From:	Ben Shulman
То:	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 Rvan; 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: Attachments:	Tuesday, June 24, 2014 12:54:15 PM <u>Printing Transcripts With Assessments.docx</u> <u>Printing Transcripts Without Assessments.docx</u>

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

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



Grading & Standards Course Masters Auto Grade

Grading Window

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



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.

Vhich students v Grade	All Students	HT? Batch Queue Report Options	ing ×
Ad Hoc Filte Enrollment Effe ort Options	Alpha Grade/Alpha Zip	Select Batch Queue Option High Priority Keep Until I Delete Start Date/Time	ons
Refresh Show	w top 50 \$ tasks submitted t	06/23/2014 3:28 PM	

Key Points for Infinite Campus Transition How To Print Transcripts With No Assessments Spring 2014

Grading & Standards Course Masters Auto Grade

> Grading Window Course Catalogs

Course Group Credit Groups

Grading Tasks

Standards Bank

Score Groups & Rubrics

Class Rank Course Credit Course Standards Cumulative Labels Grade Book Usage Grades Report Report Card Standards Alignment Student Credits Term GPA Transcript Audit

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 selected will filter the mark very complex report, so try	student transcripts, 1 page per student suitable for handing out to students. Having a calendar to to only those that were completed in a grade level that is offered by the selected school. This is a to limit the number of students run per batch.
Report Options 🗸 o OR Display Options	Official Transcript Official Transcript – No Assessments Official Transcript Jnofficial Transcript Jnofficial Transcript – No Immunization
Which students wou	Id 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.

ould you like to include in the report?	Batch Queue Reporting
All Students	Options
10	
12	Select Batch Queue Options
Ad Hoc Reporting:CAHSEE Sco	
tive Date 06/23/2014	High Priority Keep Until I Delete
Alpha 🔵 Grade/Alpha 🔵 Zip 🔵 Te	Start Date/Time
	06/23/2014 3·28 PM
top 50 🛊 tasks submitted bet	0.2011
	All Students 09 10 11 12 r Ad Hoc Reporting:CAHSEE Sca stive Date 06/23/2014