

## ELECTRONIC TRANSCRIPT PROTOCOL

NOTE: This protocol applies only to in-state transfers. Out-of-state transfers shall continue to be processed in the same manner that they are presently handled.

### For students moving away from FSSD:

1. Once school receives TRIAND transcript request via E-mail, registrar shall call receiving district to verify student is actually enrolling.
2. Once call is completed and transfer is verified, student is to be dropped from FSPS Pentamation, using appropriate withdrawal codes.
3. Hard copies of records other than the transcript shall be copied and sent to the receiving district. These shall include:
  - a. Health Records
  - b. Juvenile Offender Notification Form
  - c. Child Abuse Notification Form
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_

### For students entering FSSD:

1. New student presents for enrollment to counselor's office.
2. TRIAND will be accessed to view transcript record for student. Transcript will be printed to provide a working copy from which to enter information into Pentamation.  
  
Note: Step #2 will serve as official request for records.
3. Counselor reviews transcript and appropriate person enrolls student into Pentamation.
4. If sending school does not call or make contact with FSSD within 10 business days, registrar will contact sending schools to request non-electronic records (see #3 above).
5. Once student is completely enrolled, registrar enters the transfer grades into Pentamation.