



Synergy[™]

Student Information System

Synergy SIS[©]

UC Electronic Transcript Administration and User Guide



Edupoint Educational Systems, LLC
1955 South Val Vista Road, Ste 200
Mesa, AZ 85204
Phone (877) 899-9111
Fax (800) 338-7646

First Edition, June 2011

This edition applies to Synergy™ Student Information System software and Synergy© software and all subsequent releases and modifications until indicated with new editions or revisions.

Edupoint's Synergy Student Information System software and any form of supporting documentation are proprietary and confidential. Unauthorized reproduction or distribution of the software and any form of supporting documentation is strictly prohibited and may result in severe civil and criminal penalties.

Information in this document is provided in connection with Edupoint Educational Systems products. No license to any intellectual property rights is granted by this document.

The screens, procedural steps, and sample reports in this manual may be slightly different from the actual software due to modifications in the software based on state requirements and/or school district customization.

The data in this document may include the names of individuals, schools, school districts, companies, brands, and products. Any similarities to actual names and data are entirely coincidental.

Synergy SIS is a trademark of Edupoint Educational Systems, LLC.

* Other names and brands may be claimed as the property of others.

Copyright © 2006-2012, Edupoint Educational Systems, LLC. All rights reserved.

TABLE OF CONTENTS

CHAPTER ONE : GENERAL SETUP.....	6
Submission Setup	7
Creating an Option Set.....	7
Program Information	8
Contact Information.....	9
School Information	10
Calendar Year Information	11
Course History Setup	12
Loading Course History Term Codes	12
Selecting Course History Type Values.....	13
Test Group Selection	14
CHAPTER TWO : TEST GROUP DEFINITION	15
Test Group Definition	16
Creating Test Group Definitions.....	16
Assigning Tests to Test Group Definitions	18
CHAPTER THREE : PROCESSING STUDENTS.....	20
Student Configuration	21
Populate Students.....	21
CHAPTER FOUR : GENERATING EXTRACTS.....	22
Generating Extracts	23
CHAPTER FIVE : EXTRACT MAPPING	24
School Demographic Record – (SD Record)	25
Student Demographic Record – (01 Record)	28
Student Course Record – (02 Record).....	30
Student Test Record – (03 Record)	31
File Termination Record – (FT Record).....	31

ABOUT THIS MANUAL

Edupoint Educational Systems develops software with multiple release dates for the software and related documentation. This documentation is released in multiple volumes to meet this commitment.

The table below lists the release date, software version, documentation volume number, and the content included in each volume of documentation to date.

Software and Document History

Date	Volume	Edition	Revision	Content
June 2011	1	1	1	<ul style="list-style-type: none">Initial Release

CONVENTIONS USED IN THIS MANUAL

Bold Text

Bold Text - Indicates a button or menu or other text on the screen to click, or text to type.



Tip – Suggests advanced techniques or alternative ways of approaching the subject.



Note – Provides additional information or expands on the topic at hand.



Reference – Refers to another source of information, such as another manual or website



Caution – Warns of potential problems. Take special care when reading these sections.

BEFORE YOU BEGIN

Before installing any of the Edupoint family of software products, please be sure to rescreen the system requirements and make sure the district's computer hardware and software meet the minimum requirements. If there are any questions about the system requirements, please contact an Edupoint representative at (877) 899-9111.



Caution: The Edupoint family of software does not support the use of pop-up blockers. Please disable any pop-up blockers (also known as pop-up ad blockers) on the system before logging into any Edupoint product.

At any point, if there are any technical difficulties, please contact the Edupoint technical support team at support@edupoint.com or by phone at 1-877-899-9111 option 1.

Chapter One: GENERAL SETUP

In this chapter, the following topics are covered:

- Submission Setup
- Course History Setup
- Test Group Setup

SUBMISSION SETUP

The following section defines the steps needed to create a submission for the UC Electronic Transcript extract.

Creating an Option Set

Creating an option set for multiple option sets allows for different types of submissions to be defined for multiple years. This allows the historical information to be saved for reference.

1. Navigate to Synergy SIS > CA > UC Transcript
2. Select the Submission Tab of the UC Transcript Screen.
3. From the menu bar area select **Add**, a new window named UC Transcript will appear.

4. Locate the **Configuration Name** field and enter a descriptive title for the option set. Use this to identify individual submission setups.
5. From the **Extract Date** field, choose the calendar icon to modify the Extract date value; this field populates with the current date.
6. Locate the **School ATP Code** field and enter the ATP Code value for the current school.
7. Locate the Authentication Number field and enter the Authentication code that you received for the current year submission.
8. Save the Record.

Program Information

Program information allows you to define the specific needs used to submit data for specific programs. This area is optional and is not required; leaving this area blank will generate students in regular educational programs. This area requires the use of Student Needs. All students in specific programs require that a record is present in the student needs screen for the specific program.

The screenshot shows a form titled "Program Information" with three dropdown menus. The first dropdown is labeled "Magnet Program", the second is "Small Learning Community", and the third is "Other Program". Each dropdown menu has a small downward arrow icon on its right side.

<i>Field</i>	<i>Required</i>	<i>Note</i>
Regular Program	*	Regular programs generate if this are is blank.
Magnet Program	No	Select the Magnet Program from the student Needs area used to define students enrolled in a Magnet Program
Small Learning Community	No	Select the SLC Program from the student Needs area used to define students enrolled in a SLC Program
Other	No	Select the Program from the student Needs area used to define students enrolled in a Other Program



Note: Leaving this area blank will generate the UC Electronic Transcript for students as a regular program. In addition, only one program may be selected per option set.

Contact Information

Contact information is required for the UC Electronic Submission. Populating the Admin Contact or Technical Contact area of the screen will automatically populate the Phone and Email area located next to the contact name.

The screenshot shows a web form titled "Contact Information". It has two main sections: "Admin Contact" and "Technical Contact". Each section contains a text input field for the contact name, followed by "Phone" and "Email" labels with corresponding input fields. The "Admin Contact" section is currently selected.

<i>Field</i>	<i>Required</i>	<i>Note</i>
<i>Admin Contact</i>	Yes	This is the contact information for the individual administratively responsible for ensuring that the submission is completed by the deadline. Usually, this is the counselor, principal, or vice principal. If UC has an academic question about the submissions, this is the individual who will be contacted
<i>Admin Phone</i>	Yes	Enter the Phone number of the Admin Contact. This information can be overwritten if incorrect or missing. Modifying this information will not update the original staff record.
<i>Admin Email</i>	Yes	Enter the Email address for the Admin Email. This information can be overwritten if incorrect or missing. Modifying this information will not update the original staff record.
<i>Technical Contact</i>	Yes	This is the contact information for the individual responsible for maintaining the SIS against which the extract is run, to be contacted for assistance should there be data extraction or validation errors. If UC has a technical question about the submissions, this individual will be contacted.
<i>Technical Phone</i>	Yes	Enter the Phone number of the Technical Contact. This information can be overwritten if incorrect or missing. Modifying this information will not update the original staff record.
<i>Technical Email</i>	Yes	Enter the Email address for the Technical Email. This information can be overwritten if incorrect or missing. Modifying this information will not update the original staff record.

School Information

Enter the following School demographic information required fields needed for the UC Electronic Submission. Reference the grid below for required fields and information for each field.

Field	Required	Note
School Phone		Enter the main school number for the school submitted.
Grading System		The grading scale used by the high school for an academic course. Most schools fall under some type of character (e.g., 'A-F') or numeric (e.g., '1-100') grading system. However, if necessary, the school is allowed to specify a more descriptive grading system by using the Grading System Other field.
Grading System Other		Only active if the Grading System is set to Other. Enter the descriptive grading system if the schools grading system is not (A-F) or (1-100.)
One Year Course Unit		This should be the number of credits that equate to one full academic year of instruction
Doorways Course Name	Yes	This field is used to denote which of the three course names denoted in the 02 Record is the field that the school uses when matching to UC's Doorways database of UC-approved courses. This is usually the course name used on a printed transcript. The transcript names that appear in UC's Doorways database can be screened at www.ucop.edu/doorways/list .
Include Testing Info		Checking this box will generate the 03 – Testing records for students.
School Comment		Miscellaneous comments or information about the school that may not fall under any other field. This field can be used to identify issues with data submitted or otherwise to pass information to UC to facilitate the handling of the data.

Calendar Year Information

Define the current year calendar type and start and end months. This designation allows UC to evaluate a student's academic coursework for the three years required for the UC Electronic Transcript. Reference the grid below for required fields and information for each field.

Calendar Year Information		
Current Year Calendar Type	Current Year Start Month	Current Year End Month
<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous 1 Year Calendar Type	Previous 1 Year Start Month	Previous 1 Year End Month
<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous 2 Year Calendar Type	Previous 2 Year Start Month	Previous 2 Year End Month
<input type="text"/>	<input type="text"/>	<input type="text"/>

Field	Required	Note
Current Year Calendar Type		The calendar type, also known as the session type, of the school for the current school year, valid values are Quarter, Trimester, Semester, or Full Year respectively.
Current Year Start Month		The month of the calendar year that the current school year started.
Current Year End Month		The month of the calendar year that the current school year ended.
Previous 1 Year Calendar Type		The calendar type, also known as the session type, of the school for the current school year minus 1, valid values are Quarter, Trimester, Semester, or Full Year respectively.
Previous 1 Year Start Month		The month of the calendar year minus 1 that the current school year started.
Previous 1 Years End Month		The month of the calendar year minus 1 that the current school year ended.
Previous 2 Years Calendar Type		The calendar type, also known as the session type, of the school for the current school year minus 2, valid values are Quarter, Trimester, Semester, or Full Year respectively.
Previous 2 Years Start Month		The month of the calendar year minus 2 that the current school year started.
Previous 2 Years End Month		The month of the calendar year minus 2 that the current school year ended.

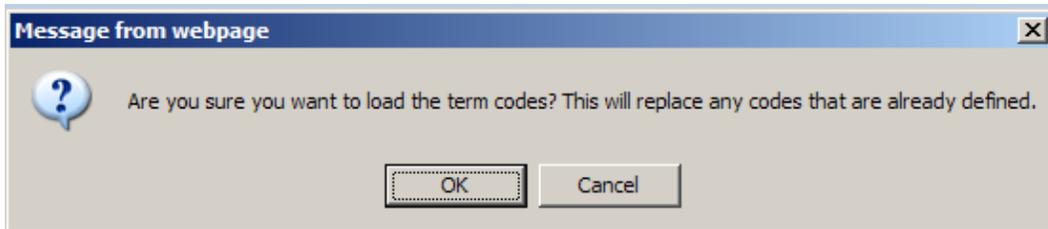
COURSE HISTORY SETUP

UC Electronic Transcript requires that final grades are posted to the Student Course History records. Only course history records denoted with one of the Course History Type values will extract. Prior to running the Submission for UC Electronic Transcript, all of the existing term codes must be loaded into the Course History Setup area.

Loading Course History Term Codes

Use load existing codes function to populate the Course History Term Codes area of the Course History Setup tab.

1. Navigate to Synergy SIS > CA > UC Transcript.
2. Select the **Course History Tab** of the UC Transcript Screen.
3. Locate and select the **Load Existing Codes** button. A web message will appear prompting to replace the values on the current screen.



4. Select OK to repopulate the Course History Term Code grid with all of the term codes entered for each student in course history.



Tip: Selecting OK will replace any defined values and will require remapping of existing values. If only single values need to be added to the grid, use the Add button instead of reloading the grid with values instead.

5. Once the Load Existing Codes process completes all unique term codes will be present.

Course History Term Codes			Add
Line	Course History Term Code	Transcript Term Code	
<input type="checkbox"/>	1 YR	F-Term in Full calendar system	
<input type="checkbox"/>	2 T3	T3-3rd term in a Trimester calendar system	
<input type="checkbox"/>	3 T2	T2-2nd term in a Trimester calendar system	
<input type="checkbox"/>	4 T1	T1-1st term in a Trimester calendar system	
<input type="checkbox"/>	5 SS	SS1-1st summer term in a Semester calendar system	
<input type="checkbox"/>	6 S3	T3-3rd term in a Trimester calendar system	
<input type="checkbox"/>	7 S2	S2-2nd term in a Semester calendar system	
<input type="checkbox"/>	8 S1	S1-1st term in a Semester calendar system	
<input type="checkbox"/>	9 Q4	Q4-4th term in a Quarter calendar system	

6. From the Transcript Term Code drop down list, select the correct term translation that matches the Course History Term Code value.
7. Save the record.

Selecting Course History Type Values

Course History Types are required for the UC Transcript. Select the course history types to send to the UC for students. Select High School type by default; Jr. High School if selected will send records for grades prior to High School.

<i>Field</i>	<i>Required</i>	<i>Note</i>
Course History Type	Yes	To send High School course information, select High School. Select Jr. High if lower grade courses in Jr. High need to be submitted.
Grade	No	Not used for ELC Transcript
Course History Term Code	Yes	Value created by the Load Existing Codes. This field represents a single record in the course history record for all 11 th grades for ELC. If a value displayed in the list is questionable, leave the Transcript Term Code field empty and run the extract. The student that has the bad course term code will extract with a blank value for the term code and an error will generate in the log noting who the student is that has the incorrect term code value.
Transcript Term Code	Yes	This field is required for all term code mappings. If this field is not populated for a corresponding Course History Term Code value, the extract will not extract the value but will generate a blank value in the extract and generate an error for the student.

Test Group Selection

Define tests accepted by the UC Electronic Transcript by using the Test Group Definition in Synergy SIS. Only the exact names allowed by the UC Transcript will display in the Test Group area of UC Transcript screen. See the Test Group Setup chapter of this document for steps needed to define the type of tests used.

The screenshot shows the 'UC Transcript' configuration window. At the top, there are tabs for 'Submission Setup', 'Course History Setup', 'Test Groups' (which is selected), 'Students', and 'Submission'. Below the tabs, there is a 'Configuration Name' field. Underneath, there are fields for 'Extract Type' (a dropdown menu), 'Extract Date' (with a calendar icon), 'Version Number', 'School ATP Code', and 'Authentication Number'. The 'Test Groups' section contains several checkboxes for selecting tests: SAT REASONING, IB, CAHSEE, PSAT, ACT, EAP, ACT, AP, SAT SUBJECT, and PLAN.

<i>Field</i>	<i>Required</i>	<i>Note</i>
Test Groups	Yes*	Select each test desired for the UC Electronic Transcript.



Note: Only tests defined in Test Group Definition will show on the Test Group area, each test name must match the approved test name for UC.

Chapter Two: TEST GROUP DEFINITION

In this chapter, the following topics are covered:

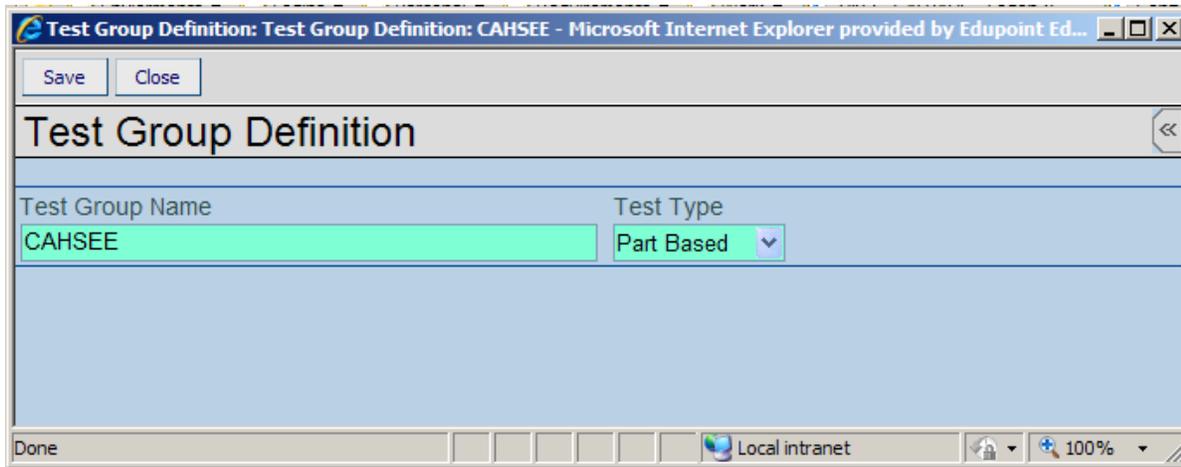
- Creating Test Group Definitions
- Assigning Tests to Test Group Definitions

TEST GROUP DEFINITION

Testing information is an optional extract used for the UC Electronic Transcript. The use of Tests requires that test group definitions are setup correctly and that the data exists for students in student test.

Creating Test Group Definitions

1. Navigate to Synergy SIS > Test History > Setup > Test Group Definition.
2. From the menu bar area select **Add**, a new window named Test Group Definition will appear.



3. Locate the **Test Group Name** field and enter one of the following approved Test names:
 - ACT
 - AP
 - EAP
 - IB
 - PLAN
 - PSAT
 - SAT REASONING
 - SAT SUBJECT
 - CAHSEE
4. From the **Test Type** dropdown menu, choose **Part Based**.
5. Save the Record.
6. Repeat the values needed for each test defined in SYNERGY SIS.



Tip: Only create test groups that you will be sending to UC that students have data in Synergy SIS.

Assigning Tests to Test Group Definitions

1. Navigate to Synergy SIS > Test History > Setup > Test Group Definition.
2. From the Test Group Definition screen, find the Test Group to modify.
3. Select **Show Highest Score** from the Test Display Type Drop down located in the **Test Group Settings** group box area.
4. Save the record.

The screenshot shows the 'Test Group Definition' window. At the top, there is a menu bar with 'Menu', navigation arrows, a search icon, a printer icon, and buttons for 'Save', 'Undo', 'Add', and 'Delete'. The status is 'Ready'. Below the title bar, the 'Group Definition' section contains 'Test Group Name' (CAHSEE) and 'Test Type' (Part Based). The 'Test Group Settings' section contains 'Group Logic Type' and 'Test Display Type' (Show Highest Score), which is highlighted with a red box.

5. From the **Part Tests** area, select the **Add** button; a new Test Requirement Part Definition window will appear.

The screenshot shows the 'Test Requirement Part Definition' window. The 'Test Requirement Info' section contains 'Test Name' (CAHSEE ELA), 'Part' (ELA), 'Admin Begin', and 'Admin End' fields. The 'Score Criteria' section contains 'Score Type' (Raw Score) and 'Test Req Min Score' (350).

6. Locate the **Test Name** field and select the **arrow** to bring up the test search window.
7. Search for the test that matches the Test Group Definition.
8. From the **Part** drop down box, select the specific part of the test.
9. From the **Score Type** field area, select the Score Type that contains the test score for the student.
10. From the Test Req. Min Score field enter the lowest score threshold for the test.
11. Save the Record.
12. Repeat this step for each part of the test that will be sent in the UC Transcript.

Chapter Three: PROCESSING STUDENTS

In this chapter, the following topics are covered:

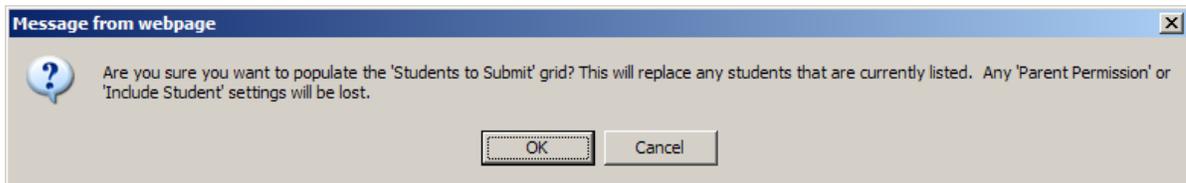
- Student Configuration

STUDENT CONFIGURATION

Use the Students tab of the UC Transcript screen to define the GPA and the top percentage of students generated for the UC Transcript process. Prior to using the Students tab of the UC Transcript screen, the Populate 'Students to Submit' process must complete successfully. This process will replace the values in the grid.

Populate Students

1. From the **GPA Type** drop down box, select the GPA that will be used to identify the students used for the UC Transcript submission.
2. Locate the **Top Percentage** box and enter the value of 15 or the value given by UC.
3. Save the Record.
4. Locate and select the **Populate 'Students to Submit'** button, a web page message will appear.



5. Select **OK** only if you want to clear all data presently entered into the Students to Submit area. This process will remove all tags for Parent Permission or Include in Student grid values.

Student Totals							
Students with Permission	1	Students without Permission	1	Students to Include	2 of 2		
Students to Submit							Chooser
X	Line	Student Name	Perm ID	Class Rank	GPA	Parent Permission	Include Student
<input type="checkbox"/>	1	Aaron, Brian M.	1836021			No	Yes
<input type="checkbox"/>	2	Aaron, Mike S.	1830762			Yes	Yes
Student Totals							
Students with Permission	1	Students without Permission	1	Students to Include	2 of 2		

Field	Note
Students with Permission	Total number of students that have parent permission set to Yes
Students without Permission	Total number of students that do not have a parental permission value of Yes
Students to Include	Total number of students that have the Include Student drop down value of Yes, only these students are extracted.
Parent Permission	Enter a Yes in this field for all students that have parental consent.
Include Student	This field is used as the selection criteria for students that will extract. If this field is empty, no students will extract.

Chapter Four: GENERATING EXTRACTS

In this chapter, the following topics are covered:

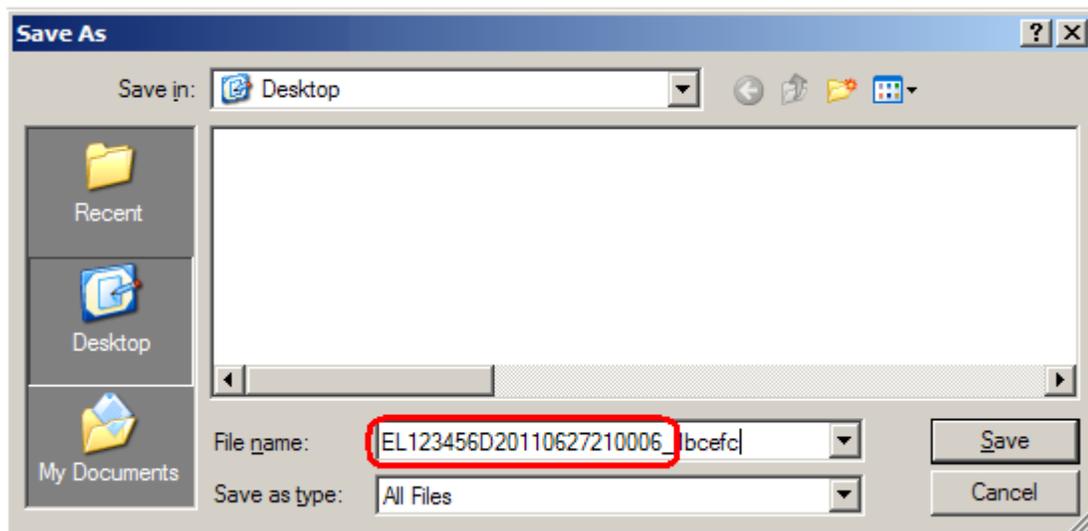
- Eligibility in the Local Context

GENERATING EXTRACTS

1. Navigate to Synergy SIS > CA > UC Transcript.
2. Locate the configuration screen for the Submission you will be working with.
3. Verify that all data is present for all tabs of the UC Transcript screen.
4. Select the **Submission Tab** of the UC Transcript Screen.
5. Locate and select the **Generate UC Transcripts** button, a Job Status window will appear.
6. When completed the following results files will appear:

✕	Line	Result	Description
<input type="checkbox"/>	1		UC Student Transcript extract
<input type="checkbox"/>	2		UC Student Transcript

7. Selecting the UC Student Transcript Extract file will display all of the process steps or errors reported during the extract process.
8. Selecting UC Student Transcript will prompt a Save As box display box.



9. Select the desired location of the file
10. Rename the file, keeping all values prior to the underscore, adding the extension .txt to the end of the file name.
11. Change the **Save as** type to **All Files**.
12. Save the Record.

Chapter Five: EXTRACT MAPPING

In this chapter, the following topics are covered:

- SD Record – School Demographic Information
- 01 Record – Student Demographic Information
 - 02 Record – Student Course History
 - 03 Record – Student Test Information
 - 05 Record – File Termination Record

SCHOOL DEMOGRAPHIC RECORD – (SD RECORD)

Field #	UC Transcript Name	Req.	Edupoint BO and Property	Synergy SIS Location	Tab	Field Name
1.01	Record Id (= "SD")	R	-	Auto Generated	-	-
1.02	LAYOUT_VERSION	R	K12.CA.UCTranscript.UCTranscriptConfig Version Number	Auto Generated	-	-
1.03	SUBMISSION_TYPE	R	K12.CA.UCTranscript.UCTranscriptConfig Extract Type	UC Transcript	Submission Setup	Extract Type
1.04	SCHOOL_YEAR	R	-	Auto Generated	-	-
1.05	SIS_TYPE	R	-	Auto Generated	-	-
1.06	SIS_INFO	O	-	Auto Generated	-	-
1.07	EXTRACT_VENDOR_NAME	O	-	Auto Generated	-	-
1.08	EXTRACT_VENDOR_PHONE	O	-	Auto Generated	-	-
1.09	PROGRAM_IDENTIFIER	R	K12.CA.UCTranscript.UCTranscriptConfig	-	-	-
1.10	PROGRAM_NAME	R	K12.CA.UCTranscript.UCTranscriptConfig	-	-	-
1.11	SCHOOL_ATP_CODE	R	K12.CA.UCTranscript.UCTranscriptConfig School ATP Code	UC Transcript	Submission Setup	School ATP Code
1.12	AUTHENTICATION_KEY	R	K12.CA.UCTranscript.UCTranscriptConfig Authentication Num	UC Transcript	Submission Setup	Authenticat ion Number
1.13	CDS_CODE	O	-	-	-	-
1.14	PHYSICAL_SCHOOL_NAME	R	K12.School.Organization Name	Organization	School	School Name
1.15	SCHOOL_ADDR	R	K12.School.Address	Organization	School	Address
1.16	SCHOOL_CITY	R	K12.School.City	Organization	School	City
1.17	SCHOOL_STATE	R	K12.School.State	Organization	School	State
1.18	SCHOOL_ZIP	R	K12.School.Zipcode	Organization	School	Zip Code
1.19	SCHOOL_PHONE	O	K12.CA.UCTranscript.UCTranscriptConfig School Phone	UC Transcript	Submission Setup	School Phone
1.20	SCHOOL_FAX	O	-	-	-	-
1.21	ADMIN_CONT_FIRST_NAME	R	K12.Staff.First Name	Staff	General	First Name

Field #	UC Transcript Name	Req.	Edupoint BO and Property	Synergy SIS Location	Tab	Field Name
1.22	ADMIN_CONT_LAST_NAME	R	K12.Staff.LastName	Staff	General	Last Name
1.23	ADMIN_CONT_PHONE	R	K12.CA.UCTranscript.UCTranscriptConfig AdminPhone	UC Transcript	Submission Setup	Phone
1.24	ADMIN_CONT_EMAIL	R	K12.CA.UCTranscript.UCTranscriptConfig AdminEmail	UC Transcript	Submission Setup	Email
1.25	TECH_CONT_FIRST_NAME	R	K12.Staff.First Name	Staff	General	First Name
1.26	TECH_CONT_LAST_NAME	R	K12.Staff.LastName	Staff	General	Last Name
1.27	TECH_CONT_PHONE	R	K12.CA.UCTranscript.UCTranscriptConfig TechContactPhone	UC Transcript	Submission Setup	Phone
1.28	TECH_CONT_EMAIL	R	K12.CA.UCTranscript.UCTranscriptConfig TechContactEmail	UC Transcript	Submission Setup	Email
1.29	NUM_TRANSCRIPTS	R	-	Auto Generated		
1.30	CARNEGIE_UNIT_CONVERSION_FACTOR	R	K12.CA.UCTranscript.UCTranscriptConfig OneYearCourseUnits	UC Transcript	Submission Setup	One Year Course Units
1.31	GRADING_SYSTEM	O	K12.CA.UCTranscript.UCTranscriptConfig GradingSystemType	UC Transcript	Submission Setup	Grading System
1.32	CAL_TYPE_CY	R	K12.CA.UCTranscript.UCTranscriptConfig CurYearCalendarType	UC Transcript	Submission Setup	Current Year Calendar Type
1.33	SCHOOL_YEAR_START_MONTH_CY	O	K12.CA.UCTranscript.UCTranscriptConfig CurYearStartMonth	UC Transcript	Submission Setup	Current Year Start Month
1.34	SCHOOL_YEAR_END_MONTH_CY	O	K12.CA.UCTranscript.UCTranscriptConfig CurYearEndMonth	UC Transcript	Submission Setup	Current Year End Month
1.35	CAL_TYPE_CY-1	R	K12.CA.UCTranscript.UCTranscriptConfig	UC Transcript	Submission Setup	Previous 1 Year Calendar Type
1.36	SCHOOL_YEAR_START_MONTH_CY-1	O	K12.CA.UCTranscript.UCTranscriptConfig	UC Transcript	Submission Setup	Previous 1 Year Start Month
1.37	SCHOOL_YEAR_END_MONTH_CY-1	O	K12.CA.UCTranscript.UCTranscriptConfig	UC Transcript	Submission Setup	Previous 1 Year End Month

Field #	UC Transcript Name	Req.	Edupoint BO and Property	Synergy SIS Location	Tab	Field Name
1.38	CAL_TYPE_CY-2	R	K12.CA.UCTranscript.UCTranscriptConfig	UC Transcript	Submission Setup	Previous 2 Year Calendar Type
1.39	SCHOOL_YEAR_START_MONTH_CY-2	O	K12.CA.UCTranscript.UCTranscriptConfig	UC Transcript	Submission Setup	Previous 2 Year Start Month
1.40	SCHOOL_YEAR_END_MONTH_CY-2	O	K12.CA.UCTranscript.UCTranscriptConfig	UC Transcript	Submission Setup	Previous 2 Year End Month
1.41	CAL_TYPE_CY-3	X				
1.42	SCHOOL_YEAR_START_MONTH_CY-3	X				
1.43	SCHOOL_YEAR_END_MONTH_CY-3	X				
1.44	PROGRAM_ENROLLMENT_9	X				
1.45	PROGRAM_ENROLLMENT_10	X				
1.46	PROGRAM_ENROLLMENT_11	R	Auto Generated	-	-	-
1.47	PROGRAM_ENROLLMENT_12	X				
1.48	DOORWAYS_MATCHING_COURSE_NAME	R	K12.CA.UCTranscript.UCTranscriptConfig DoorwaysCourseName	UC Transcript	Submission Setup	Doorways Course Name
1.49	SCHOOL_COMMENT	O	K12.CA.UCTranscript.UCTranscriptConfig SchoolComment	UC Transcript	Submission Setup	School Comment
1.50	EXTRACT_DATE	R	K12.CA.UCTranscript.UCTranscriptConfig ExtractDate	UC Transcript	Submission Setup	Extract Date
1.51	EOR	R	Auto Generated	-	-	-

STUDENT DEMOGRAPHIC RECORD – (01 RECORD)

Field #	UC Transcript Name	Req	Edupoint BO and Property	Synergy SIS Location	Tab	Field Name
1.01	Record Id (= "01")	R	-	Auto Generated		
1.02	PROGRAM_NAME	R	-	Auto Generated		
1.03	SCHOOL_ATP_CODE	R	K12.CA.UCTranscript.UCTranscriptConfig School ATP Code	UC Transcript	Submission Setup	School ATP Code
1.04	STUDENT_ID	O	K12.Student.SISNumber	Student	Tab Panel	Perm ID
1.05	CA_STATE_STUDENT_ID	O	K12.Student.StateStudentNumber	Student	Tab Panel	State ID
1.06	SSN	O	K12.Student.SocialSecurityNumber	Student	Other Info	Social Security Number
1.07	UC_APPLICATION_ID	X	-			
1.08	CSU_APPLICATION_ID	X	-			
1.09	FIRST_NAME	R	K12.Student.FirstName	Student	Tab Panel	First Name
1.10	MIDDLE_NAME	O	K12.Student.MiddleName	Student	Tab Panel	Middle Name
1.11	LAST_NAME	R	K12.Student.LastName	Student	Tab Panel	Last Name
1.12	ADDRESS_1	R	K12.Student.HomeAddress	Student	Demographics	Address
1.13	ADDRESS_2	O	-	-	-	-
1.14	CITY	R	K12.Student.HomeCity	Student	Demographics	City
1.15	STATE	R	K12.Student.HomeState	Student	Demographics	State
1.16	ZIP	R	K12.StudentHomeZipCode5 K12.StudentHomeZipCode4	Student	Demographics	ZipCode
1.17	PHONE	O	Revelation.Pearson.Phone	Student	Demographics	Phone
1.18	DOB	O	K12.Student.BirthDate	Student	Demographics	Birth Date
1.19	GENDER	O	K12.Student.Gender	Student	Demographics	Gender
1.20	GRADE_LEVEL	R	K12.Student.Grade	Student	Tab Panel	Grade
1.21	LOCAL_ETHNICITY	O	K12.Student.Ethnicity	Student	Demographics	Resolved Race / Ethnicity
1.22	CBEDS_ETHNICITY	O	-	-	-	-
1.23	GRAD_DATE	O	K12.Student.GraduationDate	Student	Other Info	Graduation Date
1.24	GPA_TYPE	O	-	-	-	-
1.25	GPA	R	K12.CA.UCTranscript.UCTranscriptStudent.GPA	UC Transcript	Students	GPA

Field #	UC Transcript Name	Req	Edupoint BO and Property	Synergy SIS Location	Tab	Field Name
1.26	RANK	O	K12.CA.UCTranscript.UCTranscriptStudent.Rank	UC Transcript	Students	Rank
1.27	MEAL_STATUS_TYPE	X				
1.28	LOTE_CERT_SOURCE	X				
1.29	LANGUAGE_CODE	X				
1.30	TRANSCRIPT_NOTE	O	K12.Student.TranscriptComment	Student Course History	Comment	Transcript Comment
1.31	EOR	R	-	Auto Generated	-	-

STUDENT COURSE RECORD – (02 RECORD)

Field #	UC Transcript Name	Req	Edupoint BO and Property	Synergy SIS Location	Tab	Field Name
1.01	Record Id (= "02")	R	-	Auto Generated	-	-
1.02	GRADE_LEVEL	R	K12.CourseHistory. StudentCourseHistory. Grade	Student Course History	Course History	Grade
1.03	SCHOOL_ATTENDED	R	K12.CourseHistoryInfo. StudentCourseHistory	Student Course History	Course History	In/Out of District School
1.04	ATP_CODE	O	-	-	-	-
1.05	CDS_CODE	O	-	-	-	-
1.06	SCHOOL_YEAR	R	K12.CourseHistoryInfo. StudentCourseHistory. School year	Student Course History	Course History	School Year
1.07	COURSE_DATE	O	-	-	-	-
1.08	TERM	R	K12.CourseHistoryInfo. StudentCourseHistory. TermCode	Student Course History	Course History	Term Code
1.09	BLOCK_SCHEDULE	R	-	Extracted as N	-	-
1.1	WORK_IN_PROGRESS	R	-	Extracted as N	-	-
1.11	LOCAL_COURSE_ID	O	K12.CourseHistoryInfo. StudentCourseHistory. CourseID	Student Course History	Course History	ID
1.12	LOCAL_COURSE_NAME_1	R	K12.CourseHistoryInfo. StudentCourseHistory. CourseTitle	Student Course History	Course History	Title
1.13	LOCAL_COURSE_NAME_2	O	K12.CourseInfo. Course.CourseShortTitle	District Course	Course	Course Short Title
1.14	LOCAL_COURSE_NAME_3	O	K12.CourseInfo. Course.CourseTitle	District Course	Course	Course Title
1.15	ACADEMIC_INDICATOR	O	-	-	-	-
1.16	COL_PREP_INDICATOR	O	K12.CourseInfo. Course.CollegePrep	District Course	Course	College Prep
1.17	CREDITS_ATMPT	R	K12.CourseHistoryInfo. StudentCourseHistory. CreditsAttempted	Student Course History	Course History	Credits Att

Field #	UC Transcript Name	Req	Edupoint BO and Property	Synergy SIS Location	Tab	Field Name
1.18	CREDITS_EARNED	R	K12.CourseHistoryInfo. StudentCourseHistory. CreditsCompleted	Student Course History	Course History	Credits Cmpltd
1.19	COURSE_GRADE	R	K12.CourseHistoryInfo. StudentCourseHistory. Mark	Student Course History	Course History	Mark
1.2	EOR	R	-	Auto Generated	-	-

STUDENT TEST RECORD – (03 RECORD)

Field #	UC Transcript Name	Req.	Edupoint BO and Property	Synergy SIS Location	Tab	Field Name
1.01	Record Id (= "03")	R*	-	Auto Generated	-	-
1.02	TEST_TYPE	R*	K12.TestInfo.Setup. TestGroup. TestGroupName	Test Group Definition	Group Definition	Test Group Name
1.03	TEST_DATE	R*	K12.TestInfo.StudentTest.Admi nDate	Student Test	Student Test	Admin Date
1.04	SUBTEST_NAME	R*	K12.TestInfo.StudentTest.PartN ame	Student Test	Student Test	Test Part
1.05	TEST_SCORE	R*	K12.TestInfo.StudentTest.Score	Student Test	Student Test	Score*
1.06	EOR	R*	-	Auto Generated	-	-

FILE TERMINATION RECORD – (FT RECORD)

Field #	UC Transcript Name	Req.	Edupoint BO and Property	Synergy SIS Location	Tab	Field Name
1.01	Record Id (= "FT")	R	-	Auto Generated	-	-
1.02	EOR	R	-	Auto Generated	-	-