

# How can I run a transcript for my students?

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## Running a Transcript as a Site Coordinator

**First check to see if a student is finalized (complete) to know if a transcript can be run.**

- Login to Maestro using your Site Coordinator Role for the school you wish to
- Click the Enrollments Tab
- On the left panel click All Enrollments
- Enter the child's last name and hit Enter to search
- Check the status.
  - If it is Active the student has not been finalized yet and no transcript can be run. The student may have submitted the final assignment; however the teacher may need 1-3 days to complete the grading and notify IT to finalize the student.
  - If the status is Complete then a transcript can be run.

**If the student is complete, you can run a transcript by following the steps below:**

- Login to Maestro using your Site Coordinator Role for the school you wish to access
- Click the Reports Tab
- Click Custom on the Left Panel under Reports
- Look for MVA Transcript (for Mater schools) or SVA Transcript (for Somerset schools) or AIS Transcript (for Academica Schools)
- Click the Staircase icon next to MVA Transcript / SVA Transcript / AIS
- In the new form enter the Student's Last Name and click Submit
- You can print or save the generated transcript from this page

**If you run into difficulty:**

- Make sure your pop-up blocker is turned off
- Verify you selected the correct Role at login (if you have more than one role or school)
- Email our IT Help Desk for System/Computer related issues [support@aveteaching.com](mailto:support@aveteaching.com)