

Viewing High School Records for a Student Using SOAHSCH

High School Information Form:

The High School Information form (SOAHSCH) displays a student's high school information. Only the most recent official high school transcript will be recorded in Banner. Unofficial transcripts and previous official transcripts will be scanned and indexed in the imaging system, WebXtender, and may be queried and viewed there. The steps to do this will be covered later in this course.

1. Open the High School Information form by typing **SOAHSCH** in the **Go** box of the Banner Main menu and press the **[Enter]** key on the keyboard. If the student's name is already displayed, skip to step 4.

Vertical Scroll Bar:
In this instance, the scroll bar indicates that there is only one high school entry for this person.
There may be two high school transcripts if classes are not combined on the current high school transcript.

Diploma Field:
This field indicates the semester of the most recent official transcript on file.
H6: Junior Year, 6th semester
H7: ½ Senior Year, 7th semester
H8: Final High School Transcript, 8th semester

GPA Field:
The GPA field on this form indicates the GPA reported on the last official transcript received for that high school.

High School: 031629 Oscar A Carlson High School
Enrollment Planning Service Code:
Graduation Date: 03-JUN-2004
Transcript Received Date: 20-SEP-2004
Class Rank and Size: 71 / 189 Percentile: 62
GPA: 3.25
Diploma: H8 | HS Transcript - 8th Semes

2. Type the **Student ID** of the student you are looking for **OR** press the **[Tab]** key to navigate to the **Name** field and type the student's name (Example: Last, First).
3. If you are searching by name press the **[Enter]** key to open the **Extended Search** box. If there is only one match to your search, the name will be automatically filled in on the form. See the Basic Student Information workshop for more information on searching for students.
4. Click the **Next Block** icon on the toolbar to populate the first information block with the student's high school information. See the next page for more information.
5. When you are finished, click the **Exit** icon on the toolbar. The Banner Main menu displays.

Viewing High School Records for a Student Using SOAHSCH (cont.)

High School Information Form – Information Block:

Field	Description
High School	Each US high school has a unique code. You can query high schools using the search, including some international schools.
High School Address Exists	Checkbox will be checked if high school address(es) exists in Banner. Click on checkbox to view high school address(es).
EPS Code	This field is not being utilized by EMU.
Grad Date	If there is a date in this field, it indicates when the student is expected to graduate from high school.
Transcript Date	This field is the date the most recent official high school transcript was received. Unofficial transcripts can be found in the imaging system, WebXtender.
College Prep	This field is not being utilized by EMU.
GPA	Displays high school GPA from most the recently received official transcript. For other GPAs a student has attended refer to the Applicant GPA Types form (SOAGPAT).
Admissions Request	Each school has a unique code HST1, HST2, HST3 etc. that is used on the Admissions checklist and in the imaging system, WebXtender.
Diploma	Indicates the latest semester listed on the HS transcript.
Class Rank/Size	This field is used if indicated on the HSTR.
Percentile	This is automatically populated when the class rank/size is entered.