

**POLICY 13.22**  
**Attachment B**

Infinite Campus Manual Transcript Entry

The information in this document only applies to manually entering transcript data into Infinite Campus (IC) from previous schools, JTS transcripts or Odysseyware courses. It is not needed when a course is scheduled and taken by students through IC. In that case, IC will include all of this data automatically.

The information outlined here is the minimum information needed when manually entering courses. Additional data entry appearing on the IC transcript screen is not needed at this time, but may be added later.

1. **School Year** is the year the course and credit was attempted and/or earned.
2. **Grade** is the student's grade level during the time the course and credit was attempted and/or earned.
3. The **NCES (National Center for Education Statistics) Grade** should match the Grade.
4. The **District Number** is the district where the course and credit was attempted and/or earned. It is a three digit number in Georgia.
5. The **School Number** is the school number where the course and credit was attempted and/or earned. It is a four digit number in Georgia.
6. The **School Name** is the name of the school where the course and credit was attempted or earned.
7. The **Course Number** is the number assigned to the course by the school where the course was taken.
8. The **Course Name** is the name assigned to the course by the school where the course was taken.
9. The **State Code** is the SAME number as the Course Number EXCEPT for special education courses. Special Education courses usually have an 8 or 9 as the first digit after the decimal. An example for entering these numbers is 45.8570001 would be entered under Course Number for a course taken in a small group pull out class by a special education teacher. For the same class, 45.0570001 would be entered under State Code. Transcripts in DJJ/GPA pull from the State Code, not the Course Number. Only numbers under State Code show on DJJ/GPA transcripts.
10. If a student completes an Odysseyware course, ensure that the course number has a 3 to the right of the decimal. This number is entered under both **Course Number** and **State Code**.
11. The **Date** is the beginning date of the semester when the course was taken. For dates and terms, see the chart below.
12. The **Actual Term** is the term in which the course was taken. Terms will usually be 1 for Fall Semester, 2 for Spring Semester, and 3 for Summer Session.
13. The **Start Term** is the term in which the course started. If the student started the course Fall Semester, use 1. If the student started the course Spring Semester, use 2. Summer would be 3.
14. The **End Term** is when the student ended the course. Students who take year-long courses may start a course in Term 1 and end it in Term 2. If they started taking the course in Fall Semester

and ended it in Spring Semester, this would be for a 1 credit course taken all year. Students who have .5 credit would have the same Start Term and End Term.

15. **Terms Long** is how many terms the course was taken in. It is usually 1 term.
16. **Calendar Terms** is how many terms are in the calendar year. This is usually 2 terms.
17. **Term Start Date** is the same as Date.
18. **Term End Date** would be the end of the semester in which the course was taken.
19. See Chart below for Date, Term Start Date, and Term End Date if the dates are not included on the received transcript.

	Date	Term Start Date	Term End Date
Fall 2011	08/08/2011	08/08/2011	12/16/2011
Spring 2012	01/03/2012	01/03/2012	05/25/2012
Summer 2012	06/04/2012	06/04/2012	07/27/2012
Fall 2012	08/06/2012	08/06/2012	12/14/2012
Spring 2013	01/07/2013	01/07/2013	05/24/2013
Summer 2013	06/03/2013	06/03/2013	07/26/2013
Fall 2013	08/05/2013	08/05/2013	12/20/2013
Spring 2014	01/06/2014	01/06/2014	05/23/2014
Summer 2014	06/02/2014	06/02/2014	07/25/2014
Fall 2014	08/04/2014	08/04/2014	12/19/2014
Spring 2015	01/05/2015	01/05/2015	05/22/2015
Summer 2015	06/01/2015	06/01/2015	07/24/2015
Fall 2015	08/03/2015	08/03/2015	12/18/2015
Spring 2016	01/04/2016	01/04/2016	05/27/2016
Summer 2016	06/06/2016	06/06/2016	07/22/2016
Fall 2016	08/08/2016	08/08/2016	12/16/2016
Spring 2017	01/03/2017	01/03/2017	05/26/2017

20. **Score** is the grade the student made in the course.
21. **GPA Weight** will be the same as the amount of credit the course is worth; usually .5 or 1.
22. **GPA Value** is the same as the Score.
23. If the course was taken online/Odysseyware, check YES for **Online Learning**.
24. If the course was taken through Odysseyware, write Odysseyware in the **Comments** section.
25. Enter the amount of credit earned under **Earned**. Earned credit is always the same or less than attempted credit.
26. Enter the amount of credit attempted under **Attempted**. Attempted credit is always the same or more than earned credit.
27. Indicate which subject the course was taken under for **Credit Name**. Ensure the correct high school or middle school subject area is chosen.
28. Click **SAVE**.

28 Save Save & Add Another New

Transcript Course

\*School Year 2016-2017 Grade 12 NCES Grade 3 District No. 81 School No. 0 School Name GA Preparatory Academy-Atlanta

Course Number Course Name State Code

Primary Teacher Primary Teacher Override

Date Actual Term Start Term End Term

Terms Long Calendar Terms Term Start Date Term End Date

\*Score Credit in Lieu of Course GPA Weight GPA Value Unweighted GPA Value

Repeat Course Content Completer Online Learning

Task/Standard Code Technology N/A

Standard Number Standard Name

Gifted Delivery Model Gifted Content Area Honors

ELL Delivery Model Code EIP Delivery Model Credit Recovery

HOPE Weighting Indicator HOPE Credit Qualifier

Comments

Transcript Credit

Earned Attempted Credit Name Credit Rollup Overflow Override