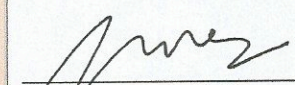


Procedure No:	ACA-PROC-REG-0009
Procedure Title:	Application and Release of Transcript of Records
Related Policy:	ACA-POL-REG-0009 Requisition and Issuance of Transcript of Records (TOR)
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Office of the Registrar
"Supersedes" Notification:	
Procedure Description:	This procedure details the application and processing of Transcript of Records
Areas of Responsibility:	Office of the Registrar
Procedure Details:	<p>For new graduates – First issuance of TOR</p> <p>Step 1. The requisitioner (graduate) accomplishes a Student's Clearance Form.</p> <p>Step 2. The Information Desk Officer receives the accomplished Student's Clearance Form and releases a claim stub.</p> <p>Step 3. The requisitioner presents his claim stub and surrenders his school ID on the designated date of release of transcript. An authorized representative is allowed to claim the TOR upon presentation of the following documents</p> <p>3.1 Claim stub of the TOR</p> <p>3.2 Colegio ID of the graduate</p> <p>3.3 Authorization Letter</p> <p>3.4 Valid ID of the representative (see ACA-POL-REG 0009 for list of accepted valid IDs).</p> <p>Second Copy of TOR</p> <p>Step 1. The requisitioner (graduate) accomplishes a Record's Request Application Form.</p> <p>Step 2. The Information Desk Officer verifies whether the student has still accountabilities to the Colegio. In case the graduate has pending accountabilities, he is requested to settle it.</p> <p>Step 3. The requisitioner pays to the Cashier.</p> <p>Step 4. The requisitioner presents the receipt to the Information Desk Officer and is given a claim stub indicating the date when he can claim his TOR.</p> <p>Step 5. The graduate presents his claim stub on the designated date of release of transcript. An authorized representative is allowed to claim the TOR upon presentation of the following documents</p> <p>3.1 Claim stub of the TOR</p> <p>3.2 Colegio ID of the graduate</p> <p>3.3 Authorization Letter</p> <p>3.4 Valid ID of the representative (see ACA-POL-REG 0009 for list of accepted valid IDs)</p>
Procedure Approval Authority:	Registrar
References:	Student's Clearance Form Records Request Application Form
Definition:	
Help Page:	Office of the Registrar
Prepared by:	Planning, Funding and Development Office
Approved by:	 Dr. Ma. Victoria U. Rosas
Date of Approval:	1/10/12