

## PRINTING A STUDENT TRANSCRIPT

**STEP 1:** Select the student that you want to run a transcript for on the main PowerSchool page.


### Start Page

**Search**

Students

Staff

Parents



[View Field List](#) [How to Search](#)

**Browse Students**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

9 10 11 12 13 M F All

**Other Options**

[Stored Searches](#) [Stored Selections](#)

**What's New**

See what's new in the latest feature release of PowerSchool. [Read more...](#)

**STEP 2:** From the list on the left, select “Print a Report” which appears directly under the Quick Lookup. When the Print a Report page displays, click on the drop down box next to the “Which Report to Print” and click on Academic Transcript Revised.

Academic Transcript + Current Sched

Academic Transcript revised

Academic Transcript revised - EOY

Academic Transcript revised - EOY2

Athletic Certificate

Attendance Report - Cumulative

Attendance Rpt - Trimester & Tchr - CES HHES

Attendance Rpt - Trimester - CES HHES

C Roster Class

CAPT

Class Roster w/ Home Phone

CMT Grade 3

**STEP 3:** Click the submit button.

**Report Queue (System) - My Jobs**

System

ReportWorks

Refresh

Created	Job Name	Started	Ended	Status
08/26/2013	Academic Transcript revised	08/26/2013 10:41 AM	08/26/2013 10:41 AM	Completed <a href="#">View</a>

**STEP 4:** The Transcript report will run. You will need to click the refresh button next to My Jobs until the report shows that it is complete. You can then click on View and the report will come up in a PDF format. You will then be able to print the Transcript.