



The FASTEST Online Transcript Ordering 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 also provides real-time, automated exchange of order information, status updates, additional documents, and transcripts.

### Benefits of Transcript Ordering - FASTEST

- 24/7 online ordering with our fastest real-time processing, student and holds identification, and automated data exchange with school's SIS (eTranscripts integration with Ellucian, NextGen for PeopleSoft, or NextGen API integration with any SIS).
- Enables real-time automated order fulfillment for touch-free processing.
- 100+ configurable options (delivery methods, processing time, transcript type, attachments etc.).
- Income generation opportunity with option to add a school transcript fee.

### How Transcript Ordering – FASTER Works

Students/alumni place orders, provide consent, and enter payment information (if applicable) online via the Clearinghouse website. Real-time API calls through the cloud to the school's SIS can locate the student's record and identify holds instantly. After the order is complete, the order data is sent through the cloud to the school's SIS. For orders that require research or manual intervention, school users can manage the orders in their SIS. Orders are automatically 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.

### 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.
- **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](https://help.studentclearinghouse.org) for additional assistance

### Training Webinars & Help

- [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](mailto:service@studentclearinghouse.org)



National Student  
Clearinghouse®