

End of Semester Processes

Eastern Suffolk BOCES
Infinite Campus Release 2603

February 6, 2026

Agenda

- Post Grades
- Auto Grade Wizard
- Require All Scores for Composite Grading
- Missing Grades Report
- Ad Hoc - Null Percent
- Items to Check Before Transcript Post Wizard
 - Check Courses – Transcript & GPA Weight
 - Check Grading Tasks – Posts to Transcript
 - Check Grading Tasks on Courses – (Final Grade) – Credit, Credit Type & Term Mask
 - Check Score Groups – Credit Value & GPA Value
 - Course Credit Report
- Transcript Post Wizard
- Credit Recovery
- January Graduates – End Enrollments, End User Access to Portal
- Additional Items - Reports (Report Cards and Transcripts)

Post Grades

Prior to Transcript Post, all grades should be posted.

Grades can be posted in the following ways:

- By the teachers in their Grade Book or through Post Grades. This can only be done when the grading window is open.
- Through the Course/Section Grading by Task or Grading by Student. This is usually done by an Admin. The grading window does not need to be open.
- There is also an option for an Admin to run Auto Grade Wizard instead of or in addition to the above two options.

Both the posted score and posted percent should be filled in. The posted percent is used for any composite grading calculations.

After grades have been posted and the grading window is closed, users should run reports to make sure all expected grades for the term/task(s) are posted (Missing Grades Report) and that each has a corresponding percentage value for composite grading purposes (Ad Hoc). This should be done prior to running the Transcript Post.

Post Grades – Auto Grade Wizard

[Grading & Standards](#) > [Grading & Standards Administration](#) > [Auto Grade Wizard](#)

- This is normally run by an Administrator
- Auto Grade Wizard uses the Grade Calc Options **Course composite settings** to calculate tasks (usually Final Grade) based on child task's percentages. **It does NOT use the composite settings in the Grade Book.**

Prerequisites from IC knowledgebase -

The following setup must be done correctly for this wizard to post student grades successfully. If this setup is not done, grades will still be posted, but they may be incorrect.

1. The Composite Grading relationship must be set up for the parent composite task on the Composite Grading tab in the Courses.
2. All student grades for the child composite tasks should be entered or posted.
3. All grades for the child composite tasks **MUST** have percentages. If child task percents are missing, Auto Grade Wizard omits them from the calculation.
4. A Score Group must exist with minimum percent values.
5. Grading setup completed at the Course level (if pending) should be pushed to sections to ensure grades are correctly calculated.

Post Grades – Auto Grade Wizard

- Select Grading Task dropdown offers schedule structure, term, task, and related score group for all courses containing a composite setting. Be sure to select the correct combination, and if more than one needs to be posted, run the tool for each separately. **This function is not used for Standards.**
- Select Score Group dropdown displays all of the score groups available in the database.

Auto Grading Wizard

This tool allows you to batch grade students based on Composite Grading. All scores should be posted for the child grading tasks. Also, each posted score for the child grading tasks should have an appropriate percentage.

Note: Auto Grade uses grading setup that exists on the course. Use the [Course Awaiting Push Report](#) to verify if there are any unpushed grading setup changes.

Select Grading Task

Select Score Group
Make sure the Min Percentages are set properly for the Score Group you choose.

Existing Grades

☐ Overwrite Existing Grades

Select Grading Task

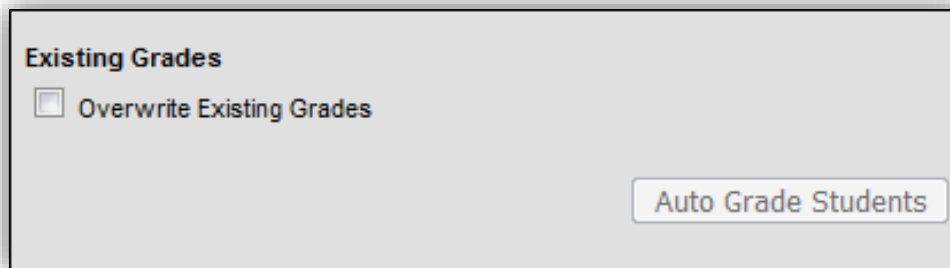
- Main - Term Q2 - Final Grade - Score Group: Honors Score Group
- Main - Term Q2 - Final Grade - Score Group: * Numeric
- Main - Term Q2 - Final Grade - Score Group: AP Score Group
- Main - Term Q2 - Final Grade - Score Group: Regents - Final
- Main - Term Q4 - Final Grade - Score Group: AP Score Group
- Main - Term Q4 - Final Grade - Score Group: Honors Score Group
- Main - Term Q4 - Final Grade - Score Group: * Numeric
- Main - Term Q4 - Final Grade - Score Group: Regents - Final

Select Score Group
Make sure the Min Percentages are set properly for the Score Group you choose.

- * Numeric
- Alpha
- AP Score Group
- Honors Score Group
- Numeric- Rubric
- Pass/Fail Elementary
- Pass/Fail/Incomplete
- Progress Report
- Regents
- Regents - Final
- Social and Personal Growth
- Space holder
- Student Evaluation

Post Grades – Auto Grade Wizard

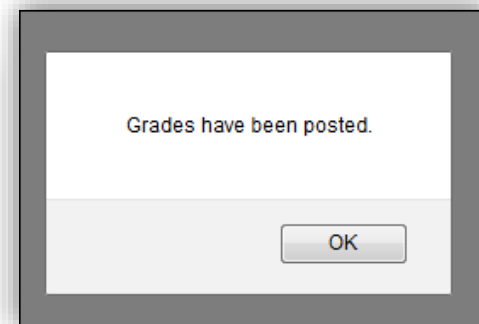
- If the district allowed teachers access to the composite or if an error was made in the original Auto Grade Wizard post, there is a checkbox to Overwrite Existing Grades.
- If this is checked, Auto Grade Wizard will write in new, updated, course composite grades for all students in the structure/term/task/score group combination.
- If this is NOT checked, Auto Grade Wizard will only fill in grades for the students in the structure/term/task/score group combination that are currently NULL.
- Once selections are set and Auto Grade Wizard is run, wait for the confirmation pop up. Then verify scores posted as expected.
- This feature does not offer any transaction reports.



Existing Grades

☐ Overwrite Existing Grades

Auto Grade Students



Grades have been posted.

OK

Require All Scores for Composite Grading

System Settings > System Preferences > System Preferences

Require all scores for Composite Grading

- If set to 'Yes', teachers are not able to post a composite grade until the student grades that make it up have also been posted. This includes 'Post' in grade book, manual entry of posted percent or grade in grade book, and Post Grades.
- This preference causes a Bypass Composite Rule checkbox column to display in the Score Groups and Rubrics. When marked for a grade, tasks with that grade are excluded from composite calculation.
- Auto Grade Wizard does not look at this setting. If a child task does not have the percent filled in, it won't use the child task grade in composite calculation. It will calculate the composite without that child task.

Missing Grades Report

Grading & Standards > Reports > Grades Report

This only reports Posted grades, not Posted percents and not In Progress grades or percents.

The screenshot shows a web form titled "Grades Batch Report". At the top, a blue header bar contains the title. Below the header, a paragraph of text explains the report's purpose: "This report will batch print students' grades. There is an option to print the report grouped by student, teacher or course. There is an option to set a page break for each student or course, suitable for handing out. The grades report group by Teacher will always set a page break for each teacher. This is a very complex report, so try to limit the number of students run per batch. Checking the page break option will make the report run faster."

The form contains several sections:

- Which students would you like to include in the report?**
 - ☒ Grade: A dropdown menu is open, showing options: "All Students", "09", "10", "11", and "12".
 - ☐ Ad Hoc Filter: A text input field with a dropdown arrow.
- Grading Terms**
 - Four checkboxes: Q1, Q2, Q3, and Q4.
- Select Teachers**
 - A dropdown menu is open, showing a list of teachers: "All", "Carmona, Raquel", "Esser, Kiyas", "Fried, Carole Helene", "Mahoney, Karen M", "Goerman, Madeline", "Sera, Sophie", and "Tower, Pierre".
- Group By**
 - Three radio buttons: "Student" (selected), "Teacher", and "Course/Section".
 - Two checkboxes: "Display term dates" and "Display section dates" (both checked).
 - A checkbox: "Set page break for each Student" (unchecked).
- Select Standard/Grading Tasks**
 - A dropdown menu is open, showing a list of standards and tasks: "All", "SS1: Standard 1 secondary", "SS2: Standard 2 secondary", "Quarter", "Mid Term Exam", "Final Exam", "Regents Exam", and "Final Grade".
- Output Options**
 - Three radio buttons: "All Grades / Scores", "Missing Grades / Scores" (selected), and "By Grade / Score".
 - A checkbox: "Show Dropped Students" (unchecked).

At the bottom left, there is a "Generate Report" button.

Select from the following options:

- Grade levels that apply or Ad Hoc filter
- Grading Term(s)
- Select Teachers
- Group By
- Select Grading Task(s) to be verified

Select the **Missing Grades / Scores** radio button.

Uncheck the box to omit dropped students

Click Generate Report

Ad Hoc - Find Null Percentages

Since the Grades Report (missing grades) only looks at Posted grades, creating and running an Ad Hoc to check for null/blank Posted percents is suggested.

Query Wizard based on the Student data

Define term(s), task name(s), exclude scores which should not have an associated percent (or those not included in a composite calculation), and search for a null grading percent.

*Query Name:

Short Description:

Long Description:

Filter the data

ID	*Field	Operator	Value
1	student.studentNumber		
2	student.lastName		
3	student.firstName		
4	student.activeToday		
5	grading.courseNumber		
6	grading.courseName		
7	grading.sectionNumber		
8	grading.teacherDisplay		
9	grading.termName	IN	Q1,Q2
10	grading.task	<>	Final Grade
11	grading.score	IS NOT NULL	
12	grading.percent	IS NULL	
13	grading.date		
14	roster.startDate		
15	roster.endDate		
16	grading.score	NOT IN	IN,WD,**,NS,NG,P,AU,CD,MX,F,WP,WF

Add

Logical Expression (Optional):

The terms, tasks and scores need to correspond to your District

Items to Check Before Posting to Transcript

- Courses/Grades post to transcript based on your districts' setup (which should be checked at the beginning of the school year).
- If there are any questions about what posted or if some courses did not post but should have, do the following:
 - Check the course to make sure the 'Transcript' box is checked and the GPA Weight on the Course is correct.
 - Check the Course Credit Amount, Term, and Credit Type are correct for the Final Grading Task on the course (or the tasks your district posts to transcript).
 - Check the necessary Grading Task(s) (usually Final Grade) is checked 'Posts to Transcript'.
 - Check that the GPA values are correct in the Score group.
 - Run Course Credit report.

Items to Check Before Posting to Transcript

- Check Courses

Scheduling & Courses > Courses > Course Information

Check to see that the Transcript box is checked.

Make sure Course has the correct GPA Weight. The GPA Weight is used in GPA calculation on transcript.

**Check
Transcript Box**

Course Information ☆
4400 Physics A

Course Setup

Subject Type:

Transcript:
☒

Attendance:
☒

Standards-Based:
☐

Activity:

GPA Weight:

Hide Standards On Portal:
☐

**Enter
appropriate
GPA Weight**

Items to Check Before Posting to Transcript

- Check Grading Tasks on Courses

Scheduling & Courses > Courses > Course Grading Tasks

Select the Final Grade task (or the task your district posts to transcripts).

The Credit amount is what the student will receive towards graduation for a passing grade in the course. The Credit Type is the type of credit it will be posted to. Also check that Term Mask is checked for Term 2 for half year courses (Term 4 for full year courses).

The screenshot shows the 'Course Grading Tasks' interface for course '9176 FIRST IN FILM'. The 'Grading Task Editor' table lists three tasks: 'Quarter', 'Final Exam', and 'Final Grade'. The 'Final Grade' task is selected, showing 'HS Credits' for the credit group and 'Art' for the credit type. Below this is the 'Course Grading Task Detail' section for the 'Final Grade' task. It includes a 'Score Group' dropdown set to 'Regents - Final', a 'Term GPA' input field, a 'Credit' input field set to '0.5', a 'Credit Type' dropdown set to 'Art', and a 'Term Mask' section with checkboxes for Term 1, Term 2 (checked), Term 3, and Term 4. There is also a 'Post-only Grading Task' checkbox.

Grading Task	Credit Group	Credit Type
Quarter		
Final Exam		
Final Grade	HS Credits	Art

Icon Legend: Locked to Course Master Linked Course Catalog Unlocked Course Master Unli

Course Grading Task Detail
Grading Task: Final Grade
*Score Group: Regents - Final
Term GPA:
Credit: 0.5
Credit Type: Art
Credit Overflow Override:
Term Mask: ☐ Term 1 ☒ Term 2 ☐ Term 3 ☐ Term 4
☐ Post-only Grading Task

**Course Credit
Amount**

**Select Term Mask Term 2 for
first half of year course**

Select Credit Type

Items to Check Before Posting to Transcript

- Check Grading Tasks

Grading & Standards > Grading Setup > Grading Task Setup

For Final Grade (or the task(s) to post to transcript), check the Posts to Transcript box.

The screenshot displays the 'Grading Task Setup' interface. At the top, there's a header 'Grading Task Setup' with a star icon. Below it are buttons for 'Save', 'Delete', 'New', and 'New One-time Task'. A tree view on the left lists various grading tasks, with 'Final Grade' highlighted. The bottom section, 'Grading Task Detail', shows the configuration for the 'Final Grade' task. It includes fields for 'Name' (Final Grade), 'Number' (blank), 'Seq' (8), 'Code' (blank), and 'Abbreviation' (blank). The 'Posts to Transcript' checkbox is checked, and a red arrow points to it. Other checkboxes include 'State Reported' (checked), 'Include in Report Card' (checked), 'Include in Portal' (checked), and 'Archived' (unchecked). There are also dropdowns for 'Parent Grading Task' and a 'Comments' text area.

Grading Task Setup ☆

Save Delete New New One-time Task

Grading Tasks

- Effort
- OLL
- Mid-Term (Progress)
- Mid-Term
- Term
- Semester
- Semester Exam
- Final Grade
- State Reported
 - CTE State-Approved Assessment
 - OLL Semester Grade - State Reported (CPGR)
 - OLL Semester Grade - State Reported (CPTSA)
 - OLL Term Grade - State Reported (CPGR)
 - OLL Term Grade - State Reported (CPTSA)

Grading Task Detail

*Name Final Grade Abbreviation

Number Seq Code Posts to Transcript

8 External LMS Exclude

State Reported

Include in Report Card Include in Portal Archived

Parent Grading Task

Comments

Items to Check Before Posting to Transcript

- Check Score Groups

Grading & Standards > Grading Setup > Score Group & Rubric Setup

Check all passing grades have a credit multiplier of '1' and all failing grades have a credit multiplier of '0'. Check all GPA Values are correct (this is the GPA that will display on the canned transcript).

Score Group List Items Detail										
Sequence Name	Score	Passing Score	Credit Coeff.	Minimum %	GPA Value	GPA Unweighted Value	GPA Bonus Points	Class Detail Outcome Code		
X 1	100	100	✓	1	99.5	100	100	0		✓
X 2	99	99	✓	1	98.5	99	99	0		✓
X 3	98	98	✓	1	97.5	98	98	0		✓
X 4	97	97	✓	1	96.5	97	97	0		✓
X 5	96	96	✓	1	95.5	96	96	0		✓
X 6	95	95	✓	1	94.5	95	95	0		✓
X 7	94	94	✓	1	93.5	94	94	0		✓
X 8	93	93	✓	1	92.5	93	93	0		✓
X 9	92	92	✓	1	91.5	92	92	0		✓
X 10	91	91	✓	1	90.5	91	91	0		✓
X 11	90	90	✓	1	89.5	90	90	0		✓
X 12	89	89	✓	1	88.5	89	89	0		✓
X 13	88	88	✓	1	87.5	88	88	0		✓
X 14	87	87	✓	1	86.5	87	87	0		✓
X 15	86	86	✓	1	85.5	86	86	0		✓

Confirm GPA Values

**'1' Passing Grade
'0' Failing Grade**

- Credit Coefficient – used as a multiplier to determine if the score changes the # of credits earned for the course
- GPA Value – used when calculating canned GPA
- If your district has a Custom transcript, your GPA can be calculated completely different.
- If your district wants unweighted GPA's the user has to fill in the GPA Unweighted Value.

Course Credit Report

Grading & Standards > Reports > Course Credit Report

This report lists the credits associated with each course. It includes the credit category, task name that posts to transcript, amount (number of credits), course GPA weight, and term GPA weight. It looks at the course and the grading task for which credits are earned. If selected, inactive courses display an asterisk after the course name.

25-26
Harrison High
5856 Peachtree Parkway, Metro City NY 55436
Generated on 02/04/2026
01:45:04 PM Page 1 of 10

Course Credit Report for 07/01/2025 – 06/30/2026
Group by Course
Total Courses: 227 Total Credit Categories: 11

Course#	Course Name	Credit Category	Task Name	Amount	Course GPA Weight	Term GPA Weight
1001	AP Statistics	High School Credit/ Mathematics	Semester	0.50	1.50	0.00
			it/ Semester	0.50	1.50	0.00
			it/ Semester	0.50	1.00	0.00

Course Grading Tasks ☆
1001 AP Statistics
Save Delete Add Copy
Grading Task Editor

Grading Task	Credit Group	Credit Type
Mid-Term		
Term		
Semester	High School Credit	Mathematics

Icon Legend: Locked to Course Master Linked Course Catalog Unlocked Course Master Unli

Course Grading Task Detail

Grading Task: Semester
*Score Group: ABC+/- (Weighted)
Term GPA: Credit: 0.5 Credit Type: Mathematics
Credit Overflow Override:
Term Mask: ☐ Term 1 ☒ Term 2 ☐ Term 3 ☒ Term 4
☐ Post-only Grading Task

1001 AP Statistics
Course Setup

Subject Type:

Transcript: ☒ GPA Weight:

Attendance: ☒

Standards-Based: ☐ Hide Standards On Portal: ☐

Activity:

Transcript Post Wizard

Student Information > General Student Administration > Transcript Post Wizard

Post Grades to Transcripts

The Transcript Post tool takes scores from the Grade Book and posts them to the student's transcript. Scores from Grading Tasks or Standards marked as Post to Transcript and associated with a Credit or Standard

- **Post Courses, Scores, & Credits by Term:** used to post scores and credits for any grading task or standard associated with a term or terms.
- **Post One-Time Grading Task or Standard:** used to post scores and credits for one-time tasks/standards that are scored once and are not associated with a term.
- **Post Courses and Scores Only for All Terms:** used to post scores only (no credits) for any task or standard.

This tool can be used multiple times without duplicating records, which prevents a score changed by a teacher in their gradebook from affecting a posted transcript record. After the Transcript Post process is complete on the student's transcript. Credit information can be added to the records created using the first option and selecting the applicable terms and credit groups.

The screenshot shows the 'Transcript Post Wizard' interface. It has several sections:

- Select Calendars:** A list of calendars for the 22-23 school year, including 'Angela test ES', 'Angela Test HS', 'Cindi High School', 'Dave's Test High School', 'Dave's Test Middle School', 'Jackie Test ES', 'JACKIE TEST HS', 'Jackie Test MS', 'Jennifer Test HS', and 'Training Test School'. The 'active year' radio button is selected.
- Select Credit Groups:** A list of credit groups including 'Social Studies', 'G&S test standard group', 'HS Credits', 'Art', 'BOCES', 'Business', 'English', 'Health', 'HS', 'Math', 'Mathematics', 'Music', 'PE', 'Science', 'Social Studies', and 'Technology'. The 'Post Courses, Scores, & Credits by Term' radio button is selected, and 'Term 2' is chosen from the dropdown.
- Select Grades:** A list of grades from 00 to 03. The 'All grades' radio button is selected.
- Ad Hoc Filter:** A dropdown menu for selecting an ad hoc filter.
- Select Course/Section Sort by:** A list of course/section numbers, including '0all-1 0all', '1111-1 1111', '1111-2 1111', '1111-3 1111', '1111111-1 test 1111111', '2222-1 2222', '2222-2 2222', '3333-1 3333', and '4444-1 All students'. The 'Number' radio button is selected.
- Post Score Comments to Transcript:** A checkbox that is currently unchecked. A red arrow points to this checkbox from a red callout box.

A red callout box with a black border contains the text: 'Make sure 'Post Score Comments to Transcript' is **NOT** checked'. A red arrow points from this box to the 'Post Score Comments to Transcript' checkbox.

At the bottom right, there is a 'RUN' button and a warning message: 'The posting transaction could take more than 1 minute. A popup window will show up to indicate the end of transaction. Please don't click browser's "Back" button until the transaction is finished.'

Transcript Post Wizard (continued)

Users have the option to select all students grades, only those for select grades, only those students found in an Ad Hoc or select Course/Sections.

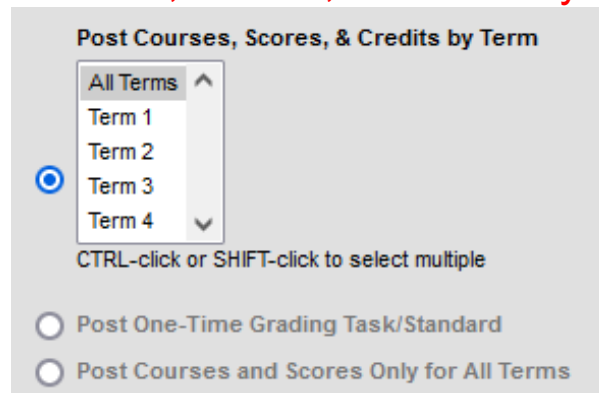
There are also the following options:

‘Post Courses, Scores & Credit by Term’ - This option posts course information, including the student’s score in that course and the credit amount the student received for successfully completing the course for the selected term(s). Users can select All Terms or the specific term(s) relevant to the situation.

‘Post One-Time Grading Task/Standard’ – This option posts course information, scores and credits received for grading tasks and standards that are scored once and are not associated with a specific term. THIS IS THE ONLY OPTION THAT POSTS ONE-TIME GRADING TASKS AND STANDARDS.

‘Post Courses and Score Only for All Terms’ - This option posts the course information for which the student received the score and the score the student received in those courses for all terms. **Credit information is not posted**, but can be added manually to the Transcript record as needed.

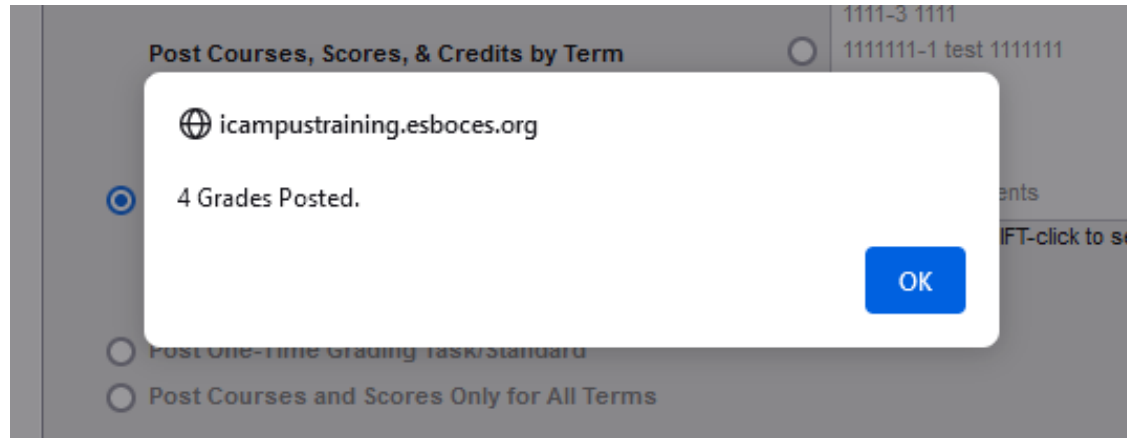
Normally users will select **‘Post Courses, Scores, & Credits by Term’** and select the term(s) to post.



The screenshot shows a software interface for the 'Transcript Post Wizard'. The title bar reads 'Post Courses, Scores, & Credits by Term'. Below the title is a dropdown menu with 'All Terms' selected, and a list of 'Term 1', 'Term 2', 'Term 3', and 'Term 4'. A blue radio button is selected next to the 'All Terms' dropdown. Below the dropdown, it says 'CTRL-click or SHIFT-click to select multiple'. At the bottom, there are two radio buttons: 'Post One-Time Grading Task/Standard' and 'Post Courses and Scores Only for All Terms'. The 'Post Courses and Scores Only for All Terms' option is selected.

Transcript Post Wizard (continued)

Once selections are made, **click Run only once**. Wait for the pop up window which will say how many grades were posted.



A pop up window will appear telling the user the number of grades that posted

To verify that the scores were posted, go to the Student and look at the Transcript tab.

Transcript Post Wizard can be run multiple times but it will only add new records; it will not change grades already posted to transcript.

Credit Recovery (For NY State Reporting)

Student Information > General > Transcripts

- If the Course/Section has Credit Recovery checked, the transcript record will automatically have it checked.
- For students who have taken a course for credit recovery, go to the transcript record for that course and make sure that the Credit Recovery box is checked.

Section Information ☆

801-1 Computer Aided Design Teacher: Sutter, Duane

☐

☐

State Defined

Credit Recovery:

☐

Dual Credit Code:

Post Secondary Credits Earned:

District Defined

Your district has not created any District Defined fields for this tool.

Additional Information

TranscriptID 294990

Bonus Points

Status

Task Code

SEM

Standard Number

Standard Name

☐ Repeat Course

☐ Technology

SCED Subject Area

SCED Course Identifier

SCED Sequence: (Part n of m Parts) of

Distance Code:

Dual Credit:

☐

Post Secondary Credits Earned:

Dual Credit Code:

Credit Recovery:

☐

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January Graduates – End Enrollment

Since there are usually only a few January graduates, their enrollments can be ended manually.

Student Information > General > Enrollments

- Enter the End Date as the last date of instruction or the official graduation date set by the district
- Enter the End Status as code 799

Student Information > General > Graduation

- Enter the Diploma Date, Diploma Type, Post Grad Plans and Career Path
- If known, Enter Post Grad Location
- If applicable, Enter State Seal Information

January Graduates - End Access Options

User Management > Settings > Account Security Preferences

Automatically disable student and parent portal accounts day(s) after the student's enrollment end date.

Search > User

Enter user name,
check 'Disabled'

The screenshot shows the 'User Account Detail' page for user 'matt.m1'. The page is divided into two main sections: 'User Account Information' and 'User Credentials'. Under 'User Account Information', there are fields for 'Homepage' (set to 'Campus Student Portal') and 'Authentication Type' (set to 'Local Campus Authentication ...'). The 'Username' field contains 'matt.m1'. There is a checkbox for 'Force Password Change' which is checked. Below this is the 'Account Expiration Date' field, which is currently empty and has a calendar icon. At the bottom of the 'User Credentials' section, there is a yellow button labeled 'Disable Account' with a green checkmark icon.

User Management > User Account Administration > User Account Batch Wizard

'Disable User Account' for students that have graduated if it's not automated under Account Security. Leave some additional time if students need to download report cards or transcripts from the Portal. Search/select specific students or use an ad hoc that filters only January graduates.

The screenshot shows the 'User Account Batch Wizard' interface. At the top, there is a title bar and a description: 'This tool will allow for batch creation, enabling, disabling, and flagging for password change of user accounts via school filter or search and select for both student and staff. Additionally, this tool allows users to add or remove one or more user groups from multiple staff accounts at once.' Below this, there are three steps: 1. Account Type: 'Students' (selected). 2. Change Type: 'Disable Account' (selected). 3. Additional Account Information: Two radio buttons are present. The first is 'Disable user accounts for all students in the selected school(s)'. The second is 'Disable user accounts for all selected students' (selected). Below the radio buttons, there is a 'Search for person' section with fields for 'Last name', 'First name', 'Gender', and 'Grade', and an 'Adhoc Filter' dropdown set to 'final grades to post by credit'. A 'Search' button is below these fields. To the right of the search fields, there are two large empty boxes labeled 'Select a person to add to edit list' and 'Click on a person to remove from list'. Below these boxes are 'Select All' and 'Remove All' buttons. At the bottom of the wizard, there are 'Preview Changes' and 'Save Changes' buttons.

Additional Items

Before printing transcripts users may want to do the following:

- Run *Grading & Standards > Reports > Transcript Audit Report*

The Transcript Audit Report compares the student's transcript data with posted grades assigned by teachers. It lists the differences in the posted score (grade), posted comments, or both. When a transcript record is modified on the student's Transcript, the changed record is displayed on the audit report. The report does not include items not yet posted to the transcript.

The Transcript Audit Report is sorted by Course Number, includes the Student's Name, and compares the score entered by a teacher and the score that appears on the student's Transcript.

- Run/Print Report Cards and Transcripts

Sample Transcript Audit Report

24-25 Harrison High 5856 Peachtree Parkway, Metro City NY 55436 Generated on 02/04/2026 02:11:32 PM Page 1 of 1	Transcript Auditing Report Audit fields: grades and comments Total Records: 17
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Course	Term	Student Name(#)	Grading		Transcript	
			Score	Comments	Score	Comments
4300 Chemistry A	2	Schreppel, William (#130231)	B+		A-	
2660 Contemporary World Issues	2	Sohns, Christianne (#131644)	A-		B	
3300 English 11	2	Atwood, Nadia L(#131900011)	A		B+	
3300 English 11	2	Heimel, Jansher (#116408)	B		B+	
3300 English 11	2	Johnson, Dekisa L(#622284)	A		B+	
3300 English 11	2	Mountain, Naemi (#124264)	B-		B+	
3300 English 11	2	Schmid, Finn (#129936)	B-		B+	
3300 English 11	2	Seiler, Gus (#130768)	B		B+	
3300 English 11	2	Shingler, Geoff (#131151)	C-		B+	
3300 English 11	2	Tao, Yu (#171900004)	B		B+	



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Associate Superintendent

~~Claudy Demus Makalele~~ - Educational Services

Associate Superintendent

James J. Stuchio - Management Services

Assistant Superintendent

Nichelle Rivers, Ed.D. - Human Resources

Directors

Leah Arnold - Career, Technical and Adult Education
Kate Davern - Educational Support Services
Arlene Durkalski - Human Resources
Mark Finnerty - Facilities
Katelyn Fretto - Business Services
Vacant - Administrative Services
Gina Reilly - Special Education
Darlene Rocas - Regional Information Center
Jachan Watkis - Diversity, Equity, and Inclusion

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