



## Viewing Student Records & Requesting Transcripts

To view/request a record for a student, click "students" in the navigation bar.



With appropriate access:

- Teachers will be able to view records for their own students.
- School Administrators will be able to view records for their school.
- Counselors, Registrars and Triand Account Owners will be able to view records for students all over the state.

A search interface for finding students. It includes a text input field labeled "Enter keywords" with a placeholder "see search results as you type" and a question mark icon. To the right are two dropdown menus: "Find students in my state" and "For any grade". Below these is a purple button labeled "Add your students". A red arrow points from the "Enter keywords" field to the "Find students in my state" dropdown.

Choose your level of access. Options are:

- Students in my classes - used by teachers
- Students in my school - used by school level positions
- Students in my district - used by district level positions
- Students in my state - used by counselors, registrars and anyone else with statewide access.



For students in your classes, school, or district, with appropriate access, you can download a list of students ("Download CSV"), print Smart Core Letters for students/parents ("Smart Core PDF), and/or print student transcripts ("Transcripts PDF").

[Download CSV](#)

[Smart Core PDF](#)

[Transcripts PDF](#)

For any of these it is recommended that you search for only your active students ("#enrolled:1" entered in the search records box) prior to downloading.

**Enter keywords**



*see search results as you type*



(Note: All student names and IDs are masked with asterisk for training purposes. Users will be able to view this information.)

Enter keywords  Find students in my state  For any grade  Add your students

Displaying entries 1 - 20 of 6,317 found.

Picture	Student	DOB	Location
	***** Local-ID: ***** State-ID: *****	***** SSN: xxx-xx-xxxx AUTH: xxxxx-xxxx-xxxx-xxxx	School: ***** District: ***** State: AR Enrolled: 2015-08-17

Use the search box to search for the student. You can search by name, state ID, district and/or school name. The example above uses a combination of the student name and school name. When the student appears, click on his or her name.

**TIP:**

- The search box is not case sensitive, nor does it require a specific order.



If this student is a student from your school, the student record/transcript will appear.

Record - \*\*\*\*\* \*\*\*\*\*

Student Information	
First Name: *****	Local ID: *****
Middle Name: *	State ID: *****
Last Name: *****	National ID: *****
Twin: Yes	SSN: xxx-xx-xxxx
Grades: 12	DOB: 02-18-1991
District: Sample 1sd	Ethnicity: Asian
School: 63	Gender: F

Guardian Information			
Relationship	Name	Address	Email
No records found.			

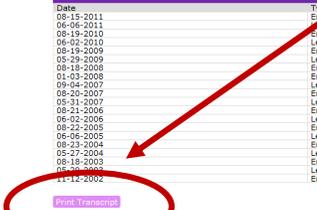
Guardian Communications			
Date	Type	Details	Author
No records found.			

Course History									
Year	School	Grade	Subject	Course Code	Course Title	Term	Mark	Attn	Credit
10/11	Sample High School			424030	ANATOMY/PHYSIO	S1	83	0	0.5
10/11	Sample High School			424030	ANATOMY/PHYSIO	S2	83	0	0.5
10/11	Sample High School			570520	AP AMER HISTORY	S1	82	0	0.5
10/11	Sample High School			570520	AP AMER HISTORY	S2	89	0	0.5
10/11	Sample High School			517030	AP ENGLISH LANG	S1	86	0	0.5
10/11	Sample High School			517030	AP ENGLISH LANG	S2	89	0	0.5
10/11	Sample High School			492320	BUS MANAGEMENT	S1	95	0	0.5
10/11	Sample High School			492320	BUS MANAGEMENT	S2	92	0	0.5
10/11	Sample High School			492120	COMP BUS APP	S1	99	0	0.5
10/11	Sample High School			492120	COMP BUS APP	S2	96	0	0.5
10/11	Sample High School			460010	EAST LAB 1	S1	97	0	0.5
10/11	Sample High School			460010	EAST LAB 1	S2	93	0	0.5
10/11	Sample High School			433000	PRE CAL/TRIG	S1	94	0	0.5
10/11	Sample High School			433000	PRE CAL/TRIG	S2	97	0	0.5
09/10	Sample High School			432000	ALGEBRA 2	S1	99	0	0.5
09/10	Sample High School			432000	ALGEBRA 2	S2	99	0	0.5
09/10	Sample High School			571020	AP WLD HISTORY	S1	87	0	0.5
09/10	Sample High School			571020	AP WLD HISTORY	S2	88	0	0.5
09/10	Sample High School			431000	GEOMETRY	S1	97	0	0.5
09/10	Sample High School			431000	GEOMETRY	S2	95	0	0.5
09/10	Sample High School			415000	JOURNALISM	S1	90	0	0.5
09/10	Sample High School			415000	JOURNALISM	S2	90	0	0.5
09/10	Sample High School			420000	PRE AP BIOLOGY	S1	90	0	0.5
09/10	Sample High School			411000	PRE AP ENG 10	S1	83	0	0.5
09/10	Sample High School			411000	PRE AP ENG 10	S2	86	0	0.5
09/10	Sample High School			540100	SPAN NAT SPKS	S1	96	0	0.5
09/10	Sample High School			540100	SPAN NAT SPKS	S2	96	0	0.5
08/09	Sample High School			999880	9 CHEERLEADER	S1	98	0	0.5
08/09	Sample High School			999880	9 CHEERLEADER	S2	98	0	0.5
08/09	Sample High School			430000	ALGEBRA 1	S1	91	0	0.5
08/09	Sample High School			430000	ALGEBRA 1	S2	91	0	0.5
08/09	Sample High School			493080	FAMILY & CON SC	S1	98	0	0.5
08/09	Sample High School			493080	FAMILY & CON SC	S2	94	0	0.5
08/09	Sample High School			480000	HEALTH	S1	87	0	0.5
08/09	Sample High School			480000	HEALTH	S2	80	0	0.5
08/09	Sample High School			472100	PRE AP CIVICS	S1	91	0	0.5
08/09	Sample High School			472100	PRE AP CIVICS	S2	90	0	0.5
08/09	Sample High School			410000	PRE AP ENG 9	S1	88	0	0.5
08/09	Sample High School			410000	PRE AP ENG 9	S2	90	0	0.5
08/09	Sample High School			423000	PRE AP PHY SCI	S1	86	0	0.5
08/09	Sample High School			423000	PRE AP PHY SCI	S2	85	0	0.5

To print the transcript, review the transcript for accuracy, then scroll to the bottom of the page and click the "Print Transcript" button. This will export the record to a printer friendly Adobe PDF file.

Transcript Requests				
From	To	Requester	Requested	Status
	Arkansas Tech University	jane.doe1@mailinator.com	06-20-2013	Sent
	University Of Arkansas At Little R	jane.doe@mailinator.com	06-20-2013	Sent
	University Of Arkansas - Monticell	jane.doe1@mailinator.com	06-20-2013	Sent

Enrollments/Withdrawals				
Date	Type	District	School	School
06-15-2011	Enter	Sample School District	Sample High School	Sample High School
06-06-2011	Leave	Sample School District	Sample High School	Sample High School
06-19-2010	Enter	Sample School District	Sample High School	Sample High School
06-02-2010	Leave	Sample School District	Sample High School	Sample High School
06-19-2009	Enter	Sample School District	Sample High School	Sample High School
05-29-2009	Leave	Sample School District	Sample High School	Sample High School
06-19-2008	Enter	Sample School District	Sample High School	Sample High School
01-03-2008	Enter	Sample School District	Sample Middle School	Sample Middle School
09-04-2007	Enter	Sample School District	Sample Middle School	Sample Middle School
08-20-2007	Enter	Sample School District	Sample Middle School	Sample Middle School
05-31-2007	Leave	Sample School District	Sample Middle School	Sample Middle School
06-21-2006	Enter	Sample School District	Sample Middle School	Sample Middle School
06-02-2006	Leave	Sample School District	Sample Elem	Sample Elem
06-22-2005	Enter	Sample School District	Sample Elem	Sample Elem
06-06-2005	Leave	Sample School District	Sample Elem	Sample Elem
08-23-2004	Enter	Sample School District	Sample Primary	Sample Primary
05-27-2004	Leave	Sample School District	Sample Primary	Sample Primary
06-18-2003	Enter	Sample School District	Sample Primary	Sample Primary
05-18-2002	Leave	Sample School District	Sample Primary	Sample Primary
11-12-2002	Enter	Sample School District	Sample Primary	Sample Primary





If you are viewing a student that is not in your school, you will receive a FERPA Agreement message before accessing the record.

### Request a Transcript

The **Family Educational Rights and Privacy Act (FERPA)** is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program of the U.S. Department of Education.

Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know;
- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Other state laws may apply depending upon your situation. You are required to follow all federal, state and local laws pertaining to student confidentiality. Upon your agreement below, the current school of residence for will be notified of your request for this transcript.

I, \*\*\*\*\* , have a legal right to view the transcript for student \*\*\*\*\* , \*\*\*\*\* \* .

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[Request Transcript](#) - or - [Cancel](#)

If you intend to officially request the transcript, click "Request Transcript" and an "Email to Registrar" box will appear:

### Email to Registrar

We are sending an email to the student's registrar informing them the transcript has been viewed. (You will be cc'd on the email).

To add a note to the email enter the information here:

Please send shot records birth cert and SS. |

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[Send Email and Show Transcript](#) - or - [Cancel](#)



You can add a note to be included with the transcript request email. Click "Send Email and Show Transcript", the transcript will appear, and email notification will be sent to the losing district:



Hello Registrar,

The transcript of the following student enrolled at your location:

Student	State-ID	Grade	School	District	State
John Doe	1234567890	10	Arkansas High School	Arkansas School District	AR

Has been viewed by:

User	Email	School	District	State
Jane Doe	<a href="mailto:jane.doe@schoolemail.com">jane.doe@schoolemail.com</a>	Triand High School	Triand School District	AR

Please consider this to be the official request for records.

All medical records/other paper records should be sent to:

Jane Doe  
 Triand High School  
 Triand School District  
 Email: [jane.doe@schoolemail.com](mailto:jane.doe@schoolemail.com)  
 School Phone: (501) 222-2222  
 School Fax: (501) 222-3333

Please send shot records birth cert and SS. (Message to Registrar)

Visit our [help pages](#) if you have any questions.

Thanks,

The Triand Team

cc: Jane Doe – [jane.doe@schoolemail.com](mailto:jane.doe@schoolemail.com)  
 James Doe – [james.doe@schoolemail.com](mailto:james.doe@schoolemail.com)

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**IMPORTANT:**

This serves as the official transcript request. Once a user chooses to “Request Transcript”, email notification is sent to the school where the student is currently enrolled. This email serves as notification that a transcript has been viewed, so the school can begin drop procedures for the student.

If you do not wish to make the official transcript request, click the “Cancel” option.