

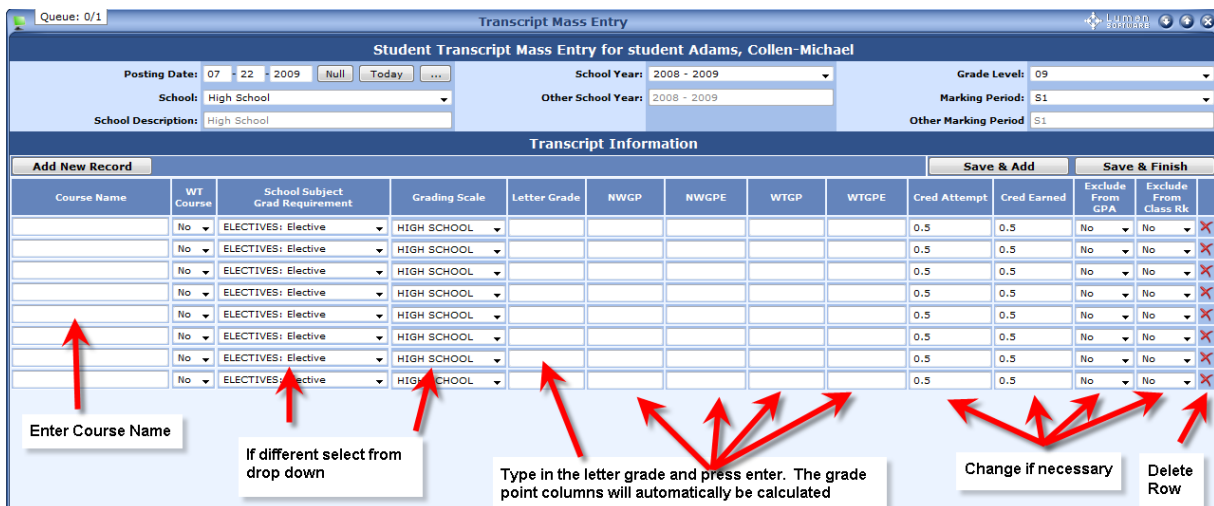
## Entering Transfer Student Transcript Records

After a new transfer student's record arrive from another school, those records need to be entered manually in the transcript table.

EzStart -> Lumen Touch - District Main -> District Graduation and Transcript Management -> District Graduation and Transcript Management -> School Student Transcript Processing  
or

EzStart -> Lumen Touch - School -> School Transcript Management -> School Transcript Management -> School Student Transcript Processing

1. Search for and select the student. Click on the button **Mass Entry**.
2. At the top of the screen are the fields that are the same for all the classes in the semester.



Queue: 0/1

Transcript Mass Entry

Student Transcript Mass Entry for student Adams, Collen-Michael

Posting Date: 07 - 22 - 2009 [Null] [Today] [xxxx] School Year: 2008 - 2009 Grade Level: 09

School: High School Other School Year: 2008 - 2009 Marking Period: S1

School Description: High School Other Marking Period: S1

Transcript Information

Add New Record Save & Add Save & Finish

Course Name	WT Course	School Subject Grad Requirement	Grading Scale	Letter Grade	NWGP	NWGPE	WTGP	WTGPE	Cred Attempt	Cred Earned	Exclude From GPA	Exclude From Class Rk
	No	ELECTIVES: Elective	HIGH SCHOOL						0.5	0.5	No	No
	No	ELECTIVES: Elective	HIGH SCHOOL						0.5	0.5	No	No
	No	ELECTIVES: Elective	HIGH SCHOOL						0.5	0.5	No	No
	No	ELECTIVES: Elective	HIGH SCHOOL						0.5	0.5	No	No
	No	ELECTIVES: Elective	HIGH SCHOOL						0.5	0.5	No	No
	No	ELECTIVES: Elective	HIGH SCHOOL						0.5	0.5	No	No
	No	ELECTIVES: Elective	HIGH SCHOOL						0.5	0.5	No	No
	No	ELECTIVES: Elective	HIGH SCHOOL						0.5	0.5	No	No

Enter Course Name

If different select from drop down

Type in the letter grade and press enter. The grade point columns will automatically be calculated

Change if necessary

Delete Row

3. Click **Save and Add** to enter another semester with mostly the same courses. (The course list will stay, but the grades will clear) Click **Save and Clear** to clear everything for the next school year. Click **Save and Finish** when done.
4. Keep in mind the credits listed are the default credits for a semester class. It may not be the correct credits for the class or the grade received. For example, if the grade is F, then the credits received would be 0. This would need to be changed manually.
5. On the student's transcript screen, click the Calculate Current GPA button.