

# **2016-17 SC Standard Transcript Templates for PowerSchool**

**Updated August, 2016**

SC Department of Education

Office of Research and Data Analysis

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## 2016-17 SC Standard Transcript Templates for PowerSchool

The Office of Research and Data Analysis develops the “SC Standard Transcript Templates for PowerSchool” for SC district and school use. These templates provide standard 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.

There are several changes to the SC Standard Transcript Templates for the 2016-17 school year. **Failure to use current templates may exclude students from scholarship eligibility.**

For information concerning earlier transcript templates, refer to previous documentation by searching <https://ed.sc.gov> for “[South Carolina Standard Student Transcripts](#)”. Email Wyatt Cothran ([wcothran@ed.sc.gov](mailto:wcothran@ed.sc.gov)) or Louise Amos ([lamos@ed.sc.gov](mailto:lamos@ed.sc.gov)) for the transcript templates.

### A Note Concerning Alumni Student Transcripts and Scholarship Eligibility

PowerSchool student transcripts 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 2016-17 SC Standard Transcript Templates for PowerSchool

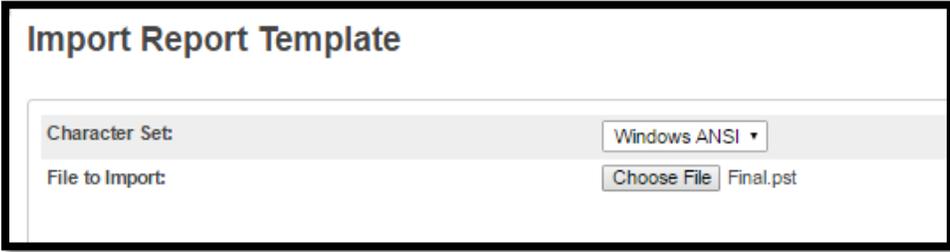
1. Link to SC UGP documentation updated
2. Added text box explaining SC's transition to a 10-point grade scales
3. Updated Class Rank Method DAT to "rankoutof"
4. Updated 4.0 GPA Method to "SCDE 2016 Unweighted GPA"
5. Updated fields to database extensions ("Diploma Type", "Guardian", "Graduation Date", "Student Generation")
6. Student Picture object removed
7. Remember to update Student Screens with new GPA method

## Instructions for Importing and Editing the 2016-17 SC Standard Transcript Templates for PowerSchool

Below are the steps to import the "SC Standard Transcript – Final (2016-17)" and "SC Standard Transcript – WIP (2016-17)" 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 2016-17 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.



Import Report Template

Character Set: Windows ANSI

File to Import: Choose File Final.pst

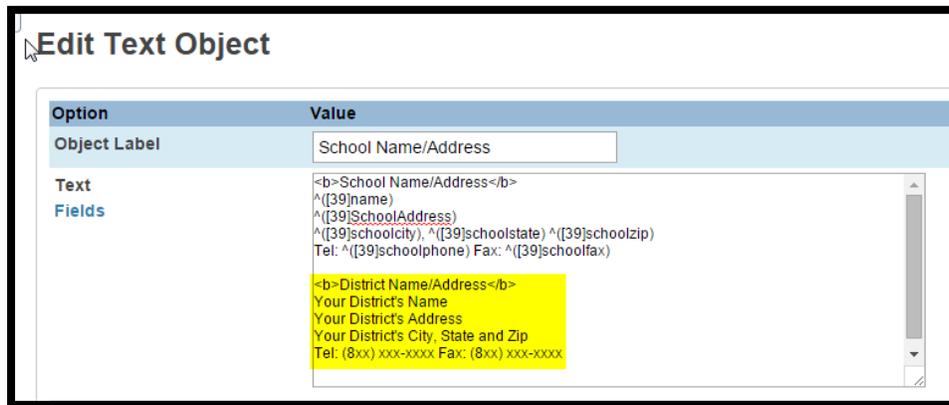
- c. Click “Choose File” and navigate to the location of the downloaded 2016-17 templates on the PowerSchool server or workstation (not the archived templates), select the “SC Standard Transcript – Final (2016-17)” template and click “Open.”
- d. Click the “Import” button to complete.
- e. Select the “Back” button to import the next template (WIP) immediately. Or repeat steps a – d to import the “SC Standard Transcript – WIP (2016-17)” 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 (2016-17)” 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** “<b>District Name/Address</b>” (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 and instructions for uploading the file to PowerSchool):
  - a. **Ensure the principal’s signature file is stored in a secure location (see Appendix A).**
  - 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 (2016-17)” 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):
  - i. 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	<input type="text"/> degrees
Repeat	Times to Repeat <input type="text"/>
	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 (2016-17)” 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 (2016-17)” (**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 (2016-17)” becomes “SC Standard Transcript – Final (2016-

17) – 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:

The screenshot shows a web form titled "Edit Object Report". The form is organized into a table with two columns: "Option" and "Value".

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")
Margins (inches)	Left 0.25 Top 0.25 Right 0.25 Bottom 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 (2016-17)” template.
- 7. Repeat for any remaining high schools using steps 2 – 6.
- 8. Update GPA Student Screens Page for each high school to mimic the screenshot below. Note all 7 fields may need updating.
  - a. To reach this page, select a high school; then click: “School” > “GPA Student Screens” (under Grading).
  - b. Update the fields to those highlighted in the screenshot below.

## GPA Student Screens

### Quick Lookup

Type of Current GPA to display under schedule:

### Cumulative Info

	Row Title	Data
1.	<input type="text" value="SC UGP GPA"/>	<input sc_ugp_gpa_2016")"="" type="text" value="~(*gpa method="/>
2.	<input type="text" value="SC UGP 4.0 GPA"/>	<input 2016="" gpa")"="" scde="" type="text" unweighted="" value="~(*gpa method="/>
3.	<input type="text" value="SC UGP Class Rank"/>	<input )"="" result="rankout" sc_ugp_gpa_2016"="" type="text" value="~(*classrank method = "/>

**“SC Standard Transcript – Final (2016-17)” (identifying information removed)**

State of South Carolina Standard High School Transcript - Final											
Student Name [Redacted]			Graduation Date: 01/16/2003		School Name/Address Test High School 3214 Johnson Lane TestTown, SC 29460 Tel: 803-775-2511 Fax: 803-775-2511						
Student ID [Redacted]	Grade 12	Gender M	Class Of: 2016								
State ID [Redacted]	Date of Birth 10/28/1997	Ethnic Code W	Diploma Type: State of SC Diploma		District Name/Address [Redacted]						
Parent or Guardian [Redacted]											
Crs ID	Course Title	Term	Grd	Mark	Credit	Crs ID	Course Title	Term	Grd	Mark	Credit
<b>12-13 Swansea High Freshman Academy</b>											
3011FACW	English 1	YR	9	76	1.00						
3141FACW	Algebra 1A	YR	9	72	1.00						
3211FACW	Physical Science	YR	9	71	1.00						
339961CW	Domestic, Foreign, & Student Affairs	YR	9	79	1.00						
344100CW	Health/PE-I	YR	9	77	1.00						
375100CW	Junior ROTC 1	YR	9	72	1.00						
500800CH	Computer Applications	S2	9	75	0.50						
510000CH	Keyboarding	S1	9	68	0.00						
<b>13-14 Swansea High School</b>											
301202CW	English 2	YR	10	71	1.00						
309904CW	Mythology	YR	10	74	1.00						
314201CW	Algebra 1B	YR	10	71	1.00						
322102CW	Biology 1	YR	10	75	1.00						
336002CW	World History (GS)	YR	10	91	1.00						
503102CW	Webpage Design and Development 1	YR	10	71	1.00						
606000CW	Building Const 1	YR	10	77	1.00						
<b>14-15 Swansea High School</b>											
301302CW	English 3	YR	11	79	1.00						
323102CW	Chemistry 1	YR	11	72	1.00						
332002CW	US Hist and Consti	YR	11	83	1.00						
379971CW	Car Exp 1 JAG	YR	11	77	1.00						
412102CW	Geometry	YR	11	70	1.00						
452102CW	Drama 1	YR	11	81	1.00						
555000CW	Health Sc Tech 1	YR	11	81	1.00						
<b>15-16 Swansea High School</b>											
333002CH	U.S. Government	S1	12	82	0.50						
										<b>SC UGP GPA</b>	<b>4.0 GPA</b>
<b>GPA Summary</b>										1.889	1.500
<b>Class Rank</b>										130 out of 136	
<b>Date Calculated</b>										August 23, 2016	
<b>Credit Summary</b>											
Total Credit Attempted: 21.50											
Total Credits Earned: 21.00											

To determine the course academic level refer to the seventh character in each course ID.

If graduation date is a future date, current year reflects Work In Progress.

Information about the South Carolina Uniform Grading Policy can be found by searching for "Uniform Grading Policy" at <https://ed.sc.gov/>

*Signature Here*

Official Signature \_\_\_\_\_

Dr. Susan Bell, Principal  
Date: August 23, 2016

An official signature and/or seal is required for manually printed transcripts (PDF format).  
An official signature (.JPEG format) is required for electronic transcripts sent via secure transmission.

SC transitioned to a 10-point Grade Scale in 2016-17. Prior year courses were evaluated on a 7-point Grade Scale (see below).

<b>2015-16</b>	<b>2016-17</b>
A 93-100	A 90-100
B 85-92	B 80-89
C 77-84	C 70-79
D 70-76	D 60-69
F 0-69	F 0-59

**“SC Standard Transcript – WIP (2016-17)” (identifying information removed)**

<b>Student Name</b>			<b>State of South Carolina Standard High School Transcript Work In Progress</b>				<b>School Name/Address</b>					
Student ID		Grade	Gender		Graduation Date: 03/04/2016 Class Of: 2018 Diploma Type: State of SC Diploma				Test High School 10 E. Downing Street Testtown, SC 29999 Tel: 803-555-1212 Fax: 803-555-1212			
State ID		Date of Birth	Ethnic Code									
Parent or Guardian			<b>District Name/Address</b>				Your District's Office Your District's Address Your District's City, State and Zip Tel: 803-555-1212 Fax: 803-555-1212					

Crs ID	Course Title	Term	Grd	Mark	Credit	Crs ID	Course Title	Term	Grd	Mark	Credit
<b>12-13 Swansea High Freshman Academy</b>											
3011FACW	English 1	YR	9	76	1.00						
3141FACW	Algebra 1A	YR	9	72	1.00						
3211FACW	Physical Science	YR	9	71	1.00						
339981CW	Domestic, Foreign, & Student Affairs	YR	9	79	1.00						
344100CW	Health/PE-I	YR	9	77	1.00						
375100CW	Junior ROTC 1	YR	9	72	1.00						
500800CH	Computer Applications	S2	9	75	0.50						
510000CH	Keyboarding	S1	9	68	0.00						
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<b>Work In Progress</b>											
<b>District Office</b>											
379971CW	Car Exp 1 JAG										
323102CW	Chemistry 1										
452102CW	Drama 1										
301302CW	English 3										
412102CW	Geometry										
555000CW	Health Sc Tech 1										
332002CW	US Hist and Consti										
								<b>SC UGP GPA</b>		<b>4.0 GPA</b>	
<b>GPA Summary</b>								1.889		1.500	
<b>Class Rank</b>								130 out of 138			
<b>Date Calculated</b>								August 26, 2016			
<b>Credit Summary</b>											
Total Credit Attempted: 21.50											
Total Credits Earned: 21.00											

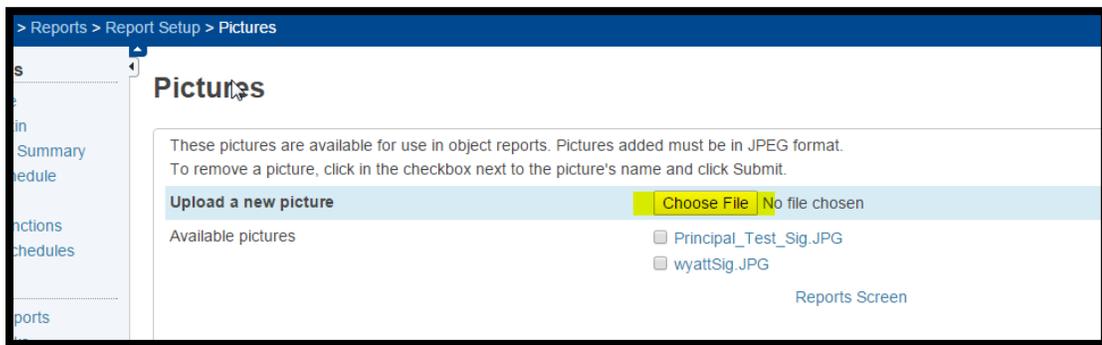
<p>To determine the course academic level refer to the seventh character in each course ID.</p> <p>If graduation date is a future date, current year reflects Work In Progress.</p> <p>Information about the South Carolina Uniform Grading Policy can be found by searching for "Uniform Grading Policy" at <a href="https://led.sc.gov/">https://led.sc.gov/</a></p>	<p>Official Signature _____</p> <p style="font-size: small;">Ima Test, Principal Date: August 26, 2016</p> <p style="font-size: x-small;">An official signature and/or seal is required for manually printed transcripts (PDF format). An official signature (.JPEG format) is required for electronic transcripts sent via secure transmission.</p>	<p>SC transitioned to a 10-point Grade Scale in 2016-17. Prior year courses were evaluated on a 7-point Grade Scale (see below).</p> <table style="width: 100%; font-size: x-small;"> <tr> <td><b>2015-16</b></td> <td><b>2016-17</b></td> </tr> <tr> <td>A 93-100</td> <td>A 90-100</td> </tr> <tr> <td>B 85-92</td> <td>B 80-89</td> </tr> <tr> <td>C 77-84</td> <td>C 70-79</td> </tr> <tr> <td>D 70-76</td> <td>D 60-69</td> </tr> <tr> <td>F 0-69</td> <td>F 0-59</td> </tr> </table>	<b>2015-16</b>	<b>2016-17</b>	A 93-100	A 90-100	B 85-92	B 80-89	C 77-84	C 70-79	D 70-76	D 60-69	F 0-69	F 0-59
<b>2015-16</b>	<b>2016-17</b>													
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C 77-84	C 70-79													
D 70-76	D 60-69													
F 0-69	F 0-59													

## 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. **Stuff happens! Be prepared!**

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
<b>GPA Summary</b>	Error: Unknown calculation method:	Error: Unknown calculation method:
<b>Class Rank</b>	SC_UGP_GPA_2016	SC_4.0_GPA_2016
<b>Date Calculated</b>	21 of 266	September 23, 2015
<b>Credit Summary</b>		
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.

Refer to step 8 in above instructions.

### 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 15<sup>th</sup> (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 15<sup>th</sup>.

### 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 rather than through the 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 15<sup>th</sup> 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 Wyatt Cothran (wcothran@ed.sc.gov) or Louise Amos (lamos@ed.sc.gov) for additional information.

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

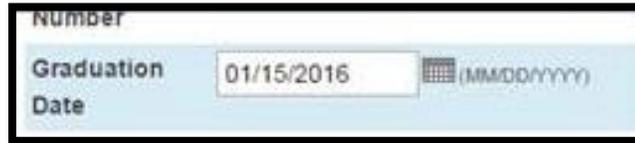
For details concerning transcripts printed directly from PowerSchool (without using eTranscripts), please refer to Appendix C in the 2014-15 transcript manual, which can be found by searching for “South Carolina Standard Student Transcripts” on <https://ed.sc.gov>.

**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 Wyatt Cothran at SCDE (wcothran@ed.sc.gov).

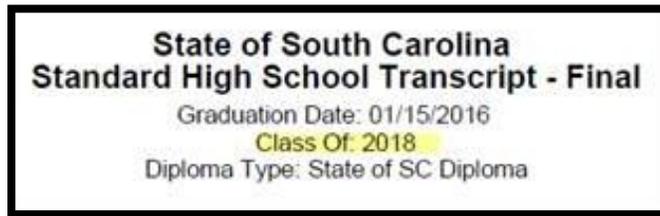
**14. How do I change Graduation Date on the transcript?**

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]



## Appendix D: Creating “SC\_UGP\_GPA\_2016” GPA Calculation Method

1. Navigate to the GPA Calculation Methods Page: on the PowerSchool Start Page, click “District” > “GPA Calculations” (under Grading) > “Calculation Methods”.
2. Click the “New” button.
3. Change the default specifications to the following (see screenshot below):

**BE SURE NOT TO INCLUDE ANY BLANK SPACES BEFORE OR AFTER THESE SPECIFICATIONS IF COPYING AND PASTING**

- a. Method Name: SC\_UGP\_GPA\_2016
- b. Description: 2016 SC UGP (weighted) GPA
  - i. Formula:  
 **$\text{trunc}(\text{gpa\_sum}(\text{gpa\_gpapoints()}\*\text{gpa\_potentialcredit()})/\text{sum}(\text{gpa\_potentialcredit()}),3)$**
  - ii. Calculation type: Cumulative
  - iii.** Grade scale: leave blank. **THIS IS VERY IMPORTANT!**
  - iv. Skip Terms, Grade levels, School years, and Credit types.
  - v. Only include grades:
    1. check “that count in GPA”
    2. check “that count in class rank”
    3. check “with potential credit”
    - 4. leave “that count in honor roll” unchecked**
  - vi. Skip remaining fields.
  - vii. Click “Submit.”

## GPA Calculation Method

### General

Method name

SC UGP GPA 2016

Description

2016 SC UGP (weighted) GPA

### GPA Calculation

Formula

```
trunc((gpa_sum/gpa_gpapoints()*gpa_potentialcredit()/sum(gpa_potentialcredit()),3)
```

Calculation type

Cumulative ▼

Grade scale

▼

### Query Options

Terms

(comma-separated)

Grade levels

(comma-separated)

School years

(comma-separated)

Credit types

(comma-separated)

Only include grades

- that count in GPA
- that count in class rank
- that count in honor roll
- with potential credit

### Projected GPA Options

Projected grades are

Current final grades ▼

Do not add grade if

A grade for the course exists in any term ▼

Stored credit hours

Use actual credit hours ▼

[Export as template](#)

## Appendix E: Creating “SC\_UGP\_GPA\_2016” Class Rank Method

1. Navigate to the Class Rank Method Page (School > Class Rank > Class Rank Methods) and click the “New” button.
2. Type “SC\_UGP\_GPA\_2016” into the Description field (screenshot below)
3. On the GPA Calculation Method dropdown, select “SC\_UGP\_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. **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.”**
7. **Repeat for each high school.**

“SC\_UGP\_GPA\_2016” Class Rank Method

The screenshot shows the 'Class Rank Method' configuration page. The 'General' section contains the following fields:

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

