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**To:** [All State KSIS Contacts](#)  
**Subject:** KSIS Notification: eTranscripts may be Missing Courses  
**Date:** Tuesday, February 02, 2016 2:43:58 PM

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## **Important information to share with system administrators and high school counselors**

KSIS Contact:

Any **Credit Group** used for a course that should appear on a high school transcript (current or past) must have a PESC Name or the course will not appear on the student's eTranscript. Prior to the Campus.1549 release which went into production on January 13, courses assigned to a credit group with a blank PESC Name defaulted to "Miscellaneous" on the eTranscript. The update removed this default.

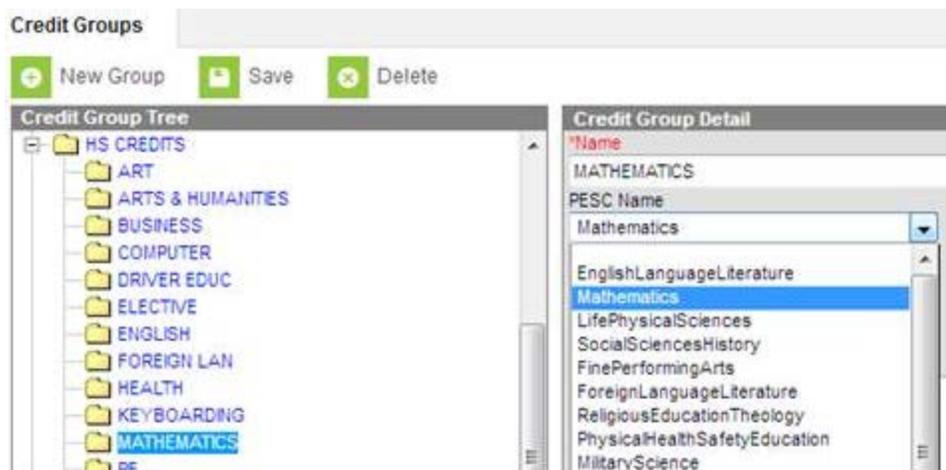
A listing of districts with HS Credit groups not aligned to PESC Name can be found [here](#). Use this listing to quickly identify credit groups that need to be updated.

Note: If your district has missing PESC Names, high school counselors need to review any eTranscripts sent since 1/14/16 for missing courses and resend as needed when appropriate PESC names have been added.

### **To Map Credit Groups to PESC Names**

**Path:** Grading & Standards > Credit Groups

1. Select one of the proper credit groups from the **Credit Group Tree**.
2. In the **Credit Group Detail**, select the **PESC Name** that best correlates to the Credit Group. Use Miscellaneous if no better match exists.
3. Be sure to click the **Save** button to update the record.
4. Go to the next credit and repeat the previous steps until all High School Credit Groups have been confirmed.



If you need assistance, please contact [Lisa Keeter](#) or [Jessi Carlton](#).

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