



Record/Transcript Cost Analysis

Texas Education Agency's Student Records Exchange Analysis Subproject

Volume:

The TEA Student Records Exchange Analysis Subproject reported that each year, Texas schools process approximately 450,000 "district-to-district" student records requests. In addition, Texas districts currently manually process 720,000 high school transcript requests for colleges and universities annually.

Current Cost:

The report also estimated that local school districts incur a human resources cost of more than \$8.3 million dollars each year. This cost is determined by estimating the average time each student record request requires (approximately 30 minutes to request, locate, copy, and fax) multiplied by the average salary of school district staff who handle such requests (\$13 per hour) and the total requests made each year for records and transcripts. Another \$720,000 was added to the total for the postage required to mail transcripts to institutions of higher education.

Potential Savings:

TEA estimates that an automated record/transcript exchange system would cut the 30 minutes of time required to five minutes for student records and one minute for transcripts, and eliminate the cost for postage altogether. This in turn would reduce the human resource cost to \$639,000, for a savings of almost \$7.7 million.

$$\begin{array}{r} \$8.3\text{M} + \$720\text{K} \\ \hline = \$9.02\text{M} \text{ of expenses for records/transcripts} \end{array}$$

$$\begin{array}{r} 450,000 \text{ record exchanges per year (10\% student mobility)} \\ + 720,000 \text{ transcripts sent to postsecondary/year} \\ \hline = 1,170,000 \text{ records/transcripts sent per year} \end{array}$$

$$\begin{array}{r} \$9.02\text{M} \div 1,170,000 \\ \hline = \$7.71 \text{ of district/school expenses per record/transcript sent} \end{array}$$

