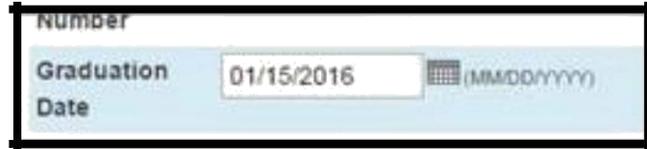
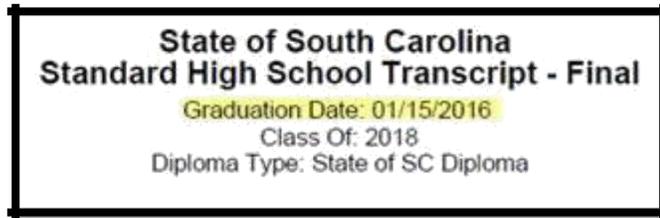
For details concerning transcripts printed directly from PowerSchool (without using eTranscripts), please refer to Appendix C in the 2014-15 transcript manual, which can be found by searching for “South Carolina Standard Student Transcripts” on <https://ed.sc.gov>.

13. Who can I contact about additional questions?

You may contact Dr. Karen Woodfaulk at the SC Commission on Higher Education (KWoodfaulk@che.sc.gov or 803-737-2244) with any questions about state scholarship requirements. For technical questions involving PowerSchool setup or the transcript templates, contact the Data Collection Team at PowerSchool@ed.sc.gov.

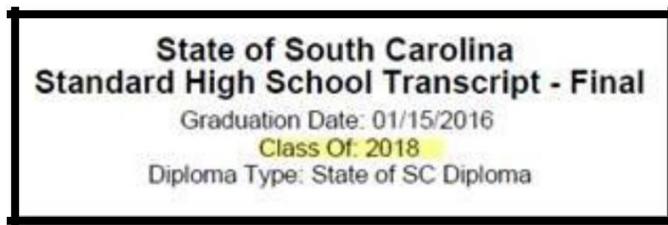
14. How do I change Graduation Date on the transcript?

Update the Graduation Date Field (screenshots below), found at: [State/Province SC > “South Carolina Student Information” link > “SC Student Information” Tab > “Graduation Date” Field]



15. How do I change Class Of on the transcript?

Update the “Year of Graduation” field (screenshots below), found at [Scheduling Setup > “Year of Graduation Field”]



16. How do I change Diploma Type on the transcript?

Update the Diploma Type (for Transcript), found at: [State/Province SC > “South Carolina Student Information” link > “SC Student Information” Tab > “Diploma Type (for Transcript)” Field]

