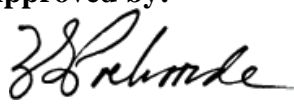




Title: Student Records	
Written by: Cara Banks, Registrar	
Date Initiated: 11/17/2023	Date Revised:
Approved by:  <hr/> Chancellor	Governing Board Approval:
<hr/> 4/26/2024 Date	

PURPOSE

Trinity College is committed to maintaining student records in a confidential manner and making transcripts of student academic records accessible.

POLICY & PROCEDURE

Confidentiality of Student Records:

The Office of the Registrar maintains all permanent, official, and final records of students. Only the Registrar can release student records. Student records are maintained in a fire protected filing cabinet and in electronic computer files. Information is released only upon the written request of the student in accordance with federal laws. Transcripts will not be released if a student has an outstanding financial obligation to Trinity College.

Transcripts:

- A transcript of a student’s academic record is kept in electronic files or filed in a permanent record folder.
- Official Transcripts: Official transcripts are documents that are produced by the Registrar’s office and must be ordered according to the instructions in this policy. Official transcripts are important to third parties so that they can be assured of authenticity (originating directly from Trinity College) and content accuracy. Official transcripts are issued in portrait format and contain the seal of the college and the signature of the College Registrar.
- Unofficial Transcripts: Unofficial transcripts are available to current students and previously enrolled students who matriculated at the College beginning in 1994 via access to the student information system.
- Transfer Transcripts: For students and applicants who attended previous institutions of higher learning, official transcripts must be submitted. Official transcripts are those sent through mail or in person, received in signed, sealed envelopes. They are also those sent

via Parchment, eScrip-Safe, or the National Student Clearinghouse directly to Trinity College from the college/university where coursework was attempted. Electronic transcripts must be sent to admissions@trinitycollegeqc.edu.

- Educational records received by Trinity College from other institutions will not be duplicated and distributed. Trinity College is only able to provide official records for coursework completed at this institution.
- Each graduate will receive an unofficial transcript, stamped “issued to student” free of charge, when they receive their diploma.

Requesting A Transcript:

Official Transcripts must be requested online through **Parchment**:

- Online Requests through Parchment can be completed by accessing this link: [Trinity College Transcript Request](#)
- Trinity College offers official transcripts in electronic and postal mail formats through its partnership with Parchment. Students may select a transcript in either format upon each request.
- Once the College is notified by Parchment of a student's request for an official transcript, Trinity College will review the student's record for accuracy and submit the record to Parchment. Parchment will then deliver the transcript on behalf of the College electronically or through postal mail, per the student's request.
- All transcripts are processed in 3-5 business days. Electronic delivery method is a \$15.00 fee per transcript, paper delivery method is a \$17.50 fee per transcript. Overnight service is an option to most students at an additional cost but may not be available if received during college closures (e.g., weekends, official college closures/breaks, unanticipated closures due to inclement weather, or the like). See Parchment's website for overnight service details.
- Parchment should be contacted for questions concerning user interface issues.
- Inquiries concerning a transcript that cannot be released because of a hold should contact the college office that placed the hold.