

How to Record a High School Transcript and Evaluation in Colleague

For information on how to evaluate a high school transcript, please see the manual "How to Complete a High School Evaluation."

Entering South Dakota Common High School Code (CHSSD)

To enter a high school transcript and completed evaluation in Colleague, first go to the applicant's DADD screen to enter the CHSSD number. You only need to do this if the applicant is a South Dakota high school student with a nine-digit common high school code. If available, this number should be written in the CHSSD line on the evaluation form. It should also be listed on the transcript, usually near the other demographic information.

If the student is not a South Dakota high school student, you do not need to go to the DADD screen and may proceed with the next step.

The image shows two versions of a 'HIGH SCHOOL PREP EVALUATION SHEET'. The left version is a completed form for a student named '2110 4/10'. The form includes the following information:

- Student Name:** 2110 4/10
- SSN:** [Redacted]
- CHSSD #:** 024379397
- ACT Scores:** English 9: A, English 10: B, English 11: A, English 12: 8
- Math:** Algebra 1: B, Geometry: B, Algebra 2: B, Sr Math: 8
- Science:** Biology: B, Chemistry: B, Physics: B, Adv Bio: 8
- Social Studies:** World: B, Am Hist: B, Govt Econ: 6
- Fine Arts:** Band: A, Art: 2
- Languages:** Spanish: B, French: C, German: C, Russian: C, 4
- Decision:** ACC
- Initials:** LN
- Date:** 9/29/10
- Applying to:** BHSU, DSU, NSU, SDSU, XSDU, XSDU

The right version is a blank copy of the same form.

On DADD, in the Alternate IDs field near the bottom of the screen, enter the nine-digit CHSSD number. Then enter or tab over to the Types column and enter CHSSD as alternate ID type. Update out of the screen.

The screenshot shows the 'DADD-Additional Demographics' screen. The 'Alternate IDs' and 'Types' section at the bottom is highlighted:

Alternate IDs	Types
1 024379397	CHSSD Common High School in SD
2 EA070417	ECAP SDBDR Electronic App ID

Entering a High School Transcript

To receive in the high school transcript, go to the IASU screen. You may either access this screen directly or by detailing from the APPN screen.

On IASU, place your cursor on the line where the name of the high school is displayed and then detail into the HSA screen.

Institutions Attended	Start Dt	End Dt	Tran Rcvd Dt
1 1109574 Warner High School	05/31/11	05/31/11	09/24/10
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

On the HSA screen, if the applicant is currently attending high school, there should be two lines in the **Transcript Type** field. One should say HS–date–NR, and the other should say PHS–date–NR. The date on these lines is when the NR lines were first entered in Colleague – usually when the application was entered.

If you are receiving in an official partial high school transcript for a current high school student, you should type over the PHS–NR line. Leave the PHS code on the line, but type over the previously entered date with the date the transcript was received as indicated by your department’s date-stamp on the transcript, and then change the NR status to OF.

If the partial transcript is unofficial, leave the PHS–NR line on the screen, and add a PHS – date – UN (unofficial) line to the screen. If you are receiving in a final high school transcript – with a graduation date on it – type over the HS line, changing the date and the status from NR to OF, and remove the PHS–NR line if no official partial transcript was received.

Institution	CEEB/FICE
1109574 Warner High School	421375

Transcript Type	Date Recd	Status
1 HS	09/24/10	NR Not Received
2 PHS Partial High Sch	09/23/10	OF Official

Years Attended	Start/End Dates	Rank and/or Pct	Graduation Type
1 2011	1 05/31/11 / 05/31/11	6 / 20 30.00 %	N Not Graduated

Acad Credentials	Credentials End Dt
1	
2	

Comments
1

On the HSA screen, you should also enter the class **Rank** if it is available. Colleague will automatically calculate the rank percentile when the rank is entered.

Years Attended should both equal the projected year of graduation.

Start and End Dates should both be entered as 05/31/yy – where yy equals the projected year of graduation. However, once a final transcript, with a graduation date on it, is received the start and end dates should be changed to the actual date of graduation.

If the applicant is still in high school, the **Graduation Type** should be N – Not Graduated. If the applicant has already graduated high school, and the transcript shows a graduation date, the **Graduation Type** should be entered as Y – Graduated.

The unweighted GPA, if available, should be entered in the **High School GPA** field. If the GPA is given, but it is not on a 4.0 scale, you should enter a comment as to what the GPA is on the transcript. Sample comment:

YOUR DATE STAMP

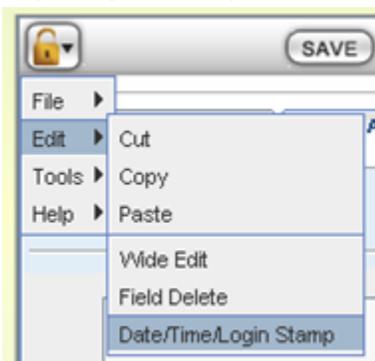
GPA of 97.6 is not on 4.0 scale, not entered on HSA.

Enter a **Comment** as to where the original transcript is housed. Any university keeping the transcript will enter a comment as to where the original transcript is housed. It will not be notated if the transcript is housed at ESC.

Note on Comments: Always date-stamp your comments. Your date-stamp should be in the line immediately above your comment at the top of the comment area.

There are two ways to enter your date-stamp in Datatel UI Desktop. You can type ALT+E, S or use your mouse to click Edit →Date/Time/Login Stamp. Any new comments should be inserted above earlier comments, so that the most recent comment is at the top of the comment area. To insert a space above an existing comment, place your cursor at the beginning of the top row of the comment screen and type CTRL+I.

To enter your date-stamp in Datatel UI Web, click on the padlock in the upper left corner of your screen. Then click on Edit →Date/Time/Login Stamp. To insert a space above an existing comment, place your cursor at the beginning of the top row of the comment screen, and hit the Enter key.



If the applicant has graduated high school, in addition to entering the graduation date in the Start/End Dates field, you will also need to enter **Academic Credentials**. Detail on the Academic Credentials field to the HSAC screen. On the HSAC screen, enter HS in the Degree field and mm/yy (month and year of hs graduation) in the

MM/YR field. Upon updating out of the HSAC screen, the HSA screen will then display the high school graduation information. Update out of the applicant's record to save the information you have entered.

IASU-Institutions Attended Summary | HSA-High Schools Attended | HSAC-High School Acad Credentials

Spearfish SD 57799-8534Home: CFA: 10:B
Acct: X
Institution: Vermillion High School

Honors 1
Degree MM/YR HS High School 05/10
CCDs MM/YR 1
Specializations 1

IASU-Institutions Attended Summary | HSA-High Schools Attended

Spearfish SD 57799-8534Home: CFA: 10:B
Acct: X

Institution: 1109566 Vermillion High School CEEB/FICE 421315

Transcript Type	Date Recd	Status
1 HS Final High School	05/27/10	DF Official
2 PHS Partial High Sch	01/21/10	DF Official

Years Attended 1 2010 2010
Start/End Dates 1 05/16/10 05/16/10
Rank and/or Pct 38 / 113 33.63 %
Graduation Type Y Graduated
High School GPA 3.290 Equivalent Transfer
Summary Credits
Acad Credentials 1 High School 05/10
2
Comments 3

Entering High School Evaluation and Test Scores

To enter the high school evaluation and any ACT or SAT scores, go to the TSUM screen. You may access TSUM directly or by detailing from the APPN screen.

Entry of ACT Scores

To enter ACT scores, type ACT.COMP in the Admissions Tests field on TSUM and then hit enter. This will take you to the TEST screen, where you may enter the ACT scores.

TSUM-Test Summary

Park Rapids MN 56470 Home: Acct: X

Admissions Tests	Eq	Dt Taken	Score	Pct	Source	Status	Status Dt
1 act.comp							
2							
3							

On TEST, enter the following fields and then update out of the screen:

Date Taken – Enter the date taken in the following format: mm/01/yy – where mm and yy are the month and year of the test as indicated on the score report. We always default to the first day of the month for date entry of test scores.

Score/Pct – Enter the composite score

Subtests – Enter the individual scores for the English, math, reading and science reasoning tests.

	Subtests	Score	Pct	Ind
1	ACT.ENGL	20		
2	ACT.MATH	24		
3	ACT.READ	23		
4	ACT.REAS	22		

Status – Enter AC for accepted

Status Date – This will default to the current date when you enter the status

Source – Enter HST for high school transcript

TSUM-Test Summary TEST-Test Scores

Mansfield SD 57460-6831Home: Acct: X
 Test: ACT.COMP ACT ENHANCED COMPOSITE Std Test ID:

Title: ACT ENHANCED COMPOSITE
 Category: AD Admissions Test
 Date Taken: 02/01/10
 Score/Pct: 22
 Score Index:

Subtests

	Subtests	Score	Pct	Ind
1	ACT.ENGL	20		
2	ACT.MATH	24		

Subcomponent

	Subcomponent	Score	Pct
1			

Status: AC Accepted
 Status Date: 09/29/10

Source: HST High School Transcript
 Special Cir: 1
 Institution:
 Form Name:
 Form Number:
 Comments: 1
 Equivalency: No
 Type:

	Credit	Credit Type	Acad Lvl	Subject	Course Lvl	Dept
1						
2						

After entering the necessary fields, update out of the screen. TSUM will now display the ACT test information.

TSUM-Test Summary

Mansfield SD 57460-6831Home: Acct: X

	Admissions Tests	Eq	Dt Taken	Score	Pct	Source	Status	Status Dt
1	ACT ENHANCED SCI	No	04/01/10	21		HST High	NT	09/29/10
2	ACT ENHANCED SCI	No	02/01/10	22		HST High	AC	09/29/10
3	ACT ENHANCED REA	Yes	04/01/10	21		HST High	NT	09/29/10

Entry of SAT Scores

To enter SAT scores, type SAT.COMP in the Admissions Tests field on TSUM and then hit enter. This will take you to the TEST screen, where you may enter the SAT scores.

TSUM-Test Summary

Park Rapids MN 56470 Home: Acct: X

Admissions Tests	Eq	Dt Taken	Score	Pct	Source	Status	Status Dt
1 sat.comp							
2							
3							

On TEST, enter the following fields and then update out of the screen:

Date Taken – Enter the date taken in the following format: mm/01/yy – where mm and yy are the month and year of the test as indicated on the score report. We always default to the first day of the month for date entry of test scores.

Score/Pct – Enter the composite score (combined math and verbal/critical reading scores)

Subtests – Enter the individual scores for the math, verbal/critical reading and writing tests.

	Subtests	Score	Pct	Ind
1	SAT.MATH	560		
2	SAT.VERB	540		
3	SAT.VOCB			
4	SAT.READ			
5	SAT.TSR			
6	SAT.WRIT	440		

Status – Enter AC for accepted

Status Date – This will default when you enter the status

Source – Enter HST for high school transcript

TSUM-Test Summary TEST-Test Scores

Casper WY 82601 Home: Acct: X
 Test: SAT.COMP SAT COMPOSITE Std Test ID:

Title: SAT COMPOSITE
 Category: AD Admissions Test
 Date Taken: 03/01/10
 Score/Pct: 1100
 Score Index:

Subtests

	Score	Pct	Ind
1 SAT.MATH	560		
2 SAT.VERB	540		

Subcomponent

	Score	Pct
1		

Status: AC Accepted
 Status Date: 09/10/10

Source: SAT
 Special Cir: 1
 Institution:
 Form Name:
 Form Number:
 Comments: 1
 Equivalency: No
 Type:

	Credit	Credit Type	Acad Lvl	Subject	Course Lvl	Dept
1						
2						

After entering the necessary fields, update out of the screen. TSUM will now display the SAT test information.

TSUM-Test Summary									
Casper WY 82601 Home: Acct: X									
Admissions Tests	Eq	Dt Taken	Score	Pct	Source	Status	Status Dt		
1 SAT Writing	Yes	05/01/10	480		SAT	NT	09/10/10		
2 SAT Writing	Yes	03/01/10	440		SAT	AC	09/10/10		
3 SAT Vocabulary	No	05/01/10			SAT	NT	09/10/10		

Entry of High School Evaluation

To enter the units of credit from the high school evaluation, type HS.UNITS in the Other Tests field on the TSUM screen and then hit enter. This will take you to the TEST screen, where you may enter the units of credit.

Other Tests	Eq	Dt Taken	Score	Pct	Source	Status	Status Dt		
1 hs.units									
2									
3									

On TEST, enter the following fields and then update out of the screen:

Date Taken – The date will default to the current day’s date. You do not need to change the date.

Score/Pct – Leave blank.

Subtests – Enter the number of semesters for the subjects on the evaluation sheet. Do not exceed the maximum number of semesters for each subject as follows: 8 semesters for English, math or science, 6 semesters for social studies, 2 semesters for fine arts, 1 semester for computer science and 4 semesters for foreign language.

	Subtests	Score	Pct	Ind	
1	HS.ART	2			
2	HS.CS	1			
3	HS.ENG	8			
4	HS.FLNG	4			
5	HS.MATH	8			
6	HS.SCI	8			
7	HS.SS	6			
8					

Status – For applicants who have not yet graduated high school, enter NC for needs confirmation. If the student has already graduated high school, and you have a final high school transcript, enter AC for accepted.

Status Date – This will default to the current date when you enter the status

Source – Enter HST for high school transcript

TSUM-Test Summary TEST-Test Scores

Mansfield SD 57460-6831Home: Acct: X
 Test: HS.UNITS HIGH SCHOOL UNITS RE Std Test ID:

Title: HIGH SCHOOL UNITS RE
 Category: HS High School Require
 Date Taken: 09/29/10
 Score/Pct:
 Score Index:
 Source: HST High School Transc
 Special Cir: 1
 Institution:
 Form Name:
 Form Number:
 Comments: 1
 Equivalency: No
 Type:

Subtests	Score	Pct	Ind
1 HS.ART	2	<input type="text"/>	<input type="text"/>
2 HS.CS	1	<input type="text"/>	<input type="text"/>

Subcomponent: 1

Status: NC Needs Confirmation
 Status Date: 09/29/10

Credit	Credit Type	Acad Lvl	Subject	Course Lvl	Dept
1 <input type="text"/>	<input type="text"/>				
2 <input type="text"/>	<input type="text"/>				

After entering the necessary fields, update out of the TEST screen. TSUM will now display the high school unit information.

Other Tests	Eq	Dt Taken	Score	Pct	Source	Status	Status Dt
1 HIGH SCHOOL UNITS	No	09/29/10			HST	NC	09/29/10
2 HIGH SCHOOL SOC S	No	09/29/10	6		HST		
3 HIGH SCHOOL LAB S	No	09/29/10	8		HST		

TSUM-Test Summary

Mansfield SD 57460-6831Home: Acct: X

Admissions Tests	Eq	Dt Taken	Score	Pct	Source	Status	Status Dt
1 ACT ENHANCED SCI	No	04/01/10	21		HST High	NT	09/29/10
2 ACT ENHANCED SCI	No	02/01/10	22		HST High	AC	09/29/10
3 ACT ENHANCED REA	Yes	04/01/10	21		HST High	NT	09/29/10

Placement Tests	Eq	Dt Taken	Score	Pct	Source	Status	Status Dt
1	<input type="text"/>						
2	<input type="text"/>						
3	<input type="text"/>						

Other Tests	Eq	Dt Taken	Score	Pct	Source	Status	Status Dt
1 HIGH SCHOOL UNITS	No	09/29/10			HST	NC	09/29/10
2 HIGH SCHOOL SOC S	No	09/29/10	6		HST		
3 HIGH SCHOOL LAB S	No	09/29/10	8		HST		

Update out of the applicant's record to save the information you have entered.