

Instructions

How to confirm that a transcript has been received by a College

If your counselor account has been linked to the student account via the "Invite Your Counselor" or "Invite Student" feature, you have access to see his profile - including transcript transactions.

For such students, you may monitor which Colleges have received the transcript by the following steps:

1. Login to Counselor Center
2. Select "Student Management" from the grey menu
3. Select "My Students"
4. Locate the name of the student whose transcript transactions you wish to see
5. Select the icon in the "PROFILE" column next to the student's name
6. The system will display the student's Profile view - Personal Information screen
7. In the left column, select "Transcripts"
8. Scroll down to the section entitled "Transcript Released By Student"
Note: This shows all releases of the student's transcript, including those released by the counselor. It does not identify which release was done by the student or which by the Counselor.
9. Locate the "Date Downloaded" column
10. Wherever a date appears in this column, you may look in the corresponding row in the "Institution Name" column to see which College received the transcript.

Please see the attached sample screen capture. It shows in yellow highlight the sequence of steps to reach the transcript transactions screen. It also shows in GREEN highlight the column containing the "Date Downlaoded", and some examples where a college has received the sample transcript.

If your counselor account has NOT been linked to the student account, then you cannot directly monitor receipt of the transcript. However, the student's Verified Counselor can do so by the steps identified above.