



How to Access the Transcript in the Parent Portal

From the Parent Portal, on the “Home” screen, under “Documents”, they’ll see a “Transcript” option to select

The screenshot shows the Parent Portal interface. On the left is a dark sidebar with a list of menu items: Home, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Academic Plan, Fees, Documents (highlighted with a red box), Message Center, and More. A red arrow points from the 'Documents' menu item to the 'Transcript' option in the main content area. The main content area is titled 'Documents' and lists various reports: PROGRESS REPORT Q2, PROGRESS REPORT Q3, PROGRESS REPORT Q4, REPORT CARD Q1, REPORT CARD Q2, REPORT CARD Q3, REPORT CARD Q4, and a 'Transcript' section containing 'UNOFFICIAL TRANSCRIPT WITH IN PROGRESS CLASSES'. Each item has a PDF icon and the text '2025 - ACPHS - REGULAR'.

This is an unofficial transcript. The transcript will show them the newly added credit summary on the right side of the transcript.

Credit Summary				
Curriculum Program: Credit Check MYAP				
HIGH SCHOOL	Attempted	Earned	Required	Remaining
ENGLISH	3.000	3.000	4.000	1.000
MATH	3.000	3.000	4.000	1.000
SCIENCE	3.000	3.000	3.000	0.000
SOCIAL STUDIES	2.000	2.000	3.000	1.000
COMPREHENSIVE				
HEALTH	0.500	0.500	0.500	0.000
ELECTIVE	1.000	1.000	6.500	0.500
CTE	1.000	1.000	0.000	0.000
FINE ARTS	2.000	2.000	0.000	0.000
PHYSICAL EDUCATION	1.000	1.000	1.000	0.000
WORLD LANGUAGE	2.000	2.000	0.000	0.000
Total	18.500	18.500	22.000	3.500

*Remember the “remaining” could look misleading based on the earned/required but many credits are overflowing to “elective” even though it doesn’t calculate that way on the summary