PowerSchool

GPA

Transcripts

(Revised 7/16/18)
GPA Calculation:

There is no GPA calculation in PowerSchool. GPA is dynamic - the system automatically recalculates a student’s GPA when a grade is added or edited in the student’s historical grades.

Class Rank Calculation:

MCPS does not use Class Rank.

View GPA Information:

1. Look up the student on the Start Page and click on their name.

2. Choose **Cumulative Info** under the Academics heading on the left toolbar.

3. The student’s cumulative information page will appear.
Students that do NOT want SAT/ACT scores printed on transcript:

1. Look up the student on the Start Page and click on their name.

2. Choose **State/Province - VA** under the Information heading on the left toolbar.

3. Click on the **Transcript** tab.

4. Choose **Yes** to exclude SAT, SAT II, and/or ACT test scores from the transcript.

5. Scroll to the bottom of the page and Click **Submit**.
Reports

Transcripts

1. On the Start Page, search for the desired student, pull up one of their student pages, and then return to the Start Page. Your Current Selection should now only contain this student. (You may also select a grade level, such as 12, and enter this as your selection.)

Start Page

2. Click System Reports under the Reports heading on the left toolbar.
3. Click the **State** tab on the Reports page.

![State tab on Reports page]

4. Click **VA State Transcript** under the Virginia Individual Student Reports heading.

<table>
<thead>
<tr>
<th>Virginia Individual Student Reports</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA State Transcript</td>
<td>2.1</td>
</tr>
<tr>
<td>Student Attendance Summary</td>
<td>1.1</td>
</tr>
<tr>
<td>Verified Credit Graduation Progress Report</td>
<td>1.2</td>
</tr>
</tbody>
</table>

5. Complete the following fields on the **VA State Transcript** page (leave all fields that are not listed below at the default setting):

   a. **Select Schools** – make sure the radio button is checked for Current School Only

   ![Select Schools]

   b. **Students to Include** – make sure the radio button is checked for The Selected Students Only

   ![Students to Include]
c. **Include Graduated Students** – keep the selection at No

![Include Graduated Students](image)

```
Include Graduated Students*  No  
```

d. **Include Zero Credit Course** – using the pull down arrow, change this selection to **Yes** in order for courses such as Driver’s Education to print on the transcript.

e. **Use SCED code for course number** – using the pull down arrow, change this selection to **NO** (choosing No will print the course number and not the SCED code)

![Use SCED code for course number](image)

```
Use SCED code for course number*  No  
```

f. **Display course history in ascending order** – make sure the selection is set to Yes

![Display course history in ascending order](image)

```
Display course history in ascending order*  Yes  
```

g. **GPA Method to be used to determine class rank** – using the pull down arrow, choose School Does Not Rank.

![GPA Method to be used to determine class rank](image)

```
GPA Method to be used to determine class rank*  School Does Not Rank  
```

h. **GPA Methods to display in the GPA Summary** – make sure that **Added Value School Year** is chosen. (MCPS uses only Added Value
for the GPA method. If this method is not chosen, the incorrect GPA will print on the student’s transcript.)

<table>
<thead>
<tr>
<th>GPA Methods to display in the Summary*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honor Roll (Grades) 1 Q1, Q2</td>
</tr>
<tr>
<td>Honor Roll (Grades) F1 BHS</td>
</tr>
<tr>
<td>Honor Roll (Grades) Q1, Q2</td>
</tr>
<tr>
<td>Added Value 2017_2018</td>
</tr>
<tr>
<td>MCPS Unweighted</td>
</tr>
<tr>
<td>Added Value 2018_2019</td>
</tr>
</tbody>
</table>

i. **Ignore SAT/ACT Exclude flags?** – Leave the selection set at Yes to print SAT/ACT test results on the transcript. Choose No if the student does not want to have SAT/ACT test results printed on the transcript (THIS MUST BE TAGGED ON THEIR STATE/PROVIDENCE – VA > TRANSCRIPT TAB)

j. Click **Submit**
**Verified Credit Report**

1. On the **Start Page**, search for the desired student, pull up one of their student pages, and then return to the Start Page. Your **Current Selection** should now only contain this student.

2. Click **System Reports** under the Reports heading on the left toolbar.

3. Click the **State** tab on the Reports page.
4. Click **Verified Credit Graduation Progress Report** under the Virginia Individual Student Reports heading.

<table>
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<td><strong>Verified Credit Graduation Progress Report</strong></td>
<td>1.2</td>
</tr>
</tbody>
</table>

5. Complete the following fields on the **Verified Credit Graduation Progress Report** page:

   a. **Select Schools** – make sure the radio button is checked for Current School Only

      ![Select Schools](image)

   b. **Students to Include** – make sure the radio button is checked for The Selected Students Only

      ![Students to Include](image)

6. Click **Submit**.
### Verified Credit Graduation Progress Report

<table>
<thead>
<tr>
<th>Name</th>
<th>ID:</th>
<th>Grade: 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1 31300</td>
<td>Algebra I</td>
<td>Algebra I (2009) (EOC120)</td>
</tr>
<tr>
<td>F1 3135H</td>
<td>Algebra II</td>
<td>Algebra II (2009) (EOC122)</td>
</tr>
<tr>
<td>F1 1196A</td>
<td>AP English</td>
<td>EOC Reading (2010) (EOC109)</td>
</tr>
<tr>
<td>F1 4310H</td>
<td>Biology I Honors</td>
<td>Biology (2010) (EOC161)</td>
</tr>
<tr>
<td>F1 4410H</td>
<td>Chemistry I H</td>
<td>Chemistry (2010) (EOC162)</td>
</tr>
<tr>
<td>F1 4210H</td>
<td>Earth Science H</td>
<td>Earth Science (2010) (EOC160)</td>
</tr>
<tr>
<td>F1 3143H</td>
<td>Geometry Honors</td>
<td>Geometry (2009) (EOC121)</td>
</tr>
<tr>
<td>F1 23600</td>
<td>VA and US History</td>
<td>VA &amp; US History (2008) (EOC170)</td>
</tr>
<tr>
<td>F1 22150</td>
<td>World Hist/Geog I</td>
<td>World History I (2008) (EOC171)</td>
</tr>
<tr>
<td>F1 2216H</td>
<td>World Hist/Geog II H</td>
<td>World History II (2008) (EOC172)</td>
</tr>
</tbody>
</table>

**Total Verified Credits:** 11.00

### Verified Credit Status

1. **On the Start Page**, look up the student and click on their name.

2. Click **State/Province - VA** under the Information heading on the left toolbar.
3. Click the **Verified Credit Status** tab on the State/Province – VA page.

4. The student’s Verified Credit Status page will appear.