

POLICY NUMBER	POLICY SERIES	Effective Date:	REVISION DATE:	Page:
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SUBJECT:				
Registrar				

Policy Purpose: This policy identified the role and duties of the Registrar.

Policy Information: The ACS Assistant Principal shall also serve as the Registrar unless otherwise approved by the board.

- 3010.1** Attend Academic Committee meetings and verify the GPA's and class rank with academic committee. Report to the committee on transcripts sent and any potential issues with transcripts.
- 3010.2** Update transcripts. Work with the Administration and Academic Committee Chair to correctly notate: Dual Credit Classes, Independent Study Classes, and SFCTC.
- 3010.3** Make a report to give to students their GPA's and class rank.
 - a. Only Juniors and Seniors after 1st Semester.
 - b. All High School students after 2nd Semester.
- 3010.4** After receiving a transcript request:
 - a. Make copies of official transcript
 - b. Registrar and Principal are to sign and date at the bottom. If the student is a relative of either party, it shall be signed by another Administrator or an Officer of the Board instead.
 - c. Stamp the transcript and the envelope with ACS seal.
 - d. Mail the transcript to the address on the request form.
 - e. E-mail the student/family that transcript was sent.
- 3010.5** Update portable hard drive and flash drive after each semester when updating transcripts.

Signed by:

Board President: *Neil Smith*

Date: 2/10/22

Board Secretary: *Colin O'Brien*

Date: 2/10/2022