

SC Transcripts Updated, January 2015

SC Department of Education

Office of Research and Data Analysis

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*******Reposting of SC Transcript Templates for School Year 2014-15
- Document and Templates*******

An email was disseminated through the SISsupport listserv on December 17 to provide the necessary fixes to errors in the initial document and templates provided December 12, 2014. The blue text in this document indicates those changes.

In case any persons in your schools have forgotten or any new persons working with student transcripts may not know:

1. The Uniform Grading Policy on page 55-03-5 states:

Computations will not be rounded to a higher number. (The uniform grading scale and the system for calculating GPAs and class rank will apply to all courses carrying Carnegie units, including units earned at the middle or junior high school level.)
2. The formula for both GPA calculations SC UGP GPA and SC 4.0 GPA has always been **“trunc((gpa_sum(gpa_gpapoints()*gpa_potentialcredit())/sum(gpa_potentialcredit())),3)** for use by our SC schools.

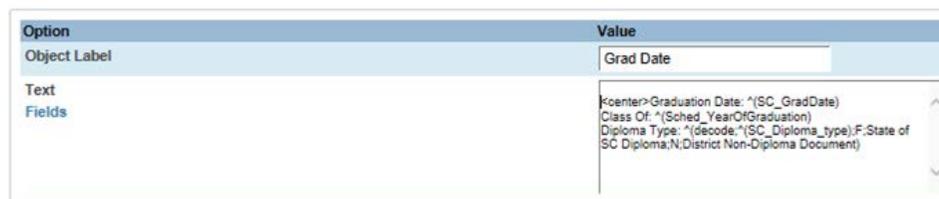
Note: If your GPA calculations use “round” instead of “trunc” in this formula, you MUST edit it to truncate at the third decimal place to follow the current Policy which has been in effect since 2007-2008.

The changes that you will need to fix for your transcripts are as follows:

1. To follow the ACT 155 requirement, the Diploma Type decode script should be as indicated in the screen shot. You may either edit your script or copy/paste the following statement into your template :

Diploma Type:^(decode:^(SC_Diploma_type);F;State of SC Diploma;N;District Non-Diploma Document)

Edit Text Object



2. The Work In Progress 2014 template left off the student photo. The screen shot below provides placement information as follows:
 - a. coordinates: Left: 3.85; Top: 1.1; Right: 4.65; Bottom: 2
 - b. scaling option: Shrink to Fit – proportional
 - c. page: 1

Setup > Object Reports > Edit Object > New Picture Object

New Picture Object

Option	Value
Object Label	<input type="text" value="Student Photo"/>
Picture	<input type="text" value="Student Photo"/> ▼
Coordinates	Left <input type="text" value="3.85"/> Top <input type="text" value="1.1"/> Right <input type="text" value="4.65"/> Bottom <input type="text" value="2"/> inches
Scaling Option	<input type="text" value="Shrink to Fit - proportional"/> ▼
Rotation	<input type="text"/> degrees
Repeat	Times to Repeat <input type="text"/>
	Horizontal Change <input type="text"/>
	Vertical Change <input type="text"/>
Page	<input type="text" value="1"/>
Layer	<input type="text" value="0 Back"/> ▼

- The title for District Name is missing the bold font code in the templates; just add the html code as indicated below for this fix:

`District Name/Address`

The updated Final and Work in Progress templates are included with this reposting of this document.

Changing the SC Transcript Templates for School Year 2014-15

The Office of Research and Data Analysis delivers the PowerSchool transcript report templates to SC districts and schools so that each student can provide a standard report when applying for SC scholarships through the SC State's Commission on Higher Education and when fulfilling requests for applications to SC state colleges and universities. Registrars at the various entities rely on the format and accuracy of information on the transcripts provided to determine whether or not students will receive the scholarship funds. In addition high school students and/or their parents request that transcripts are provided to other local, in-state or out-of-state entities to meet higher education admission or application requirements.

These reports also provide a standard report for student data transfer between or among schools or districts as well as meet reporting needs internally for school administrators, parents, teachers, and students who are tracking changes in their coursework.

Issue: Changes signed into SC law during the 2014 legislative sessions require a change to be made to the transcript templates effective during the 2014-15 school year. Requests for additional changes on the part of school and district personnel were also considered and added to the update for this year.

Solution for Student Data:

The following are required updates in data fields for the two transcript templates:

1. **Diploma Type – Act 155 (signed into SC Law)**
2. **Transcript Report Titles – Final and Work in Progress**
3. **Entry Date – Removed**
4. **Principal's or His Designee's Signature (JPEG Format)**
5. **Date Principal "Signed" Transcript**
6. **URL for Uniform Grade Policy – Updated Link**

Whys and Wherefores: Diploma Type

For the school year **2014-15 and going forward**, Act 155 eliminates the requirement for students' needing to pass the HSAP in order to receive a high school diploma from SC schools. Thus there is a need to change the transcript template which previously allowed schools to indicate an SC certificate for those students who did not complete all requirements for an SC diploma. The resulting reports provide the standard format and information such entities need for determining whether or not students meet requirements both during and at the end of each school year for their high school career.

Note from the Office of Federal State and Accountability on Act 155:

For students who are a part of the 2014 graduating class and before, an official transcript will not be adjusted, but separate documentation should be attached to the transcript by the high school or district, indicating that the student received a high school diploma pursuant to Act 155.

Transcripts for students in the class of 2014 who received certificates during the May/June graduation, will reflect certificate, not diploma. If a student passes the summer HSAP, another transcript would be printed to reflect the diploma status. If the student did not take or pass the summer 2014 HSAP and petitioned for a diploma, the transcript would still indicate "certificate" and the school or district should provide documentation that the student received a high school diploma pursuant to Act 155.

Whys and Wherefores: Titles for Final (end of year/coursework) and Work in Progress Reports

The Old and New names for these two reports are as follows:

Old: State of South Carolina Standard High School Transcript

New: [State of South Carolina Standard High School Transcript–FINAL](#)

Old: State of South Carolina Standard Transcript of Student Progress

New: [State of South Carolina Standard High School Transcript–Work in Progress](#)

Note: Though these reports are specifically related to SC scholarship determination for SC state purposes or college admissions, they also provide a standard report for transferring student grade records, meeting parent or teacher requests, or letting students view their final grades and courses completed.

Districts may want to provide unofficial reports to project student grade point averages (GPA) and class ranks for current terms as opposed to end-of-year or cumulative averages by term or year for honor rolls and transfers. Such reports are necessary; however, the SCDE respectfully requests that such local reports that differ from the Official transcript provided have a specific designation such as a unique title or watermark that differentiates them. You are encouraged to create other reports using these standard templates if they meet your needs, but you must indicate the report status within each template you allow to be used at your school or district level.

Whys and Wherefores: Enter Date

The Enter Date is not a necessary field to populate since enrollment dates are readily available in PS for determining when students enroll into or transfer from school(s); therefore, this field does not need to be included on the transcript and should be removed from the script.

Whys and Wherefores: Authorized Signature and Date Processed for Principal's Signature

For electronic submission of a PDF formatted report, the authorized signature of the principal or his/her designee will be added as JPEG insert in place of the former line for this signature. This signature will need to be maintained on a regular basis when or if the appointed administrator resigns or changes.

The date will be the system date on which the report is processed and prepared for archived reports.

NOTE: For eTranscripts submitted through Parchment, the designated name for the responsible school administrator and the date on which the report is process in PS will be included as part of the data transfer.

Whys and Wherefores: Uniform Grading Policy URL Moved to A New Location

The Uniform Grading Policy is referenced on the transcript; therefore, you must edit the link to the following – <http://ed.sc.gov/agency/programs-services/131/> .

Whys and Wherefores: Parent or Guardian Information

Several persons responsible for providing this report to parents have been requested to “fix” the parent or guardian information to reflect under whose guardianship the student is placed. Currently the script populates the line with the first and last names entered for mother and/or father. If neither set of fields is blank bother parents’ names are printed on the transcript; however, if either field is blank, the other parent’s name is printed on the transcript.

This 2009-10 script:

```
<b>Parent Guardian</b>
^(mother;if.not.blank.then=^(mother))
^(mother;if.not.blank.then=^(father;if.not.blank.then=&))^(father;if.not.blank.then=^(father))
^(Mailing_Street)
^(Mailing_City),^(Mailing_State)^(Mailing_Zip)
^(Home_Phone)
```

can be replaced with the script below which will input the Guardian’s name. If the first and last name fields for both the mother and father are blank in the student’s record and there is an entry in the guardian field, then the guardian’s name will be displayed on the transcript:

```
<b>Parent or Guardian</b>
^(mother;if.not.blank.then=^(mother))
^(mother;if.not.blank.then=^(father;if.not.blank.then=&))^(father;if.not.blank.then=
^(father))^^(guardianship;if.not.blank.then=^(guardianship))
^(Mailing_Street)
^(Mailing_City),^(Mailing_State)^(Mailing_Zip)
^(Home_Phone)
```

Several considerations to note before making your decision to update this **Parent or Guardian** script:

1. The better title is **Parent or Guardian** no matter which script you choose to use.
2. You may choose NOT TO CHANGE this script if it suits your needs as is.
3. Discuss with your administration, guidance, and PS data persons prior to making this change to determine how it will impact data entry and re-entry of parental or guardian fields on the Parent Information Page.

Solution: Two Methods to Import and Edit the Templates

In this document you will review the steps to update the Object Report Template for the SC Transcript—Final (2014) steps for the SC Transcript—WI Progress (2014)

Each district PS coordinator must decide how to update the current templates for transcripts by using one of the following methods:

1. Export your current templates, rename them, and import them as the 2014-15 templates. Then edit various components of the object report to correctly format the reports. This may be preferable since you would need to make fewer edits with you re-import. If you choose to use your current object reports to update your template, identify them as follows:
 - a. SC Transcript – Final (2014)
 - b. SC Transcript – WI Progress (2014)
2. Import into PowerSchool the 2014-15 updated templates (Final and Work In Progress) using the Report Import Template and then edit various components of the object report to correctly format the resulting reports. Ensure that you download the zipped file from the SCDE website and save it to your desktop prior to extracting the files and importing into PowerSchool.

Overview of 2009-10 Template (Final)

The template below represents a copy borrowed from one of our SC schools. The row or line numbers may vary from yours; however, the row titles should be the same or very similar; for example, the title for line 21 in this sample is “4.0 GPA.” Use this template to compare to your object report.

Necessary changes for 2014-15 are highlighted with rectangular shapes.

Rows (Lines) 1-21

Object Report: SC Official Transcript, (final)

New Object: Text Line Box Circle Transcript Fee List Picture Sequence

#	Label	Object Type	Object Info
1.	Logo	Picture	Filename: sde_bw_600x200.jpg_sm.jpg, Top left corner: (3.3,1.1)
2.	Uniform Grading Scale Chart	Photo	Student Photo, Fill Box - proportional, Box coordinates: (6.75,9.0) to (8.25,10.0)
3.	H Line 1 Left	Repeating Horiz Line	Length: 2.25", Starting point: (0.25,0.5), Repeat: 2 times, Vert Change: 0.25"
4.	H Line Bottom	Horiz Line	Length: 8", Starting point: (0.25,9.0)
5.	H Line GPA Summary	Repeating Horiz Line	Length: 4", Starting point: (4.25,7.7), Repeat: Once, Vert Change: 0.2"
6.	H Lines Left Box Top/Bottom	Repeating Horiz Line	Length: 2.25", Starting point: (0.25,0.25), Repeat: Once, Vert Change: 1.5"
7.	H Lines Right Box Top	Repeating Horiz Line	Length: 2.25", Starting point: (6.0,0.25), Repeat: Once, Vert Change: 1.5"
8.	H Lines Top Main Section	Repeating Horiz Line	Length: 8", Starting point: (0.25,2.0), Repeat: Once, Vert Change: 0.2"
9.	Official Signature Line	Horiz Line	Length: 2.45", Starting point: (3.025,9.5)
10.	V Line 2	Repeating Vert Line	Length: 0.25", Starting point: (1.25,0.5), Repeat: Once, Horiz Change: 0.625"
11.	V Line 3	Vert Line	Length: 0.25", Starting point: (1.875,0.75)
12.	V Line 3a	Vert Line	Length: 0.25", Starting point: (1.0,0.75)
13.	V Line Center	Vert Line	Length: 7", Starting point: (4.25,2.0)
14.	V Lines Left Box Top	Repeating Vert Line	Length: 1.5", Starting point: (0.25,0.25), Repeat: Once, Horiz Change: 2.25"
15.	V Lines Light Left	Vert Line	Length: 7", Starting point: (2.35,2.0)
16.	V Lines Light Right	Vert Line	Length: 7", Starting point: (6.35,2.0)
17.	V Lines Right Box Top	Repeating Vert Line	Length: 1.5", Starting point: (6.0,0.25), Repeat: Once, Horiz Change: 2.25"
18.	V Long	Repeating Vert Line	Length: 7", Starting point: (0.25,2.0), Repeat: Once, Horiz Change: 8"
19.	Work in Progress	Repeating Horiz Line	Length: 3.99", Starting point: (4.26,5.4), Repeat: Once, Vert Change: 0.2"
20.		Text	Position: (4.29,5.55), Size: 8
21.	4.0 GPA	Text	Position: (7.4,7.85), Size: 8, Line Height: 10 4.0 GPA ^("gpa method="SC_UGP_4.0")

Rows 22- 34

22.	Course Title	Text	Position: (1.25,2.15) Course Title
23.	Course Title Right	Text	Position: (5.4,2.15) Course Title
24.	Credit Left	Text	Position: (3.6,2.15), Size: 7 Credit
25.	Credit Right	Text	Position: (7.6,2.15), Size: 7 Credit
26.	Credit Summary	Text	Position: (4.65,8.6), Size: 8, Line Height: 10 Credit Summary Total Credit Attempted: ^("potential_credit_hours") Total Credits Earned: ^("credit_hours")
27.	Crs ID	Text	Position: (0.35,2.15) Crs ID
28.	Crs ID Right	Text	Position: (4.3,2.15) Crs ID
29.	DOB	Text	Position: (1.08,0.84) Date of Birth ^(DOB)
30.	Enter Date	Text	Position: (0.0,0.65), Size: 9, Line Height: 10 Enter Date: ^("SC_OrigEntryDate") Graduation Date: ^("SC_GradDate") Class Of: ^("Sched_YearOfGraduation") Diploma Type: ^("decode:"^("SC_Diploma_type");F.State of SC Diploma;H.State of SC Certificate;N
31.	Ethnicity	Text	Position: (1.9,0.84) Ethnic Code ^(Ethnicity)
32.	Gender	Text	Position: (1.9,0.6) Gender ^(Gender)
33.	GPA Summary	Text	Position: (4.65,8.1), Size: 8, Line Height: 10 GPA Summary Class Rank Date Calculated
34.	Grade 1 Right	Text	Position: (6.8,2.15), Size: 7 Grd

Rows 35-45

35. Grade Level	Text	Position: (1.27,0.6) Grade ^(Grade_Level)
36. Grd1 Left	Text	Position: (2.8,2.15), Size: 7 Grd
37. Header	Text	Position: (0.0,0.3), Font: Helvetica, Size: 12, Line Height: 12 State of South Carolina Standard High School Transcript
38. Mark 1 Left	Text	Position: (3.2,2.15), Size: 7 Mark
39. Mark 1 Right	Text	Position: (7.2,2.15), Size: 7 Mark
40. Official Signature	Text	Position: (2.2,9.5) Official Signature
41. Official Signature - Principal	Text	Position: (0.0,9.6) ^([Schools]Principal), Principal or Designee
42. Official Signature Date	Text	Position: (5.575,9.5) Date: _____
43. Official Statement	Text	Position: (0.25,10.0) An official signature and/or seal is required for manually created transcripts. Information about the South Carolina Uniform Grading Policy can be found at: http://ed.sc.gov/topics/cur...
44. Parent Info	Text	Position: (0.3,1.155) Parent Guardian ^(mother;if not blank then=^(mother)) ^(mother;if not blank then=^(father;if not blank then=&))^(father;if not blank then=^(father)) ^(Mailing_Street) ^(Mailing_City),^(Mail...
45. SC UGP GPA	Text	Position: (6.45,7.85), Size: 8, Line Height: 10 SC UGP GPA ^(("gpa method="weighted") ^(("class_rank_out_of_weighted) -[letter date]

Rows 45-53

46. School Name/Address	Text	Position: (6.1,0.4) School Name/Address ^(schoolname) ^([39]SchoolAddress) ^([39]schoolcity), ^([39]schoolstate) ^([39]schoolzip) Tel: ^([39]schoolphone) Fax: ^([39]schoolfax) District Name/Address School ...
47. State ID	Text	Position: (0.3,0.84) State ID ^(state_studentnumber)
48. Student ID	Text	Position: (0.3,0.6) Student ID ^(Student_Number)
49. Student Name	Text	Position: (0.3,0.335) Student Name ^(last_Name)^(SC_studentgeneration),^(first_name)^(middle_name)
50. Term 1 Left	Text	Position: (2.4,2.15) Term
51. Term 1 Right	Text	Position: (6.4,2.15), Size: 7 Term
52.	Transcript	Term columns: F1, F1, F1, F1, List box: (0.27,2.25) to (4.25,9.0), Listing Size: 8, Restrict to credit type: HS, Exclude blank grades
53.	Text	Position: (0.25,9.2), Size: 6 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.
		Edit the main report parameters Export this report as a template

Sample Transcript from above Object Report Template

This sample transcript shows how the 2009-10 report appeared in PDF format:

State of South Carolina Standard High School Transcript												
Student Name Amosson, Jr., Mackey Student ID 999999999 Grade 12 Gender M State ID 999999999 Date of Birth 11/18/1995 Ethnic Code 00				Enter Date: Graduation Date: 6/6/2013 Class Of: 2013 Diploma Type: State of SC Diploma				School Name/Address District Office 300 Columbia Avenue Chapin, SC 29516 Tel: (803) 679-6400 Fax: (803) 679-9423 District Name/Address School District 6 of Lexington/Richland Counties 1020 Dutch Ram Road Jmco, SC 29561 Tel: (803) 476-6000 Fax: (803) 476-6017				
Parent/Guardian Adams, Mama S Adams, Pace 48 Invercible LN Channah, SC 29667												
Crs ID	Course Title	Term	Grd	Mark	Credit	Crs ID	Course Title	Term	Grd	Mark	Credit	
08-10 Chaplin High School 3011ADCW RUM 1 ENG ADV YR 9 85 1.00 3099RCH FR SUCCESG S2 9 100 0.50 3211ADCW PHY SCI ADV YR 9 88 1.00 3310ADCW GLOBAL 1 ADV YR 9 97 1.00 3336GLCH LAW-RELATED ED S1 9 86 0.50 3441GLCW PE 1 YR 9 98 1.00 3651GLCW SPAN 1 YR 9 87 1.00 4111ADCW ALG 1 CP YR YR 9 81 1.00 5100GLCH Keyboarding S2 9 83 0.50 5554GLCH INTRO HTH SCI S1 9 91 0.50 10-11 Chaplin High School 3012ADCW ENG 2 CP YR 10 87 1.00 3099RCH COMPOSITION S2 10 91 0.50 3221ADCW BIO 1 CP YR 10 92 1.00 3345OCH SOCIOLOGY S1 10 97 0.50 3365ADCW GLOBAL 2 CP YR 10 93 1.00 3501DICH DESIGN FOUND 1 S1 10 92 0.50 35223DCH 3D DESIGN 1 S2 10 98 0.50 3652GLCW SPANISH 2 YR 10 87 1.00 4121ADCW GEOM CP YR 10 79 1.00 5020GLCW INT BUS APP 1 YR 10 88 1.00 11-12 Chaplin High School 3013ADCW ENG 3 CP YR 11 94 1.00 3231ADCW CHEM CP YR 11 88 1.00 3325ADCW UG HISTIGONS CP YR 11 95 1.00 3337OICH CUR IGIGUS S1 11 94 0.50 3399PCH INTRO TO POL PSY S1 11 91 0.50 3399WZCH WW2 LIT&FILM S2 11 94 0.50 3653GLCW SPANISH 3 YR 11 91 1.00 4112ADCW ALG 2 CP YR 11 82 1.00 4155GLCH SAT MATH S2 11 85 0.50 5131GLCW PERS FIN YR 11 87 1.00												
										SC UGP GPA		4.9 GPA
GPA Summary Class Rank Date Calculated Credit Summary Total Credits Attempted: 24.00 Total Credits Earned: 24.00						3,272 155 of 323 November 18, 2014						
<small>To determine the course academic level refer to the seventh character in each course ID. *Graduation date is a future date, current year reflects Work in Progress. Official Signature _____ Date: _____ All Ross, Principal or Designee An official signature and/or seal is required for manually created transcripts. Information about the South Carolina Uniform Grading Policy can be found at: http://led.es.gov/topics/uniformgradingpolicy_ugp.html </small>												

Old format prior to 2014-15 school year.

Begin the Update Process: Row by Row

Row 21 – 4.0 GPA

21.	4.0 GPA	Text	Position: (7.4,7.85), Size: 8, Line Height: 10 4.0 GPA ^("gpa method="SC_UGP_4.0")
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- Verify that the GPA method formula is correct; that is, the label for the 4.0 GPA in this instance of the template is “SC_UGP_4.0”; ensure your Object Label matches the Method Name for the GPA Calculation Method in your script or setup. See the Edit Text Object graphic below.
- Check the line spacing between your label and the results of the calculation for alignment on your report.
- Ensure the 4.0 grade scale is properly set up in your list of grading scales.

This screen shot shows the Object Label 4.0 GPA with the calculation formula based on “SC_4.0”; this should be based on “SC_UGP_4.0” to match and calculate correctly for this instance of the setup in PS. Your labels may vary; however, they must match each other in your instance.

Edit Text Object

Option	Value
Object Label	4.0 GPA
Text Fields	4.0 GPA ^("gpa method="SC_4.0")

ERROR: incorrect name for calculation

Edit Text Object

Option	Value
Object Label	4.0 GPA
Text Fields	4.0 GPA ^("gpa method="SC_UGP_4.0")

Note the line space after the Label.

NOTE: In order for this formula to calculate the 4.0 GPA correctly, the GPA Calculation Method list must include the SC_UGP_4.0 with the calculation formula set as follows:

$$\text{trunc}((\text{gpa_sum}(\text{gpa_gpapoints}()*\text{gpa_potentialcredit}()))/\text{sum}(\text{gpa_potentialcredit}())),3)$$

Note also that the GPA is truncated at the third decimal place; not rounded. The Uniform Grade Policy specifically address this calculation for

GPA Calculation Method

Method name: **SC_UGP_4.0**

Formula: `sum(gpa_sum(gpa_points)/gpa_points_credit)/sum(gpa_points_credit)`

Calculation type: Cumulative

Grade scale: 4.0 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

Support as template

Snippet of 4.0 Grade Scale in PowerSchool

Grade	Description	Grade Pts	Alt. Grade Pts	Counts in GPA	Added Value	Grad Credit	Teacher Scale	Cut-off Percent	Grade Value
100	A	4.000	0.000	Yes		Yes	Yes	100	100
99	A	4.000	0.000	Yes		Yes	Yes	99	99
98	A	4.000	0.000	Yes		Yes	Yes	98	98
97	A	4.000	0.000	Yes		Yes	Yes	97	97
96	A	4.000	0.000	Yes		Yes	Yes	96	96
95	A	4.000	0.000	Yes		Yes	Yes	95	95
94	A	4.000	0.000	Yes		Yes	Yes	94	94
93	A	4.000	0.000	Yes		Yes	Yes	93	93
92	B	3.000	0.000	Yes		Yes	Yes	92	92
91	B	3.000	0.000	Yes		Yes	Yes	91	91
90	B	3.000	0.000	Yes		Yes	Yes	90	90
89	B	3.000	0.000	Yes		Yes	Yes	89	89
88	B	3.000	0.000	Yes		Yes	Yes	88	88
87	B	3.000	0.000	Yes		Yes	Yes	87	87
86	B	3.000	0.000	Yes		Yes	Yes	86	86
85	B	3.000	0.000	Yes		Yes	Yes	85	85
84	C	2.000	0.000	Yes		Yes	Yes	84	84
83	C	2.000	0.000	Yes		Yes	Yes	83	83
82	C	2.000	0.000	Yes		Yes	Yes	82	82
81	C	2.000	0.000	Yes		Yes	Yes	81	81
80	C	2.000	0.000	Yes		Yes	Yes	80	80

Row 30 – Enter Date, Spacing, and Diploma Type

Make the following changes:

- Click on Text to edit this object.
- Object Label: Change “Enter Date” to “Grad Date”
- Insert a line space in the first row; leave <center>; delete Enter Date: \wedge (SC_OrigEntryDate).
Note: You may need to add two line spaces for the work in progress template.
- Remove line spaces between “Graduation Date” and “Class Of:”.
- Change the “Diploma Type” decode script for the Diploma Type as shown in the Text box below from this:

Diploma Type: \wedge (decode; \wedge (SC_Diploma_type); F; State of SC Diploma; H; State of SC Certificate; N; District Non-Diploma Document)

To this:

Diploma Type: \wedge (decode; \wedge (SC_Diploma_type); F; State of SC Diploma; N; District Non-Diploma Document)

- f. Click on Submit to save changes.

Edit Text Object

Option	Value
Object Label	Enter Date
Text Fields	<div style="border: 1px solid black; padding: 2px; display: inline-block; color: red; font-weight: bold;">Old</div> <pre> <center>Enter Date: ^(SC_OrigEntryDate) Graduation Date: ^(SC_GradDate) Class Of: ^(Sched_YearOfGraduation) Diploma Type: ^(decode:^(SC_Diploma_type);F;State of SC Diploma;H;State of SC Certificate;N;District Non- </pre>

Should look like this:

Diploma Type:^(decode:^(SC_Diploma_type);F;State of SC Diploma;H;State of SC Certificate;N;District Non-Diploma Document)

Edit Text Object

Option	Value
Object Label	Grad Date
Text Fields	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Insert one line space for final; maybe two for work in progress... </div> <pre> <center>Graduation Date: ^(SC_GradDate) Class Of: ^(Sched_YearOfGraduation) Diploma Type: ^(decode:^(SC_Diploma_type);F;State of SC Diploma;N;District Non-Diploma Document) </pre>

Row 26 – Credit Summary: Verify Credit Summary Details

26.	Credit Summary	Text	Position: (4.65,8.6), Size: 8, Line Height: 10 Credit Summary Total Credit Attempted: ^(*potential_credit_hours) Total Credits Earned: ^(*credit_hours)
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Row 33 – GPA Summary

Remove extra line spaces if they are present so these labels fit appropriately on your report.

33.	GPA Summary	Text	Position: (4.65,8.1), Size: 8, Line Height: 10 GPA Summary Class Rank Date Calculated
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Row 37 – Header for Transcript Title

1. Remove the line spaces in the Edit Text Object Text box if present.
2. Update the wording as appropriate:

**State of South Carolina
Standard High School Transcript - FINAL**

OR

**State of South Carolina
Standard High School Transcript - Work in Progress**

3. Change the Font size for the “Work in Progress” title from 12 to 10. Otherwise, the title will not fit in the space properly.



The 'Edit Text Object' dialog box is shown. It has a table with two columns: 'Option' and 'Value'. The 'Object Label' is 'Header'. The 'Text Fields' section contains the following text: '<center>State of South Carolina</center>' and '<center>Standard High School Transcript - FINAL</center>'. There is a small cursor icon in the bottom right corner of the text field.

The result would look like this:



or



Rows 9, 40, 42 – Principal’s Signature

Official Signature Line, Principal’s Signature and Official Signature Date

1. Official Signature: Make NO change to the Official Signature text object (Row 9).
2. Official Signature – Principal: Make NO change to the Official Signature –Principal Text text object (Row 40).

3. Create and add the JPEG file (Picture Object) for the signature of the principal or his designee by following the steps in **Appendix A**. When you set this up, the Picture Object will default to Row 3 or 4 or... at the top of the template.
4. Add the system date script to the Official Signature Date:

Date: ~[letter.date]

40. Official Signature	Text	Position: (2,2,9,5) Official Signature
41. Official Signature - Principal	Text	Position: (0,0,9,6) ^([Schools]Principal), Principal or Designee

Edit Text Object

Option	Value
Object Label	Official Signature Date
Text Fields	Date: ~[letter.date]
Position	X 5.575 Y 9.5 inches

Row 43 – Official Statement

1. Adjust the line spaces so that your report looks similar to the example transcript.
2. Update the statement as follows to ensure recipients can determine the difference between an official printed (hard copy) and electronically submitted transcript (Parchment, etc.):

<center>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.

3. Verify that the URL for location of the SCUGP documentation is this:

<http://ed.sc.gov/agency/programs-services/131/>

43. Official Statement	Text	Position: (0,25,10,0)	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 transm...
------------------------	------	-----------------------	---

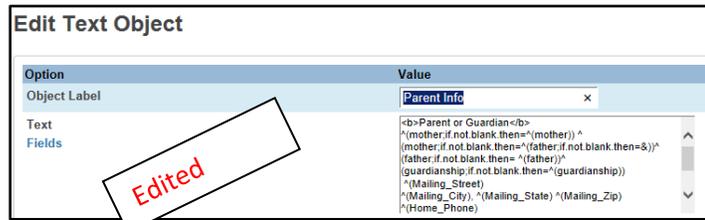
Edit Text Object

Option	Value
Object Label	Official Statement
Text Fields	<center>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. Information about the South Carolina Uniform Grading Policy can be found at: http://ed.sc.gov/agency/programs-services/131/
Position	X 0.25 Y 10 inches

Row 43 – Parent or Guardian Information

1. Reread “Whys and Wherefores: Parent or Guardian Information” above.
2. Adjust line spaces so that this information fits in the box in a readable format.
3. If the majority of parties in your district/schools agrees, edit the Parent Info script below; you may copy/paste:

```
<b>Parent or Guardian</b>
^(mother;if.not.blank.then=^(mother))
^(mother;if.not.blank.then=^(father;if.not.blank.then=&))^(father;if.not.blank.t
hen=^(father))^guardianship;if.not.blank.then=^(guardianship))
^(Mailing_Street)
^(Mailing_City),^(Mailing_State)^(Mailing_Zip)
^(Home_Phone)
```



Row 45 – SC UGP GPA

- a. Adjust the line spaces to align within the area:

	SC UGP GPA	4.0 GPA
GPA Summary	3.572	3.188
Class Rank	155 of 323	
Date Calculated	September 24, 2014	
Credit Summary		
Total Credit Attempted: 24.00		
Total Credits Earned: 24.00		

- b. Ensure the label for this field is SC UGP GPA. All SC State scholarship programs are based on the SC Uniform Grading Policy. Therefore, all transcripts must specifically provide the “SC UGP GPA.”
- c. Any transcript that labels the SC UGP GPA calculation as “Weighted and Unweighted GPA,” “Total GPA,” or “GPA” will not be accepted for the purposes of awarding State scholarships as it must comply with the SC Uniform Grading Policy.
- d. The GPA method is weighted; therefore, verify the following formula is in place on the GPA Calculation Methods page :

$\text{trunc}(\text{gpa_sum}(\text{gpa_gpapoints}) * \text{gpa_potentialcredit}) / \text{sum}(\text{gpa_potentialcredit}), 3)$

45. SC UGP GPA	Text	Position: (6.45,7.85), Size: 8, Line Height: 10 SC UGP GPA ^("gpa method="SC_UGP_GPA") ^("class_rank_out_of,weighted) ~[letter.date] ...
----------------	------	--

Define the GPA calculation as SC_UGP_GPA , and use the script as shown above to clearly identify the difference between the weighted calculations based on the AP/IB/DC, Honors, and College Prep grading scales. The Grade Scale should be blank so the grade tables can pull accurately for the courses:

GPA Calculation Method

General	
Method name	SC_UGP_GPA
Description	GPA calculation based on SC Uniform Grading Policy, 2007-8
GPA Calculation	
Formula	func((gpa_sum(gpa_gpaoints)/"gpa_potentialcredit")/sum(gpa_potentialcredit));.2
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	<input checked="" type="checkbox"/> that count in GPA <input checked="" type="checkbox"/> that count in class rank <input type="checkbox"/> that count in honor roll <input checked="" type="checkbox"/> 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](#)

Edit Text Object

Option	Value
Object Label	SC UGP GPA
Text Fields	SC UGP GPA ^("gpa method="weighted") ^("class_rank_out_of,weighted) ~[letter.date]

Row 46 – School Name/Address, including District Name/Address, etc.

1. Remove line spaces between each line.
2. Verify the script is completed correctly with your school and district information; the total script is not visible within the display area.
3. Adjust the line spacing so that all information is aligned properly within the space allotted.

46	School Name/Address	Text	Position: (6 1 0 4) School Name/Address ^(schoolname) ^([39]SchoolAddress) ^([39]schoolcity), ^([39]schoolstate) ^([39]schoolzip) Tel: ^([39]schoolphone) Fax: ^([39]schoolfax) District Name/Address ...
----	---------------------	------	--

Edit Text Object

Option	Value
Object Label	School Name/Address
Text	<pre> School Name/Address ^(schoolname) ^([39]SchoolAddress) ^([39]schoolcity), ^([39]schoolstate) ^([39]schoolzip) Tel: ^([39]schoolphone) Fax: ^([39]schoolfax) </pre>
Fields	

Edit Text Object

Option	Value
Object Label	School Name/Address
Text	<pre> Tel: ^([39]schoolphone) Fax: ^([39]schoolfax)
 District Name/Address Key in your district name here Key in your district mailing address here Key in your city, state zip code here Tel: (xxx) xxx-xxxx Fax: (xxx) xxx-xxxx </pre>
Fields	

Row 49 – Student Name

- a. Adjust any line spaces for proper alignment on the report.
- b. Verify the script.

Edit Text Object

Option	Value
Object Label	Student Name
Text	<pre> Student Name ^(last_name)^(SC_studentgeneration),^(first_name)^(middle_name) </pre>
Fields	

49	Student Name	Text	Position: (0 3 0 335) Student Name ^(last_name)^(SC_studentgeneration),^(first_name)^(middle_name)
----	--------------	------	--

View of Updated Transcript -- Final

The "final" report should look very similar to the one below:

State of South Carolina Standard High School Transcript - FINAL											
Student Name Amosson, Starla Nancy			Student ID 650010006298		Grade 12		Gender F		School Name/Address Your School's Name Your School's Address Your School's City, State and Zip Tel: (800) xxx-xxxx Fax: (800) xxx-xxxx		
State ID 41xxxxxxxx			Date of Birth 10/23/1996		Ethnic Code 1		Graduation Date: June 8, 2015 Class Of: 2015 Diploma Type: State of SC Diploma		Your District's Name Your District's Address Your District's City, State and Zip Tel: (800) xxx-xxxx Fax: (800) xxx-xxxx		
Parent or Guardian Amosson, Linda & Amosson, Ladson PO Box 29 Ingleside, SC 27890 803-333-3333											
Crs ID	Course Title	Term	Grd	Mark	Credit	Crs ID	Course Title	Term	Grd	Mark	Credit
10-11 Irmo Middle School 3141ADCW Alg 1 - Part 1 YR 8 84 1.00 3611GLCW FREN I YR 8 88 1.00 11-12 Irmo High School 3011ADCW ENG 1 CP YR 9 88 1.00 3211ADCW PHY SCI CP YR 9 92 1.00 3310ADCW WLD GEO 1 CP YR 9 88 1.00 344139CW PE 1 F/TV YR 9 96 1.00 3551FOCW 9TH ORCHESTRA 1 YR 9 99 1.00 3612GLCW FRENCH 2 YR 9 97 1.00 4111ADCW ALG 1 CP YR YR 9 94 1.00 5007GLCW Google Apps YR 9 98 1.00 12-13 Irmo High School 3012HNHW ENG 2 HN YR 10 82 1.00 3221HNHW BIO 1 HN YR 10 82 1.00 3360CPCW WORLD HIST CP YR 10 91 1.00 3552AOCW ORCHEST 2 ADV YR 10 99 1.00 361300CW FRENCH 3 YR 10 93 1.00 363100CW LATIN 1 YR 10 88 1.00 4121ADCW GEOM CP YR 10 87 1.00 582000CW FAMILY LIFE ED 1 YR 10 98 1.00 12-13 SC Virtual Charter School 4112ADCW ALG 2 CP YR 10 80 1.00 13-14 Irmo High School 3071APAW AP Lang and Comp YR 11 87 1.00 3231HNHW CHEM 1 HN YR 11 85 1.00 3263ADCW ANAT/ PHYS CP YR 11 94 1.00 334000CW PSYCHOLOGY YR 11 95 1.00 3372APAW US HIST/CONS AP YR 11 87 1.00 4113ADCW ALG 3 CP YR 11 94 1.00 459903HW ORCHEST MC 3 HN YR 11 98 1.00											
								SC UGP GPA		4.0 GPA	
GPA Summary Class Rank Date Calculated Credit Summary Total Credit Attempted: 26.00 Total Credits Earned: 26.00								3.894 105 of 394 December 5, 2014			
<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 style="text-align: center;"> Official Signature <u>David Riegel</u> Date: December 5, 2014 <small>David Riegel, Principal or Designee</small> </p> <p style="text-align: center;"> <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.</small> </p> <p style="text-align: center;"> <small>Information about the South Carolina Uniform Grading Policy can be found at: http://ed.sc.gov/agency/programs-services/131/</small> </p>											

View of Updated Transcript - In Progress

And the "work in progress" report should display similar to the following in PDF format:

State of South Carolina Standard High School Transcript-Work in Progress											
Graduation Date: 6/6/2013 Class Of: 2013 Diploma Type: State of SC Diploma											
Student Name Amosson Jr., Mackey			Student ID 45224			Grade 12			Gender M		
State ID 25xxxxxxxx		Date of Birth 11/19/1995		Ethnic Code W							
Parent or Guardian Adams, Mama & Adams, Papa 45 Invinible LN Chalmers, SC 29067					School Name/Address SC School My School Street Name City, State, Zip Tel: (8xx) xxx-xxxx Fax: (8xx) xxx-xxxx						
					District Name/Address SC School District My District Street Name City, State, Zip Tel: (8xx) xxx-xxxx Fax: (8xx) xxx-xxxx						
Crs ID	Course Title	Term	Grd	Mark	Credit	Crs ID	Course Title	Term	Grd	Mark	Credit
09-10 Chapin High School											
3011ADCW	HUM 1 ENG ADV	YR	9	85	1.00						
30999GCH	FR SUCCESS	S2	9	100	0.50						
3211ADCW	PHY SCI ADV	YR	9	88	1.00						
3310ADCW	GLOBAL 1 ADV	YR	9	97	1.00						
3338GLCH	LAW-RELATED ED	S1	9	86	0.50						
3441GLCW	PE 1	YR	9	98	1.00						
3651GLCW	SPAN I	YR	9	87	1.00						
4111ADCW	ALG 1 CP YR	YR	9	81	1.00						
5100GLCH	Keyboarding	S2	9	83	0.50						
5554GLCH	INTRO HTH SCI	S1	9	91	0.50						
10-11 Chapin High School											
3012ADCW	ENG 2 CP	YR	10	87	1.00						
3099RCCH	COMPOSITION	S2	10	91	0.50						
3221ADCW	BIO 1 CP	YR	10	92	1.00						
3345OOCH	SOCIOLOGY	S1	10	97	0.50						
3380ADCW	GLOBAL 2 CP	YR	10	93	1.00						
3501D1CH	DESIGN FOUND 1	S1	10	92	0.50						
35023DCH	3D DESIGN 1	S2	10	98	0.50						
3652GLCW	SPANISH 2	YR	10	87	1.00						
4121ADCW	GEOM CP	YR	10	79	1.00						
5020GLCW	INT BUS APP 1	YR	10	88	1.00						
11-12 Chapin High School											
3013ADCW	ENG 3 CP	YR	11	94	1.00						
3231ADCW	CHEM CP	YR	11	88	1.00						
3320ADCW	US HIST/CONS CP	YR	11	95	1.00						
3337CICH	CUR ISSUES	S1	11	94	0.50						
3399PPCH	INTRO TO POL PSY	S1	11	91	0.50						
3399W2CH	WW2 LIT&FILM	S2	11	94	0.50						
3653GLCW	SPANISH 3	YR	11	91	1.00						
4112ADCW	ALG 2 CP	YR	11	82	1.00						
4150GLCH	SAT MATH	S2	11	85	0.50						
5131GLCW	PERS FIN	YR	11	87	1.00						
						Work in Progress					
						District Office 3070APAW AP Lit and Comp 504400CW BUS LAW YR 3399CRCH CR JUSTICE 1 3350HNHH ECON HN 326100CW ENV SCI CP YR 08961200 HR 12 3399PIEW PSY 101 304000CH PUBLIC SPEAK 0899S200 SR STUDY HALL-S 4141ADCW STAT CP 401100CH TPREP VERB 3373APAH US GOVT AP					
						SC UGP GPA 4.0 GPA					
						GPA Summary Class Rank Date Calculated		3.572 155 of 323 December 5, 2014			
						Credit Summary Total Credit Attempted: 24.00 Total Credits Earned: 24.00					
<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 style="text-align: center;">Official Signature <u>Ima Test</u> Date: December 5, 2014 Ima Test, Principal or Designee</p> <p style="text-align: center;">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 style="text-align: center;">Information about the South Carolina Uniform Grading Policy can be found at: http://ed.sc.gov/agency/programs-services/131/</p>											

Appendix A: Creating and Inserting the JPEG Picture (Principal's Signature)

You may use the program called Snagit to capture the administrator's signature, usually the principal, who "signs" the transcript; however, the built in Snipping Tool in Windows 7 works. Once you have the signature in JPEG format, follow these steps to insert into the templates:

1. Ask the administrator to sign a blank piece of white paper.
2. Scan the piece of paper with the signature on it as a .pdf file.
3. Open the .pdf on your computer and use the 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 and drag to select the principal's signature.
 - e. Click File.
 - 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.
4. Upload signature .JPEG file into PowerSchool.
 - a. System Reports
 - b. Setup
 - c. Pictures
 - d. Browse
 - e. Select the file you saved in step three and double click on it or select Open.
5. Modify the Transcript.
 - a. System Reports
 - b. Setup
 - c. Object Reports
 - d. Select the transcript report you need to modify.
 - e. Beside New Object (at the top of the screen), click Picture.
6. Enter these selections to format the placement for the picture.
 - a. Object Label: Principal's Signature
 - b. Picture: Select the appropriate signature from the drop-down list.
 - c. Coordinates: Left: 2.98635 Top: 9.19518 Right: 5.56295 Bottom: 9.48687
 - d. Scaling Option: Shrink to Fit – proportional, centered.
 - e. Page: 1
 - f. Layer: 0 Back

Start Page > Reports > Report Setup > Object Reports > Edit Object > Edit Picture Object

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

Setup

- District
- System

Edit Picture Object

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

Appendix B: Data Elements used for Transcripts

The following table provides the field names for each field entry on the transcript object report with its description, page location, database table and internal database name.

PowerSchool Field Name	PS Description	PS Page (location)	PS Table	PS Internal Database Name
Last Name	Student Last Name – 35 characters	Demographics	Students	Last_name
Suffix	Generation for student; ie, Jr, Sr, III	Demographics	Students	SC_studentgeneration
First Name	Student First Name – 35 characters	Demographics	Students	First_name
Middle Name	Student Middle Name – 30 characters	Demographics	Students	Middle_name
Student ID	Number assigned to student by PS when student is newly enrolled; converted from SASI if student records were in that database	Demographics	Students	Student_number
Grade	Grade level based on district policy for credit requirements for grade level assignment	Entered via Enroll New Student, modified via Edit Current enrollment, viewed via Demographics	Students	Grade_level
Gender	Male or Female	Demographics	Students	Gender
State ID	Unique Identifier automatically assigned by State “SUNS” process	State/Province – SC	Students	State_studentnumber
Date of Birth	Birthdate from official birth certificate or document	Demographics	Students	DOB
Ethnic Code	Hispanic/Latino or NOT	Demographics	Students	Ethnicity
Mother	Mother or female guardian populating this field	Parent Information	ParentGuardian	Mother
Father	Father or male guardian populating this field	Parent Information	ParentGuardian	Father
Street	Mailing address for street	Demographics	Students	Mailing_Street
City	Mailing address for city	Demographics	Students	Mailing_City
State	Mailing address for state	Demographics	Students	Mailing_State
Zip	Mailing address for zip	Demographics	Students	Mailing_Zip
Phone	Home Phone	Demographics	Students	Home_Phone
Graduation Date	Date student graduated from high school – completed high school graduation requirements	SC Additional Student Information	Students	SC_GradDate
Class of:	Year student officially graduates from high school	Scheduling Setup	Students	Sched_YearOfGraduation
Diploma Type (for Transcripts)	Type of high school diploma (certificate) the student earned upon fulfilling requirements for graduation or IEP certification	SC Additional Student Information	Students	SC_Diploma_type
School Name	Official school name	District Setup	Schools	Schoolname
School Street	School street address	District Setup	Schools	SchoolAddress
School City	School city name	District Setup	Schools	Schoolcity
School State	School state name	District Setup	Schools	Schoolstate
School Zip	School zipcode	District Setup	Schools	Schoolzip
Tel: School Phone	School telephone number	District Setup	Schools	Schoolphone
Fax: School Fax	School fax number	District Setup	Schools	Schoolfax
District Name/Address	Manual entry into the transcript object report for each district			Must key in Text for District Name Street City, State Zip Tel: (xxx) xxx-xxxx Fax: (xxx) xxx-xxxx
Crs ID	Course Code based on the number located in the ACTIVITY CODING SYSTEM for the Student Information System for each new year – updated yearly. To review this guide, keyword search “activity coding system” at the SCDE web	Course Information	Courses	Course Number

	site.			
Course Title	Samples of titles available in manual indicated above; districts may enter their unique titles for each course by academic tag—standard titles under consideration.	Course Information	Courses	Course Name
Term	The “TermID” for the code “F1” – final grade	Course Information	Courses	(The “termid” for the F1 – final grade—quarter, semester, or yearly courses)
Grd	Grade level associated with the course section	Course Information	Courses	Grade_Level
Mark	Score for each course by term based on PowerTeacher gradebook stored for each term (quarter/semester/year/etc.)	Historical Grades	Stored Grades	MUST be numerical score for credit bearing courses; may be letter marks for others
Credit	Edit Course district information	Course Information	Courses	Credit hours
Sort Order: Ascending by grade level, then course number	Script for this order; left justified: ~{*evaluate if(right("~(termid)",2)="00","YR", if(right("~(termid)",2)="01","S1", if(right("~(termid)",2)="02","S2", if(right("~(termid)",2)="03","Q1", if(right::~(termid)",2)="04","Q2", if(right::~(termid)",2)="05","Q3", if(right::~(termid)",2)="06","Q4"," ")}}))			(This is the suggested sort order selection.)
Work in Progress	This is the current year’s list of courses in student’s schedule – Work in Progress Report only.			Current list of Courses
GPA Summary	Summary information title			SC UGP GPA or 4.0 GPA calculation
Class Rank	Listing of students by GPA from highest to lowest filtering on Diploma Type; calculated for each report submitted.			*class_rank_out_of;weighted (calculated using SC UGP GPA only)
Date Calculated	System date a transcript object report is processed			~[letter.date]
Total Credits Attempted	System calculation for total number of credits attempted			(*potential_credit_hours)
Total Credits Earned	System calculation for total number of credits earned based on grade scale for passing scores			*credit_hours
SC UGP GPA	Calculated field based on the total number of credits received, the grade points assigned to each course, and the final mark for the course based on a weighted grade table established by the SC Uniform Grading Policy			*gpa method="weighted" or *gpa method="SC_UGP_GPA", depending on calculation method setup
4.0 GPA	Calculated field based on the total number of credits received, the <u>unweighted</u> grade points assigned to each course per the 4.0 grade table and the final mark for each course completed with a passing score.			(*gpa method="SC_UGP_4.0")
Official Signature: Principal	The JPEG picture of the school principal inserted on the signature line. The principal is the person responsible for all reporting of data for students in his building; thus his signature or his designee’s signature indicated the report officially represent accurate information for the student whose report it is!	District Setup	Schools	[Schools]Principal, Principal or Designee Note: the JPEG must be inserted using the instructions in Appendix A in this document.
Date	The system date on which the report was processed since GPA s are calculated “on the fly” when you submit “Print a report” for a student.			~[letter.date]

Appendix C: Memorandum sent to School Administrators for June 2014
Transcript Information*

MEMORANDUM

From: Cynthia Hearn, ORDA
To: School Guidance Counselors
CC: High School Principals
Accountability Directors
Technology Directors/SIS Coordinators

REMINDER: Transcripts for SC State Scholarships, June 2014

The “State of South Carolina Standard High School Transcript” is the official report expected by SC colleges and universities for the purpose of awarding the SC state scholarships to deserving graduates of our high schools, whether Palmetto Fellows, LIFE or HOPE.

The Commission on Higher Education (CHE) has provided for school personnel a set of transcript requirements for state scholarship purposes that must be met. **Please ensure that your students’ transcripts follow the specifications for the appropriate format and complete data elements.** The receiving colleges, universities, and CHE staff cannot accept incomplete transcripts that show blank fields.

Transcripts Printed Directly from PowerSchool

Transcript requirements for a traditional student (May-June Graduate):

- ALL transcripts must identify SC UGP GPA
 - All State scholarship programs are based on the SC UGP GPA. Therefore, all transcripts must specifically state “SC UGP GPA.”
 - Any transcript that states, “Weighted and Unweighted GPA,” “Total GPA,” or “GPA” will not be accepted for the purposes of awarding State scholarships as they must comply with the SC UGP. The column headings are specifically SC UGP GPA and 4.0 GPA as shown in the sample graphic below:

	SC UGP GPA	4.0 GPA
GPA Summary	2.994	2.541
Class Rank	48 of 76	
Date Calculated	June 6, 2014	
Credit Summary		
Total Credit Attempted: 24.00		
Total Credits Earned: 23.00		

- All final transcripts must have the “Date Calculated” field populated correctly with a date that falls between the date of the high school graduation (May-June) but no later than **June 15th**. The “**drop-dead**” deadline for transcripts to have been processed for the CHE, colleges or universities for state scholarship eligibility determination is **June 15** each year. **There are no exceptions to this date.**

The “Date Calculated” date is required on all transcripts used for State scholarship purposes regardless of academic year (and essential for those wishing to participate in the Palmetto Fellows Scholarship application process).

- The final grades/ranking cannot include grades earned after the official graduation date of the school year :
 - Summer school grades earned after high school graduation cannot be used in the calculation. The final, official transcript must be in compliance with the policies set forth by the SC Department of Education.
 - A transcript used for State scholarship purposes must not state “Work In Progress.”

For any student who graduates a year (or two) early, but graduates in the summer, the Commission would need to be contacted. The student may be able to earn scholarship eligibility based off of the SC UGP. Rank would not be used as a factor for eligibility.

eTranscripts

CHE was initially concerned about the use of eTranscripts for purposes of state scholarship eligibility. However, if schools ensure that their eTranscripts include the following items, the transcripts can be used to determine state scholarship eligibility:

- Must have the title, “State of South Carolina Standard High School Transcript”
- Will have **NO BLANK** fields when sent to Parchment or other electronic services
- Must be the final, official transcript listing the SC UGP GPA and Class Rank

- Must include the electronic signature of the authorized official responsible for the accuracy of student transcript data elements
- Must include the accurate “Date Calculated” representing the date the transcript was processed in PowerSchool as required.

To further explain the above listed items, more complete information is provided below.

- The transcript sent to Parchment (or other companies providing the electronic transcript service) is processed using the official and final transcript object report provided by SCDE that is entitled, “State of South Carolina Standard High School Transcript.” If your school is not using the template provided through the SCDE, contact your PowerSchool Coordinator or Technology Director for assistance.
- All data fields for this transcript are populated with accurate data values, and there can be **NO BLANK** fields. (When a field has no data value, the snapshot of the PowerSchool PDF is sent with incomplete information and receivers at the college or university cannot accept incomplete transcripts.)
- The eTranscript must demonstrate that it is the “final and official” transcript listing the final SC UGP GPA/final rank for the students who received their SC High School Diplomas. (See the graphic above for the column headings expected.)
- The eTranscript is authentic; that is, the authorized official at the high school sent the transcript to Parchment. The electronic signature is that of the principal, lead counselor, or other counselor designated by the school as an authorized sender. The person is/was assigned the login role (USER ID and PASSWORD specific) with Parchment or other companies providing the electronic transcript service). **Do not share your USER ID and PASSWORD with others.**
- The signature on the eTranscript – authorization that the signature is the “official” authority – should NOT be the vendor.
- The eTranscript needs to demonstrate the appropriate “date calculated” date:
 - This date is truly the system date on which the final transcript was processed in PowerSchool.
 - The “date calculated” is not the date that the transcript was printed or sent to Parchment.
 - The “date calculated” is not a static date of June 15, 2014 on a transcript report.
 - Again, **June 15th each year is the drop-dead deadline** on which CHE, colleges, and universities can accept an eTranscript/transcript for state scholarship eligibility determination.

If you provide the final transcripts for your students’ state scholarship applications as direct PDFs from PowerSchool, remember that **you will run the entire set of reports for each class and archive them** (using the procedures provided by your district PowerSchool coordinator). You will then use **ONLY** the reports from this set for sending to colleges and universities on or before the deadline.

After archiving your “scholarship” transcripts, **DO NOT RERUN a single student’s (or a group of students’) transcript using PowerSchool and provide the printed hard copy or electronic copy for a student’s final report for college admissions or scholarship purposes** without contacting your PS administrator. Any grade data changes made in your PowerSchool database for any student’s current record after this “final” run can present GPA and class rank errors that will invalidate this current set of transcripts for all students.

For content questions you may have concerning SC state scholarship requirements, contact Dr. Karen Woodfaulk at CHE (KWoodfaulk@che.sc.gov or 803-737-2244). For technical questions involving PowerSchool setup or the transcript reports, contact Louise Amos at SCDE (lamos@ed.sc.gov or 803-734-8164).

CC: Lisa Woodard
Regina Thurmond
Dr. Paul Butler-Nalin
CHE Scholarship Staff
Darlene Prevatt

***Updated information will be provided for the June 2015 process for schools who want to provide transcript data in “.xml format” for the SC colleges and universities working with CHE and Parchment. Look for Parchment Updates.**

Appendix D: Parchment Updates

This information will be updated as changes are made for providing student eTranscripts through Parchment.