ONBASE PROCEDURE FOR MAINTAINING
TRANSCRIPTS IN ONBASE

When a student is no-showed or withdrawn to another school, the secretary/registrar must print, verify for accuracy, sign and scan the student's transcript into OnBase. You will only have access to the student in OnBase for a short period of time so the transcripts must **NOT** be held to scan at a later date. The transcript must be scanned into the appropriate Transcript folder:

> Elementary Schools - Transcript
> Middle Schools - Transcript
> High Schools - Transcript

Detailed Instructions:

No-Show Students – **Prior to marking the student as a no-show**;
- Print Transcript
- Verify for accuracy, and scan the transcript into the correct level "Transcript" OnBase folder. Ex. ES would scan into Transcript ES.

Withdrawn Students–
- Complete the withdrawal in IC
- Print Transcript
- Verify for accuracy, and scan the transcript into the correct level 'transcript" OnBase folder. Ex. ES would scan into Transcript ES
- Access to the student in OnBase is for a short period of time, so the transcripts must **NOT** be held.

Graduates-
- Confirm the date of graduation and verify that the course requirements were met on each high school transcript.
- **Do not** include the credit summary when printing **GRADUATE** transcripts,
- Print transcript
- Each high school **GRADUATE** transcript must be signed attesting to the accuracy of the transcript, scan into OnBase.

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is imperative that the transcript is printed, verified for accuracy and scanned at the time the student is no-showed or withdrawn.

If any document is scanned into the incorrect folder in OnBase it can be easily be re-indexed into the correct folder.

This process takes the place of the surrender records filing system.