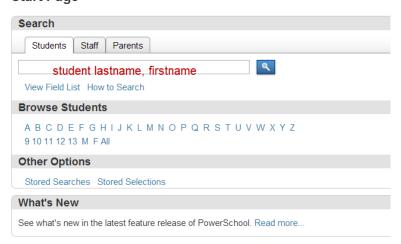
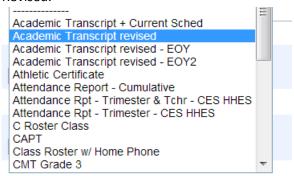
PRINTING A STUDENT TRANSCRIPT

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



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.



STEP 3: Click the submit button.



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.