



## How to Access the Transcript in the Parent Portal

From the Parent Portal, on the “Home” screen, under “Documents”, they’ll see a “Transcript” option to select

The screenshot shows the Parent Portal interface. On the left is a dark sidebar with navigation links: Home, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Academic Plan, Fees, Documents (highlighted with a red box), Message Center, and More. A red arrow points from the 'Documents' link in the sidebar to the 'Transcript' link in the main content area. The main content area is titled 'Documents' and lists various reports: PROGRESS REPORT Q2, Q3, Q4, REPORT CARD Q1, Q2, Q3, Q4, and Student Schedule. The 'Transcript' link is highlighted with a red box, and below it is a link for 'UNOFFICIAL TRANSCRIPT WITH IN PROGRESS CLASSES'.

This is an unofficial transcript. The transcript will show them the newly added credit summary on the right side of the transcript.

| <b>Credit Summary</b>                        |                  |               |                 |                  |
|----------------------------------------------|------------------|---------------|-----------------|------------------|
| <b>Curriculum Program: Credit Check MYAP</b> |                  |               |                 |                  |
| <b>HIGH SCHOOL</b>                           | <b>Attempted</b> | <b>Earned</b> | <b>Required</b> | <b>Remaining</b> |
| ENGLISH                                      | 3.000            | 3.000         | 4.000           | 1.000            |
| MATH                                         | 3.000            | 3.000         | 4.000           | 1.000            |
| SCIENCE                                      | 3.000            | 3.000         | 3.000           | 0.000            |
| SOCIAL STUDIES                               | 2.000            | 2.000         | 3.000           | 1.000            |
| COMPREHENSIVE                                |                  |               |                 |                  |
| HEALTH                                       | 0.500            | 0.500         | 0.500           | 0.000            |
| ELECTIVE                                     | 1.000            | 1.000         | 6.500           | 0.500            |
| CTE                                          | 1.000            | 1.000         | 0.000           | 0.000            |
| FINE ARTS                                    | 2.000            | 2.000         | 0.000           | 0.000            |
| PHYSICAL EDUCATION                           | 1.000            | 1.000         | 1.000           | 0.000            |
| WORLD LANGUAGE                               | 2.000            | 2.000         | 0.000           | 0.000            |
| <b>Total</b>                                 | <b>18.500</b>    | <b>18.500</b> | <b>22.000</b>   | <b>3.500</b>     |

\*Remember the “remaining” could look misleading based on the earned/required but many credits are overflowing to “elective” even though it doesn’t calculate that way on the summary