Requesting an Unofficial Cumulative Grade Report
(Formerly known as Internal Transcripts)

Purpose: Use the Transcript Request page to create an unofficial cumulative grade report (Internal Transcript) request for an individual student or a small group of students.

- Select the transcript type and enter other general parameters on the Transcript Request Header page.
- Enter IDs for student(s) requesting transcripts, as well as recipient information, on the Transcript Request Detail page.
- Submit your request by clicking the Process Request button on the Request Detail page.
- View results in .PDF format by clicking the View Report link that appears for each student. If no link appears, view any process errors on the Report Errors page.
- Print all results by clicking the Print button.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Navigate to the Transcript Request Report page: Select Main Menu › Records and Enrollment › Transcripts › Transcript Request</td>
</tr>
<tr>
<td>2.</td>
<td>Click the Add a New Value tab.</td>
</tr>
</tbody>
</table>
Use the **Request Header** tab to select the type of transcript you want to process.

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<td>3.</td>
<td>Use the <strong>Request Header</strong> tab to select the type of transcript you want to process.</td>
</tr>
</tbody>
</table>

![Request Header Tab](image)

Complete the following:
- **Institution** – Defaults to UNICS
- **Transcript Type** – Select GRDRP – UNI Internal Transcript
- **Freeze Record & Override Service Indicator** checkboxes – N/A
- **Output Destination** – Select Page
- **Number of Copies** – N/A, may be updated later
- **Future Release** – Defaults to **Immediate Processing**, leave as is
- **Academic Career** – N/A
- **Term** – N/A
- **Print Date** – Defaults to today’s date, leave as is
- **Request Reason** – N/A
- **Cancel Request** checkbox – N/A
Step | Action
--- | ---
4. | Click the **Request Detail** tab. Enter the IDs that you wish to process (not to exceed 98). Press the TAB key after you enter an ID to display the student name.

![Image of Request Detail tab](image)

**Note:** Use the **Add Row button** + to add more student IDs.

5. | If you wish to send the student's unofficial cumulative grade report, click the **Send** button to specify an address. If not sending, do not click the **Send** button.

![Image of Send To box](image)

Complete the **Send To** box:
- **Send To** – Enter name. If using an External Org, this field will populate.
- **Specify External Org ID checkbox** – Can be used along with location to another University
- **Country** – Defaults to USA, may be changed
- **Edit Address link** – Use to enter a full address, if desired
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<tr>
<td>6.</td>
<td>Click the <strong>OK</strong> button. Click the <strong>Return</strong> button once you have entered the address. This returns you to the <strong>Request Detail</strong> tab.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the <strong>Process Request</strong> button.</td>
</tr>
</tbody>
</table>

**Result:** The student’s unofficial cumulative grade report displays on the **Report Results** tab.

![Image of UNI Internal Transcript/Grade Report]

UNI Internal Transcript/Grade Report

<table>
<thead>
<tr>
<th>Name</th>
<th>Panther, Pam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td># ####</td>
</tr>
<tr>
<td>Birthdate</td>
<td>YYYY-MM-DD</td>
</tr>
<tr>
<td>Print Date</td>
<td>2012-02-24</td>
</tr>
</tbody>
</table>

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- - - - - Academic Program History - - - - -

Program: Business Admin-Undergraduate

2010-10-25: Business - Potential Major

- - - - - Beginning of Undergraduate Record - - - - -

2011 FALL

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS 1000</td>
<td>All About Business</td>
<td>0.00 P</td>
<td></td>
</tr>
<tr>
<td>ECON 1041</td>
<td>Princ Of Macroeconomics</td>
<td>3.00</td>
<td>3.00 C+</td>
</tr>
<tr>
<td>ENGLISH 1005</td>
<td>College Writing &amp; Research</td>
<td>3.00</td>
<td>3.00 B</td>
</tr>
</tbody>
</table>
8. To print all of the reports, return to the **Request Detail** tab. Select **View All** and then click the **Print** button.  
*Note:* For a single report, click the **Print** button on the **Report Results** tab.

9. Click the **Report Manager** link.

**Result:** The Report Manager displays.
10. Click the **Refresh** button until the status reflects “Posted”.

11. Once the job has posted, click the **Transcript** or **Transcript Print All** link

**Result:** The report(s) open in a PDF and can be printed.