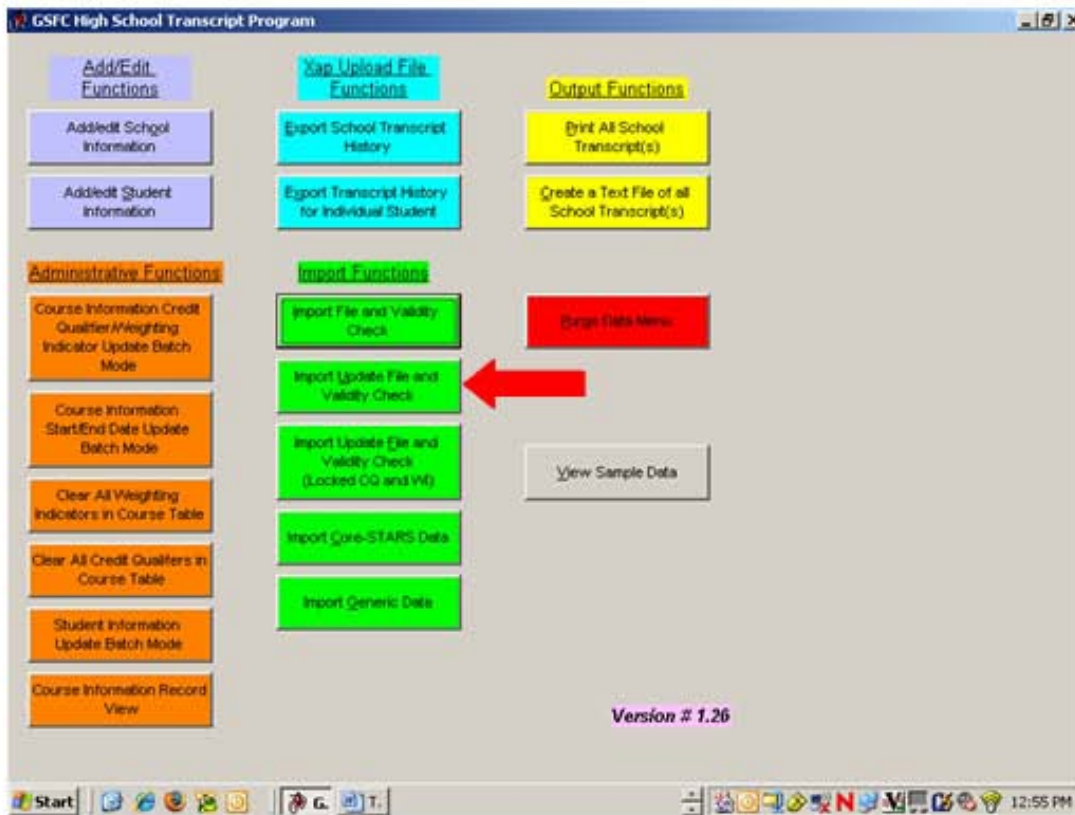


## Transcript Exchange Final Process reminders and updates:

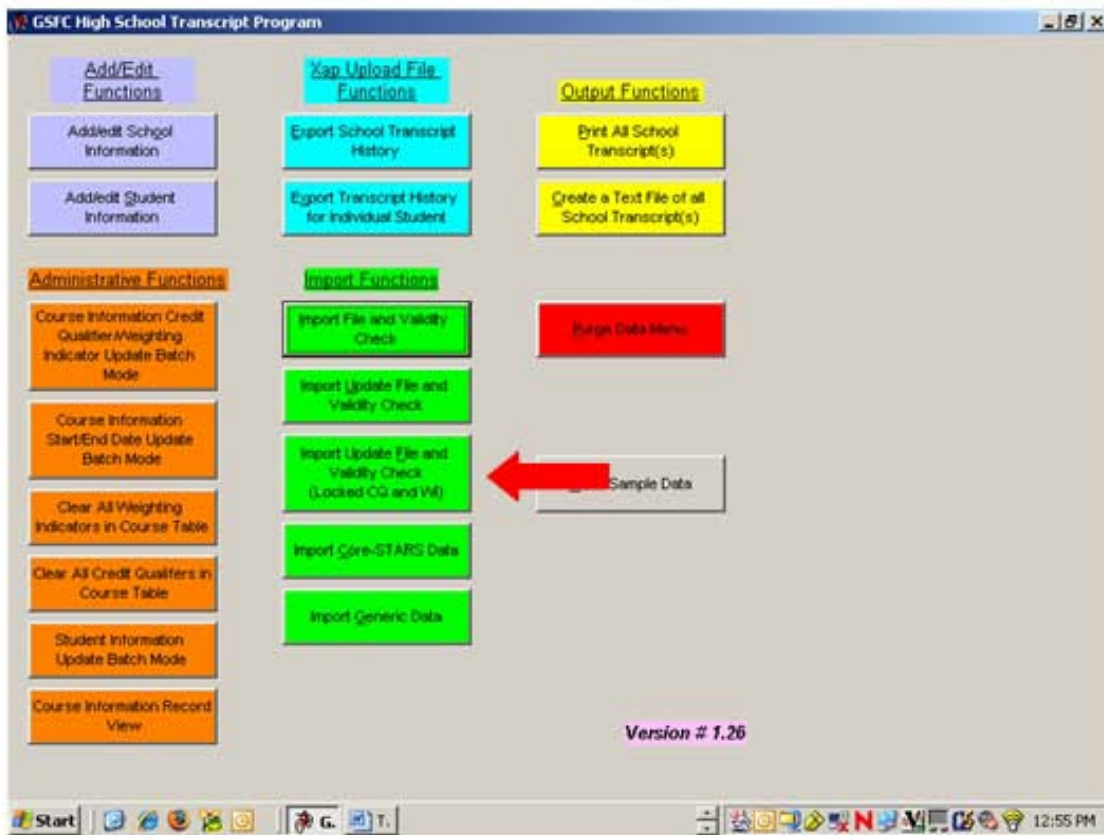
For Schools using the C&E program to update their student's transcript with final course and grade information:

1. Extract your students final courses and grades from your SIS system
2. Import the file using the Import Update file and Validity check option
3. Review data and export to upload to the Counselor center
4. Upload and release file to GSFC



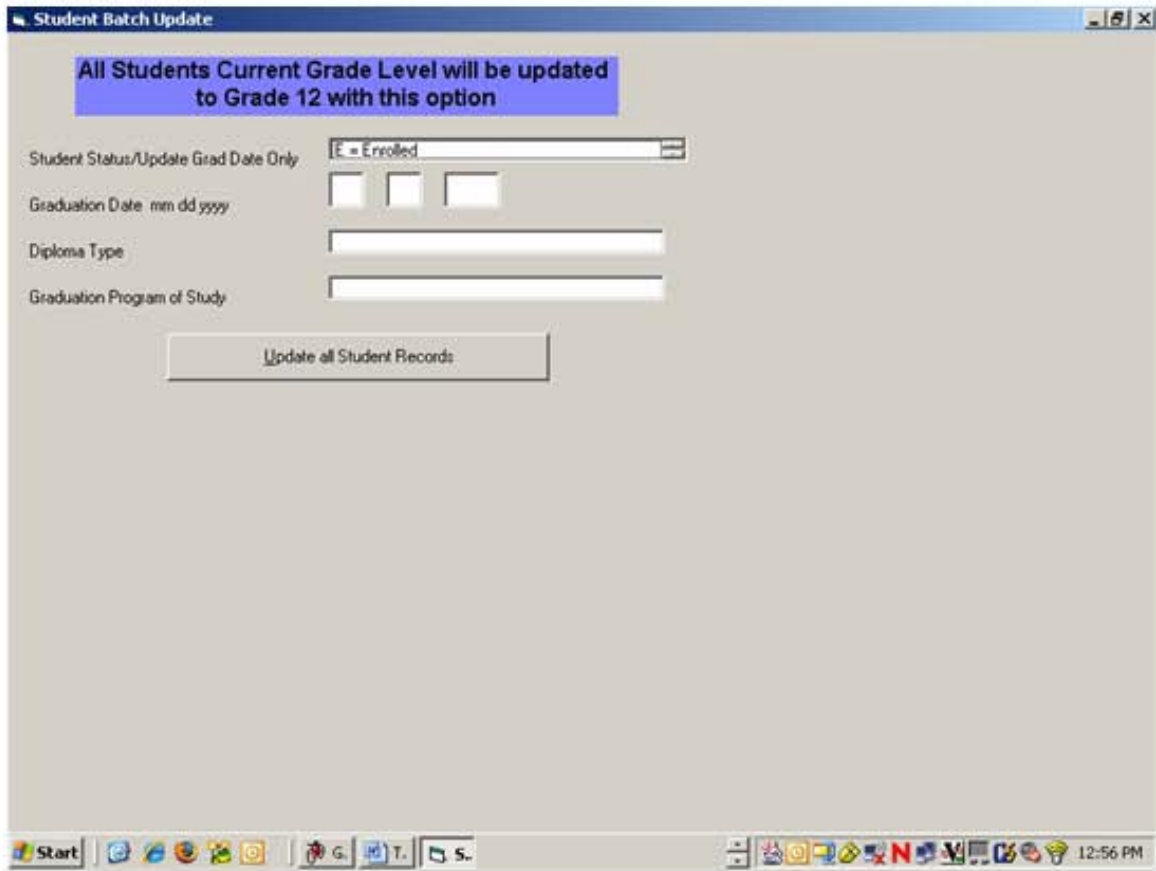
For Schools using the C&E program to update their student's transcript with final course and grade information, but have previously made updates to the students Credit Qualifier or Weighting Indicators in Capture and Edit:

1. Extract your student's final courses and grades from your SIS system
2. Import the file using the Import Update file and Validity check (Locked CQ and WI) option
3. Review data and export to upload to the Counselor center
4. Upload and release file to GSFC



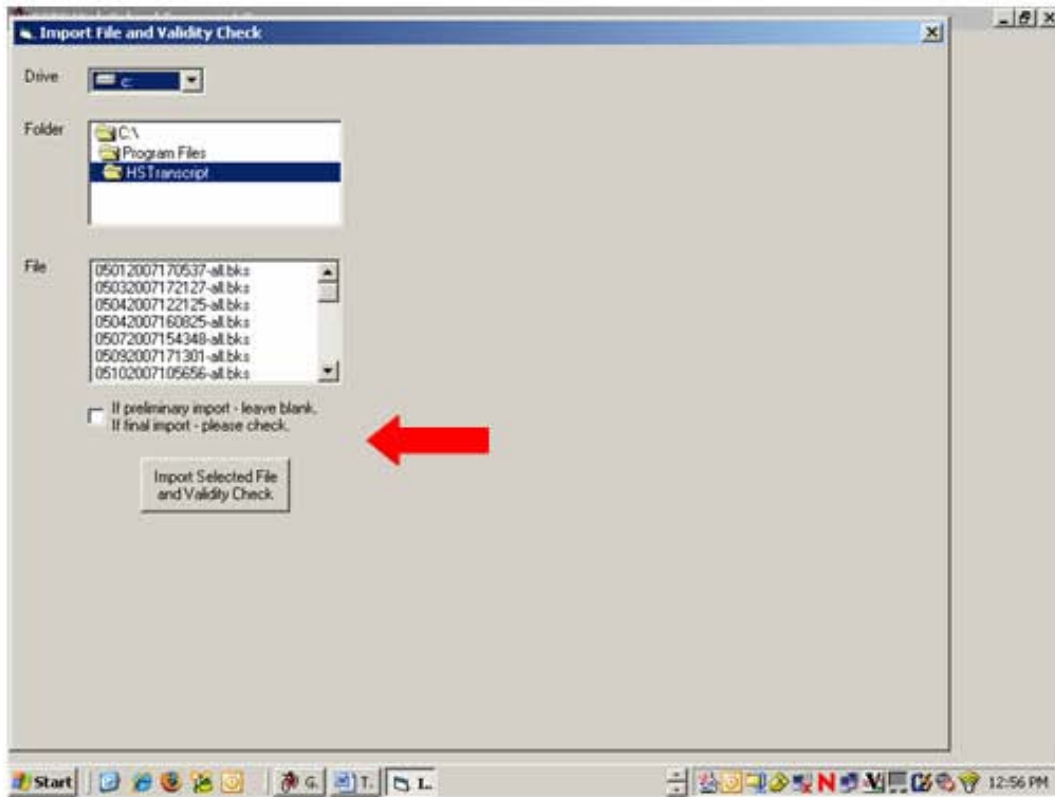
To Batch update Student Status, Graduation date and Diploma type:

1. Extract your students data from your SIS and import the file into the C&E program (Be sure to purge old data if required) using the Import File and Validity check.
2. Select the Student information update batch Mode option
3. Update fields with required data (all fields must be entered) and press the enter key after selection. All student data will be updated with the information entered. If you leave a field blank the system will blank the data out on all of your students.



### Update of the Student Status field in C&E:

1. Export your student's data from your SIS and import the file into the C&E program using the Import File and Validity check option. Must be running C&E version 1.34 or higher, updates are located on the STARS system.
2. Select the check box to indicate that you are running the final process. The system will automatically update and blank or "Active" student status to G (graduate)
3. Export the file from the C&E program, then upload and release to GSFC.



If you are getting repeating courses without term codes and grades in your SASI extract: (Suggestion from Pearson)

1. Please remove the current classes completely out of the 'current class atom' in schedule. Then place the classes into 'class history atom' ACLS not the 'course history atom' ACHS. This could be applied only to the graduating seniors.
2. Pearson has created their own extract. All schools should be on the new SASI supplied to them by their vendor.