

Student Accounting
380 Edison Way, Suite 102 B
Reno, NV 89502
775-861-4428

May 5th, 2023

To: Elementary School Secretaries

From: Melissa Piazza, Program Services Technician II

Regarding: Transcript surrender for the 2021-2022 school year no shows and withdrawals.

The records are needed so that Student Accounting can permanently archive the records.

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.

1. 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 2021-2022 school year. Make sure each student from the surrender list has the latest transcript from your school in their cumulative file in OnBase.
2. Each student from the surrender list must have a transcript surrendered or an explanation of why it is not being surrendered under the "Notes" section on the surrender list.
3. Confirm that the name and date of birth are correct for each student.
4. 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 and date the transcript.
5. If you have any students that are not on the surrender list that were a no show or withdrew during the 2021-2022 school year, add the student to the end list and surrender a transcript.
6. Each transcript must be signed and dated attesting to the accuracy. Make sure the transcripts are neat, clear, and none of the information is cut off.
7. Please also include a transcript for the no show students that did not attend.
8. You have completed the record surrender once the transcripts have been checked, signed, dated, and each student from your list has the latest transcript from your school in their cumulative file in OnBase.

9. Sign and date the surrender list. Keep a copy for your records and email a copy to Melissa Piazza in Student Accounting at mpiazza@washoeschools.net. This is how we will know that your surrender is complete. Paper transcripts do not need to be surrendered because they are in OnBase.
10. The transcript record surrender for the 2021-2022 school year is due to the Student Accounting Department by June 14, 2023.

If you are new to your school and have not done a record surrender or have questions about the record surrender, training will be offered through MyPGS.

Thank you,

Melissa Piazza
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Student Accounting
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