

2015-16 SC Standard Transcript Templates for PowerSchool

Updated January, 2016

SC Department of Education

Office of Research and Data Analysis

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UPDATE 12/8/15 – Important Class Rank and GPA calculation instructions added to the FAQ section of this document (page 17). Please review if transcript GPAs and Class Ranks do not match PowerSchool GPAs and Class Ranks.

2015-16 SC Standard Transcript Templates for PowerSchool

The Office of Research and Data Analysis delivers the SC Standard Transcript Templates for PowerSchool to SC districts and schools. These templates provide standard reports for students when applying for SC scholarships (through the SC Commission on Higher Education) and when fulfilling requests for applications to colleges and universities. Registrars at these institutions rely on the format and accuracy of transcript information for scholarship eligibility determination and to meet admissions or application requirements. These templates also provide a standard report for student data transfer between schools or districts, and help meet the internal reporting needs for school administrators, students, parents, and teachers tracking changes in students' coursework.

The "Work In Progress" template is constructed to show current, mid-year unfinished coursework. The "Final" template is constructed for completed, end-of-the-year coursework. The transcript templates are provided to district PowerSchool administrators via a secure link. Please do not share these transcripts publicly.

There are several changes to the SC Standard Transcript Templates for the 2015-16 school year. **Failure to use the current templates may exclude students from scholarship eligibility.** This document highlights these changes and provides instructions for importing the transcript templates into PowerSchool and making necessary adjustments. The final section includes several Appendices, including a FAQ section and an important memo about student transcripts.

For information concerning earlier transcript templates, refer to the 2014-15 documentation by clicking the "SC Transcripts 2015" link on the following webpage:

<http://ed.sc.gov/agency/ie/rda/Power-School-Administration/eTranscriptInitiative.cfm>.

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 rather than printing their records using current PowerSchool transcript templates.

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. With respect to current requirements of a valid principal's signature and the word "Final" included in the transcript title, pre-2014-15 alumni transcripts are not expected to contain these elements. Lack of these two elements on the alumni transcript will not exclude a student from any applicable state scholarship eligibility.

Changes included in the 2015-16 SC Standard Transcript Templates for PowerSchool

1. **School Name/Address field updated to reflect actual High School Name rather than “District Office.”** Previous templates limited the high school name to “District Office.”
2. **Designee removed from Official Signature line.** The SC Commission on Higher Education requires the current principal’s signature on all student transcripts for scholarship eligibility determination. The Office of Federal and State Accountability also requires the principal’s signature on all transcripts provided to colleges, universities or other entities requesting transcripts. The principal’s signature is also required on all final graduation lists submitted to the SCDE each year. Previous requirements allowed the principal’s designee to sign each transcript. This change removes the words “or Designee” from the Official Signature line.
3. **GPA calculation methods renamed.** The object report labels for SC 4.0 GPA and SC UGP GPA were reversed in previous iterations of the transcript templates. This has been corrected for 2015-16, and requires new GPA calculation methods written into PowerSchool. Details can be found in the next section.

Instructions for Importing and Editing the 2015-16 SC Standard Transcript Templates for PowerSchool

Below are the steps to import the “SC Standard Transcript – Final (2015-16)” and “SC Standard Transcript – WIP (2015-16)” 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: district name and address should be updated, two GPA calculations must be added to PowerSchool, and templates for each high school must be customized with the principal’s signature and saved. **These three changes must be made for both templates - Final and Work In Progress.**

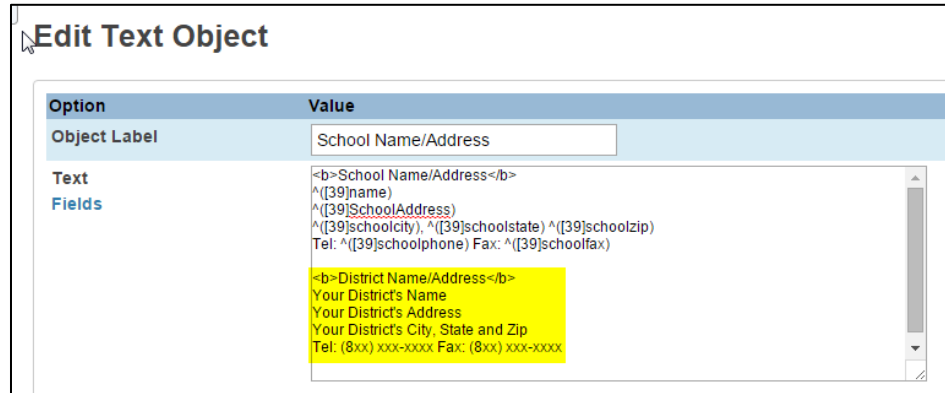
1. **Export current PowerSchool transcript templates** (see Appendix B for export instructions). Archive in a secure location for future reference. This is necessary to prevent clutter in the available template list, as selection of the wrong PowerSchool transcript template may exclude students from state scholarship eligibility. School counselors should have access to only current year templates.
2. **Download the 2015-16 SC Standard Transcript Templates (Final and Work In Progress) onto your server and import into PowerSchool:**
 - a. On the PowerSchool Start Page, click System (under Setup on the left-hand side) > Import Report Template (under Reports).
 - b. Choose “Windows ANSI” from the Character Set Dropdown menu.
 - c. Click “Choose File” and navigate to the location of the downloaded 2015-16 templates (not the archived templates), select the “SC Standard Transcript – Final (2015-16)” template and click “Open.”

- d. Click the “Import” button to complete.
 - e. Repeat steps a – d for the “SC Standard Transcript – WIP (2015-16)” template.
- Note:** It is important to retain 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 > Setup Tab > Object Reports.
- b. Scroll down and click the “SC Standard Transcript – Final (2015-16)” template.
- c. Scroll down to line #47 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 (see *Name/Address Screenshot*, below). **Note, do not alter** “District Name/Address”
- 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. Add Calculation Method for SC_4.0_GPA_2016

- a. Navigate to the GPA Calculation Methods Page: on the PowerSchool Start Page, click District > GPA Calculations (under Grading) > Calculation Methods.
- b. Click the “New” button.
- c. Change the default specifications to the following (see *Calculation Method 1 Screenshot*, below):

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

- i. Method Name: SC_4.0_GPA_2016
- ii. Description: 2016 SC 4.0 (unweighted) GPA

- iii. Formula:
 $\text{trunc}(\frac{\text{gpa_sum}(\text{gpa_gpapoints}) * \text{gpa_potentialcredit}}{\text{sum}(\text{gpa_potentialcredit})}, 3)$
 - iv. Calculation type: Cumulative
 - v. Grade scale: 4.0 Grade Scale
 - vi. Skip Terms, Grade levels, School years, and Credit types.
 - vii. 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**
 - viii. Skip remaining fields.
- d. Click “Submit.”

Calculation Method 1 Screenshot:

GPA Calculation Method

General

Method name:

Description:

GPA Calculation

Formula:

Calculation type:

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:

Do not add grade if:

Stored credit hours:

[Export as template](#)

5. Add Calculation Method for SC_UGP_GPA_2016 Navigate to the **GPA Calculation Methods screen (see screenshot below):**

- e. Navigate to the GPA Calculation Methods Page: on the PowerSchool Start Page, click District > GPA Calculations (under Grading) > Calculation Methods.
- f. Click the “New” button.
- g. Change the default specifications to the following (see *Calculation Method 2 Screenshot*, below):

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

- i. Method Name: SC_UGP_GPA_2016
- ii. Description: 2016 SC UGP (weighted) GPA
- iii. Formula:
$$\text{trunc}(\frac{\text{gpa_sum}(\text{gpa_gpapoints}) * \text{gpa_potentialcredit}}{\text{sum}(\text{gpa_potentialcredit})}, 3)$$
- iv. Calculation type: Cumulative
- v. Grade scale: leave blank. **THIS IS VERY IMPORTANT!**
- vi. Skip Terms, Grade levels, School years, and Credit types.
- vii. 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**
- viii. Skip remaining fields.
- ix. Click “Submit.”

Calculation Method 2 Screenshot:

GPA Calculation Method

General

Method name

Description

GPA Calculation

Formula

Calculation type

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

Do not add grade if

Stored credit hours

[Export as template](#)

Note: The primary difference between these two GPA calculation methods is grade scale. The SC UGP GPA calculates GPA on a 5 point weighted scale, and the SC 4.0 GPA method uses a 4 point unweighted scale. All SC State scholarship programs are based on the SC Uniform Grading Policy (UGP). Therefore, all transcripts must specifically provide the “SC UGP GPA.” Any transcript that labels SC UGP GPA as “Weighted and Unweighted GPA,” “Total GPA,” “GPA,” or anything else will not be accepted for the purposes of awarding State scholarships.

- 6. Insert the principal’s signature for each high school** (see Appendix A for suggestions on capturing a signature file and instructions for uploading the signature to PowerSchool):
 - a. Navigate to the Object Reports Page: on the PowerSchool Start Page, click System Reports > Setup Tab > Object Reports.
 - b. Scroll down and click the “SC Standard Transcript – Final (2015-16)” template.

- c. On line #2, click “Picture” to the right of “Principal Signature.”
- d. Select the appropriate signature from the drop-down list. 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:

Edit Picture Object	
Option	Value
Object Label	<input type="text" value="Principal_Signature"/>
Picture	<input type="text" value="Principal_Test_Sig.JPG"/> ▼
Coordinates	Left <input type="text" value="2.98635"/> Top <input type="text" value="9.19518"/> Right <input type="text" value="5.56295"/> Bottom <input type="text" value="9.48687"/> inches
Scaling Option	<input type="text" value="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	<input type="text" value="1"/>
Layer	<input type="text" value="0 Back"/> ▼

7. Export a customized template for each high school:

- a. Navigate to the SC Standard Transcript – Final (2015-16) Page if necessary: on the PowerSchool Start Page, click System Reports > Setup Tab > Object Reports > scroll down and click the “SC Standard Transcript – Final (2015-16)” 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 name of the principal’s high school name to the end of “SC Standard Transcript – Final (2015-16)” (**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 (2015-16)” becomes “SC Standard Transcript – Final (2015-16)”).

– RNHS.” As discussed earlier, this is important to ensure high school counselors select the appropriate template for students, and the students remain eligible for state scholarships.

d. Click “Submit.”

Template Export Screenshot:

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")
	Custom Size: Height <input type="text"/> Width <input type="text"/>
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"/>

8. Perform steps #9 & #10 (below) for the Work In Progress (WIP) Template.

9. Insert the principal’s signature for each high school:

- 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 – WIP (2015-16)” template.
- On line #1, click “Picture” to the right of “Principal Signature.”
- Select the appropriate signature from the drop-down list.
- Enter the following specifications:
 - Coordinates:
 - Left: 2.98635
 - Top: 9.19518
 - Right: 5.56295
 - Bottom: 9.48687
 - Scaling Option: Shrink to Fit – proportional, centered
 - Skip Rotation and Repeat
 - Page: 1
 - Layer: 0 Back
- Click “Submit.”

10. Export the customized template for each high school:

- a. Navigate to the SC Standard Transcript – WIP (2015-16) Page if necessary: on the PowerSchool Start Page, click System Reports > Setup Tab > Object Reports > scroll down and click the “SC Standard Transcript – WIP (2015-16)” 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 name of the principal’s high school name to the end of “SC Standard Transcript – WIP (2015-16)”
 - d. Click “Submit.”
 - e. Repeat steps 10.a – 10.d for each high school.
11. **Repeat for any remaining high schools, if necessary, using steps 2, 3, 6, 7, 8, 9 and 10.** Steps 1, 4 and 5 will not require repeating.


View of the 2015-16 SC Standard Transcript Templates

The changes to district address and the official signature line are **highlighted**. The changes to GPA should are not visible.

“SC Standard Transcript – Final (2015-16)” (identifying information removed)

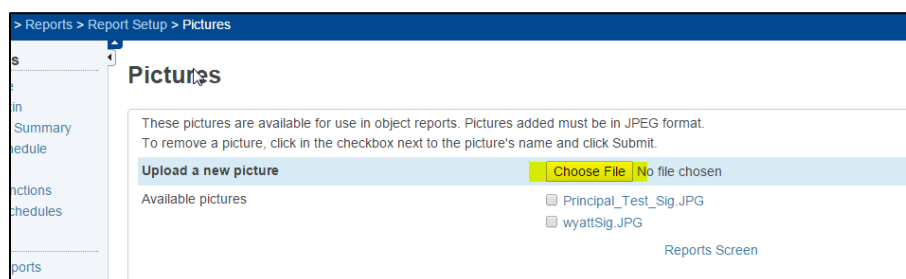
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">Student Name</td> </tr> <tr> <td style="width: 33%;">Student ID</td> <td style="width: 33%;">Grade 12</td> <td style="width: 33%;">Gender I</td> </tr> <tr> <td>State ID</td> <td>Date of Birth</td> <td>Ethnic Code</td> </tr> <tr> <td colspan="3">Parent or Guardian</td> </tr> </table>	Student Name			Student ID	Grade 12	Gender I	State ID	Date of Birth	Ethnic Code	Parent or Guardian			<p>State of South Carolina Standard High School Transcript - FINAL</p> <p>Graduation Date: Class Of: 2016 Diploma Type: State of SC Diploma</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">School Name/Address Chapin High School 300 Columbia Avenue Chapin, SC 29036 Tel: (803) 575-6400 Fax: (803) 575-5420</td> </tr> <tr> <td colspan="2">District Name/Address Your District's Name Your District's Address Your District's City, State and Zip Tel: (Box) xxx-xxxx Fax: (Box) xxx-xxxx</td> </tr> </table>	School Name/Address Chapin High School 300 Columbia Avenue Chapin, SC 29036 Tel: (803) 575-6400 Fax: (803) 575-5420		District Name/Address Your District's Name Your District's Address Your District's City, State and Zip Tel: (Box) xxx-xxxx Fax: (Box) xxx-xxxx																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
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colspan="10"></td> <td>Date Calculated</td> <td colspan="2" style="text-align: center;">September 11, 2015</td> </tr> <tr> <td colspan="10"></td> <td>Credit Summary</td> <td colspan="2"></td> </tr> <tr> <td colspan="10"></td> <td>Total Credit Attempted: 28.00</td> <td colspan="2"></td> </tr> <tr> <td colspan="10"></td> <td>Total Credits Earned: 28.00</td> <td colspan="2"></td> </tr> </tbody> </table>						Crs ID	Course Title	Term	Grd	Mark	Credit	Crs ID	Course Title	Term	Grd	Mark	Credit	10-11 Chapin Middle School												4111HNHW	ALG 1 - H	YR	7	97	1.00							5100GLCH	Keyboarding	S1	7	97	0.50							11-12 Chapin Middle School												3011HNHW	ENG 1 HN	YR	8	93	1.00							3651GLCW	SPAN I	YR	8	99	1.00							4121HNHW	GEOM HN	YR	8	100	1.00							12-13 Chapin High School												3012ALHW	English 2 H ALA	YR	9	98	1.00							3211A1HH	PRECHEM HN ALA	S1	9	93	0.50							3211A2HH	PREPHYS HN ALA	S2	9	98	0.50							3221ALHW	BIO 1 HN ALA	YR	9	92	1.00							3379ALAW	HUM GEO AP ALA	YR	9	92	1.00							3441D0CW	PE 1 F&M D	YR	9	100	1.00							359901CH	DESIGN FOUND 1	S1	9	98	0.50							359903CH	PHOTO 1	S2	9	98	0.50							3652ALCW	SPAN 2 ALA	YR	9	100	1.00							4112ALHW	ALG 2 HN ALA	YR	9	97	1.00							13-14 Chapin High School												3013ALHW	English 3 H ALA	YR	10	86	1.00							3273APAW	CHEM AP	YR	10	94	1.00							3273LBAW	CHEM AP LAB	YR	10	94	1.00							3377ALAW	WLD HIS AP ALA	YR	10	96	1.00							3399ALCW	LEADERSHIP ALA	YR	10	99	1.00							3653ALCW	SPANISH 3 ALA	YR	10	100	1.00							4131HNHW	PRECALC HN	YR	10	97	1.00							6051PLEW	INTRO ENG DES DC	YR	10	97	1.00							14-15 Chapin High School												3071APAW	AP Lang and Comp	YR	11	95	1.00							3272APAW	BIO 2 AP	YR	11	94	1.00							3272LBAW	BIO 2 AP LAB	YR	11	94	1.00							3299LBCH	SCI LAB TECH	S2	11	100	0.50							3299S1HW	RESEARCH 1 HN	YR	11	97	1.00							332000HW	US HIST/CONS HN	YR	11	97	1.00							4170BCAW	CALC AB/BC AP	S1	11	96	1.00							4172BCAW	CALC BC AP - S	S2	11	94	1.00																	SC UGP 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<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>Official Signature _____ <i>Elma Leat</i> _____ Date: September 11, 2015</p> <p style="text-align: center;">Dr. Aki E. Ross, Sr., Principal</p>																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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“SC Standard Transcript – WIP (2015-16)” (identifying information removed)

	<p>State of South Carolina Standard High School Transcript Work in Progress Graduation Date: Class Of: 2016 Diploma Type: State of SC Diploma</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>School Name/Address</td> </tr> <tr> <td>District Office 1400 Old Tamah Road Irmo, SC 29063 Tel: (803) 476-3300 Fax: (803) 476-3320</td> </tr> <tr> <td>District Name/Address</td> </tr> <tr> <td>Your District's Name Your District's Address Your District's City, State and Zip Tel: (800) xxx-xxx Fax: (800) xxx-xxxx</td> </tr> </table>	School Name/Address	District Office 1400 Old Tamah Road Irmo, SC 29063 Tel: (803) 476-3300 Fax: (803) 476-3320	District Name/Address	Your District's Name Your District's Address Your District's City, State and Zip Tel: (800) xxx-xxx Fax: (800) xxx-xxxx																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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CP	YR	9	96	1.00							5031WPCW	WEB PAGE DES	YR	9	88	1.00							5497BECW	BUSINESS ELECTIVE	YR	9	81	1.00							13-14 Georgia Cyber Academy, GA												302500HW	ENGLISH 2 HN	YR	10	88	1.00							3231HNHW	CHEM 1 HN	YR	10	88	1.00							3345OOCH	SOCIOLOGY	YR	10	88	0.50							336000HW	World History (GS)	YR	10	88	1.00							365100CW	SPANISH 1	YR	10	96	1.00							412200CW	GEOMETRY CP	YR	10	88	1.00							5497BECW	BUSINESS ELECTIVE	YR	10	96	1.00							14-15 Center for Advanced Technical Studies												531000CW	NETWORK 1	S1	11	96	1.00							531100CW	NETWORK 2	S2	11	93	1.00							14-15 Dutch Fork High School												302600CW	ENGLISH 3 CP	YR	11	96	1.00							3241HNHW	PHYSICS 1 HN	YR	11	86	1.00							3320ADCW	US HIST/CONS CP	YR	11	87	1.00							3442FLCH	PE 2-F	S1	11	97	0.50							365200CW	SPANISH 2	YR	11	94	1.00							4112STHW	ALG 2 HN STEM	YR	11	72	1.00							452100CH	THEATRE 1 SEM	S2	11	96	0.50							Work in Progress												District Office												537200CW	ADVANCED CYBER 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<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 _____ Date: September 25, 2015 Dr. Gregory Owings, Principal</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)

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.
 - 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. Start Page → System Reports.
 - 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".



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.

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 template, and adding this prefix to the “Title of this report.”

1) First 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) Next, 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: FAQ

1. Where can I locate documentation addressing transcript information and setup in PowerSchool?

Download the guide and all relevant transcript information, including webinars and important memos, on the following webpage: <http://ed.sc.gov/agency/ie/rda/Power-School-Administration/eTranscriptInitiative.cfm>, or search the SCDE website for transcripts. For transcript templates, email Wyatt Cothran (wcothran@ed.sc.gov) or Louise Amos (lamos@ed.sc.gov).

2. What are the specific elements of the SC Standard Transcript sent to colleges/universities for SC scholarship determination?

The official SC transcript is that presented in this document. It will be titled “State of South Carolina Standard High School Transcript – Final.” It will be dated between the high school graduation date and June 15th at the latest (see below on Final Transcripts and Date Calculated). It will provide all completed coursework by term. It will be signed by the principal. It will have both 4.0 GPA and SC UGP GPA (weighted) listed. Class rank will be calculated between the last day of school and June 15th.

3. 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 high school graduation and June 15th. 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. So be sure to run the entire set of transcript reports sometime between the high school graduation date and June 15th each year.

After archiving these transcripts, DO NOT RERUN transcripts using PowerSchool. Any grade data changes after this “final” run can present GPA and class rank errors that will potentially disqualify your 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.

4. 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 able to earn scholarship eligibility based on the SC UGP. Class rank would not be used as an eligibility factor.

5. 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.

6. 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 here: <http://ed.sc.gov/agency/ie/rda/Power-School-Administration/PowerSchoolManualsforS.C.Pages.cfm>.

7. 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).

8. Why the new WIP Template?

The original WIP template omitted an object that reports students' current course load on the WIP transcript. The new template has been adjusted to include these courses. The transcript documentation (PowerSchool_Student_Transcripts_2015-16_Documentation.doc) provides instructions for implementing this template.

9. Errors in GPA Calculation or Class Rank Calculation.

If these types of errors are found in the transcripts (shown in screenshot below), please follow steps #4 and #5 of the transcript documentation, which add the new GPA calculation methods to PowerSchool.

Another possibility is an extra space was accidentally added to the GPA calculation method name on steps #4 or #5. This could happen if the calculation method name was copied and pasted from the documentation.

	SC UGP GPA	4.0 GPA
GPA Summary	Error: Unknown calculation method:	Calculation method:
Class Rank	SC_UGP_GPA_2016	SC_4.0_GPA_2016
Date Calculated	21 of 266	September 23, 2015
Credit Summary		
Total Credit Attempted: 28.00		
Total Credits Earned: 28.00		

10. Class rank in PowerSchool Cumulative Student Information not identical to Class rank on student transcript.

Students' class rank on the new transcripts are not identical to that found on the cumulative information page. Please make the following adjustments to the GPA Student Screens Page for each high school. Make sure you click SUBMIT when finished.

To reach this page, select a high school, then click: School > GPA Student Screens (under Grading)

Row Title	Data
1. SC UGP GPA	~(*gpa method='SC_UGP_GPA_2016')
2. SC 4.0 GPA	~(*gpa method='SC_4.0_GPA_2016')
3. Total Credits Earned	~(*credit_hours)
4. Total Credit Attempted	~(*potential_credit_hours)
5. SC UGP Class Rank	~(*classrank method='SC_UGP_GPA_2016' result='rankoutof')
6. SC UGP 4.0 Class Rank	~(*classrank method='SC_4.0_GPA_2016' result='rankoutof')
7.	

You will also have to add the SC_UGP_GPA_2016 and SC_4.0_GPA_2016 Class Rank Methods to PowerSchool for each high school.

1. Navigate to the Class Rank Method Page (School > Class Rank > Class Rank Methods) and click the “New” button.
2. Type “SC_4.0_GPA_2016” into the Description field (screenshot below)
3. On the GPA Calculation Method dropdown, select “SC_4.0_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. Repeat for SC_UGP_GPA_2016 (screenshot below)
1. **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.”**
2. **Repeat for each high school.**

“SC_4.0_GPA_2016” Class Rank Method

Class Rank Method	
General	
Description	SC_4.0_GPA_2016
GPA Calculation Method	SC_4.0_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	

“SC_UGP_GPA_2016” Class Rank Method

Class Rank Method	
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

The screenshot shows the PowerSchool interface. At the top left is the PowerSchool logo. Below it is a navigation menu with 'Functions' and 'Reports' sections. The 'Changes Recorded' screen displays a green message box with a checkmark icon and the text 'The changes have been recorded.' The background is white with a blue header bar.

11. There are several objects in the “SC Standard Transcript – Final (2015-16)” that can be deleted. These objects may be causing formatting issues in your template.

- a. Navigate to the Object Reports Page: on the PowerSchool Start Page, click System Reports > Setup Tab > Object Reports.

- b. Scroll down and click the “SC Standard Transcript – Final (2015-16)” template. Note that you may have already added the abbreviated name for your high school(s) to the template name.
- c. Delete Object #1 Logo (Student Pictures)
- d. Delete Object #3 Uniform Grading Scale Chart

12. Class Rank Method on the transcripts not calculating correctly.

The “class_rank_out_of” PowerSchool DAT tag is outdated. An updated DAT tag is “rankoutof”. If your transcripts are not calculating class rank correctly, or if you receive an “Unknown Calculation Method” error, change the class rank method on both transcript templates by following the instructions below.

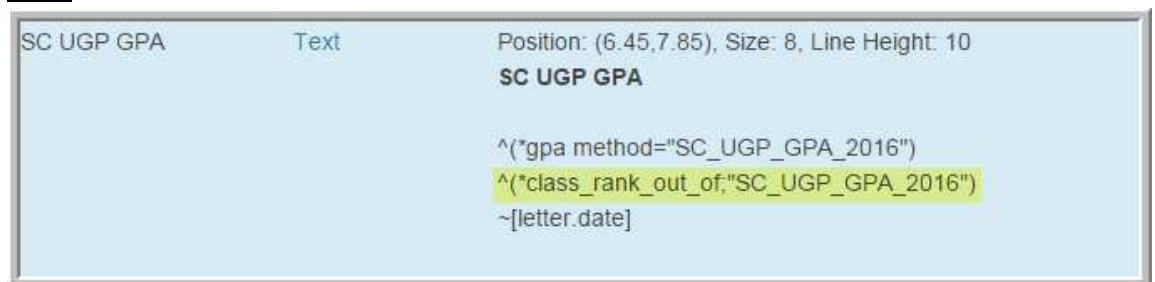
Final Template:

- a. Navigate to the Object Reports Page: on the PowerSchool Start Page, click System Reports > Setup Tab > Object Reports.
- b. Scroll down and click the “SC Standard Transcript – Final (2015-16)” template.
- c. Scroll down to line #45 and click “Text” to the right of “SC UGP GPA.”
- d. On the second line, to the right of “Text” and underneath “Object Label” change “^(*class_rank_out_of;"SC_UGP_GPA_2016") to ~(*classrank method="SC_UGP_GPA_2016" result="rankoutof")
- Note, do not alter the other lines of code.**
- e. Click “Submit.”

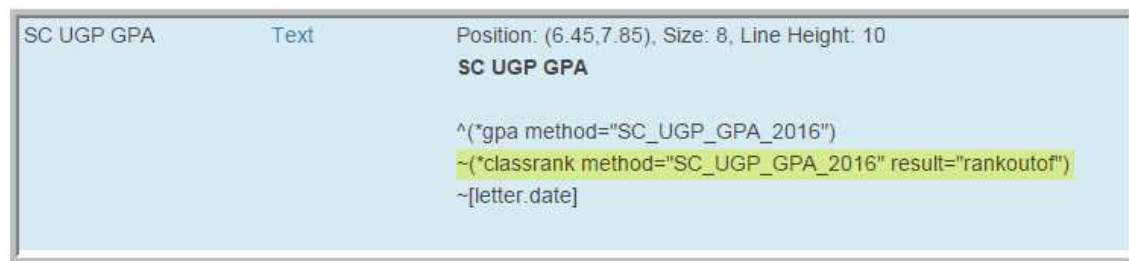
WIP Template:

- f. Navigate to the Object Reports Page: on the PowerSchool Start Page, click System Reports > Setup Tab > Object Reports.
- g. Scroll down and click the “SC Standard Transcript – WIP (2015-16)” template.
- h. Scroll down to line #43 and click “Text” to the right of “SC UGP GPA.”
- i. On the second line, to the right of “Text” and underneath “Object Label” change “^(*class_rank_out_of;"SC_UGP_GPA_2016") to ~(*classrank method="SC_UGP_GPA_2016" result="rankoutof")
- Note, do not alter the other lines of code.**
- j. Click “Submit.”

Old:



New:



Questions from webinar

1. Are the only valid transcript signatures the principal's and superintendent's?
 - a. Yes.
2. What if we receive transcripts from homeschoolers without a signature?
 - a. Contact the SC Commission on Higher Education.
3. How do you handle transcripts from previous years?
 - a. Print from archived copies of previous year transcripts rather than through the current year transcript template.

Appendix D: Important Memorandum

MEMORANDUM

TO: Principals
High School Counselors
District Technology/PowerSchool Coordinators

FROM: Office of Research & Data Analysis (ORDA)

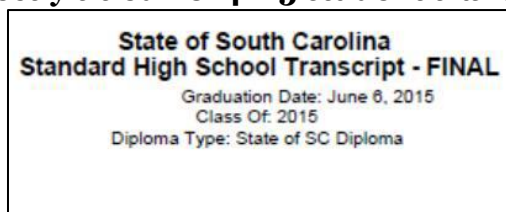
DATE: August 10, 2015

RE: 2014–15 Student Transcripts Requirements for Scholarship Funding

All South Carolina high schools are advised to use the standard PowerSchool template for student transcripts, provided by the SCDE in January 2015. If transcripts printed from PowerSchool are not developed using this template, or if the template is modified, the word “Final” may not appear in the title, and the transcript may lack the principal’s signature. **If these two elements do not appear in a transcript, a student’s scholarship eligibility may be affected.**

Please ensure the standard object report transcript template is imported and updated properly in PowerSchool. Check to be sure it prints the correct title (see below) and school counselors are selecting the correct template.

Correctly titled 2014–15 student transcript:



Template guidance can be found at the “SC Transcripts 2015” link at: <http://ed.sc.gov/agency/ie/rda/Power-School-Administration/eTranscriptInitiative.cfm>. Please contact Louise Amos (lamos@ed.sc.gov) or Wyatt Cothran (wcothran@ed.sc.gov) to obtain a copy of the standard transcript template.

If you become aware of any 2014–15 transcripts delivered by your school or district that are not consistent with the SCDE standard, or if notified a student has been denied scholarship eligibility due to a transcript issue, please contact Wyatt Cothran or Louise Amos at the SCDE and Elizabeth Caulder (ecaulder@che.sc.gov) with the SC Commission on Higher Education.

ORDA will continue to provide support for transcript-related issues to schools, districts, students, and parents.

Electronic Transcript (eTranscripts) Delivery with Parchment

Even minor changes to the standard PowerSchool transcript template could result in a failure of Parchment’s software to provide accurate output. Additionally, Parchment requires a separate high school principal’s signature file from all schools using their eTranscripts process.

We strongly suggest the following for all districts using Parchment:

1. Review eTranscripts submitted in 2015 for the correct title and signature;
 2. Refresh each school’s principal signature file with Parchment, if missing;
 3. Ensure the standard 2014–15 PowerSchool transcript template is loaded in PowerSchool;
- and
4. Ensure high school counselors are using the correct template.

If notification is received that an eTranscript is rejected for scholarship eligibility, immediately contact Parchment support here or call (888) 662-0874. Parchment will issue an updated eTranscript for the student. Also, please contact Louise Amos (lamos@ed.sc.gov), Wyatt Cothran (wcothran@ed.sc.gov), and Elizabeth Caulder (ecaulder@che.sc.gov) if notified of a problem.