High School Transcript Tracking

High School transcript is received by office

School Code field on SIS screen used to perform search

Student Name and ID in System

Add bio/demo data to SIS prospect screen

School Code field on SIS screen used to perform search

Data entered to SIS High School History screen

SIS High School History Screen flagged as “partial”

High School data complete

SIS High School History Screen flagged as “complete”

Preapplication requirement established on SIS Prospect Maintenance screen

Application in SIS

Requirement established on Admission Requirement Screen

Original document sent to imaging Center for disposal