

Instructions For Providing Transcript Data

There are 4 steps for providing transcript data. You will need to access the secure study website at <https://surveys.nces.ed.gov/ELSrecords>. Log in using the username and password printed on the letter you received from RTI. From the Main Menu, click *Transcripts*.

NOTE: You will need your username and password each time you log in to the website.

1. Provide Institution Information

From the Transcripts menu, click *Provide Institution Information*. Here you will provide information about your institution including GPA scale and grading system. Click *Finalize* when done.

2. Provide Transcript Data

From the Transcripts menu, click *Provide Transcript Data*. Each student's name, Social Security Number, and date of birth will be listed on the Transcript Data Transmission page. For each student whose transcript you are sending, select the mode of submission. If you are unable to provide a transcript, please select the reason from the dropdown list. Underneath the student list, click the *Save* button to retain the information you have entered. Please print and retain a copy for your records.

A number of options are available for transmitting transcript data to RTI. Each is described below.

Uploading to the Secure Study Website: Uploading electronic transcript data directly to the secure website, preferably in XML format that conforms to the PESC standard, is the preferred method for sending transcript data. *NOTE: The XML formatted transcript should adhere to the PESC XML standard format for college transcript, version 1.0.0.* To upload, click the *Select Files* button underneath the student list on the Transcript Data Transmission page. Please note that if it is easier for you to generate hard copy transcripts, we ask that you scan and upload those transcripts instead sending them via other means.

Sending Transcript Data as an Encrypted Attachment by Electronic Mail: If you choose to use electronic mail (e-mail) to submit student transcript data, the attachment containing the data will need to be encrypted using software with the capability of encryption in compliance with FIPS 140-2, to ensure they are transmitted securely. Once the attachment is encrypted, send to ELSrecords@rti.org and include the file names and descriptions in the e-mail. If you need assistance with this process, please contact the Help Desk toll-free at 1-877-475-7016 or via e-mail at ELSrecords@rti.org.

Sending Transcript Data via eSCRIP-SAFE™: If you are a registered eSCRIP-SAFE™ sender and wish to use eSCRIP-SAFE™ to send your transcripts, please select RTI International, U.S. Department of Education Longitudinal Studies as the transcript recipient.

Faxing Hard Copy Transcripts: If your institution is unable to provide the transcript data electronically via any of the methods previously mentioned, you may fax transcripts to our secure fax machine at 1-800-845-7883. First, fax the Student Transcript Fax Test

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Page included in your institution packet, with your name, telephone number, and fax number, to ensure that the transfer is working correctly. An automated reply fax will confirm that we successfully received the test page. Once you receive confirmation, fax the completed Student Transcript Fax Transmittal Sheet along with the transcripts. Some institutions' fax machines are not set up to receive automated replies. Thus, if you do not receive a reply fax, we ask that you verify that the test fax was successfully sent by checking the status page that is produced by your fax machine and ensure that the transmission was successful and that the correct number of pages were sent. If so, you may then hit redial and send the completed Student Transcript Fax Transmittal Sheet along with the transcripts. If you encounter difficulty, please contact the help desk at 1-877-475-7016. If you do not have the fax test page or transmittal sheet, you may print a copy from the Forms/Instructions page on the study website. Please note that you can upload scanned copies of hard copy transcripts instead of faxing hard copies. That often provides a clearer transcript to us and reduces the likelihood that we will need to contact you with questions or a request to resend them.

Once you have sent transcript data for all students, click *Finalize* at the bottom of the Transcript Data Transmission page.

3. Provide CIP Code Mapping

Once transcript data are received, the individual courses and degree programs reported in the transcript data will be coded using a classification system based on the National Center for Education Statistics' (NCES) Classification of Instructional Programs (CIP). The mapping(s) can be transmitted to RTI by uploading to the secure study website or sending via e-mail to ELSrecords@rti.org. If you choose to upload the mappings, please select *Upload CIP Code Mapping* from the Transcripts menu. If you do not have a mapping, please check the box to the right of that button that indicates "No CIP mapping available."

4. Submit All Transcript Information

When you are completely done with the steps above, please alert us by clicking *Submit All Transcript Information* on the Transcripts menu.

Course Catalogues

We may also ask you to provide up to 3 course catalogues if we are unable to find them on the Internet. If we need course catalogues from your institution, there will be a Catalogue Transmittal Sheet in your packet. It includes a list of the catalogues requested and instructions for sending them to RTI. If you do not find a Catalogue Transmittal Sheet in your packet, then no catalogues are needed from your institution at this time.

Additional information is available on the ELS:2002 website. If you need assistance, please contact the Help Desk toll-free at 1-877-475-7016 or via e-mail at ELSrecords@rti.org.