Attached are instructions for printing two different high school transcript formats, one with assessments and one without. This permits printing a transcript (without assessments) for Special Education students without identifying their SPED status by a CAHSEE assessment result. We realize this is not an ideal solution but is the only one available to us in the short timeframe you are all working under.

Cordially,

Ben
Desk 916-643-7846
Cell 213-509-5046
Key Points for Infinite Campus Transition

How To Print Transcripts With Assessments

Spring 2014

1. From the Index tab, click Grading and Standards > Reports > Transcript Batch, on the left side of your screen.

3. Next Select the Ad Hoc filter: **Ad Hoc Reporting: CAHSEE Scores – Passed**.

4. Click **Generate Report or Submit to Batch** at the bottom of the screen.

*If you selected **Submit to Batch**, check the boxes as shown below and then check **Ok**. This will allow you to continue to work on the system while your report loads in the background.*
1. From the Index tab, click **Grading and Standards > Reports > Transcript Batch**, on the left side of your screen.

2. Under Report Options, select **Official Transcript - No Assessments**
3. Next Select the Ad Hoc filter: **Ad Hoc Reporting: CAHSEE Scores – Not Passed.**

4. Click **Generate Report or Submit to Batch** at the bottom of the screen.

   *If you selected **Submit to Batch**, check the boxes as shown below and then check **Ok**. This will allow you to continue to work on the system while your report loads in the background.*