



Sending a Transcript to a College or University

To send a transcript to a college or university, you will need to first view the student transcript (see the "Viewing Student Records and Requesting Transcripts" tutorial for assistance).

Review the transcript for accuracy, then scroll to the bottom of the page, to the "Transcript Requests" area:

From	To	Requester	Transcript Requests	Requested	Status
No records found.					

Click the "Send Transcript" button: 

The "Send Transcript" window will appear:

Send Transcript

Enter a few characters into the search box to search for the closest matching educational institution.

Select the education institution from the list.

Click 'Send Transcript' when the search box contains the destination institution.

Search for destination:

- or -



Begin typing the name of the college or university, and Triand will populate a list of matching options.

A screenshot of a web interface titled "Send Transcript". The interface has a purple header bar with the title. Below the header, there is instructional text: "Enter a few characters into the search box to search for the closest matching educational institution." and "Select the education institution from the list." Below this is another instruction: "Click 'Send Transcript' when the search box contains the destination institution." A search box is labeled "Search for destination:" and contains the text "Arkansas Sta". A dropdown menu is open, showing a list of institutions: "Arkansas State - Beebe" (highlighted in yellow), "Arkansas State University - Jonesb", "Arkansas State Mountain Home", and "Arkansas State Univ Newport".

Select the correct college or university by clicking on the name in the list.

Note: Be sure to use the formal name of the institution (i.e., "Arkansas State University", not "ASU"). A full list of institutions that appear in the drop-down populated from the EDI Server Registrant List from UT/SPEEDE can be found here:

<http://documents.speedeserver.org/logs/parttbl1.txt>.

Click "Send Transcript" to complete the transaction.

A screenshot of the same "Send Transcript" web interface. The search box now contains the text "Arkansas State University - Jonesb". At the bottom of the interface, there are two buttons: "Send Transcript" (highlighted in purple) and "Cancel" (highlighted in red), separated by the text "- or -".



1 From [Redacted] 2 To Arkansas State University - Jonesb
Arkansas State University - Jonesb
Univ of Arkansas at Pine Bluff
Arkansas Tech University
U of Arkansas Comm Coll at Morrilt

Send Transcript

Transcript Requests

3 Requester	4 Requested	5 Status
***** *****	10-18-2011	Sent
***** *****	10-27-2011	Sent
***** *****	11-07-2011	Sent
***** *****	11-08-2011	Sent
***** *****	11-16-2011	Sent

A record of any transcripts sent will appear in the "Transcript Requests" area and will display the following information:

1. The school from which the transcript was sent.
2. The college or university where the transcript was sent.
3. The Triand user name (email address) of the person who sent the transcript.
4. The date the transcript was sent.
5. The status of the transcript:
 - Sent – the transcript has been sent.

To view a list of all transcripts requested or sent by your school, go to the reports area in Triand and view the "Transcript Report". You will be able to view this information at district level, school level, and student level. For more information on reports, see the "Viewing Assessment Data" tutorial.