Template Applications – Transcript Request

Contents

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Introduction

This application consists of two pages to manage a request to produce and distribute a transcript. The first page collects most of the information. The second page contains options to add additional distribution addresses.

Transcript Request

Please complete this request, confirm that you have understood the terms & conditions and press the Submit button below.
Please note that it takes 48 hours to process transcript requests.

* indicates a mandatory field

Current Name: _____ *   _____   _____ *
First   Middle   Last

Name at time of enrollment (if applicable): _____

Student ID # (or Social Security #): _____ *   Date of Birth: _____ *

Email: _____ *   Phone: _____ *

Address: _____

City: _____   State: _____   Country: _____   Zip/Postal Code: _____

About Your Attendance

1. Attended: _____ *

2. Approximate Dates of Attendance:
Star ___/___ End ___/___
Semester Year   Semester Year

3. Date of Graduation (if applicable): ___/___
Semester Year

4. Type of Degree Received (if applicable): _____

Delivery Method & Additional Details

Please indicate **number** of transcripts you would like online

☐ HOLD [0] transcript(s) for **pickup** at the **One Stop** Campus Center. **(Photo ID required)**
_____ will pick up transcripts.
Name of authorized person **(Photo ID required)**

☐ Mail [0] transcript(s) to my address

☐ Mail [0] transcript(s) to the destination(s) below

☐ **HOLD for current semester grades**

☐ **HOLD for degree posting**   ☐ Undergraduate   ☐ Graduate

Destination #1

School / Org: _____
Name / Dept: _____
Address: _____
City, State: _____
Country, Postal Code: _____

Destination #2

School / Org: _____
Name / Dept: _____
Address: _____
City, State: _____
Country, Postal _____

[Additional Destinations]

Admin Office Use Only

Processed By: _____   Date Completed: _____

○ Approved   ○ Declined   ○ Need Additional Information   Student Comments: _____

☐ By checking this I agree with terms and conditions. *   Date: _____   [Print]   [Submit]

[Back]   **Transcript Request**
Please add additional destinations then go back to the previous page.

Destination #3

School / Org: _____
Name / Dept: _____
Address: _____
City, State: _____
Country, Postal Code: _____

Destination #4

School / Org: _____
Name / Dept: _____
Address: _____
City, State: _____
Country, Postal Code: _____

Destination #5

School / Org: _____
Name / Dept: _____
Address: _____
City, State: _____
Country, Postal Code: _____

Destination #6

School / Org: _____
Name / Dept: _____
Address: _____
City, State: _____
Country, Postal Code: _____

Destination #7

School / Org: _____
Name / Dept: _____
Address: _____
City, State: _____
Country, Postal Code: _____

Destination #8

School / Org: _____
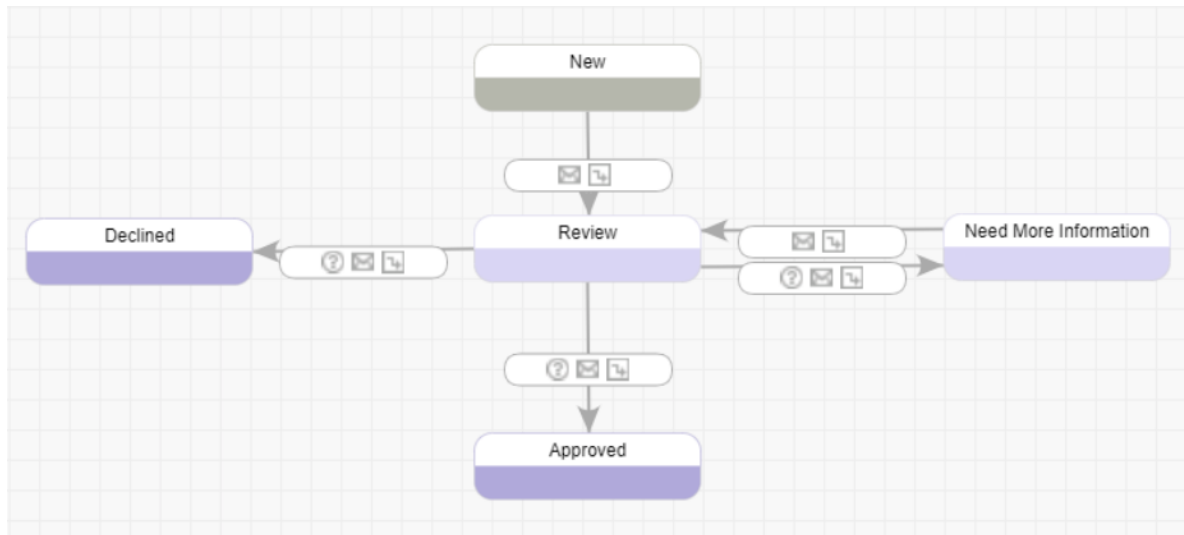Name / Dept: _____
Address: _____
City, State: _____
Country, Postal Code: _____

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Workflow Logic

All requests will require approval by an administrator who may approve, decline, or ask for more information from the student.

Notable Behaviors

There's very little behavior included in this application, and that which exists is straightforward.

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Installation Instructions

This application is designed in demonstration mode. Notifications go to the e-mail address entered into the 'E-mail' field. This will not be suitable for the final application.
A minor modification will be required after the application has been imported into your system.

In the workflow properties, it will be necessary to re-set the admin role to link to the specific person or people who would occupy it.

The same person or group will typically occupy the admin role. Hence, it's not necessary to identify them in the application. Still, this role can be linked directly to your system's user, position, group, or e-mail address. This change will need to be done before publishing the application.

Select the admin role and decide which option to use from the list below.

1. If your admin people are individuals and have a license in your account (Full, basic or limited), you can link directly using the User option. Select the 'User' option, click the corresponding Select button, and choose from the user list.
2. You may link directly to that group if you have set up a User-Group for this role.
3. Suppose you have set up a position within your system for this role and have selected the appropriately licensed user to occupy that position. In that case, you can link to that position. Select the 'Position' option, click the corresponding Select button, and choose from the list of positions.
4. If neither of the above is possible, you can link to the user's e-mail address. Select the 'Fixed e-mail address' option and enter the e-mail address in the corresponding box. In this scenario, the user doesn't require a license (Full, basic, or limited) in your system.

Click OK when done.

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Mobile Version

This application is enhanced for mobile use.

If you have the mobile version license and want to utilize the feature for this application, please make sure that you check the option to make the mobile version active after importing the application.

Note: If you choose not to utilize this feature after import, you will be prompted again when you publish the application.

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Mobile Version