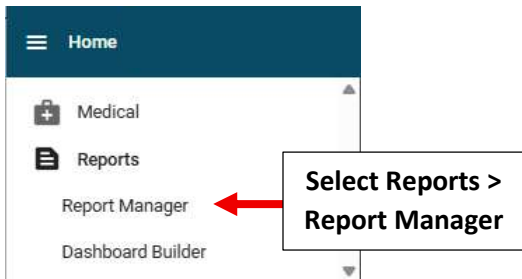
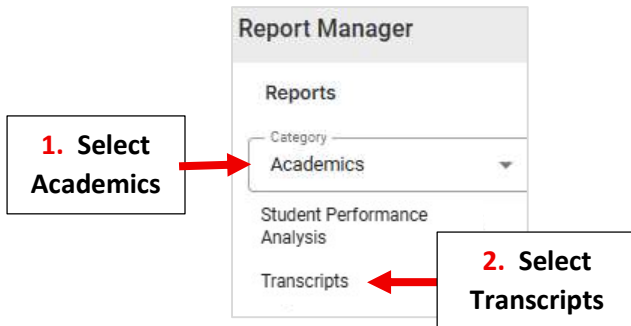


Archiving Transcripts in FACTS SIS

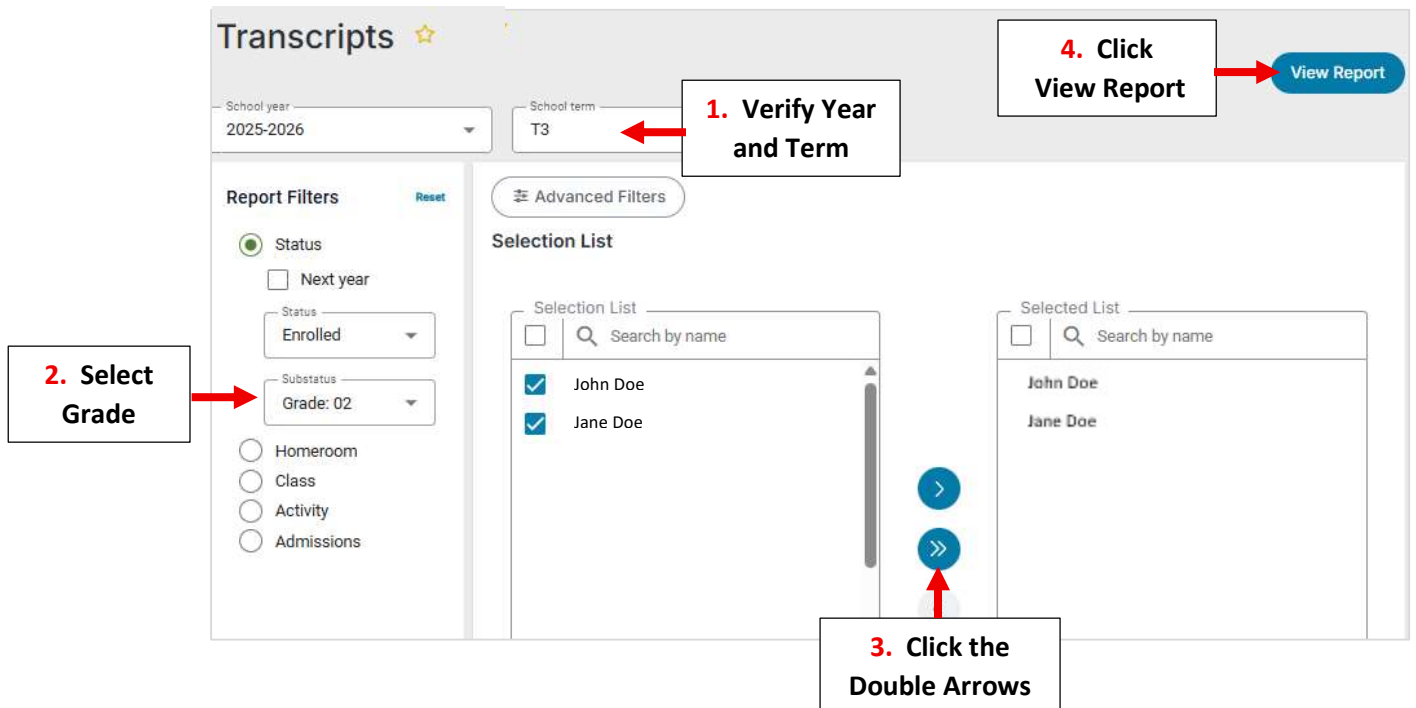
From Main menu please Select **Reports > Report Manager**



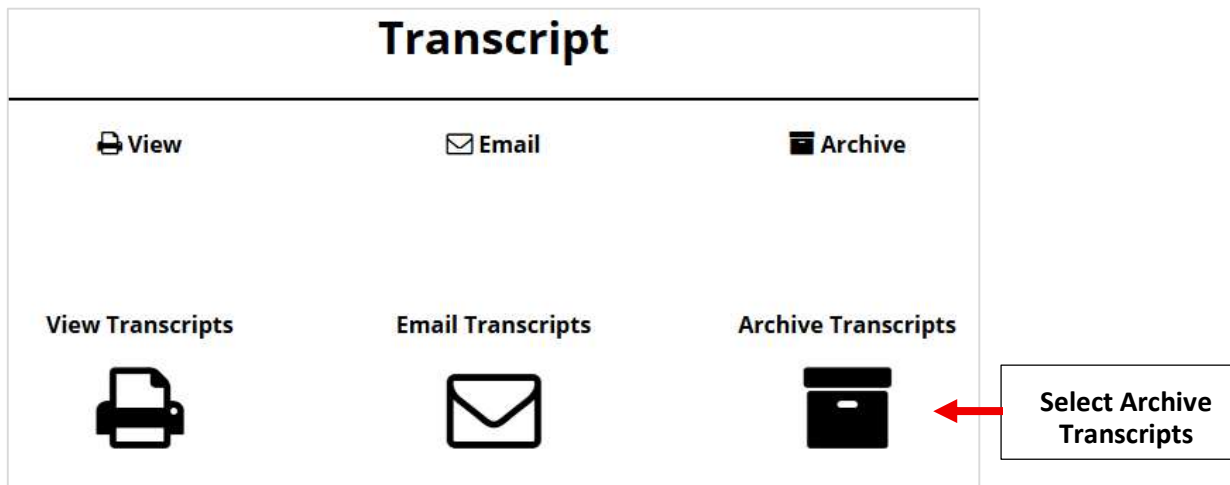
Select **Academics > Transcripts**



Verify correct School Year and Term are Selected. Select **Grade Level** to Print.
Click the **Double Arrows** to move all Students to "Selected List" and Click **View Report**

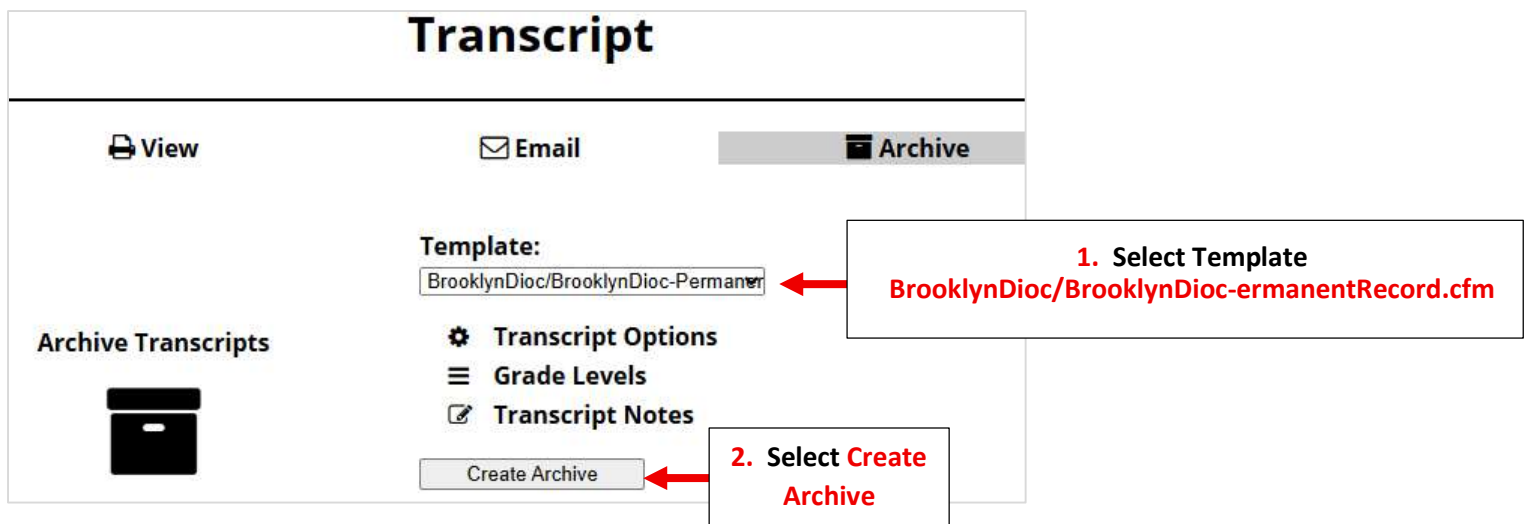


Select **Archive Transcripts**



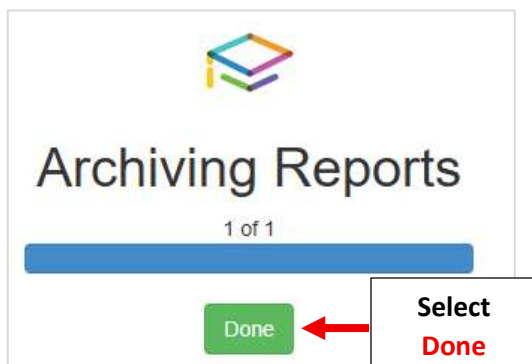
The screenshot shows a 'Transcript' menu with three main options: View, Email, and Archive. Below each option is a sub-option with an icon: 'View Transcripts' with a printer icon, 'Email Transcripts' with an envelope icon, and 'Archive Transcripts' with a storage box icon. A red arrow points from a callout box labeled 'Select Archive Transcripts' to the 'Archive Transcripts' icon.

Select Template: **BrooklynDioc/BrooklynDioc-PermanentRecord.cfm** and Select **Create Archive**



The screenshot shows the 'Transcript' menu with 'Archive' selected. Below the menu, there is a 'Template:' dropdown menu with 'BrooklynDioc/BrooklynDioc-PermanentRecord.cfm' selected. A red arrow points from a callout box labeled '1. Select Template BrooklynDioc/BrooklynDioc-ermanentRecord.cfm' to the dropdown. Below the template selection, there are three options: 'Transcript Options', 'Grade Levels', and 'Transcript Notes'. At the bottom, there is a 'Create Archive' button. A red arrow points from a callout box labeled '2. Select Create Archive' to the 'Create Archive' button.

Select **Done** Once Archive is complete



The screenshot shows the 'Archiving Reports' screen with a progress bar at the top and a 'Done' button at the bottom. A red arrow points from a callout box labeled 'Select Done' to the 'Done' button.

To **View** Archived Transcript, Select **Student > Portfolio** from Main Menu

John Doe

Contact
Address: 123 Main St, Brooklyn, NY, 01234
Home: 555-555-5555 Mobile: --
Email: --

School Information
Current: Enrolled - 01
Next: Enrolled - 02

Student Information
DOB: 09/01/2015
ID: 11242
UDID: --

Select Portfolio

- Medical
- P/T Conference
- Portfolio**
- Religion
- Report Card
- Schedule
- School

Click on Student's Transcript to Open and Print

All Document Types

<input type="checkbox"/>	Name	Type	Date Added ↓	Added By	Last Modified
<input type="checkbox"/>	2025-202...	Transcript	May 6, 2026		

Click on Transcript