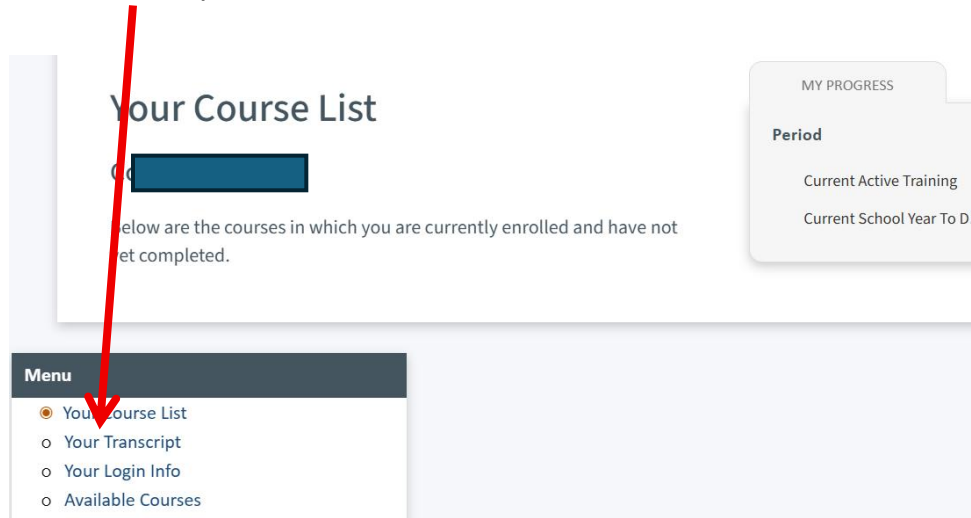
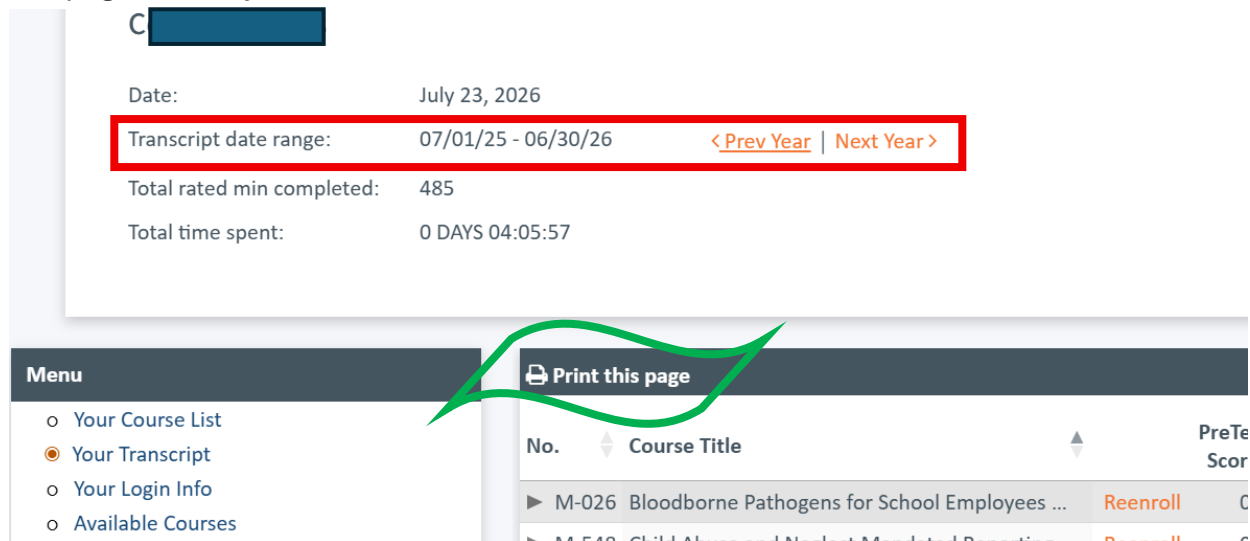


How to run a transcript for your Public School Works.

- 1) Log into your Public School Works so that you get to the page that tells you all of your training you have to do. On the left side of the screen you will see a box that says Menu. The 2nd thing listed is “Your Transcript.” Click on that,



- 2) The page it takes you to should look like the one below.



- 3) Find the spot that says, “Transcript date range” and choose the years that you are looking for. When you have to correct date range, click on the link that says, “Print this page.”

- 4) You can download the transcript or print it out. To figure out how many hours everything is worth, you need to look at the "Total rated min completed:" Take that number and divide it by 60.

REPORT INFORMATION	
Report date:	07-23-26
No. of transcripts:	
Total rated min completed:	485
Filter settings:	

$$\frac{485 \text{ minutes}}{60} = 8.08 \text{ contact hours}$$

- 5) Create a new PD request in K12 PD Tracker. The activity type is Public School Works. Name/Description of Activity should be called the school year Public School Works. For example, 2025-2026 Public School Works. The Host can be your school district. Upload your transcript. Make the start date as the first day of your transcript and the end date the end date of your transcript. The number of contact hours will be the answer you got from step #4. In the example above, it would be 8.08 contact hours.