



**Washoe County
School District**

Washoe County School District Student Accounting and Student Records

**P.O. Box 30425
Reno, NV 89520-3425
Telephone (775) 861-4428**

November 4, 2024

To: High School Registrars
From: Melissa Piazza Program Services Technician II

Re: Transcript surrender for *graduated* students who have a birth year of **2004.**

Transcripts must be surrendered so Student Accounting so they can be permanently archived per ***NRS.392.029***.

Read the steps below to ensure a successful surrender.

- You will receive a surrender list from Student Accounting that will include the students that have graduated from your school who have a birth year of **2004**. Make sure each student on the list has a complete transcript from your school in their cumulative file, transcript folder in OnBase. You will only need to verify that the transcripts from your school are in OnBase. If the student attended another WCSD school before your school, Student Accounting will verify the transcript in OnBase.
- Confirm that the name and date of birth are correct for each student on each transcript.
- Confirm the date of graduation and verify that the course requirements were met on each high school transcript.
- Confirm that the high school transcript narrative indicates the type of diploma and endorsements earned.
- ***Do not*** include the credit summary for graduates. Make sure when you are generating a transcript for a graduate in Infinite Campus that you change the "show credit summary" field to "false."
- If you have any graduates with the birth year of 2004 that are not on the surrender list, please add the student to the end of the list and surrender the transcript.

- If you do not see the latest transcript from your school in OnBase you will need to generate one from Infinite Campus. Make sure to sign and date the transcript before scanning/uploading to OnBase.
- Each transcript must be signed and dated. Make sure the transcripts are neat, clear, and straight.
- You have completed the record surrender once the transcripts have been checked for accuracy, signed, dated, and each student from your list has the latest transcript from your school in their cumulative file in OnBase.
- Sign and date the surrender list and email a copy to **Melissa Piazza** in **Student Accounting** at mpiazza@washoeschools.net. This is how the Student Accounting Department will know that your surrender is complete. Paper transcripts are not to be surrendered. By making sure the transcripts are in OnBase you will be electronically surrendering the transcripts to Student Accounting.
- Keep a copy of the signed surrender list electronically in your school's SharePoint. The surrender list will need to be kept permanently.
- The transcript record surrender for the **2004 birth year graduates** is due to the Student Accounting Department by **January 7th, 2025**.

If you have any questions about the 2004 birth year graduate records surrender, please let me know.

Thank you,

Melissa Piazza

Program Services Technician II

Student Accounting

(775)861-4466

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