



## **VERIFICATION OF GRADUATION PROCEDURE (REC-P003)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for verification of graduation.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Information and Records Specialist

### **3.0 APPROVAL AUTHORITY**

- 3.1 Chief Communications Officer

### **4.0 DEFINITIONS:**

- 4.1 Transcript: Students permanent record of courses taken, grades received and test scores
- 4.2 Graduation Roster: List by year and school of students who graduated.
- 4.3 Debt: Debts collected by Schools and Accounting Department are, but not limited to, the following: money owed for books, uniforms, band, lunch, camp and fund raising money reported but not turned in.

### **5.0 PROCEDURE:**

- 5.1 Records Specialist receives request for verification of graduation.
  - 5.1.1 Information needed to locate records is student's full name, maiden name if applicable, date of birth, and school attended.
  - 5.1.2 If request is incomplete, requestor is sent form indicating what is needed to process verification. (REC-F006)
- 5.2 Records Specialist retrieves transcript from records storage.
- 5.3 Records Specialist checks transcript for monies owed.
  - 5.3.1 Verification of Graduation cannot be issued unless debt free (REC-P004).
- 5.4 Graduation is verified.
  - 5.4.1 If graduation cannot be verified the graduation roster is searched for further verification.
  - 5.4.2 If graduation verification is questioned the Tennessee State Department of Education is contacted to confirm.
- 5.5 Records Specialist notes record transaction for future reference.

### **6.0 ASSOCIATED DOCUMENTS:**



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- 6.1 Collection of Debts ([REC-P004](#))
- 6.2 Verification of Graduation
- 6.3 Family Educational Rights and Privacy Act (FERPA)
- 6.4 Incomplete Records Request Form (REC-F006)

### **7.0 RECORD RETENTION TABLE:**

<b><u>Identification</u></b>	<b><u>Storage</u></b>	<b><u>Retention</u></b>	<b><u>Disposition</u></b>	<b><u>Protection</u></b>
Transaction Log spreadsheet & Request for Transaction	Central Records file room	Indefinitely	N/A	Secured Building

### **8.0 REVISION HISTORY:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
11/11/03		Initial Release
4/22/09	A	Update 2.0 & 3.0, document numbers and flowchart
5/31/12	B	Update logo, remove telephone from 5.1, correct hyperlinks
1/30/13	C	Remove Social Security Number
3/26/13	D	Remove reference to Transcript Request REC-F003, Change 4.3 to reference School and Accounting Department, not Central Records,  Add 5.1.2 If request is incomplete, requestor is sent form indicating what is needed to process verification. (REC-F006)

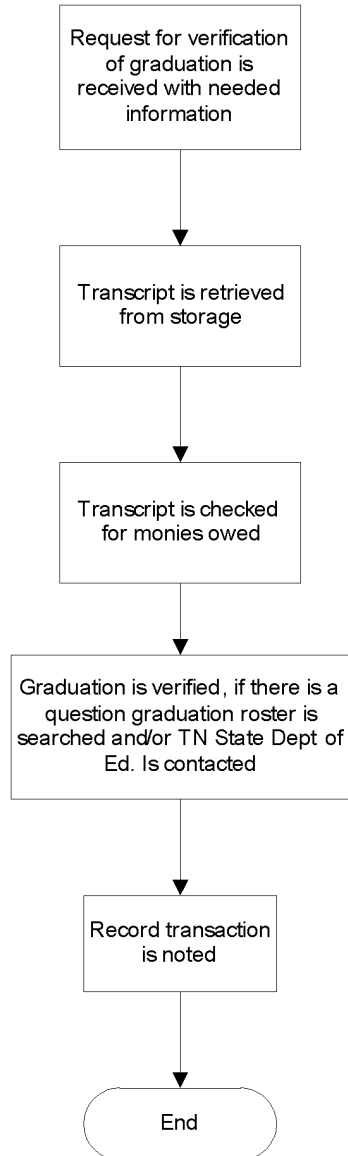
### **9.0 FLOWCHART:**

- 9.1 A flowchart detailing this process can be found below.

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\*\*\*End of procedure\*\*\*