# Standard for receiving transcripts:

## Electronic Transcripts

Electronic transcripts are received through secure systems via email notification. We can accept electronic transcripts sent from the following transcript services:

* Docufide
* National Student Clearinghouse
* Naviance
* Parchment Exchange (8/2020 – new combination of Parchment + E-Scrip Safe/Scrip-Safe International)

Process to receive transcripts:

1. Use the link provided in the email message to log into the appropriate secure system to retrieve the electronic transcript. Collect any graduate program specific information or student name information from the email to help match the transcript with the prospective student. Check for former names, email addresses, mailing addresses, etc.
2. Save a PDF copy of the official transcript and any transcript key information. The transcript is often only available for a short period of time and must be retrieved, downloaded, and printed immediately.
	1. Location to save: Graduate Studies folder, GPAC folder, Transcripts folder / ([O:\GPAC\Transcripts](https://myfiles.evergreen.edu/offices/GraduateStudies/GPAC/Transcripts))
	2. Naming convention: Last name, First name Middle name/initial (College or University Name)\_Date saved.pdf [example: Doe, John P (TESC)\_1.1.21.pdf]
3. Print transcript (2 sided if possible) and add receipt info
	1. Date stamp the transcript on the back of the transcript or the back of the last page, somewhere in the key that will not cover over important information.
	2. Write name on left edge of portrait oriented paper or top of landscape oriented paper. (ex: Doe, John P)
	3. In top corner by staple, add in pencil any information about which graduate program they show interest, which concentration/campus, and year if available (ex: MPA TAC 21)
4. Identify the current status of the prospective student. Where are they in the application funnel? Inquiry? Application form started? Current graduate student? Etc. (Answer the question: Why did we receive this transcript? Who needs this transcript?)
	1. Search in Radius for name and any former names. Try to confirm which graduate program this transcript belongs to and the current role/stage if a prospective student. (ex: MPA, Current applicant –OR- MiT, INQ for next app cycle –OR- UG, current applicant)
	2. Search in Banner to confirm application status for current applicants
	3. Search in Banner to confirm conditional/provisional admission status
	4. Check with graduate program Assistant Directors in case there is not yet a record in Radius/Banner for prospective student
	5. Check with UG Admissions Office if appears to be for UG application (and coordinate delivery of transcript to UG Admissions)
5. After determining the graduate program of interest, file transcript in appropriate graduate program filing cabinet in the miscellaneous transcript file at the front of the cabinet. (or follow steps for updating records for current applicant [GR], current applicant [UG], admitted student with provisions/conditions, etc.)
6. In graduateadmissions@evergreen.edu inbox, check transcript notification email as complete and move to the E-Transcripts sub-folder to show this transcript was processed.
7. For 2021 application cycle review:
	1. For submitted applicants only --- add transcript to 2021 Application Review folder in staging folder for appropriate graduate program (ex: Graduate Studies – GPAC – MPA - OneDrive for review committee

## Mailed Transcripts

Official transcripts can also be mailed in and must arrive in a sealed envelope from the college/university.

Open official transcript carefully in order to avoid ripping the transcript or removing the transcript key information (if envelope glue has attached to the transcript).

Note any specifics from the mailing address on the envelope (i.e. MPA program, student’s name, etc.) and hold onto the envelope until processing is complete.

Date stamp the transcript (If it is retrieved from the transcript drawers in Admissions it should be stamped).

Search under the student name in SGASTDN in Banner. This screen will show whether the student is active or current. Other codes are: IS = inactive, W=withdrawn, or WG=withdrawn and graduated.

## Hand Delivered Transcripts

Official transcripts can also be hand delivered and must arrive in a sealed envelope from the college/university. The prospective student may bring the transcript to Graduate Admissions or the Graduate Program office/AD.

(NOTE: If receiving official transcript, be sure to confirm with the prospective student that we must process the transcript and confirm it is unopened and still official.)

::::::OLD INFORMATION – Review for accuracy :::::

For graduate applicants with Evergreen ID#:

Record date the transcript is received in SOAPCOL.

If transcript completes all required transcripts put check on Control Sheet in applicant’s paper file. If it verifies BA/BS, calculate the GPA and record in SOATEST and put check for GPA Calc on control sheet in applicant’s file.

For current graduate students with Evergreen ID#:

* Email appropriate AD with details of transcript (ex: We received an official transcript from [school name] for [student name] showing completion of [new course information or degree completion].)
* If transcript verifies BA/BS then update control sheet in applicant’s file or if file has moved there send to Registration and Records
* If transcript verifies conditions of admission (ex: Stats, Nat Sci, Soc Sci, etc.), update control sheet in applicant’s file and add official transcript to applicant’s file; if file has moved, send to Registration and Records to add to the student’s official file.

For past TESC students with Evergreen ID#:

* Determine if Grad Applicant; if so follow procedure for Graduate Applicants.
* If student hasn’t yet applied, record their name and date received on appropriate Radius record.
* If no current/future grad INQ record in Radius, search for UG record and update to GR record if appropriate (see Standard for updating UG records in Radius).
* If no Radius record found under current or former names, create new INQ record for appropriate graduate program.
* If no graduate program interest found, hold onto transcript and do more research (or create record and assign to Amanda as contact owner?)

For students who never attended TESC (no Evergreen ID#):

Determine if Grad Applicant and if so follow procedure for Graduate Applicants. If student hasn’t yet applied record their name and date received on appropriate spreadsheet and file in Miscellaneous Transcripts drawer

?? Prospective Students: only mit??
Only need to send a transcript with BA if they are admitted.  If admitted without the BA degree, the Admit Letter informs the student that they must submit the transcript by September to complete the requirements.

Any requests for Evergreen Transcripts that come into Registration & Records office that are for a Graduate Program for application purposes need to be delivered to the Deans Area (Lib 2010). If Sandi is not in, Alex can collect these on her behalf at the front desk.

**Accreditation:**

Website for checking an institution’s accreditation <http://ope.ed.gov/accreditation/>.

Leona also has a book and she has information about International transcripts.

For Electronic transcripts:

Check graduateadmissions@evergreen.edu email account for notifications of electronically transmitted transcripts. Download transcript through secure server. Save PDF to GPAC folder, Electronic Transcripts folder. Naming convention? Print downloaded PDF transcript and process as regular paper transcript.

Per Leona (12/3/15)

We can only accept E-Transcripts from the following three sources:

1 – National Student Clearinghouse

2 – E-Scrip Safe (<https://escrip-safe.com/login> )

3 – Naviance, Docufide, Parchment (<http://exchange.parchment.com/> <http://www.parchment.com/> ), etc. (unlikely we will get them this way, these are usually only for high school records)