DETROIT
PUBLIC SCHOOLS
COMMUNITY DISTRICT

HOW TO ACCESS AND UPLOAD TRANSCRIPTS AND REPORT CARDS

This resource is provided for families who are applying to one or more of the District's selective admissions schools/ programs. For more information, please visit detroitk12.org/applicationschools, detroitk12.org/examschools, detroitk12.org/montessori or detroitk12.org/dsapathways

In-District Students

Students who currently attend a Detroit Public Schools Community District school and have continuously attended school in DPSCD for at least 2 years will be required to enter their DPSCD Student ID. You can find your ID number on the report card and in the Power School Parent Portal. Transcripts do not need to be uploaded to the application for a student's DPSCD academic record.

If you recently transferred to DPSCD and attend a DPSCD school for less than 2 full school years, please submit a transcript or report card for the years you did not attend a DPSCD school. Please refer to the below section.

Out-of-District Students

Students who are not currently enrolled at a DPSCD school or did not attend a DPSCD school for less than 2 full school years, will need to upload a transcript or report cards. If you do not have these records, please contact your school directly or log into your school's online Student Information System, if one is available. All transcripts and report cards should include the following information clearly visible:

- Student's Full Name
- School's Full Name
- Student's Grade Level
- Student's Course/Class Listings
- Student's Grade Markings

Submission Requirements
- A transcript that clearly shows your cumulative Grade Point Average OR
- Report cards from the 2 most recent consecutive school years: 2020-21 and 2019-20

I have a hard copy of my transcript or report card. How do I make an electronic copy to upload to my application?

We recommend downloading a free Smart Phone app to scan a picture of your document. You can then email that document to yourself, save it as an electronic copy (PDF, JPEG, or Word Document) that can be uploaded to your application. For more detailed instructions, please visit detroitk12.org/applicationschools for additional details.

I have my report card or transcript saved as an email attachment. How can this document be uploaded to my application?

If you are using a Desktop Computer or Laptop:

1. Select the attachment in your email and select the "Download File" option.
2. Look at the bottom of your screen. There should be a file that appears for you to open.
3. Select the downloaded file and it will open in a new browser or window.
4. Save the file as a Word Document or PDF. Be sure to save to an easy to access space, for example your Desktop.
5. Return to your online application and your file will be available for upload.

I have my report card or transcript pulled up on a internet browser. How can I save this page and upload it to my application?

If you are using a Desktop Computer or Laptop:

1. Right click your mouse or cursor. Alternatively, locate and click the vertical line of three dots in the top right-hand corner of your screen.
2. Select "Print"
3. A new window should appear. Locate the drop down list titled "Destination," and click on the down facing arrow.
4. Select "Save as PDF."
5. Save your document to an easy-to-access space, for example your Desktop.

QUESTIONS?

VISIT:
Detroitk12.org/examschools
detroitk12.org/applicationschools
detroitk12.org/montessori or
detroitk12.org/dsapathways

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