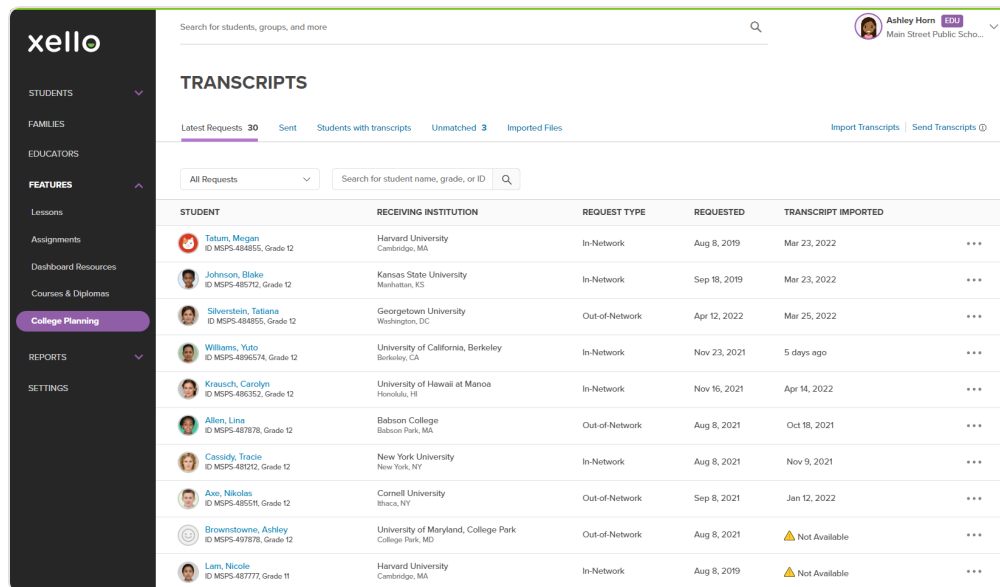


# How educators send requested transcripts

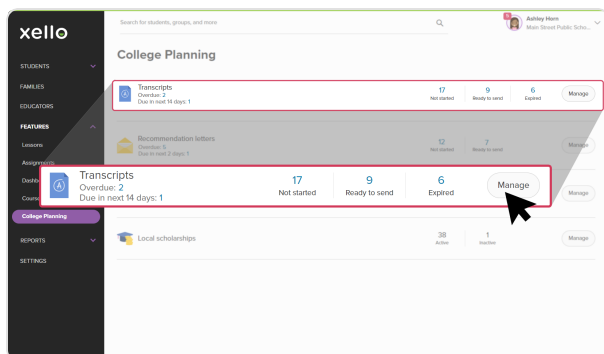
After students have requested that their transcript be sent to the colleges of their choice, you can view their requests, import and send their transcript, and then track the progress.



| TRANSCRIPTS                                                                  |                                                          |                |              |                     |     |
|------------------------------------------------------------------------------|----------------------------------------------------------|----------------|--------------|---------------------|-----|
| Latest Requests 30 Sent Students with transcripts Unmatched 3 Imported Files |                                                          |                |              |                     |     |
| All Requests Search for student name, grade, or ID                           |                                                          |                |              |                     |     |
| STUDENT                                                                      | RECEIVING INSTITUTION                                    | REQUEST TYPE   | REQUESTED    | TRANSCRIPT IMPORTED |     |
| Tatum, Megan<br>ID MSPS-454955, Grade 12                                     | Harvard University<br>Cambridge, MA                      | In-Network     | Aug 8, 2019  | Mar 23, 2022        | ... |
| Johnson, Blake<br>ID MSPS-485792, Grade 12                                   | Kansas State University<br>Manhattan, KS                 | In-Network     | Sep 18, 2019 | Mar 23, 2022        | ... |
| Silverstein, Tatiana<br>ID MSPS-484855, Grade 12                             | Georgetown University<br>Washington, DC                  | Out-of-Network | Apr 12, 2022 | Mar 25, 2022        | ... |
| Williams, Yuto<br>ID MSPS-4896574, Grade 12                                  | University of California, Berkeley<br>Berkeley, CA       | In-Network     | Nov 23, 2021 | 5 days ago          | ... |
| Krausch, Carolyn<br>ID MSPS-486352, Grade 12                                 | University of Hawaii at Manoa<br>Honolulu, HI            | In-Network     | Nov 16, 2021 | Apr 14, 2022        | ... |
| Allen, Lina<br>ID MSPS-487878, Grade 12                                      | Babson College<br>Babson Park, MA                        | Out-of-Network | Aug 8, 2021  | Oct 18, 2021        | ... |
| Cassidy, Tracie<br>ID MSPS-488202, Grade 12                                  | New York University<br>New York, NY                      | In-Network     | Aug 8, 2021  | Nov 9, 2021         | ... |
| Aze, Nicolas<br>ID MSPS-485551, Grade 12                                     | Cornell University<br>Ithaca, NY                         | Out-of-Network | Sep 8, 2021  | Jan 12, 2022        | ... |
| Brownstowe, Ashley<br>ID MSPS-497878, Grade 12                               | University of Maryland, College Park<br>College Park, MD | Out-of-Network | Aug 8, 2021  | Not Available       | ... |
| Lam, Nicole<br>ID MSPS-487777, Grade 11                                      | Harvard University<br>Cambridge, MA                      | In-Network     | Aug 8, 2019  | Not Available       | ... |

## • Access the transcript tool

From your educator account, under **Features**, click **College Planning**. Next to **Transcripts**, click **Manage**. The first tab will be the list of all student transcript requests. By default they're ordered by urgency.



## • Import a transcript

If a student's transcript hasn't been imported yet, it will be identified as **Not started**. Click the three dot menu to the right of the student name, select **Import transcript** and follow the prompts.

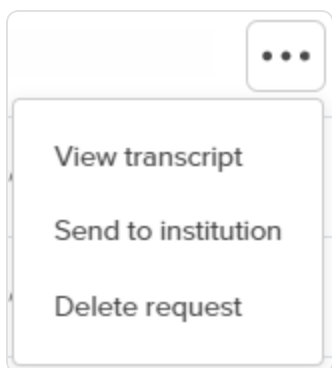
| STATUS      | TYPE |                   |
|-------------|------|-------------------|
| Not started | -    | ...               |
| Not started | -    | Import transcript |
| Not started | -    | Delete request    |
| Not started | -    | ...               |



**Tip:** To import multiple student transcripts at once, click **Import transcripts** from the top right of any screen in the transcript tool and follow the prompts.

## • View a transcript

You can preview a student's transcript before sending it to the college. Click the three dot menu to the right of the student name. If a transcript is available, click **View transcript**.

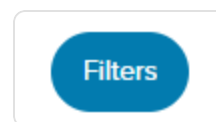


## • Send a transcript in-network

Schools identified as **in-network** are institutions that accept transcripts digitally. Click the three dot menu to the right of the student name and select **Send to institution**.



**Tip:** Narrow the list by clicking the **Filter** button and selecting **in-network**. Once the list is filtered, click the **Send all** button that shows at the bottom of the screen.



## • Send a transcript out-of-network

Some transcripts will be identified as out-of-network because the school has arranged to accept transcripts via email or post mail options.

- Click **Send to institution by email** to enter the registrar's email address.
- Click **Record as sent** to track when and how the transcript was sent.

| NETWORK ⓘ | REQUESTED   | DUE DATE                       | STATUS        | TYPE    |     |
|-----------|-------------|--------------------------------|---------------|---------|-----|
| Out       | Jun 9, 2023 | Jun 16, 2023<br><b>Overdue</b> | Ready to send | Initial | ... |
| Out       | 2 days ago  | Jun 23, 2023                   | Ready to send | Initial | ... |
| Out       | Jun 6, 2023 | Jun 30, 2023                   | Ready to send | Initial | ... |
| Out       | Jun 6, 2023 | Sep 1, 2023                    | Ready to send | Initial | ... |
| Out       | Jun 5, 2023 | Jan 1, 2024                    | Ready to send | Initial | ... |

## • Track transcripts

To view all the transcripts that have been sent, switch to the **Sent** tab. View and sort the list of transcripts by clicking a column heading.

To view the progress of a transcript for one student, click on the three dot menu to the right of the student's name and click **Track progress**.

TRANSCRIPTS

Requests 23

Unmatched 4

Matched 1

Sent 1

Reported

Import transcripts

Send transcripts

All sent transcripts

Search for student name, grade, or ID

| STUDENT                                                                                        | INSTITUTION                                    | NETWORK | REQUESTED  | TYPE    | STATUS          |                           |
|------------------------------------------------------------------------------------------------|------------------------------------------------|---------|------------|---------|-----------------|---------------------------|
| <div><div></div><div><div>Datum, Megan</div><div>ID: MEPS-484855, Grade 12</div></div></div>   | University of Louisville<br>Louisville, KY     | In      | 2 days ago | Initial | Delivered Today | <div>...</div>            |
| <div><div></div><div><div>Johnson, Blake</div><div>ID: MEPS-485792, Grade 12</div></div></div> | Georgia Institute of Technology<br>Atlanta, GA | In      | 2 days ago | Initial | Delivered Today | <div>Track progress</div> |