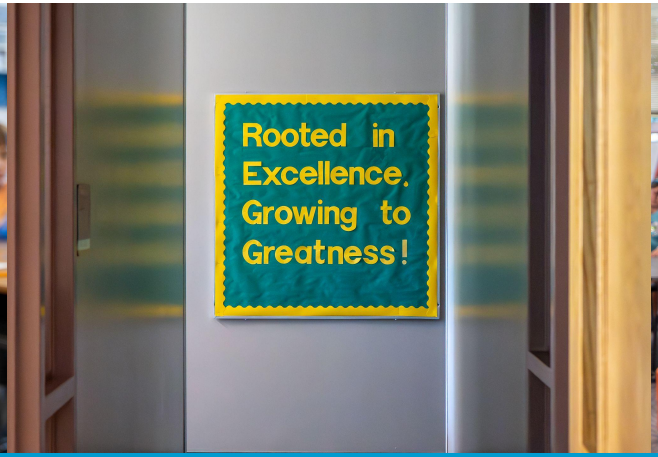
Jeffco Student Records Order Form







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Purpose

- Replace ScribOrder
- Fee-based, 3-5 day processing
- Limited records available

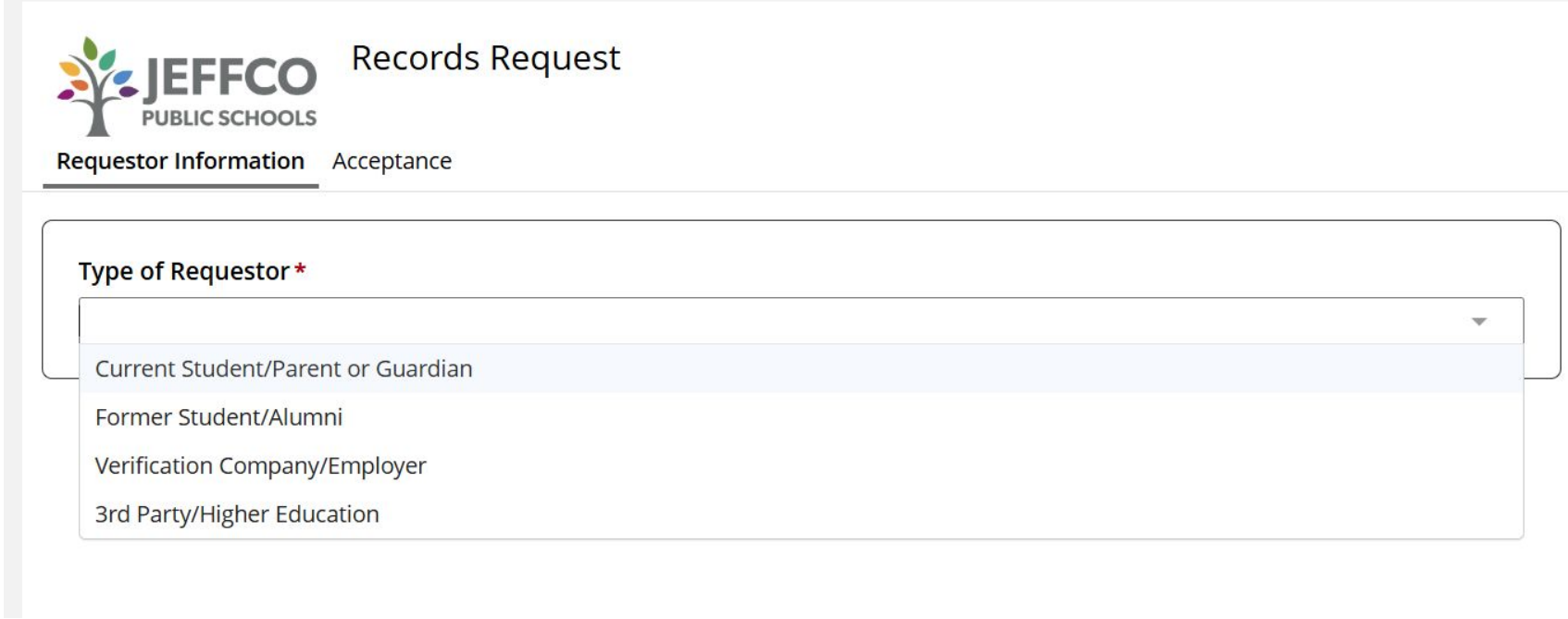
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Phase I Requirements

- Options & fees differ by requester
- Collect requester and student information
- Require ID and/or authorization document
- Process credit card payments or coupons
- Generate coupon codes
- Retain a record of the request
- Generate reports

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Order Form



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Requesters

Students/Families

Minimal fees

- IEP
- Immunization
- Jeffco PK-8 Enrollment Hi...
- Jeffco Report Card K-5
- Jeffco Transcript - HS
- Jeffco Transcript - MS
- Student Profile SAP

Verification/3rd Party

Max fees

- Education Verification
- Jeffco Transcript - HS

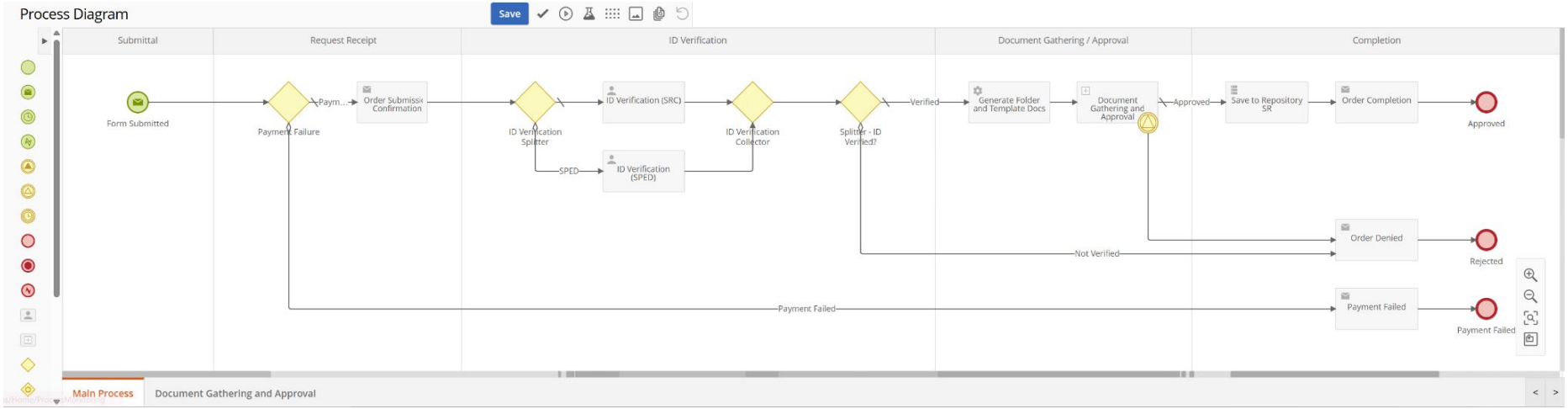
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Phase II Updates

- Increased role of SPED team
- Order routing

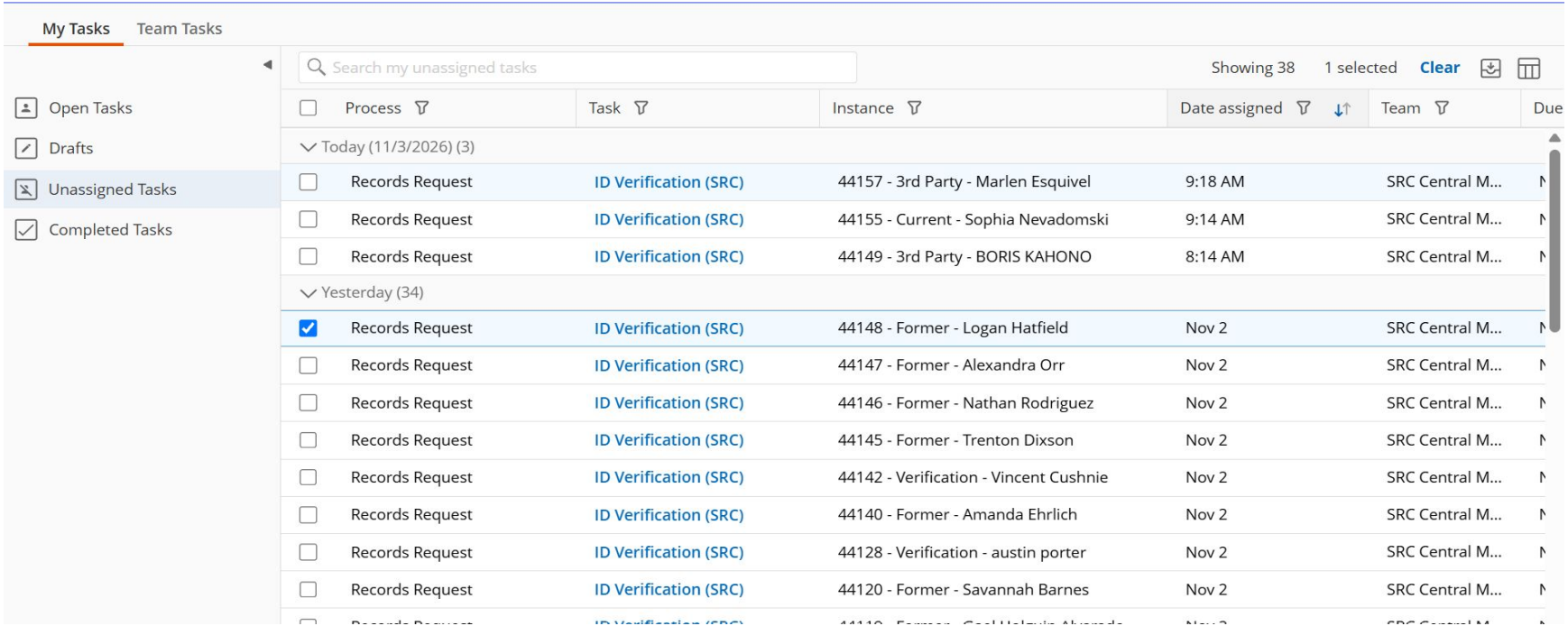
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Process Diagram



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Forms Inbox



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Technician Process



Verify



Authority



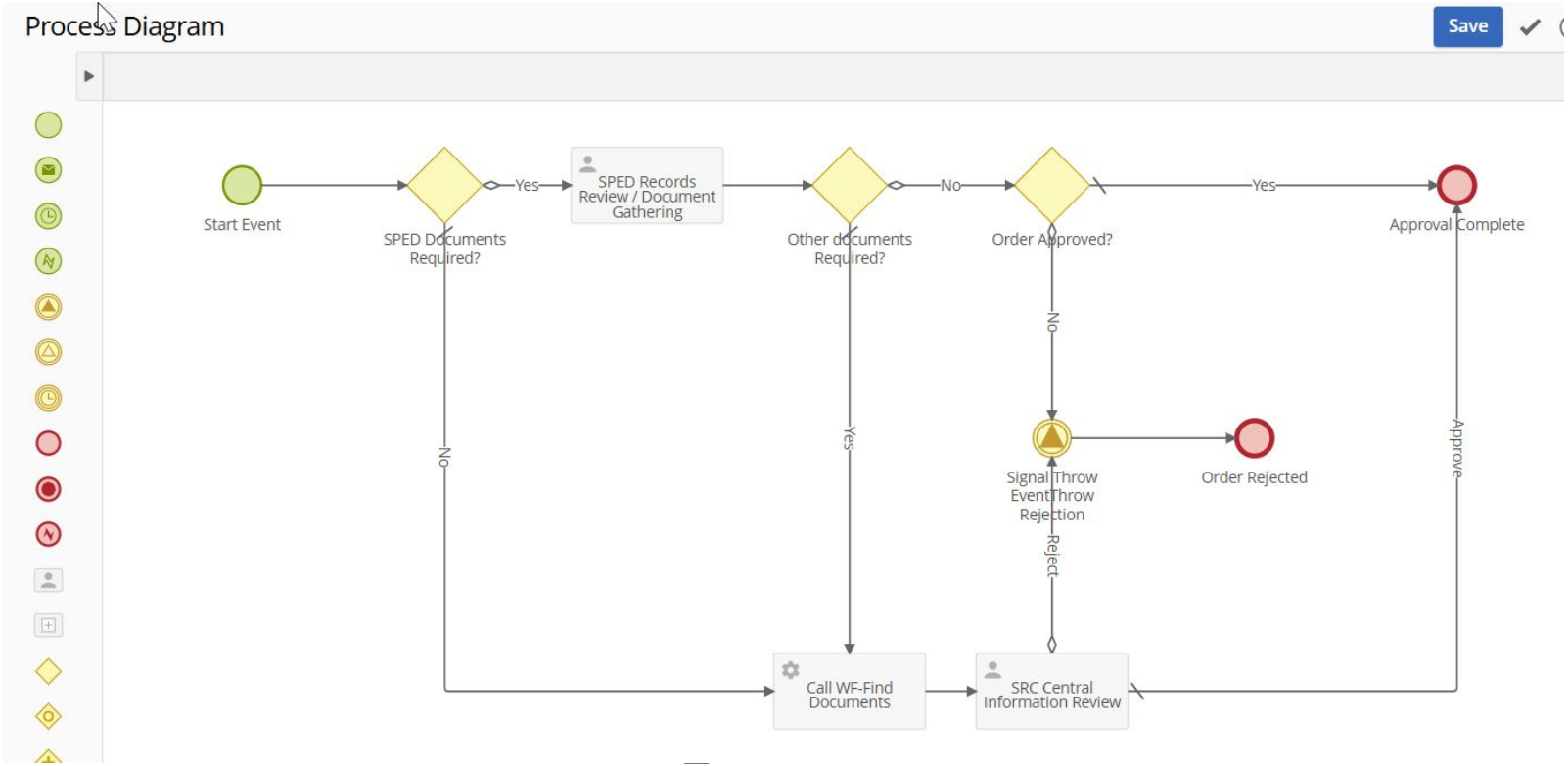
Collect & Review



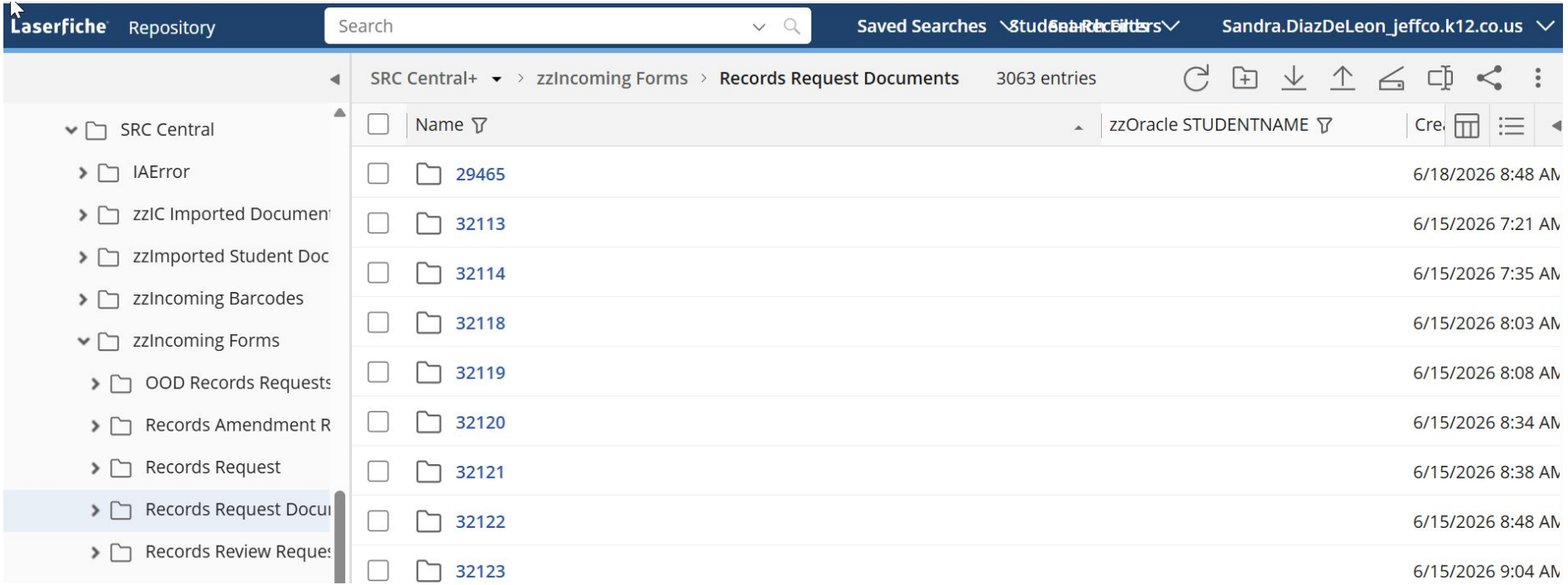
Send

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Subprocess Diagram

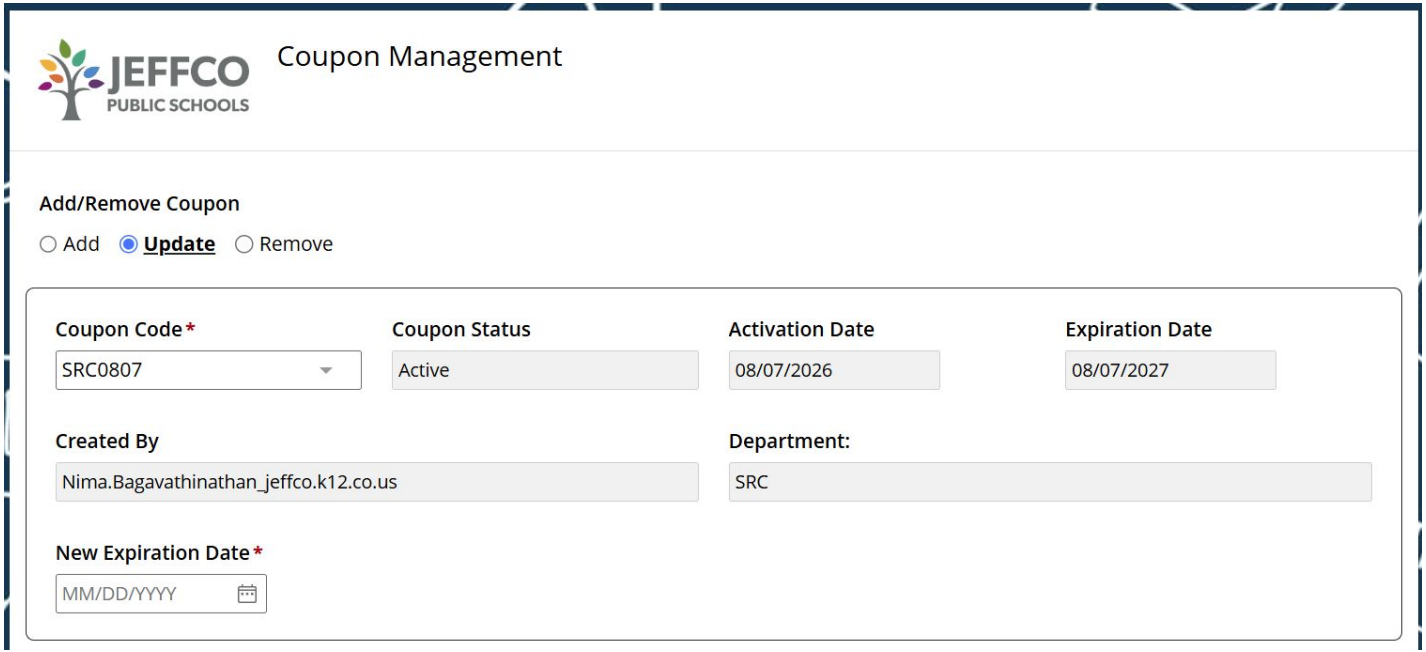


Document Collection



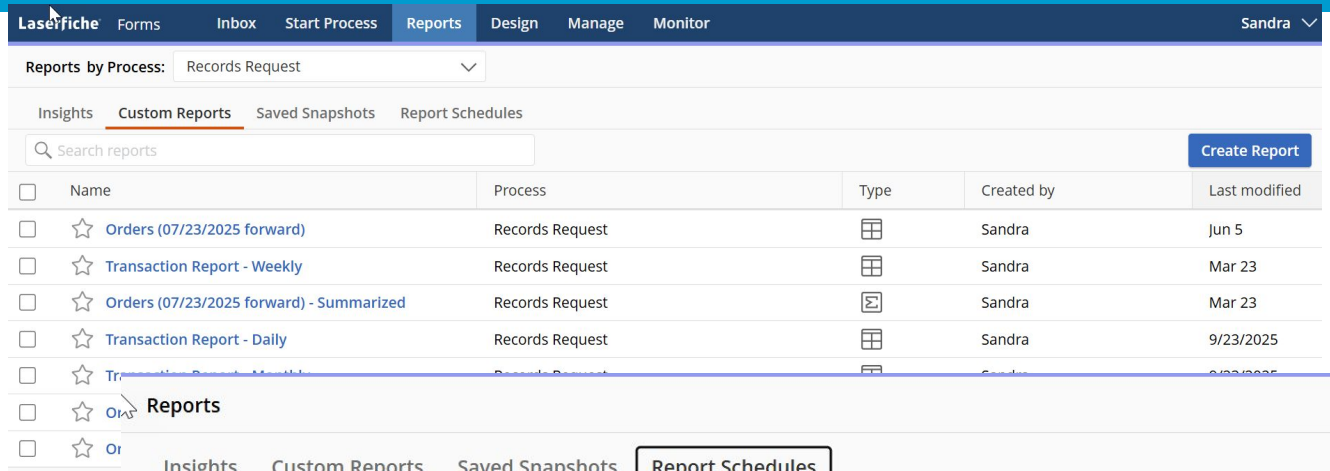
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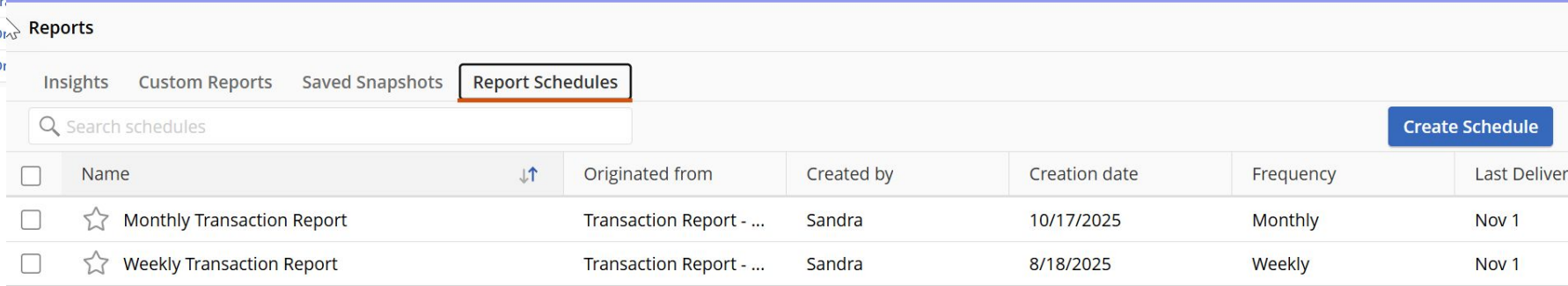
Coupon Management



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Reporting





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Future Development

Single location for requests

Direct requests to schools or central staff

Limit records by retention

Integrate Direct Share



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