Legacy Transcript Project

**Report Date**: June 5, 2020 **Overall Project Health:**

# Timelines

Project duration – May 8 – Sept 23, 2020

Project Website:

<https://www.sbctc.edu/colleges-staff/it-support/legacy-applications/legacy-transcript-project/>

| Phases/Milestones | Start | End | % Complete |
| --- | --- | --- | --- |
| Sprint 1 – Setup and Student accounts | 4/20/20 | 5/6/20 | 100% |
| Sprint 2 – Staff portal and search | 5/7/20 | 5/22/20 | 100% |
| Sprint 3 – Transcript basic grid display | 5/26/20 | 6/9/20 | 30% |
| Sprint 4 – Staff edit and unofficial transcript | 6/10/20 | 7/1/20 | 0% |
| Sprint 5 – Transcript transmittal process | 7/2/20 | 7/23/20 | 0% |
| Sprint 6 – Official transcript printing | 7/24/20 | 8/14/20 | 0% |
| User Acceptance Testing (UAT) | 8/17/20 | 9/7/20 | 0% |
| Deployment Prep | 9/8/20 | 9/23/20 | 0% |

# Accomplishments

* Initial Workgroup meeting held
* First design of class display table created
* Rough prototype of on-screen transcript
* Backend work for connecting classes to students

# Current Activities

* Sprint 3 work underway
	+ Transcript block maintenance (privacy & punitive)
	+ PDF printing prototyping
	+ Staff user validation against ctcLink, checking if active
	+ Determining if student is in ctcLink now
* Authentication of staff login against ctcLink account

# Outstanding Items (with answers from meeting)

* New legislation for suppressing transcripts for punitive actions
	+ General consensus is no blocks used for punitive actions.
	+ We will keep an eye on the legislation.
* Wording for not found student search – Next Steps
	+ Wording will be specific to each college, with college admin entering the wording for their organization (new place to enter the wording).
* Students with multiple SIDs in same school, search failures
	+ This is common, wording as above should refer student to college staff for research and merging of records if needed.
* Junk records – (missing names or marked with \*\*, etc)
	+ Leave all data as is
* **Explain Merge/Deduplicate (split?) and functionality needed**
* Privacy block – simple yes/no? What is the restrictions?
	+ This block is informational only to the college staff to indicate to them the student does not wish any information released without their okay. No programmatic restrictions.
* **Allow any editing of SSN? Student and/or staff.**
* **Which address should print on transcript? Student’s account or that in the transcript data?**
* Additional fields needed? Advisor ID, Branch, Transcript Tracking.
	+ Only data needed on the transcript needs to be displayed.
* Address 2 field?
	+ Will be available if needed.
* FERPA issues with student search parameters when using name, DOB, SSN.
	+ We will check with our FERPA leads and determine if there are any issues.

# Risks

* Urgent year-end processes may delay the development process by about a week.

# Issues

* None reported at this time.

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