The Transcript Ordering - FASTER service provides an online tool for the collection of transcript orders placed by students/alumni via a school-branded, configurable, 24/7 online transcript ordering form. The service provides automated exchange of order information, status updates, and additional documents and transcripts.

Benefits of Transcript Ordering – FASTER

- 24/7 online ordering with faster processing and automated data exchange with school's SIS.
- Enables quick same day service and fulfillment time and no data entry done by staff.
- Online tool to view and/or manage student/alumni transcript requests, update your school's welcome page and get real-time business and analytic reports.
- 100+ configurable options (delivery methods, processing time, transcript type, attachments etc.).
- Income generation opportunity with option to add a transcript fee.

How Transcript Ordering – FASTER Works

Students/alumni place orders, provide consent, and enter credit/debit card information (if applicable) online via the Clearinghouse website. Clearinghouse batches up orders (up to 3 times a day) and sends the data to the school through an automated process. School users can log in and view and/or manage the orders on our secure site or allow them to process through the automation from the school's SIS to the Clearinghouse. Orders can automatically or manually have holds applied/removed, order statuses updated, and orders can be fulfilled electronically, or printed and mailed by the Clearinghouse on behalf of the institution, or paper transcripts processed and mailed out manually by the institution. The school welcome page (school notifications) can also be updated and run analytic or reconciliation reports.

Things to Know About Transcript Ordering - FASTER

- **Keep Your Welcome Page (School Notifications) Up-To-Date and Informative –** Note school closures, future processing timeframes, school-specific policies, fees, etc.
- **Review Orders on the Clearinghouse Site –** Monitor orders to ensure the automation process is working as expected or see if any orders need manual intervention.
- **Adding Roles –** The school's User Administrator can give access to new users to manage orders.
- **SecurePrint –** An option that handles printing and mailing transcripts, including recipient physical address validation, eliminating the time-consuming burden of fulfilling hard copy transcript requests for your office. **More info** here.

Please see help.studentclearinghouse.org for additional assistance

Training Webinars & Help

- Transcript Services Training Courses
- Transcript Services FAQ
- Transcript Ordering Help (for students)

Roles To Know

- **Transcript Coordinator** – Coordinates the order fulfillment, Transcript Ordering remittance, can generate analytic reports and update the welcome page (school notifications).
- **Transcript Staff** – Responsible for processing orders.
- **Transcript Account Receivable** - Contacted regarding Transcript Ordering remittance and typically works in the accounts receivable office.

Contacting Us

Transcript Services Customer Service – service@studentclearinghouse.org

National Student Clearinghouse®