

SENDING STUDENT TRANSCRIPTS

You can view all outstanding student transcript requests under *New Requests*, on the Transcript Dashboard on the Advisor Homepage.

The screenshot shows the Career Cruising Advisor Homepage for Meredith Beyer at Northern High School. The page includes a sidebar with navigation links, a welcome message, and sections for All Students, My Students, and a Transcript Dashboard. A yellow arrow points to the 'New Requests (3)' link in the Transcript Dashboard.

Advisor Homepage
Meredith Beyer, Northern High School

Welcome Meredith Beyer!

All Students
Total Students: 135 [View Student List](#) [Send Message](#) [Manage Messages](#)

My Students
Total Students: 3 [View Student List](#) [Send Message](#) [Manage Messages](#)

Student Administration
Add New Student
Promote/Graduate Students
Transfer Students
Manage Student Groups **New!**
Assign Students to an Advisor
Unassign Students from an Advisor

Advisor Administration
View List of All Advisors
Add New Advisor
Invite Others: Add/Edit Special Contacts
Manage Advisement Logs
Manage Group Entries

Transcript Dashboard
Unmapped Transcripts (2) [New Requests \(3\)](#)
Confirm Mapped Transcripts (0) [Submitted Requests \(2\)](#)
All Mapped Transcripts [Previous Requests](#)
[Make a request on behalf of a student](#)

You will then see all outstanding transcript requests.

















The screenshot shows the Transcript Request List page. It includes a legend for icons and a table of transcript requests.

Transcript Request List

Transcript Requests
New Requests (4) Submitted Requests (2) Previous Requests (3)

New Transcript Requests
To send a transcript to a college, click on the Send button in the options column. In order to send an electronic transcript for a student, you must first generate a transcript for the student through the SCRIP-SAFE IPP print driver.

Legend
SCRIP_SAFE In-Network College Transcript Not Created Send Transcript Mail Transcript

Student Name	Receiving College	Request Date	Transcript Date	Options
Michael Davies	Alma College	8/9/2013	8/9/2013	   
Amanda Jackson	Alma College	8/9/2013	8/9/2013	   
Amanda Jackson		8/15/2013	8/9/2013	   
Amanda Jackson	Adams State College	8/15/2013	8/9/2013	   

From this page, you will see the following icons:



Indicates that a transcript has not yet been created. You will first need to print this student's transcript.



Allows you to preview the student's transcript.



Allows you to send the transcript electronically.



Allows you to indicate that the transcript will be mailed.



Deletes the transcript request.



Indicates that a school is part of the Credentials eSCRIP_SAFE Network.

If you are choosing to send the transcript electronically, you can click on the green arrow (as above) and select *Electronic Delivery*.

The screenshot shows the 'Application Planner' interface for Meredith Beyer at Northern High School. The left sidebar contains a 'Quick Links' menu with items like 'Advisor Homepage', 'Search for Students', and 'Portfolio Options'. The main content area is titled 'Transcript Details' and includes a 'Back to Transcript Request List' link. It displays student information (Amanda Jackson, Grade 12, ID 345678) and request details (College Name, Date Requested: 8/15/2013, Status: Requested). Under 'Delivery Options', the 'Electronic Delivery' radio button is selected, and a green arrow points to the 'Save or Cancel' link.

For Credentials eSCRIP_SAFE In-Network schools, you will be able to select the office where the transcript should be sent.

This screenshot shows the 'Delivery Options' form. The 'Receiving Office' dropdown menu is set to 'Career Cruising University, All Admissions'. A green arrow points to the 'Continue or Cancel' link at the bottom.

For schools that are not included in the Credentials eSCRIP_SAFE Network, you can include an email address where the transcript can be sent.

This screenshot shows the 'Delivery Options' form with 'Electronic Delivery' selected. It includes a text field for 'Recipient's Email Address:' and a note: 'Please specify the email address for the transcript request. Note: you are NOT emailing the transcript. The recipient will receive an email and then create a login where he or she can securely download the transcript.' A green arrow points to the 'Save or Cancel' link.