Process Name: High School Transcript Tracking
Date: September 26, 2005
Time: 1:53 p.m.
Location: BAB 202
Participants:
Session Lead:

Narrative/Description: High school transcripts are received by the office staff on a daily basis. A determination is made as to if the student name and ID already exist in SIS. If not, biographic/demographic data is taken from the transcript and entered on the SIS Prospect screen. Next, a search is performed in SIS for the school code. Basic data is entered on the SIS High School History screen. If the transcript is not complete, it is flagged as “partial”. If complete, the transcript is flagged as “complete” and the Admissions Decision screen is automatically updated. In conjunction, a determination is made if an application already exists in SIS. If not, a pre-application requirement is established on SIS prospect maintenance screen. If an application exists, the requirement is established on the SIS Admission Requirement screen. After the basic data is entered, the original transcript is forwarded to the Imaging Center for scanning and shredding.

Electronic Inputs: Texas Common Application process
Manual/Paper Inputs: Data manually transferred from paper document into SIS
Key Decision Points (list all): Clerk must make certain assumptions and decision based on evaluation of record.
Related Policy(s): SRSU Admissions policy.
Interface to Other Systems: Texas Common Application programming.
Web Features: Data may be entered via web application.
Electronic Outputs: None
Manual/Paper Outputs: None
Customer(s): SRSU Staff, faculty advisors.
Regulatory Items: SRSU Admissions Policy.
Frequency/Volume: On-going
Potential Break Points: Missing key data by high school.
Automation: None
Issues: Potential for data entry errors. Many transcripts must be verified for authenticity.