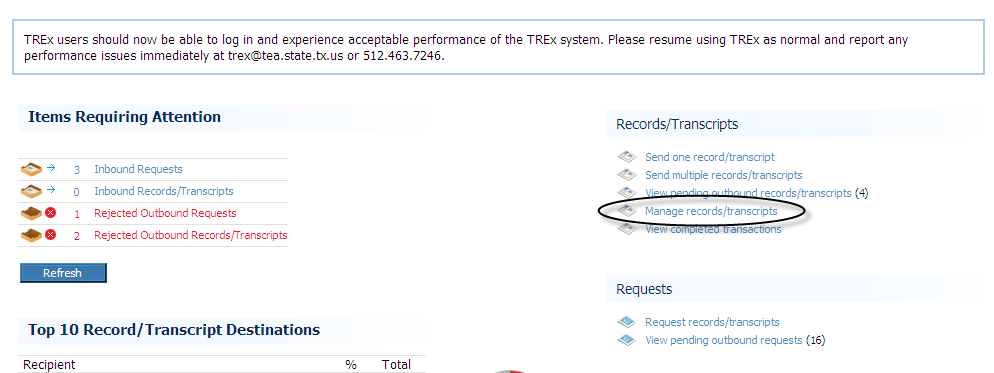
HOW TO FULFILL A RECORDS REQUEST

FROM A TEXAS PUBLIC SCHOOL

1. Select Manage Records/Transcripts

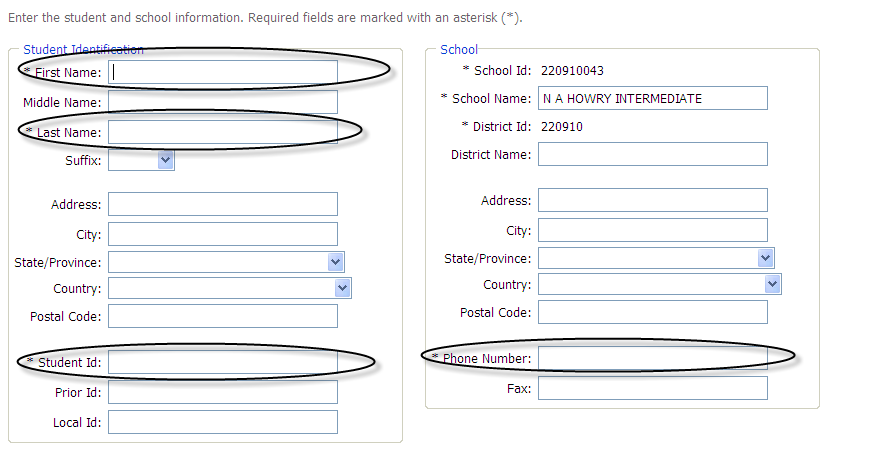


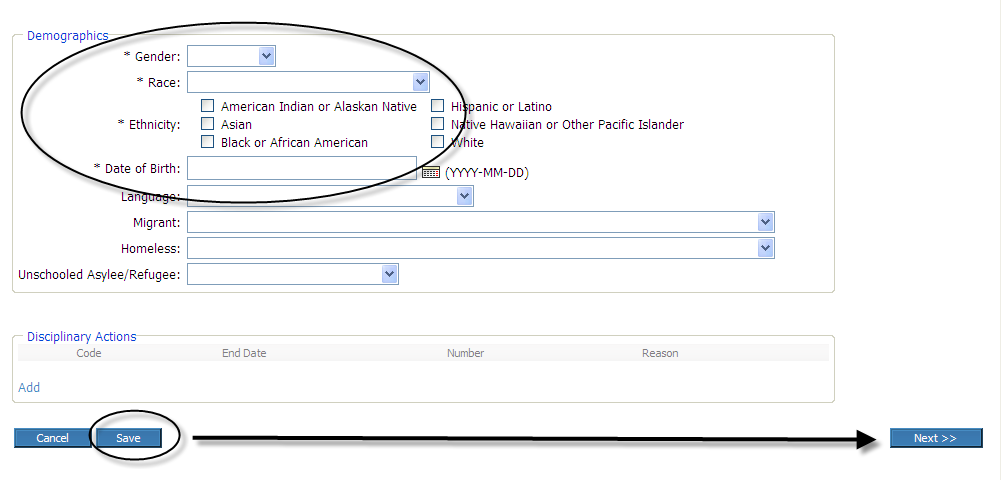
1. Select Create



1. Enter required information (\*)

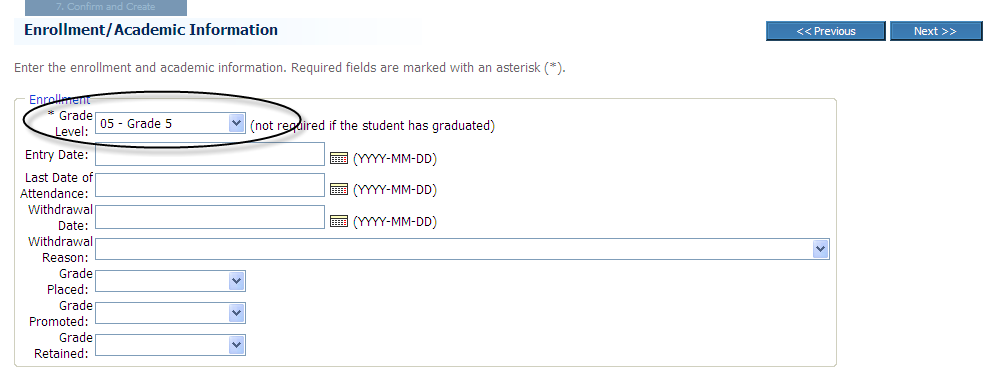
When done entering required information select “Save” and then “Next”





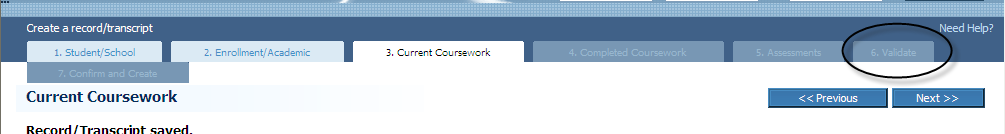
1. Enter remaining required information.

Select “Save” and then “Next”

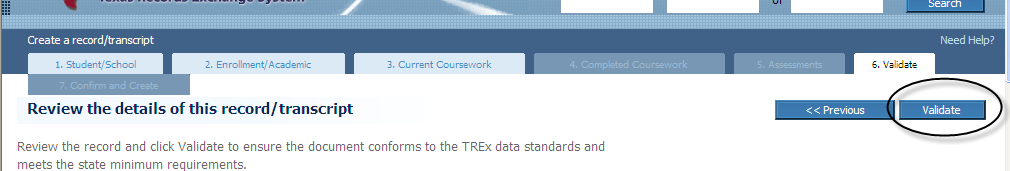




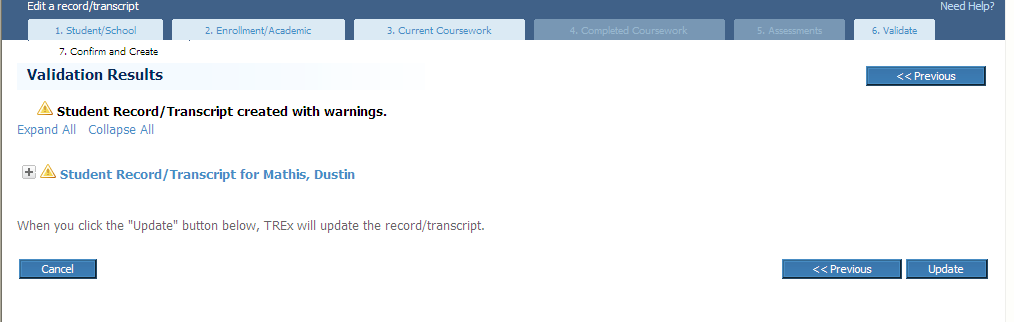
1. Select the Validate tab



1. Validate your file (data file)



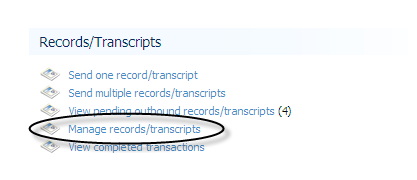
1. Validation Results will tell you your data file was created with warnings.



1. Go back to the Home Page



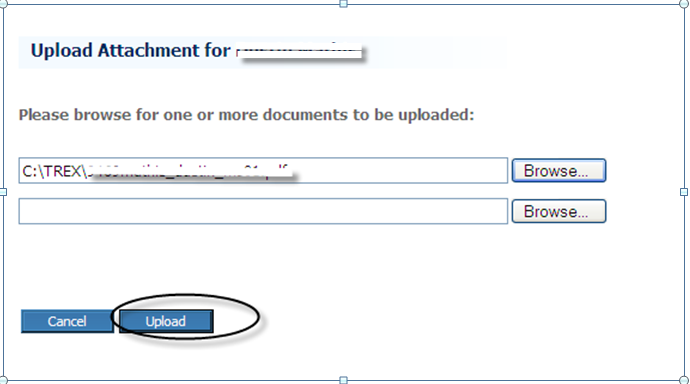
1. Manage Records/Transcripts



1. Select the file you just created and “Add attachment”

Browse to find your .pdf file (the b/c, SS card, report cards, etc.) and Upload

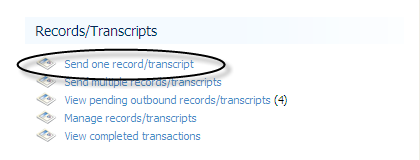




1. Go back to the Home Page



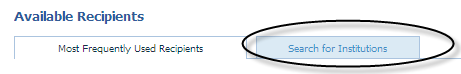
1. Select Send one record/transcript

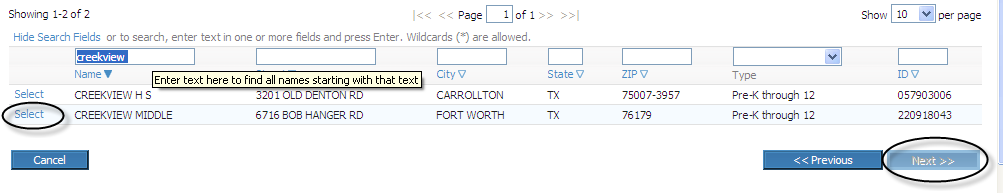


1. Select the record you are sending and “Next”



1. Search for Institutions/Select/Next





1. Enter Comments and Send



