



Title: Student Records	
Written by: Cara Banks, Registrar	
Date Initiated: 11/17/2023	Date Revised: 1/17/25
Approved by:  _____ Chancellor 4/26/2024 _____ Date	Governing Board Approval:

PURPOSE

Trinity College is dedicated to safeguarding the confidentiality of student records while ensuring that transcripts of academic records are accessible.

POLICY & PROCEDURE

Confidentiality of Student Records:

The Office of the Registrar is responsible for maintaining all permanent, official, and final student records. Only the Registrar is authorized to release these records. Student records are securely stored in fire protected filing cabinets and electronic databases. Information is released solely upon the student's written request, in compliance with federal regulations.

Transcripts:

- Transcripts of a student's academic record are maintained electronically or in a permanent record folder.
- **Official Transcripts:** Official transcripts are issued by the Registrar's Office and must be ordered following this policy. Official transcripts are important for third parties to verify authenticity and content accuracy. Official transcripts are issued in portrait format and include the College seal and the Registrar's signature.
- **Transfer Transcripts:** Students and applicants must submit official transcripts from institutions of higher learning. Official transcripts must be delivered through mail or in person, in signed sealed envelopes or electronically through Parchment or the National Student Clearinghouse.
- Electronic transcripts should be sent to admissions@trinitycollegeqc.edu.
- Trinity College will not duplicate or distribute educational records received from other institutions. Official records can only be provided for coursework completed at Trinity College.
- Each graduate will receive an unofficial transcript stamped "issued to student" free of charge along with their diploma.

Requesting A Transcript:

- Official Transcripts must be requested online through Parchment.
- Online Requests through Parchment can be accessed through the Transcript Request link on the College website.

- Trinity College offers both electronic and mailed official transcripts through its partnership with Parchment. Students can select their preferred format when placing an order.
- Transcripts are processed in 3-5 business days. Electronic transcripts are \$15.00 each. Paper transcripts are \$17.50 each. Overnight service is an additional cost, and not available during college closures (e.g., weekends, official breaks, inclement weather). Visit Parchment's website for overnight service details.
- Upon receiving a transcript request, the College reviews the student's record for accuracy before submitting it to Parchment. Parchment then handles delivery electronically or by postal mail as requested.

Students should contact Parchment directly for questions about user interface.