

2015-16 Student Transcript FAQs and Potential Issues

Note: This document, as well as the 2015-16 transcript documentation and recorded webinar, will soon be posted to new the SCDE website.

Please contact Wyatt Cothran (wcothran@ed.sc.gov) with any questions.

1) Why the new WIP Template?

The original WIP template omitted an object that reports students' current courseload on the WIP transcript. The new template has been adjusted to include these courses. The transcript documentation (PowerSchool_Student_Transcripts_2015-16_Documentation.doc) provides instructions for implementing this template.

2) Errors in GPA Calculation or Class Rank Calculation.

If these types of errors are found in the transcripts (shown in screenshot below), please follow steps #4 and #5 of the transcript documentation, which add the new GPA calculation methods to PowerSchool.

Another possibility is an extra space was accidentally added to the GPA calculation method name on steps #4 or #5. This could happen if the calculation method name was copied and pasted from the documentation.

	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		

3) Class rank in PowerSchool Cumulative Student Information not identical to Class rank on student transcript.

If students' class rank on the new transcripts are not identical to that found on the cumulative information page. Please make the following adjustments to the GPA Student Screens Page for each high school. Make sure you click SUBMIT when finished.

To reach this page, select a high school, then click: School > GPA Student Screens (under Grading)

GPA Student Screens

Quick Lookup

Type of Current GPA to display under schedule: SC_UGP_GPA_2016

Cumulative Info

Row Title	Data
1. SC UGP GPA	~(*gpa method="SC_UGP_GPA_2016")
2. SC 4.0 GPA	~(*gpa method="SC_4.0_GPA_2016")
3. Total Credits Earned	~(*credit_hours)
4. Total Credit Attempted	~(*potential_credit_hours)
5. SC UGP Class Rank	~(*classrank method="SC_UGP_GPA_2016" result="rankoutof")
6. SC UGP 4.0 Class Rank	~(*classrank method="SC_4.0_GPA_2016" result="rankoutof")
7.	

You will also have to add the SC_UGP_GPA_2016 and SC_4.0_GPA_2016 Class Rank Methods to PowerSchool for each high school.

1. Navigate to the Class Rank Method Page (School > Class Rank > Class Rank Methods) and click the "New" button.
2. Type "SC_4.0_GPA_2016" into the Description field (screenshot below)
3. On the GPA Calculation Method dropdown, select "SC_4.0_GPA_2016"
4. Click the checkbox for "that count in class rank (overrides GPA setting)" and "that are excluded from class rank"
5. Click submit.
6. Repeat for SC_UGP_GPA_2016 (screenshot below)
1. **RECALCULATE CLASS RANK:** (School > Class Rank > Recalculation Frequency > Click "Recalculate Now"). **Wait until you get Changes Recorded green light** (see screenshot below), **rather than clicking "submit."**
2. **Repeat for each high school.**

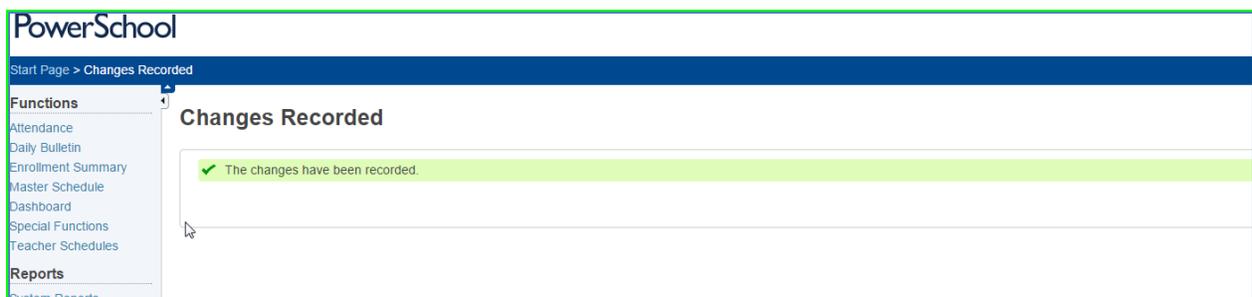
"SC_4.0_GPA_2016" Class Rank Method

Class Rank Method	
General	
Description	SC_4.0_GPA_2016
GPA Calculation Method	SC_4.0_GPA_2016
GPA result is	Numeric
Only include grades	<input checked="" type="checkbox"/> that count in class rank (overrides GPA setting)
Exclude students	<input checked="" type="checkbox"/> that are excluded from class rank
Include early graduates?	<input type="checkbox"/>
Early graduation exit code	

"SC_UGP_GPA_2016" Class Rank Method

Class Rank Method	
General	
Description	SC_UGP_GPA_2016
GPA Calculation Method	SC_UGP_GPA_2016
GPA result is	Numeric
Only include grades	<input checked="" type="checkbox"/> that count in class rank (overrides GPA setting)
Exclude students	<input checked="" type="checkbox"/> that are excluded from class rank
Include early graduates?	<input type="checkbox"/>
Early graduation exit code	

Recalculate Class Rank "Changes Recorded" screen



4) There are several objects in the "SC Standard Transcript – Final (2015-16)" that can be deleted. These objects may be causing formatting issues in your template.

- a. Navigate to the Object Reports Page: on the PowerSchool Start Page, click System Reports > Setup Tab > Object Reports.

- b. Scroll down and click the “SC Standard Transcript – Final (2015-16)” template. Note that you may have already added the abbreviated name for your high school(s) to the template name.
- c. Delete Object #1 Logo (Student Pictures)
- d. Delete Object #3 Uniform Grading Scale Chart

Questions from webinar

- 1. Are the only valid transcript signatures the principal’s and superintendent’s?
 - a. Yes.
- 2. What if we receive transcripts from homeschoolers without a signature?
 - a. Contact the SC Commission on Higher Education.
- 3. How do you handle transcripts from previous years?
 - a. Print from archived copies of previous year transcripts rather than through the current year transcript template.