



STANDARD OPERATING PROCEDURES

Subject:	Effective Date:	Page 1 of 4
Procedures for Requesting Transcripts	Approved by: <u>12/14/17</u> Eileen Shaffer Acting State District Superintendent	Signature: <u>E. Shaffer</u>

I. **Purpose:**

To establish procedures for requesting transcripts for all schools within the district

II. **Terms and Conditions of the Acceptable Use of Procedures:**

Please adhere to the following procedures when requesting transcripts:

- The Central Registration Registrar (CRR) will ask the parent or legal guardian to provide the transcript from the previous school. If the transcript is provided, the CRR will check the Transcript Received box on the Registration Checklist. The CRR will also check the Transcript Received box and enter the Date the transcript was received in PowerSchool. The CRR will review the transcript in order to establish appropriate placement.
- If the transcript is not provided, the CRR will request the transcript. If the transcript is not received upon completion of the registration process, the CRR will check the Transcript Requested box on the Registration Checklist. The CRR will also check the Transcript Requested box and enter the Date the transcript was requested in PowerSchool.
- If the transcript is not received at the end of the registration process, it is the responsibility of secretary/school registrar to request the transcript for the second time and continue to follow up with the previous school district until the transcript is received.



- When the secretary/school registrar receives the transcript, the Transcript Received box will be checked and the Date the transcript was received will be entered into PowerSchool by the secretary/school registrar.
- If the Office of Central Registration receives the transcript after the registration process has ended, the Central Registration Registrar will forward the transcript to the appropriate school, select the Transcript Received box and enter the Date the transcript was received into PowerSchool.

III. Students with Individual Educational Plans (IEP):

- The Central Registration Registrar will ask the parent or legal guardian if the child has an IEP or receives special services from the previous school district. If the child has an IEP or receives special services from the previous school district, the Central Registration Registrar will check Special Education/IEP on the Registration Checklist and request the IEP for Child Study Review.

IV. Entering Transcript Information into PowerSchool:

Follow the directions listed below when entering transcript information into PowerSchool:



- Select the PowerSchool icon from the Staff Page on the District's website.
- Type in your Username and your Password and then press enter.
- Access student information in PowerSchool by typing the Student's ID Number into the field and then press enter.



Start Page

Students Staff Parents District Search

555555



☐ Advanced

☐ Include Remote Enrollments

[View Field List](#) [?]

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

K 1 2 3 4 5 6 7 8 9 10 11 12 13 14 M F All [Stored Searches](#) [Stored Selections](#)

Current Student Selection (0)

The current selection is empty.

- Select Custom Screens, which is located on the left-hand side of the page.

Quick Lookup

Print A Report

Switch Student

List (2322)

Information

Custom Screens

Demographics

English Language Program

Family

SPED Indicator

State/Province - NJ

Student Contacts

Transportation



- After selecting Custom Screens, the screen below will appear. Then select Transcript Information.

Student Screens

List (2322)

Elementary School Choice

High School Choice

Transcript Information

- After selecting Transcript Information, the following page will appear. Enter the appropriate information in the fields below.

Transcript Requested

☐

Date Transcript Requested

MM/DD/YYYY

Transcript Received

☐

Date Transcript Received

MM/DD/YYYY

Submit

Legend

Icons - Date Entry