



The Aacrao 2011: Academic Record and Transcript Guide

Richard Backes, Paula Burrows, Julie Ferguson, Martha Henebry, Wendy Kilgore

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For over 60 years, AACRAO has provided guidance and best practices on keeping, protecting and disseminating transcript information. The AACRAO 2011 Academic Record and Transcript Guide continues this trend, offering useful recommendations concerning the appropriate placement of more than fifty data elements in the institutional database and the transcript, giving records professionals guidance on the integrity, ease of interpretation, and technological and privacy aspects of transmission of transcripts. It develops the discussion on best practices for electronic data storage and security training for staff; notation of SSNs, academic and disciplinary actions, and course mode of delivery on the transcript; requirements for change of name and gender; transcribing nontraditional work and CEUs; and includes 2009-10 survey results of the AACRAO membership on current transcript practices and opinions.

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