

Third-Party Ordering for Registrars

Save Time, Delight Your Students



How many times have you needed to provide a courtesy transcript to a student who stops into your office? Or had a student contact you with an urgent need for a transcript?

Third-Party Ordering for Registrars helps you easily handle these types of requests by enabling you to place transcript orders on behalf of students.

What Is Third-Party Ordering for Registrars?

Third-Party Ordering for Registrars is a service option available to institutions that participate in Clearinghouse Transcript Ordering. It enables authorized registrar staff members to order transcripts on behalf of students who have provided signed consent. Transcripts can be sent to any recipient using any of the delivery options your school offers.

Why Use Third-Party Ordering for Registrars?

Happier Students

Enabling registrar staff to order transcripts reduces the burden and cost for students during stressful times, such as when they are applying for jobs, internships or to graduate school or transferring to another college.

Happier Staff

Ordering transcripts directly saves time and work for your office by enabling you to handle student requests

quickly and directly. If you use our integration solution, the order is automatically processed through to completion.

Easy Ordering and Tracking

Authorized registrar staff members can order transcripts via our secure site in a few quick steps. If selected, status updates will automatically be sent to the student allowing them to track the order status and eliminating the need for follow up phone calls and emails to your office.

Simple Reporting

Orders placed via Third-Party Ordering for Registrars are included in all your reports and can be easily identified by their "Registrar" requestor type.

FERPA Compliance

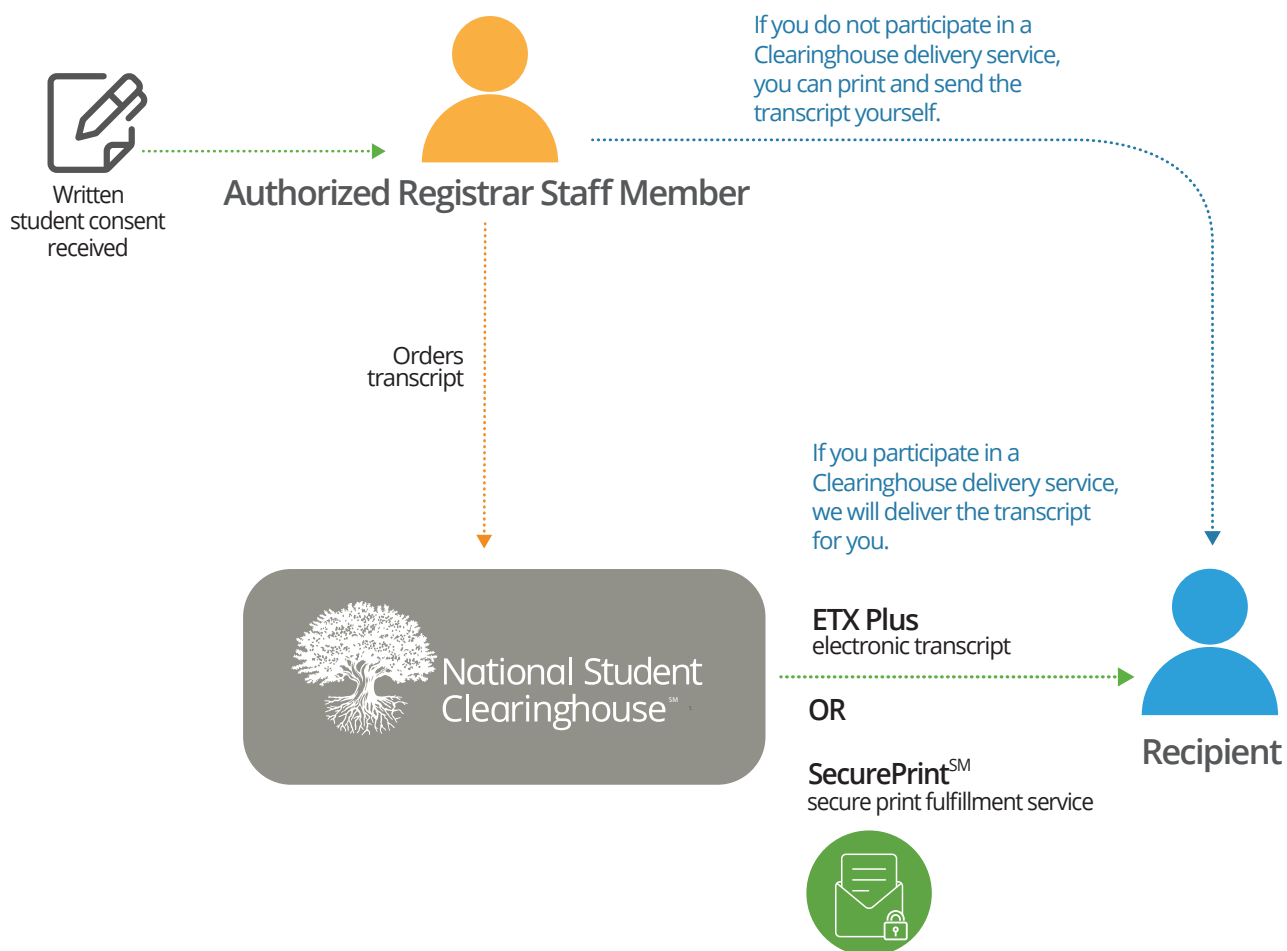
Using Third-Party Ordering for Registrars facilitates your institution's compliance with FERPA. All orders placed require written student consent. Consent forms may be audited by the Clearinghouse, if needed.

To get started, talk to your Clearinghouse rep, visit studentclearinghouse.org/regs



National Student
Clearinghouse®

How Third-Party Ordering for Registrars Works



Enable students to get order status updates & check order status 24/7



Identify registrar-placed orders & status on all reports



Order & send transcripts for students to any recipient using any delivery option you offer



Two convenient payment options:
1) Clearinghouse fees deducted from your monthly remittance, or
2) Monthly invoice payable online

**To get started, talk to your Clearinghouse rep,
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