

SSMS_Star Student

Instructions for Printing High School Transcripts:

1. Log in to Graduation Year (Ex: 2010 Graduate would be Year 2009-2010)
2. Go to Student Information → Maintenance → Student Lookup
3. Open the Student Record, then go to the Student Menu at the top of the page
4. Go to Academic History
5. In Academic History, go to the Grades Tab, then Print
6. Settings:
 - GPA: 1
 - Rank: 2
 - Marking Period: FG
7. Print Current Page, Sign, Stamp with DCBE seal