

# School Pathways SIS

## Transcripts - Importing Report Cards from Learning Centers

2/02/2008

Any report card created in Learning Centers can be imported into a student's transcript. When a report card is finished by the teacher, it is sent to the transcript area, ready for import by administration.

To import a report card from Learning Centers:

1. Administration>Find Student
2. Choose the Program you want to search for and click SEARCH
3. Click on **Trscpt** at the end of the student name row.

Step 1: Make sure student doesn't already exist

St #	Lcid	Grd	Name	City	Home Phone	Started	Trk	Mig	Info/Enroll/Tchr/Trscpt
1148143913	41074	10	<a href="#">Alfred, Abigail</a>	Murrieta	(951) 677-8970	07/01/2007	A	-	<Edit> Enr Tchr <b>Trscpt</b>
1087169793	41098	11	<a href="#">Aranilla, Zea</a>	Murrieta	(951) 598-5777	07/01/2007	A	-	<Edit> Enr Tchr Trscpt
8044348588	50091	11	<a href="#">Aschemeyer, Shawnee</a>	Temecula	(951) 506-2778	11/06/2007	A	-	<Edit> Enr Tchr Trscpt
7127751756	41169	12	<a href="#">Bernoli, Tara</a>	Canyon Lake	(951) 244-3727	07/01/2007	A	-	<Edit> Enr Tchr Trscpt
4115910060	44880	9	<a href="#">Bierwirth, Daniel</a>	Hemet	(951) 315-7215	07/19/2007	A	-	<Edit> Enr Tchr Trscpt

4. Click on Import LC Report Cards

Transcript Information Summary

<a href="#">Carolyn Ann Alba</a>	Grade: 9	Local ID: 44227	Student Statewide ID: 8116629274
758 North Claudina Anaheim, CA 92805 714-758-1418	Age: 14	Gender: F	Date of Birth: 07/11/1993
Parent(s): <a href="#">Alba, Johnny, Patricia</a>			

[ Questions about Transcripts? ]

No transcript records have been entered or imported for this student

**Graduation Requirement:**  
General Education

- Add New Entry
- Transcript Activity by Subject
- Import LC Report Cards (1)**
- Requirement Waivers
- Print
- Skip Rollover Calc
- Unofficial

\* No ReportWriter records are available for import. This student does not have a migrated student file.

**CANSEE Status**  
Math: [Not entered] (Add)

6. Enter a check in the box. If you need to make a change on the category to the right of each class, you can do it now. Click to Import.

*School Pathways SIS*

Home | Site Home | Administration | Learning Center | My Pages | Staff Info | Parents | Help | Logout

**Import Learning Center Report Cards** #8116629274 Carolyn Ann Alba

\* Select the reports to import and press the Import button at the bottom of the page.

2007-2008 Semester 1 Status: Ready for Import  
Select a gradelevel for this record: 09

ADA Attendance - Lella Harding	Credits: Attempted:0 Earned:5	Grade:	Place: Electives
ADA Attendance -Tim Crugnale	Credits: Attempted:0 Earned:5	Grade:	Place: Electives
A-G English IA	Credits: Attempted:5 Earned:5	Grade: C	Place: English
A-G Geometry A	Credits: Attempted:5 Earned:5	Grade: C	Place: Mathematics
A-G Biology A	Credits: Attempted:5 Earned:5	Grade: B	Place: Life Science
A-G Spanish 1A	Credits: Attempted:5 Earned:5	Grade: B+	Place: VAPA/Foreign Lang
PE 1A	Credits: Attempted:5 Earned:5	Grade: A	Place: Life Skills
Figure Skating	Credits: Attempted:5 Earned:5	Grade: A	Place: Special Interest

Cancel Import

7. If there are problems with importing, you will get the message at this point telling you what needs to be fixed.