



The Colorado Transcript Center Disclosure Acknowledgement

DISTRICT

WELCOME TO THE COLORADO TRANSCRIPT CENTER

As part of the Statewide Longitudinal Data Systems Grant, the Colorado Department of Education has launched the Colorado Transcript Center (CTC). This Disclosure Acknowledgement contains important information regarding CTC services for sending student transcripts to other Colorado public school districts and Colorado public higher education institutions.

CTC Services available at no cost through September of 2011:

Powered by
National Transcript Center

- CTC Membership for Colorado public school districts and Colorado public higher education institutions through September 2011.
- Ability for CTC member Colorado PK-12 public school districts to electronically send student transcripts to other CTC member Colorado PK-12 public school districts and post-secondary institutions.
- Ability for CTC member Colorado PK-12 public school districts to request student transcripts from all schools and transcript trading partners in the NTC directory (*including NTC non-members*).
- Receipt of student records/transcripts through CTC from CTC and NTC members.
- Ability for all students (18 and older) and their parents enrolled in CTC member districts to initiate transcript requests via the OrderaTranscript.com.
- Online training for all CTC members (webinars, videos, Web site Helpline and PDF user manuals).

CTC Services available at the current vendor rate (\$5/transaction), optional with a separate agreement to be provided later:

- Ability for CTC member Colorado PK-12 public school districts to send student transcripts to Colorado private PK-12 and private higher education institutions.
- Ability for CTC member Colorado PK-12 public school districts to send student transcripts to any public or private PK-12 or higher education institution outside Colorado.
- Ability for CTC member Colorado PK-12 public school districts to send student transcripts to all non-academic institutions (scholarship organizations, certifying bodies, and employers).

Participation Requirements:

- This CTC Disclosure Acknowledgement Form must be signed for membership registration.
- The district will identify a CTC Partner Administrator. This individual will be responsible to create, manage and delete user accounts, as well as determine the “privileges” level for each user in their district. The Administrator is the primary customer service contact for district users.
- Districts must accept the record/transcript format and elements that were determined by a CTC Advisory Board consisting of representatives from a minimum of eight school districts and two postsecondary institutions as part of the federal longitudinal grant project.
- District student records sent through CTC must conform to the Colorado transcript format. Districts will perform extraction and conversion to the common transcript format (with guidance from the vendor and CDE).
- Post-secondary institution registrations in CTC are similar to district registrations.

CTC Disclosure Acknowledgement Form

Please complete and submit this form via fax or email.

Fax: 512-879-5499

Email: colorado@transcriptcenter.com

District Number: _____ District Name: _____

Authorized District Signature (*i.e., Superintendent*)

Date

Title

Registered District Partner Administrator:

Name (Print)

Phone

Email

Begin enjoying the benefits of electronic transcript exchange. Become a CTC Member today!