



Overview of the Colorado Transcript Center (CTC)

COLORADO DEPARTMENT OF EDUCATION

DECEMBER 2009

In September 2008, the Colorado Department of Education (CDE) launched the Colorado Transcript Center (CTC)—a system that enables the electronic exchange of student records and transcripts from all Colorado public PK-12 schools. Further, CTC allows all in-state public colleges and universities to receive transcripts electronically, at no cost.

Powered by
National Transcript Center

Is your District signed-up and using the CTC yet? If not, consider the following:

Benefits of the CTC

- Simplify the process.** The CTC offers one system for sending PK-12 student records and high school transcripts.
- Save time.** Instantly send a record or transcript to any public school. Just three easy steps and multiple transcripts can be sent to a single institution (using a “batch” process), or one transcript can be sent to multiple institutions.
- Save money.** Eliminate the cost of materials and postage.
- Eliminate stress.** By simplifying and accelerating the transcript-sending process, high school counselors and registrars are better able to handle the September to January peak transcript-ordering season.
- Reduce fraudulent transcripts.** The built-in security measures of the CTC make it virtually impossible to perform transcript fraud.
- Improve “customer” service.** Counselors can more quickly respond to student/parent requests for transcripts, and easily monitor the status of those transcripts. CTC member schools can also offer transcript ordering 24/7/365 through OrderaTranscript.com. For more information, and how to promote this benefit to parents and students, please visit www.transcriptcenter.com/orderinginfo.

Features of the CTC

- The CTC Web-based interface is user-friendly and intuitive, making it quick and easy for your counselors and registrars to regularly use.
- Online training modules, videos and scheduled webinars are available. To access these materials, or for more information, visit www.transcriptcenter.com/colorado.
- CTC utilizes state-of-the-art Internet security protocols to safeguard data transmission.
- Because the CTC is Web-based, there is no software to maintain and upgrade.

Sign up now!

Just two easy steps and you’re ready to save time and resources:

1. Complete the [CTC Disclosure Acknowledgement Form](#) and submit via fax or email:
Fax: 512-879-5499 Email: colorado@transcriptcenter.com
2. Download and complete the [CTC Implementation Checklist](#) and email it to colorado@transcriptcenter.com