

Transcript Exchange Checklist



- Complete a signed Xap legal agreement.
- Request and have an activated Xap Counselor's Center Account.
- Download and install SIS extraction software and review user guide.
- Download and install Capture and Edit program from STARS system (if required).
- **Private Schools: You will need to translate your course numbers to the GADOE standard course numbering system located behind STARS.**
- Extract student's transcripts and review for accuracy.
- Upload and release transcript data to GSFC.
- Review transcript reports on STARS system.
- If you need to make corrections, update transcript data on school SIS and C&E (if required) and re-upload and release.
- Re-review reports on STARS system.
- Verify eligible / ineligible list on STARS system.