



**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: Elementary School Secretaries

From: Melissa Piazza, Program Services Technician II

Re: Transcript surrender for the 2023-2024 school year no shows and withdrawals.

Transcripts **must** be in OnBase so that Student Accounting can permanently archive them.

Read the steps below to ensure a successful surrender.

A no show or withdrawal applies to any student that withdrew to attend a private school, a Washoe County School District sponsored charter school, a state sponsored charter school, home school, out of district, or out of state school.

Make sure you are following the OnBase Transcript Maintenance Procedure. A copy of this procedure will be included with these instructions.

- You will receive a surrender list from Student Accounting that will include the students that were a no show or withdrew from your school during the **2023-2024** school year. Make sure each student from the surrender list has the latest transcript from your school in their cumulative file transcript folder in OnBase.
- On each transcript, please confirm that the name and date of birth are correct for each student.
- 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 the transcript before scanning/uploading to OnBase.
- If you have any students that are not on the surrender list that were a no show or withdrew during the **2023-2024** school year, add the student to the end of the list and

surrender the transcript.

- Each transcript must have a signature. Make sure the transcripts are neat, clear, and straight.
- You have completed the record surrender once the transcripts have been checked for accuracy, signed, 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. Email a copy to *Melissa Piazza* in *Student Accounting* mpiazza@washoeschools.net. This is how the Student Accounting Department will know that your surrender is complete. Please do not surrender paper transcripts. 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 **2023-2024** school year is due to the Student Accounting Department by **January 7th, 2025**.

If you have any questions about the **2023-2024** school year no shows and withdrawals record surrender, please let me know.

Thank you,

Melissa Piazza

Program Services Technician II

Student Accounting

(775)861-4466

mpiazza@washoeschools.net