



PROCEDURES FOR ACCESS TO STUDENT RECORDS AND TRANSCRIPTS

Clovis Adult Education (CAE) has a procedure for all Official Transcript requests. Official transcripts will be sealed, and they will cost \$5.00 each to produce. Unofficial, unsealed transcripts are available upon request, for no additional cost.

Records access and official transcripts are available for our Academic students, Career Technical Education Allied Health careers students and Career Technical Education Business students.

Only three offices on campus are responsible for access to student records and the issuance of Official transcripts:

- Room A-8 Nurse Education/Secretaries, will handle Vocational Nurse, Clinical Medical Assistant, Nurse Assistant and Home Health Aide transcripts
- Administration Building/School Registrar, will handle High School and Adult Basic Education records, and the GED®/HSE Coordinator will handle transcripts for GED®/HSE
- Administration Building /Career Technical Education Secretary, will handle Medical Assistant Front Office and Administrative Assistant transcripts

NO TRANSCRIPTS ARE TO BE ISSUED BY ANY OTHER OFFICES ON CAMPUS.

There is a single form to request both Official and Unofficial transcripts for all of the above programs and their related courses. There is a \$5.00 processing fee for each copy of an Official transcript, payable to CUSD, at the Clovis Adult Education Bookstore in the Administration Building. Students should be directed to the three offices listed above to obtain a transcript request. The completed form is taken to the bookstore and all appropriate fees are paid.

Bookstore Staff returns the form to the appropriate office and the transcript(s) making process begins. The sealed Official Transcripts can be mailed or held at the office for pick up, whichever is marked on the request form by the requesting student.