



**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**

June 21st, 2024

To: Washoe County School District Sponsored Charter School Registrars and Secretaries
From: Melissa Piazza, Program Services Technician II

Regarding: Transcript surrender for the 2023-2024 school year

Please surrender a transcript for each student that no showed, withdrew, or graduated during the 2023-2024 school year.

1. You will receive a surrender list from Student Accounting that will include the students that were a no show, withdrew or graduated from your school during the 2023-2024 school year. Surrender a transcript for each student on the list.
2. Confirm that the name and date of birth are correct for each student.
3. If you have any students that are not on the surrender list that were a graduate, a no show or withdrew during the 2023-2024 school year, add the student to the end of the list and surrender a transcript.
4. Confirm the date of graduation and verify that the course requirements were met on each high school transcript. (High schools only)
5. Confirm that the high school transcript narrative indicates the type of diploma earned or endorsement, which includes Honors Diploma and Advanced Diploma. (High schools only)
6. Do not include the credit summary on the transcript for graduates. Student Accounting will return the transcripts to your school for correction if the graduate transcripts have a credit summary. (High schools only)

7. Each transcript must be signed and dated attesting to accuracy. Make sure all transcripts are neat, clear, and none of the information is cut off.
8. Please also include a transcript of the no show students that did not attend.
9. Sign and date the surrender list. Keep a copy of the surrender list for your records and turn in a copy with your transcripts to Student Accounting.
10. The transcript record surrender for the 2023-2024 school year is due to the Student Accounting Department by August 30th, 2024.
11. Drop off your transcripts to Student Accounting at 535 E. Plumb Lane Reno NV 89502. Please make an appointment to drop off your transcripts with Melissa Piazza.
12. If your transcripts are scanned into OnBase and you would like to surrender the records electronically, please confirm that all the transcripts from your list are in OnBase, then sign and date your list and email your list to mpiazza@washoeschools.net.

Please let me know if you have any questions about the 2023-2024 record surrender.

Thank you,

Melissa Piazza
Program Services Technician II
Student Accounting
(775)861-4466
mpiazza@washoeschools.net