

Procedure No:	ACA-PROC-0013
Procedure Title:	Request for School Records Procedure
Related Policy:	Policy on School Records (ACA-POL-0023)
Date of Issuance:	2008-2009
Effectivity:	2008-2009 to present
Page Number:	Two (2)
Office of Origin: (Procedure Expert)	Office of the Registrar
"Supersedes" Notification:	None
Procedure Description:	<p>This procedure is designed to administer and control the application for school records of students in the college department. School records refer but not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Certificate of enrollment</li> <li>2. Certificate of graduation</li> <li>3. Certificate of language of instruction</li> <li>4. True copy of grades (TCG)</li> <li>5. Transcript of records (TOR)</li> <li>6. Diploma</li> <li>7. Registration Form (RF)</li> <li>8. Certificate of good moral character</li> </ol>
Areas of Responsibility:	<ul style="list-style-type: none"> <li>• Records Custodian (RC) – Office of the Registrar</li> <li>• Records Officer (RO) – Office of the Registrar</li> </ul>
Procedure Details:	<p>Step 1: The student or authorized representative secures the records request application form from the RO at the Office of the Registrar. The student or authorized representative fills-out the form and submit it to the RO.</p> <p>Step 2: The RO receives the records request application form. The RO checks the form and identity of the requesting party. Policy on school records (ACA-POL-0023) is strictly applied here. After which, the RO computes the amount to be paid and write it to the records request application form. The RO issues the records request application form to the student or authorized representative and advises him to pay the amount due at the cashier.</p> <p>Step 3: The student or authorized representative presents the records request application form to the cashier and pay the amount due. The cashier issues an official receipt (OR) and advises the student or authorized representative to go back to the Registrar's Office.</p> <p>Step 4: The student or authorized representative presents the records request application form and OR to the RO. The RO fills-out the claim-stub portion of the records request application form with the time and date of release of the school record. The RO issues the claim-stub to the student.</p> <p>Note: Requested school record should be released immediately at most three (3) working days upon receipt.</p> <p>Step 5: The RO forwards the records request application form to the concerned Records Custodian (RC) for processing of the school record requested.</p> <p>Step 6: The concerned RC retrieves the student permanent record (SPR) and prepares the requested school record. Once the school record is prepared, the RC files the prepared school record at the "For Release" box. The RC files the records request application form.</p> <p>Step 7: On the scheduled release date, the student or authorized representative presents the claim-stub to the RO. The RO checks the identity of the claimant and the veracity of the claim-stub. Release of the requested school record is subject to the Policy on school records (ACA-POL-0023).</p> <p>Step 8: The student or authorized representative signs the appropriate releasing logbook</p>

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	after receipt of the requested school record.
Procedure Approval Authority:	Registrar
References:	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Student Permanent Record (SPR)</li> <li>• Records request application form (form number here)</li> <li>• Claim-stub portion</li> <li>• Releasing logbook</li> </ul>
Definition:	<ul style="list-style-type: none"> <li>• RO—Records Officer</li> <li>• RC – Records Custodian</li> </ul>
Help Page:	Office of the Registrar
Prepared by	Planning, Funding and Development Office
Approved by:	  <hr style="width: 20%; margin-left: 0;"/> Dr. Maria Victoria Rosas
Date of Approval:	