Printing the High School Official and Unofficial Transcripts

Note the following about printing the CPS High School Official and Unofficial Transcripts:

- There are two reports available: *CPS High School Official Transcript* and *CPS High School Unofficial Transcript*.
- The transcripts can be used to print either a single transcript for one student or a bulk transcript for the entire school population.
- In addition, the transcripts can be filtered, based on user preference (i.e., print for a particular homeroom of students, print by grade level, or print from a saved list).

The following screen capture illustrates features for printing the Official transcript. The same *Filters* are available for the Unofficial transcript.

Note available sort options. Click checkbox to run transcripts for previous year students.
These Preferences options are available for the Official transcript only.

To run for a single student, enter *Student number* and click *Run*.

To run bulk transcripts, click *Run*. Do not select any filters.

If other preferences are desired, use the default filters on the *Basic* tab. Click the *Detail* tab for more options, such as run for a homeroom(s) or previous year graduates only, as illustrated on page 2.
The following screen capture illustrates how to generate transcripts for previous year students. In this example, a school wants to generate transcripts for previous year graduates.

**Note:** schools have access in SIM to generate official transcripts for students who graduated the previous year only. If a transcript is needed for a former student beyond one year, contact the Office of Former Student Records at [www.cps.edu/studentrecords](http://www.cps.edu/studentrecords).

![Image of transcript generation screen](image)

- **Click Previous year students checkbox.**
- **On the Detail tab, select the filters as illustrated. Click Add Criteria and Run.**

Official transcripts will be generated for any student who graduated the previous year (i.e., SY2013-14).

⚠️ **Note:** Due to recurring processing tasks, please do not schedule transcripts to run between the hours of 9:00 pm and 6:00 am Monday – Friday, and between the hours of 8:00 pm Saturday and 10:00 am Sunday.