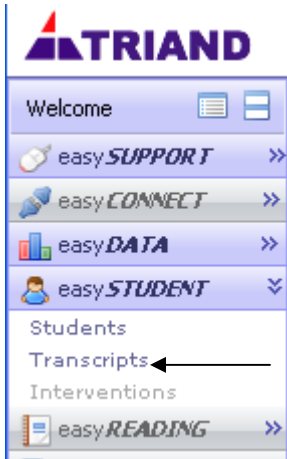




Request a Transcript

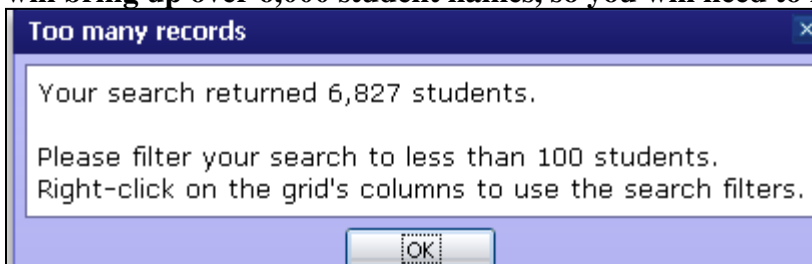
These instructions are to request a transcript for a student enrolling in the district from another school. The transcript application is available in the student module. Click on that application to expand it and then click on Transcripts. This brings up a new tab in the center of the screen, labeled Transcripts.



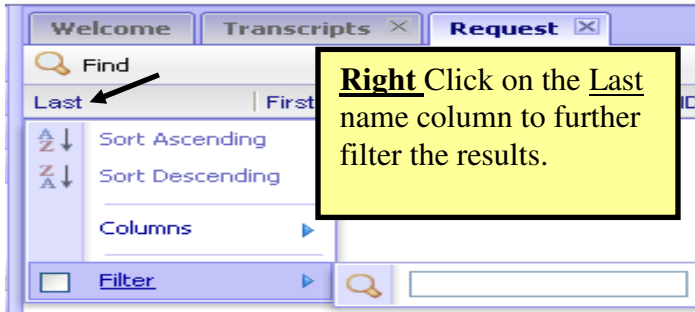
Click on the Request a Transcript button. This generates a request tab where you can request a transcript.



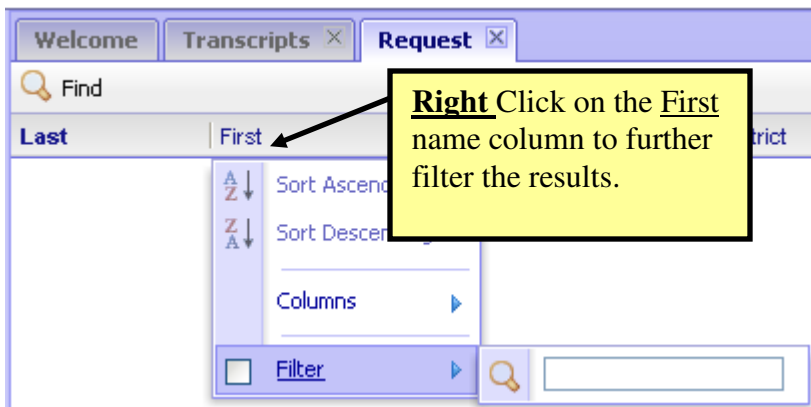
If you click on the Find button at the top of the screen Triand will search through about 7 million transcripts that are in Triand. Just clicking on the last name Woods will bring up over 6,000 student names, so you will need to narrow down the search.



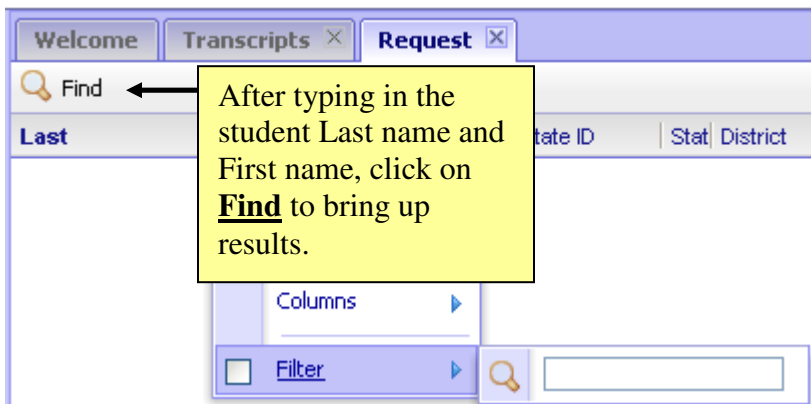
Right click on the last name column so that you can enter the last name.



Right click on the First Name column and type in the student's first name. Note that the social security number is masked, but you can still filter by the social security number if you have it. Be aware that the social security number that the parent gave may not match the number that the previous school used.



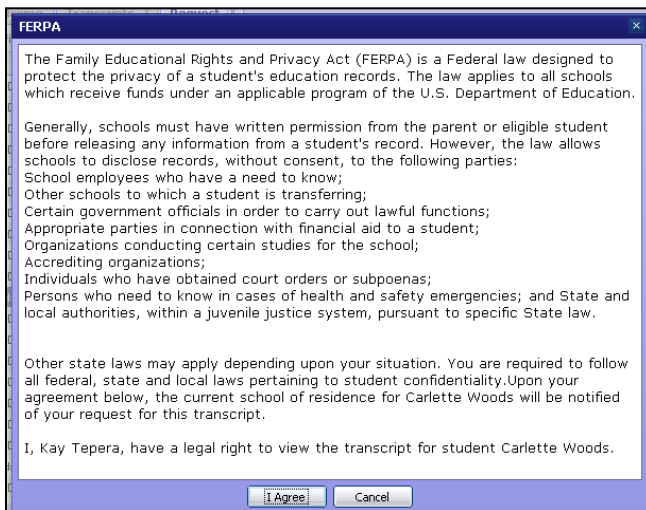
After typing in the student Last name, First name to narrow the results, click on Find to bring up students with this name.



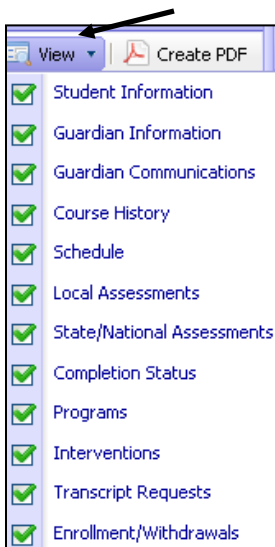
Once the student that you are looking for is found, right click on the student name to bring up the Request a Transcript option.



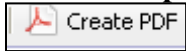
This brings up the FERPA agreement where you are to certify that you have the authority to view this transcript. Remember that an email is going to be sent to the previous school district informing them that you've looked at this transcript and it also stands as official notification to drop the student from the previous district. (Commissioner's Memo RT-07-009 dated May 8, 2007).



The first time that you request a transcript the system will only give the basic demographic information. Click on the View icon to select the information that you wish to be displayed. Triand will remember your settings, so you only have to do this the first time. Adding all available columns will give a complete transcript.



You can create a PDF of the information to keep in the student's file. You may also want to keep an electronic copy of this information as well.



Check <http://www.triand.com> for more product specific manuals within the Help documentation area.