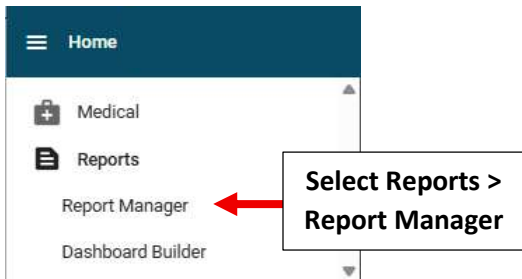
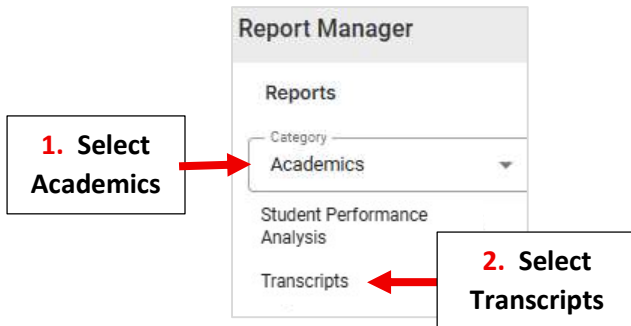


Printing Transcripts in FACTS SIS

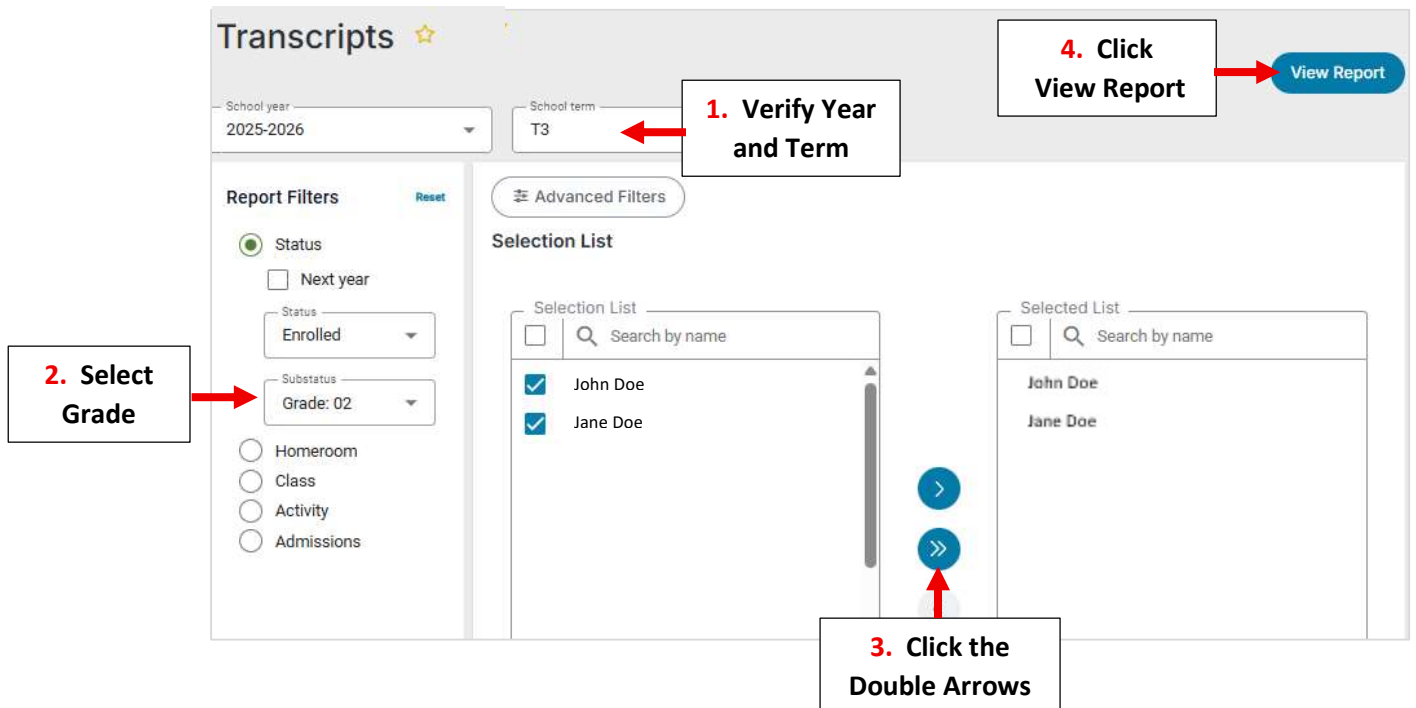
From Main menu please Select **Reports > Report Manager**



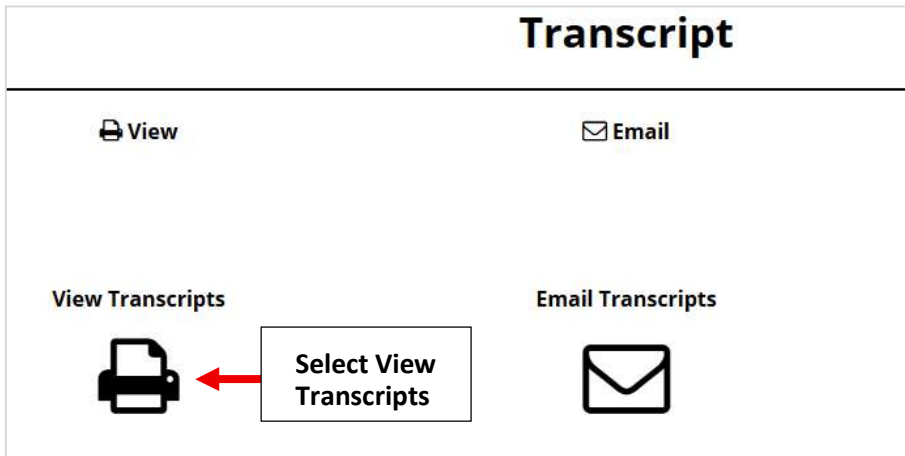
Select **Academics > Transcripts**



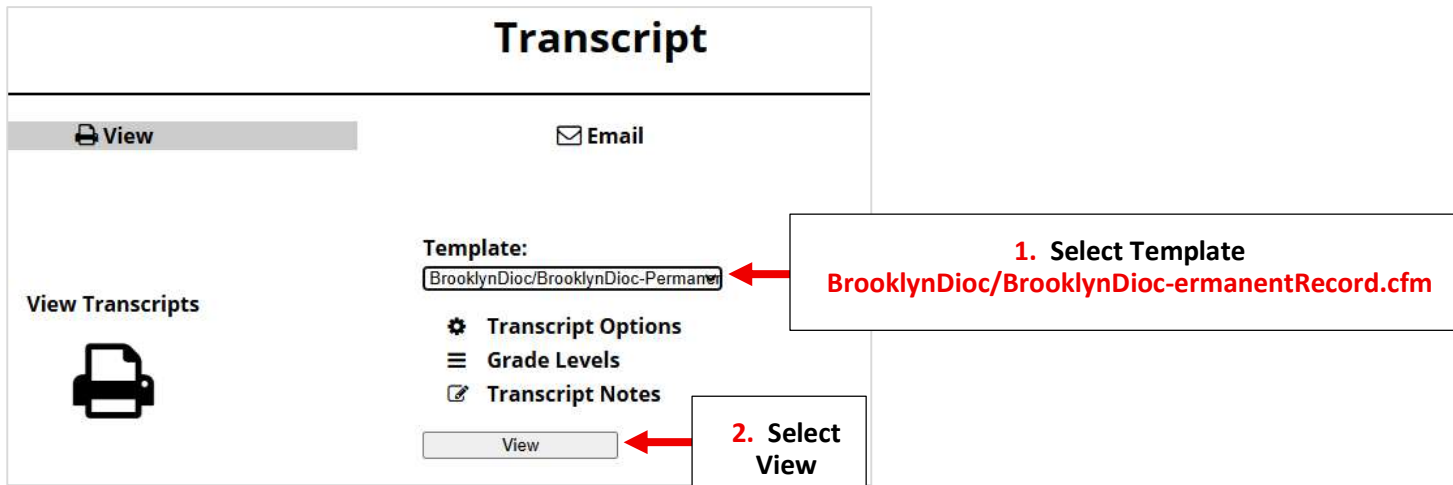
Verify correct School Year and Term are Selected. Select **Grade Level** to Print.
Click the **Double Arrows** to move all Students to "Selected List" and Click **View Report**



Select **View Transcripts**



Select Template: **BrooklynDioc/BrooklynDioc-PermanentRecord.cfm** and Select **View**



Select **Continue** to View Transcript

