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PROJECT SCOPE

This section describes the scope of the project. The subsections below in this section are suggestions for inclusion in the scope discussion.

Objectives

The objective of the Transcript Request/Response project is to develop schemas to support the requesting of an academic transcript. The specification also supports the return of a response indicating the status of the request. Implementation of the request/response schemas does not necessarily require that the delivery of the transcript data will take place electronically. The fulfillment may be via traditional print/mail, EDI or using the new PESC transcript schema.

Problem Domain

Most institutions receive transcript requests equal to two times their annual enrollment. These requests are typically initiated by current students, alumni and other institutions. The transcripts are required for admission to other programs, employment, scholarship programs, etc.

A number of institutions have implemented Electronic Data Interchange (EDI) to automate the process between institutions, although the vast majority of requests still require the student/alumni to request the transcript manually and are fulfill via security paper and the U.S. mail. For student/alumni initiated requests, an increasing number of institutions have chosen to provide web-based self-service ordering either internally or through outsourced transcript ordering/tracking services.

The manual process suffers from the usual inefficiencies associated with a manual process: data entry errors, the need to re-key data, limited visibility of order status, consumption of valuable staff resources and cost associated with security paper/mailing. The proposed schemas should support the automated request/response process for both institution and student initiated requests.

Business Processes Supported

There are a number of business processes that are supported within this specific project.

? Transcript request by student/alumni
   Many students are required to deliver official academic transcripts to a third-party in support of:
     ✐ Application for admission
     ✐ Application for employment
     ✐ Application/satisfactory progress for scholarship program
     ✐ Satisfactory progress for educational reimbursement programs

? Transcript request by institution
   Many institutions will request an official transcript (for an applicant) from a secondary or postsecondary institution for:
     ✐ Application for admission
     ✐ Course/transfer articulation
     ✐ Financial aid determination purposes (in case of concurrent enrollment)

? Transcript request by other non-education institutions
   Some non-educational institutions may request an official transcript from a secondary or postsecondary institution for:
     ✐ Research purposes
     ✐ Application/satisfactory progress for scholarship program
Use Cases
The following diagrams show which use cases will be supported by the Request/Response schemas

![Diagram showing use cases]

Figure 1 – Student/Alumni Use Cases
Figure 2 – PS Institution-To-PS Institution Use Cases
These use cases should support both asynchronous and synchronous implementations based on the user’s unique requirements.

**Relationship to Other PESC Projects**
The Transcript Request/Response project may result in the transmission of a PESC CollegeTranscript document.

**Relationship to Other Standards Body Initiatives**
The Transcript Request/Response schemas are similar to TS 146 and TS 147 as defined by the SPEEDE committee and adopted as EDI standards by ANSI X12.

**SPONSORING MEMBERS AND POSSIBLE PARTICIPANTS**
Include a list of sponsoring members. Also include a list of possible participants, if any are known.

<table>
<thead>
<tr>
<th>Mark Jones</th>
<th>National Student Clearinghouse</th>
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<tbody>
<tr>
<td>Doug Falk</td>
<td>National Student Clearinghouse</td>
<td>Sponsor</td>
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**SUPPORTING RESEARCH**
Three primary sources of data were used for this project:
The existing SPEEDE transaction sets (TS146 and TS147) and associated use-cases
Analysis of transcript ordering process for approximately 30 institutions in support of designing web-based self-service ordering/tracking system
Detailed user-review of prototype self-service ordering/tracking service with 10 institutions

PROPOSED SCHEMAS
Draft schemas are attached separately.