



# SOAHSCH: High School Information Form

## General Information

This form allows you to verify a student's past High School Transcript information, and also ensure that official transcripts have been received. It lists all previous high schools attended. High School Subjects will never be listed on this form; rather users must request to view the hard-copy transcript to view this information. This is a tabbed form similar to other Student Module Forms. Please direct any and all Banner questions may be sent to [bannerhotline@odu.edu](mailto:bannerhotline@odu.edu).

### How to View a Student's High School information in Banner:

Actions and Steps	Helpful Tips & Tricks
1. Access the <b>High School Information [SOAHSCH] Form</b> .	Type <b>SOAHSCH</b> into the <b>Search Block</b> field on the <b>Old Dominion University Home Screen</b> and press <b>Enter</b> .
2. In the key information area, type in the person's <b>University Identification Number (UIN)</b> . Use the <b>Go Button</b> to load the person's high school transcript information.	<b>Go Button or Down Arrow</b> 
3. The <b>SOAHSCH Form</b> is a tabbed form. The following information is contained within each Tab: <ul style="list-style-type: none"> <li>◆ <b>High School Details Tab:</b> <ul style="list-style-type: none"> <li>➤ High School</li> <li>➤ Graduation Date</li> <li>➤ Transcript Received Date</li> <li>➤ <b>IF AVAILABLE</b> on the High School Transcript, the following will also be included: <i>Class Rank/Size, Percentile, GPA, &amp; Diploma</i></li> </ul> </li> <li>◆ <b>High School Subjects Tab:</b> <ul style="list-style-type: none"> <li>➤ <i>This tab is not used at this time.</i></li> </ul> </li> <li>◆ <b>High School Address Tab:</b> <ul style="list-style-type: none"> <li>➤ Reflects the selected Transfer Institution from the <b>High School Details Tab</b>.</li> </ul> </li> </ul>	<b>TIPS &amp; TRICKS:</b> <i>note the number of Records available! If there is more than one Record, this means there are multiple high school details to review. Depending on the record selected in the <b>High School Details Tab</b>, each subsequent tab will reflect your initial selection.</i>
4. When you have finished your work in this form, click the Old Dominion University Home Screen Button to return to the XE Home Screen.	<b>ODU Home Icon:</b> 

### Helpful Tips & Tricks:

- ◆ Remember - This is a verification form, **NOT** a research form!
- ◆ The *High School Subjects Tab* is not used because this information would have to be manually typed in for every high school transcript received. If you need to view this information, you will need to contact the **University Registrar's Office** at 683-4425.
- ◆ Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter **Ctrl-Alt-Del** and click **Lock this Computer**

### SOAHSCH Sample Screenshot:

