

Transcript Ordering - Registrar

Quick Start Guide



Transcript Ordering - Registrar enables Registrars at participating Transcript Ordering institutions to send courtesy transcripts on behalf of their students for whom they have the student's signed FERPA consent.

Benefits of Transcript Ordering - Registrar

- Allows Registrar staff to order a transcript on behalf of a student to be sent to any recipient.
- A single order for one student to any recipient can be placed on a condensed Clearinghouse secure ordering site.
- A batch file option is available to create transcript orders for multiple students to be sent to any recipient.
- Allows your school to place a courtesy transcript order for a student/alumnus.

How Transcript Ordering – Registrar Works

Transcripts can be ordered by authorized Registrar staff, who have a signed student consent meeting the FERPA consent requirements. A single order can be placed by logging onto the Clearinghouse secure site, entering student and recipient order information (including verification that signed student consent has been received) and submitting the request. The transcript will be delivered per the delivery method selected on the order. Multiple orders can be placed by submitting a batch file to the Clearinghouse sFTP account with student and recipient information. The order will be automatically created, and processing and fulfillment will continue the way your school operations happen today (manual or automated processing).

Things to Know About Transcript Ordering – Registrar

- **Student Emails** - When ordering, the Registrar staff determines if email notifications will be sent to the student. When **No** is selected, the student will not receive any emails or status updates for the order.
- **Cost** - Schools will be charged any fees that are due to the Clearinghouse. The Clearinghouse processing fee will be applied per recipient along with the Clearinghouse delivery fee (e.g., Clearinghouse SecurePrint shipping and handling), if applicable. The Clearinghouse will deduct transcript order charges from your school's monthly remittance or send a monthly invoice for fulfilled orders only.

Roles to Know

- **Transcript Registrar Ordering** – Ability to order transcripts from your school
- **Transcript Registrar Billing** – Responsible for paying invoices for transcript orders, when applicable (student and registrar orders only)

Contacting Us

Transcript Services Customer Service –
transcripts@studentclearinghouse.org

Please see help.studentclearinghouse.org for additional assistance



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