

From: [Ben Shulman](#)
To: [Gita Halderman](#); [Alison French-Tubo](#); [Aneatra Kay](#); [Angela Marshall](#); [Anne Marie Flores](#); [Ayesha Charamuga](#); [Bernadette Carmona](#); [Bobbi Erickson](#); [Bryan Barton](#); [Catherine Chalmers](#); [Cheryl Maciel](#); [Christel Billingsly](#); [Claudia Agnos](#); [Cressie Ross](#); [Cyndy Hernandez](#); [Cynthia Harte](#); [David Soule](#); [Diana Curtaz](#); [Elizabeth Vigil](#); [Gail Johnson](#); [Helena Forrester](#); [Jean Ponce](#); [Katie Nobida](#); [Kim Tsumura](#); [Laura Assem](#); [Luong Ly](#); [Marc Wright](#); [Marina Miller](#); [Maritza Blumberg](#); [Martin Ramirez](#); [Matt Turkie](#); [Melissa Magee](#); [Nadine Fong](#); [Nadine Mitchell](#); [Nancy Yee](#); [Pam Harder](#); [Patricia Rodriguez](#); [Paula Coombs](#); [Riena Sanchez](#); [Robert Sullivan](#); [Roena Dumlao](#); [Shelia White](#); [Socorro Gonzalez](#); [Sunita Kumar](#); [Tom Ryan](#); [Venita Mortensen](#)
Cc: [David Williamson](#); [Laura Assem](#); [Steve Bruno](#); [Scott Wagers](#); [Ted Wattenberg](#); [Jennifer Ellerman](#); [Shonna Franzella](#); [Gayle McKnight](#); [Ken Forrest](#); [Mary HardinYOUNG](#); [Doug Huscher](#); [Tu Moua](#); [Melody Hartman](#); [Lisa Allen](#)
Subject: High school transcript printing option for Special Education students
Date: Tuesday, June 24, 2014 12:54:15 PM
Attachments: [Printing Transcripts With Assessments.docx](#)
[Printing Transcripts Without Assessments.docx](#)

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,

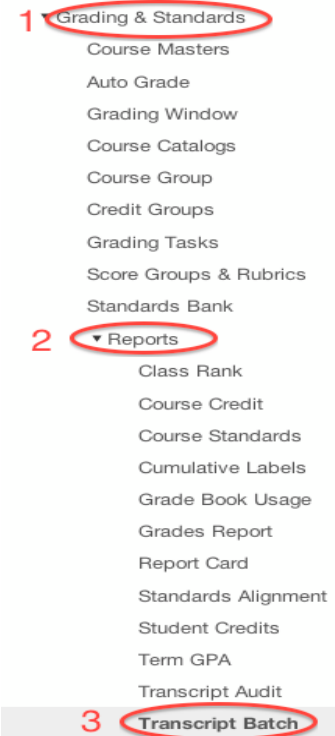
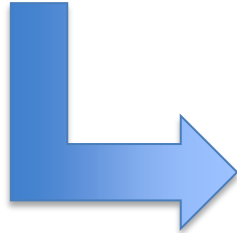
Ben
Desk 916-643-7846
Cell 213-509-5046

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.



2. Under Report Options, select ***Official Transcript - No Immunization***.

Report Options

OR

Display Options

Which students would you like to include in the report?

Grade

All Students

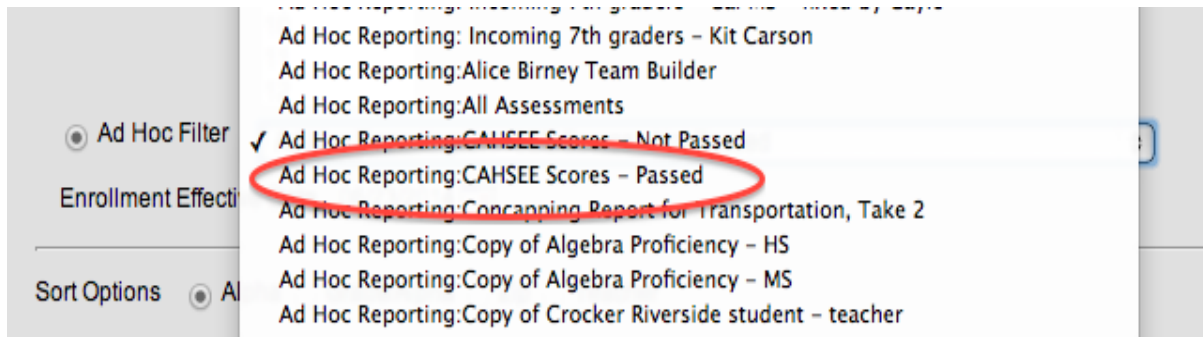
09

10

11

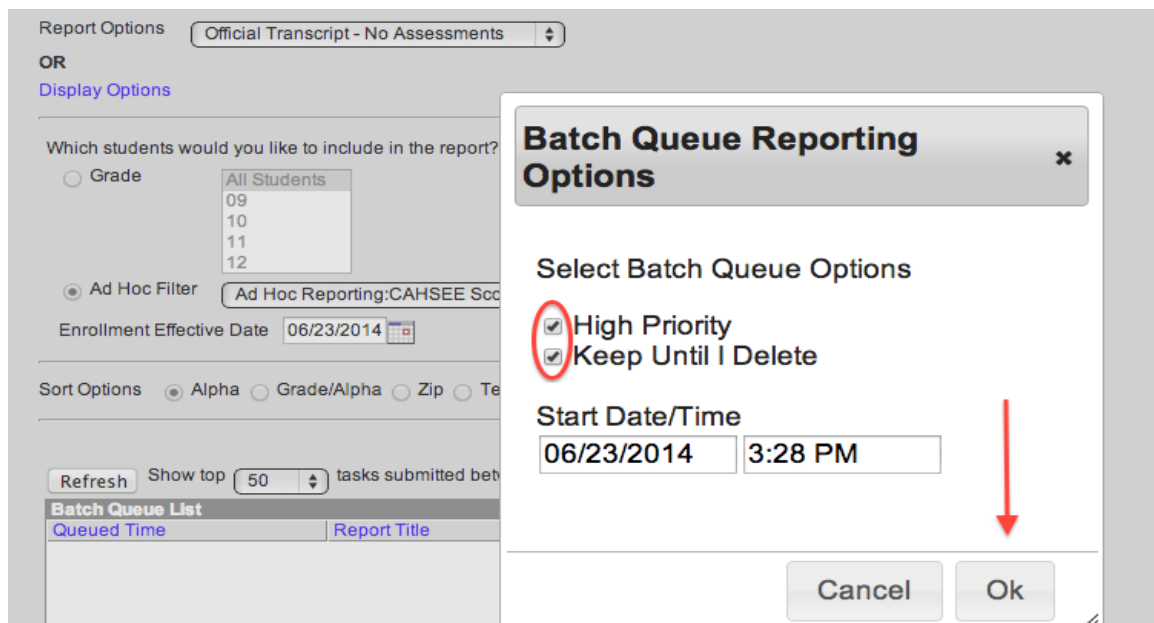
12

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.*

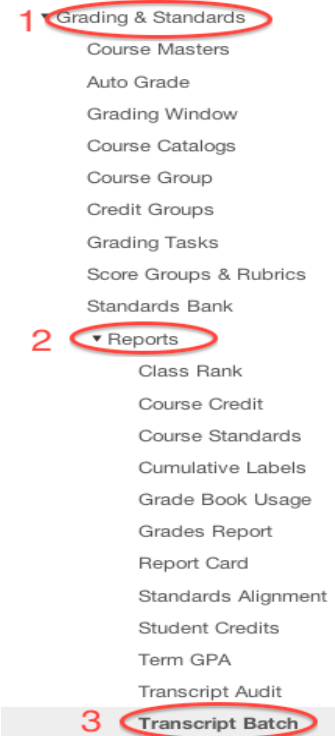
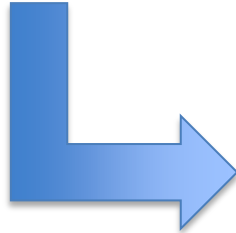


Key Points for Infinite Campus Transition

➔ How To Print Transcripts With No Assessments

Spring 2014

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***

Transcript Batch Report

This report will batch print student transcripts, 1 page per student suitable for handing out to students. Having a calendar selected will filter the marks to only those that were completed in a grade level that is offered by the selected school. This is a very complex report, so try to limit the number of students run per batch.

Report Options

- Official Transcript
- Official Transcript - No Assessments
- Official Transcript - No Immunization

OR

Display Options

- Unofficial Transcript
- Unofficial Transcript - No Immunization

Which students would you like to include in the report?

Grade

All Students

09

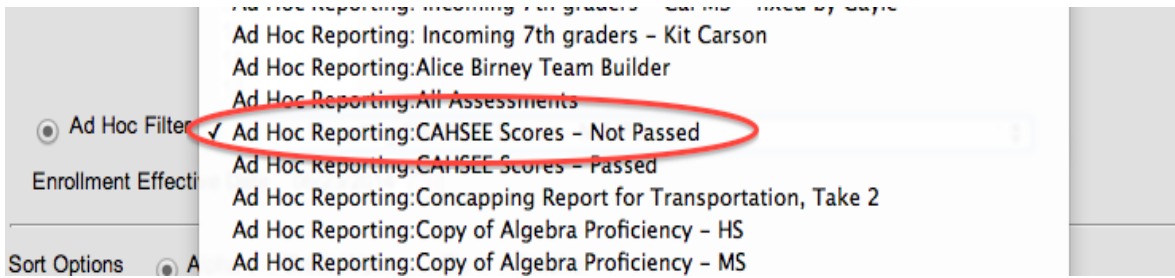
10

11

12

Ad Hoc Filter

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.*

