

ONBASE PROCEDURE FOR MAINTAINING TRANSCRIPTS IN ONBASE

When a student is no showed or withdrawn, the secretary/registrar must print, verify for accuracy, sign, date and scan the student's transcript into OnBase. The transcript **must** be scanned into the appropriate Transcript folder:

Elementary Schools - Transcript > ES

Middle Schools - Transcript > MS

High Schools - Transcript > HS

Double check the scanned transcript to ensure it is in the correct OnBase folder and then shred the paper copy. There is no way to retrieve and print the transcript as it was when the student left the school, so it is imperative that the transcript is printed, verified for accuracy, and scanned at the time the student is no showed or withdrawn. Also, you will only have access to the student in OnBase for a brief period, so the transcripts must not be held to scan at a later date.

If any document is scanned into the incorrect folder in OnBase it can easily be re-indexed into the correct folder. Please contact your school's troubleshooter for any corrections.

Troubleshooters:

Elementary Schools: A. Risley – K. Smith, Christina Marquez, cmarquez@washoeschools.net

K. Dunn – V. Palmer Teresa Magana, TMagana@washoeschools.net

Middle Schools: Ellie Centeno-Ochoa, NCenteno@washoeschools.net

High Schools: Diane Williams, Diane.Williams@washoeschools.net

Detailed Instructions:

No-Show Students – **Prior to marking the student as a no-show**; print, verify for accuracy, sign, date and scan the transcript into the correct level "Transcript" OnBase folder. (Example: ES would scan into Transcript ES). Double check that the transcript uploaded properly into OnBase, then shred the transcript.

Withdrawn Students– **After completing the withdrawal in IC**; print, verify for accuracy, sign, date and scan the transcript into the correct level "transcript" OnBase folder. (Example: ES would scan into Transcript ES). Double check that the transcript uploaded properly into OnBase, then shred the transcript. This process takes the place of the surrender records filing system.

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