



DRAFT

Legacy transcripts

 WA State community and technical colleges
Admissions and Regstration Council (ARC)

**Version 1.0**

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## Revision History

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| --- | --- | --- | --- |
| **Date** | **Doc. Version** | **Description** | **Author** |
| 4/6/2019 | 1.0 | Creation – Presentation to ARC Legacy Transcript Workgroup on 4/12/19 | SBCTC App Dev Team |

## Project Scope/Overview

### Vision

The Legacy Transcript project will become the new repository for student transcripts that are currently stored within the HP-UX system for those colleges transitioned to the new ERP implementation project, ctcLink.

### Goals

The goal of the Legacy project is to create an application that

* is web-based, accessible, and provides self-service functionality for users;
* includes all the functionality of the HP-UX system for searching and generating student transcripts; and
* ensures a secure and sustainable environment for retaining student transcript records.

### KeyFeatures

The Legacy Transcript application will provide specific features based on a user’s role.

* Search for student records
* View and edit student demographic information
* View and edit FERPA information
* View and manage student fees/fines
* Merge student records
* Unduplicate student records
* View transcripts
* Print transcripts
* Send transcripts
* Transmit transcripts
* Modify course/class information
* Manage user accounts

Out of Scope:

The application will not include college specific branding on the application itself.

### Future Scope

Automatic integration with 3rd party entities such as National Student Clearinghouse.

## Context Diagram

* For **Search for student records** feature, would you like to see a history of recent searches?
* Which roles will maintain college specific information needed to produce the transcript (signatures, logo, etc.)?

## Process Flows

### Registrars (Edit)

The Registrars role will be allowed to search for student records, edit student demographics, edit FERPA blocks and manage student fees/fines. The role also has the ability to merge and unduplicate student records. Other authorizations include the ability to view, sort and edit transcript information along with printing official and unofficial transcripts locally. The Registrar role will also be able to send and transmit transcripts to external entities.



* For **Enter search criteria** feature, what are the search parameters?
* Under **Edit student demographics** feature, what information will be updated?
* Under **Unduplicate student records** feature, do you want to keep the original record and create two new records or remove duplicate information and create one record? Should the final records be identified as unduplicated? If retaining both original record, is it marked as unduplicated and excluded from future search results?
* For **Manage fees/fines** feature, do you need to change the value of the fee/fines?
* For **Manage fees/fines** feature, are you just recording that the fee/fine as paid, waived, fulfilled?
* For **Manage fees/fines** feature, what other information needs to be recorded in the system (who, when, etc.)?
* For **Manage fees/fines** feature, can new fees/fines be added?
* For **Manage fees/fines** feature, what does it prevent a user from seeing and/or doing? Would it vary by role?
* For **Add/remove FERPA block** feature, what does it prevent a user from seeing and/or doing? Would it vary by role?
* For **Merge records** feature, do you want to create a new record or add one record into another? Should the new record be identified as merged? If retaining the original records, are they marked as merged and excluded from future search results?
* For **Edit course/class** feature, what else besides grades is updateable? Would you ever need to add or delete a class?
* For **Viewing transcript (sort)** feature, what fields are included in the sort?
* We are defining **Transmit transcript** as the extract to WA public 2-year colleges and WA public 4-year colleges? Is there a Send transcript feature and would that be the National Student Clearinghouse? If so, what is sent and how?

### Staff (Read-only)

The Staff (Read-only role will be allowed to search for student records, view student demographics, FERPA blocks and student fees/fines. The role also has the ability to view and sort transcript information along with printing unofficial transcripts locally.



* Can **Staff (Read-only)** role view a student’s fee/fine information?

### Students

Students will be able to view their individual college transcripts and print unofficial copies. They will also be able to manage their FERPA block information and view any fees/fines associated with their college account.

Security will be built in such a way that the student must provide identifying information to assure that they are allowed to view their information. For confidentiality, only certain information will be displayed to students. If a student cannot find their information, the application will provide instructions for next steps to submit a request to the college.



* For Student validation, what information do we use to validate the student? Legacy student ID?, Birth date?
* Can a student edit any of their demographic information?
* Can a student view their fees/fines information?
* For **Edit FERPA block** feature, can a student add/remove a block for their record?

### College Application Security Manager

The College Application Security Manager role can create new staff accounts (Registrars, Staff (Read-only, and other security managers), process new account requests, reassign staff roles, disable accounts, and initiate password resets for users that have forgotten their passwords. 

## Application Features

### User Accounts

Students will be required to create a new account prior to accessing the system. They will automatically be assigned the Student role.

College staff can either request an account through the application or the College Application Security Manager will initiate the new account from within the application. Requests submitted directly by staff are emailed to the College Application Security Manager and the account is marked inactive until processed.

### User Authentication

The Legacy Transcript application will be accessed through a secure access procedure with users being provided individual accounts with passwords. The access procedure will be compliant with the [OCIO Standard 141.10](https://ocio.wa.gov/sites/default/files/public/policies/141.10_SecuringITAssets_201711_Approved.pdf) (https://ocio.wa.gov/sites/default/files/public/policies/141.10\_SecuringITAssets\_201711\_Approved.pdf) concerning the securing of information technology assets.

### Data Classification

Data contained within the Legacy Transcripts database is identified as Category 3 - Confidential Information as defined by WA State OCIO standards. SBCTC will ensure compliances with those standards.

#### Search and View Functionality

The application will provide for searching student records based on specific criteria and will return a single record or group of records. Once a single student record is selected, transcript information can be viewed on-screen.





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Washington State Board for Community and Technical Colleges