

## Transcript Request Protocols

### Current Scholars

**Current scholars** are defined as individuals who are registered as Perspectives Charter School at the time of the request. The following protocol should be followed based on grade level:

Grade	Responsible Party	Tool To Request
6 - 11	Office Manager	Office Manager Campus Specific email Joslin: <a href="mailto:officemanagersjoslin@pcsedu.org">officemanagersjoslin@pcsedu.org</a> MSA : <a href="mailto:officemanagersmsa@pcsedu.org">officemanagersmsa@pcsedu.org</a> PLC : <a href="mailto:officemanagersplc@pcsedu.org">officemanagersplc@pcsedu.org</a>
12	Post-Secondary Counselor	Google Form

**Please note we cannot legally retain transcripts when requested.**

**If there is an outstanding balance, follow instructions outlined below:**

- Print **unofficial transcript** with watermark
- Print invoice of outstanding balance, and if possible an itemize list of what is owe
- Communicate to the family the files and test scores can be held until outstanding balance is fulfilled.

### Alumni

**Alumni** is defined as scholars who graduated from Perspectives Charter Schools. The following protocol should be followed:

Scholars should go to Parchment for their respective campuses (see link below) to order the transcript. There is a fee assessed for this document so do not circumvent this process. Should alumni encounter issues, they should contact the campus Post-Secondary Counselor.

Please find link for Parchment for each campus:

HSOT - <http://www.parchment.com/u/registration/8964855/account>

PLA - <http://www.parchment.com/u/registration/8964894/account>

MSA - <http://www.parchment.com/u/registration/8964954/account>

Joslin - <http://www.parchment.com/u/registration/10335/account>

Instructions to request from Perspectives Charter Schools website:

1. Go to PCS website - <https://pcsedu.org/>
2. Select **Our Campuses**
3. Click Request Transcript
4. Select your specific campus
  - Setup an account or enter your login information to submit request

### Third- Party Request

**Third Party** is defined as individuals and/or companies requesting a copy of a scholars' transcript for employment or verification purposes. These request are typically submitted for alumni, and at times former scholars who attended Perspectives Charter Schools, but did not complete their academic career at Perspectives Charter School. All of these request should be submitted through a request from Parchment.

Please find link for Parchment for each campus:

HSOT - <http://www.parchment.com/u/registration/8964855/account>

PLA - <http://www.parchment.com/u/registration/8964894/account>

MSA - <http://www.parchment.com/u/registration/8964954/account>

Joslin - <http://www.parchment.com/u/registration/10335/account>

1. Select Third Party Account
2. Enter Student's Information and upload consent to request document

**Please note: request cannot be fulfilled unless there is a letter of consent received to authorize the release of requested documentation.**

### **Non-Enrolled Scholars**

**Non-enrolled scholars** are defined as individuals who **are not** currently enrolled in/at Perspective Charter Schools and **did not** graduate from one of the campuses within our network of schools, but did attend at some point.

**Immediate Transfers** is defined as "in the process" of transferring out of Perspectives Charter School to another school. Once scholar is fully enrolled in another school, they transfer window is closed.

When students are transferring out, the responsibility of the transcript is noted in the table below.

Grade	Responsible Party
6 - 11	Office Manager
12	Post-Secondary Counselor* (PSC)

\*PSC will print transcript to review and update Post-Secondary systems to note, scholar is transferring out, s/he will forward a signed official transcript to Office Manager to include in transfer packet.

Test scores can be obtained from PSC or Test Coordinator, please discuss with school leadership to determine from whom this information can be obtained.

**Former Students** are defined as an individuals who was once enrolled in one of Perspective Charter Schools, but are no longer enrolled and outside of the immediate transfer window.

Grade	Responsible Party
6 - 12	Office Manager

### **Enrolling or Transferring In**

When scholars are transferring into one of our campuses and require a transcript to be reviewed. Please scan current transcript to the following individuals, as it aligns with your respective campus:

**Post-Secondary Counselor:**

Perspectives Leadership Campus

Perspectives Leadership Academy: Stefan Fisher – [sfisher@pcssedu.org](mailto:sfisher@pcssedu.org)

Perspectives High School of Technology: Tynesha Parker – [tparker@pcsedu.org](mailto:tparker@pcsedu.org)

Perspectives Math & Science Academy: Janee Choice – [jchoice@pcsedu.org](mailto:jchoice@pcsedu.org)

Perspectives Joslin Campus:

Network: Tiffany L Harston: [tharston@pcsedu.org](mailto:tharston@pcsedu.org)

**Assistant Principals**

Perspectives Leadership Campus: Jessica Eggert – [jeggert@pcsedu.org](mailto:jeggert@pcsedu.org)

Perspectives Math & Science Academy: Patrick Duffey – [pduffey@pcsedu.org](mailto:pduffey@pcsedu.org)

Perspectives Joslin Campus: Dorienne Canada-Pendleton – [dpendleton@pcsedu.org](mailto:dpendleton@pcsedu.org)

The transcript review process can take up to 2 business days. Reviewers should utilize the tracker available in the link below to track all transcripts subject to the review process. If your campus opt to utilize something different, please share the link to ensure we are all aware of transcript status and/or outcome.

**(Please note: PLC is not included in this spreadsheet because they have a tracking system that is currently working; thus, not included. However, access to this file is important to ensure we are all aware of review outcomes in the event there is an intra-school transfer and/or staffing change)**

<https://docs.google.com/spreadsheets/d/1s3DZesdRm1zjOiHWk5vJCRdZ8L0nL242N69i0crJdHQ/edit?usp=sharing>