

## How to print Official Transcripts

There are times while working the Front Desk when you will be asked to print transcripts (generally teachers or those applying with Metro will ask for transcripts).

1. Ask for photo i.d..
2. Ask the student to fill out the Transcript Request Form.
3. Type TREQ in the Function field and hit enter.
4. Type a in the Function field of the TREQ screen.
5. Tab down to the TRAN-TYPE: and type oc next to the field.
6. Tab to the NUM-COPIES: field and type the number of transcripts the student is requesting. (at the Front Desk, we will only print one transcript. If the student needs more, then inform them that they will need to fill out another request form and choose either the Pick Up option or the Send Now option.)
7. Tab over to the PRINT-TYPE: field and type o (the letter).
8. Tab over to the PRINTER-ID: and type the transcript code listed on the printer next to the station you are working at ( 2073, 2074, or 2062)
9. Tab over to the REQ-NAME: field and type pick up.
10. Arrow down to the ADCO/ADDR.: field
11. From the ADCO/ADDR.: field, tab once and type an x.
12. Tab twice and type x.
13. Tab once and type ny.
14. Tab once and 1111 (five 1's)
15. Hit enter.
16. Type go in the Function Field.
17. Hit enter.

If there are no holds on the record, then it will print. If there are holds on the record, then it will let you know by looking at the bottom left-hand corner of the screen.

See Example on the following page:

1 - SIS

File Edit Transfer Fonts Options Macro View Window Help

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FUNCTION: a * TRANSCRIPT REQUEST * 01/18/07 LNML B485 0 TREQ
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STUDENT-ID.= SSN: D-REL:
REQUEST-NUM=
BATCH-NUM..:
TRAN-TYPE..: oc NUM-COPIES: 1 ALL-CLASSES:
PRINT-TYPE.: o PRINTER-ID: 2073 ALL-LEVELS.:

REQ-ID.....:
REQ-NAME...: pick up
PREFIX/SFIX.:
INST/FIRM..:
ADCO/ADDR..: x
x nv 1111

REQ-DATE...: CHARGES: + =
PRINT-DATE.:
INSTRUCTION:

BATCH-INFO.: COUNT: ENTERED: LMOD-USER/DATE:
H--+SC06 PLEASE ENTER REQUIRED DATA
  
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1 Sess-1 134.197.221.18 TCP00274 § 15/63

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