



NATIONAL STUDENT CLEARINGHOUSE®

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Implementation Guide for Transcript Ordering XML File Exchange

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Transcript Ordering XML File Exchange

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Transcript Ordering XML File Exchange

Purpose

The National Student Clearinghouse has developed a new service for colleges and universities to automate the manual aspects of the transcript ordering process. Transcript Ordering is a web-based system that handles the following components:

- **Order collection:** Allows student/alum to enter a transcript request via web browser.
- **Order validation:** Ensures all required fields are present and contain proper values.
- **Billing:** Calculates transcript order fees, charges the requestor's credit card, and remits fees to institution each month.
- **Order tracking:** Provides email notification for each order processing step and provides web-based order tracking/history.

The web-based system is designed for ease-of-use and resembles a modern shopping cart application. Transcript orders are batched and transmitted to the participating institution on a daily basis, and the institution sends a response file to update the status of each transcript order.

Interfaces

The Transcript Ordering service requires the exchange of information between the requestor, the Clearinghouse and participating institution as shown follows:

- A. The student/alumni will be referred to the Clearinghouse Transcript Ordering service by a participating institution (by adding a link to the transcript section of their website). They will fill out the order information using a browser.
- B. The Clearinghouse transcript ordering application will make sure the request is complete (including collection of signed/dated release form if required) then will batch and send all order information to the institution.
- C. The institution will print/mail the transcript or transmit via EDI/XML, then create and send a file to the Clearinghouse containing status updates for each transcript recipient.

To gain the most benefit, the data exchanges between the Clearinghouse and institution should be fully automated. For institutions familiar with XML, the Clearinghouse uses the Transcript Order XML schema as defined by PESC, the Postsecondary Education Standards Council. The Transcript Request is used to send the transcript request data to the institution and Transcript Response is used for the institution to send the status back to the Clearinghouse. The following sections contain detailed information about the Request and Response.

Transcript Ordering XML File Exchange

Transcript Request

The PESC XML schemas can be found at: www.pesc.org.

The request schema is named TranscriptRequest.xsd. This schema uses two common include schemas named CoreMain.xsd and AcademicRecord.xsd.

The <TranscriptRequest> schema is organized into the following blocks of data:

```
<TranscriptRequest>
  <TransmissionData/>
  <Request>
    <CreatedDateTime/>
    <Requestor/>
    <RequestedStudent/>
    <Recipient/>
  </Request>
</TranscriptRequest>
```

<TransmissionData>. This block contains data elements that identify the file transmission details, such as the document Id, timestamp, and the source and destination of the file. There will only be one <TransmissionData> block within the file.

<Request>. The <Request> block contains data for each individual transcript request. There can be more (and mostly likely will be more) than one <Request> block within the file. Each <Request> contains:

<CreatedDateTime>. The date and time the request was made.

<Requestor>. This block identifies the person or organization requesting the transcript.

<RequestedStudent>. This block identifies the subject student whose transcript is being requested.

<Recipient>. This block identifies the person or organization that will receive the transcript. This block will repeat for each recipient.

Each instance of a data file containing a <TranscriptRequest> XML document must adhere to the XML Schema specification. The document must include the required data elements, and may include optional data elements. The following table describes the data elements that will normally occur in a file from the Clearinghouse. Note that this table does not include other optional data elements from the schema that will not be used by the Clearinghouse.

Transcript Ordering XML File Exchange

XML Tag Name	Description	Schema Use	Clearinghouse Use
TranscriptRequest/ TransmissionData/ DocumentID	A file or batch Id that uniquely identifies this file.	Required	Required
TranscriptRequest/ TransmissionData/ CreatedDateTime	File create date and time. Format YYYY-MM-DDTHH:MM:SSZ Example: 2004-12-17T09:30:47-05:00	Required	Required
TranscriptRequest/ TransmissionData/ DocumentTypeCode	Document type. Will contain the value "Request"	Required	Required
TranscriptRequest/ TransmissionData/ TransmissionType	Identifies the type of transmission. Will contain the value "Original".	Required	Required
TranscriptRequest/ TransmissionData/ Source/ Organization/ DUNS	The file source organization Id. For the Clearinghouse, will contain "827034414".	Required	Required
TranscriptRequest/ TransmissionData/ Source/ Organization/ OrganizationName	The file source organization name. Will contain "National Student Clearinghouse"	Optional	Required
TranscriptRequest/ TransmissionData/ Destination/ Organization/ OPEID	The file destination organization Id. Will be populated with the destination institution OPEID code (6-digit code and 2-digit branch). Example: 00123400	Required	Required
TranscriptRequest/ TransmissionData/ Destination/ Organization/ OrganizationName	The file destination organization name. Will contain the name of the destination institution.	Optional	Required
TranscriptRequest/ Request/ CreatedDateTime	The date and time the transcript was requested. Format YYYY-MM-DDTHH:MM:SSZ Example: 2004-12-17T09:30:47-05:00	Required	Required
TranscriptRequest/ Request/ Requestor/ Person/ SchoolAssignedPersonId	The school assigned Id of the person requesting the transcript. Either SchoolAssignedPersonId or SSN (or both) must be present.	Optional	Optional
TranscriptRequest/ Request/ Requestor/ Person/ SSN	The SSN of the person requesting the transcript. Either SchoolAssignedPersonId or SSN (or both) must be present.	Optional	Optional

Transcript Ordering XML File Exchange

TranscriptRequest/ Request/ Requestor/ Person/ Birth/ BirthDate	The birth date of the person requesting the transcript. Format: YYYY-MM-DD	Optional	Optional
Note:	The Requestor/Person/Name block is required by the schema, although the individual name elements that follow are optional.	Required	Required
TranscriptRequest/ Request/ Requestor/ Person/ Name/ FirstName	The first name of the person requesting the transcript.	Optional	Required
TranscriptRequest/ Request/ Requestor/ Person/ Name/ MiddleName	The middle name of the person requesting the transcript.	Optional	Optional
TranscriptRequest/ Request/ Requestor/ Person/ Name/ LastName	The last name of the person requesting the transcript.	Optional	Required
TranscriptRequest/ Request/ Requestor/ Person/ Contacts/ Address/ AddressLine	The address line of the person requesting the transcript. (Repeats 1-3 times)	Required (At least 1)	Required (At least 1)
TranscriptRequest/ Request/ Requestor/ Person/ Contacts/ Address/ City	The address city of the person requesting the transcript.	Required	Required
TranscriptRequest/ Request/ Requestor/ Person/ Contacts/ Address/ StateProvinceCode	If the address is domestic, will contain the address state or province of the person requesting the transcript.	Required (for domestic addresses)	Required (for domestic addresses)

Transcript Ordering XML File Exchange

TranscriptRequest/ Request/ Requestor/ Person/ Contacts/ Address/ StateProvince	If the address is international, will contain the address state or province of the person requesting the transcript.	Optional	Optional
TranscriptRequest/ Request/ Requestor/ Person/ Contacts/ Address/ PostalCode	The address postal code of the person requesting the transcript.	Required (for domestic addresses)	Required (for domestic addresses)
TranscriptRequest/ Request/ Requestor/ Person/ Contacts/ Address/ CountryCode	If the address is international, will contain the country code of the person requesting the transcript.	Required (for international addresses)	Required (for international addresses)
TranscriptRequest/ Request/ Requestor/ Person/ Contacts/ Phone/ CountryPrefixCode	The country code prefix for international phone numbers (for international addresses). This element will be populated if the user entered a dash to delimit the country code in an international phone number. The data value will contain numbers only.	Optional	Optional
TranscriptRequest/ Request/ Requestor/ Person/ Contacts/ Phone/ AreaCityCode	For domestic phone numbers, this element will contain the 3-digit area code (without parenthesis). For international phone numbers, this element will be populated with the city code if the user entered a dash to delimit the country code and the city code from the phone number. The data value will contain numbers and possibly additional dashes as entered by the user.	Optional	Optional
TranscriptRequest/ Request/ Requestor/ Person/ Contacts/ Phone/ PhoneNumber	The phone number of the person requesting the transcript. For domestic phone number, this element will contain the 7-digit phone number (no area code) without a dash. For international phone numbers, this element will contain the number and any additional dashes as entered by the user.	Optional	Optional
TranscriptRequest/ Request/ Requestor/ Person/ Contacts/ FaxPhone/ CountryPrefixCode	The country code prefix for international fax phone numbers (for international addresses). This element will be populated if the user entered a dash to delimit the country code in an international phone number. The data value will contain numbers only.	Optional	Optional

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TranscriptRequest/ Request/ Requestor/ Person/ Contacts/ FaxPhone/ AreaCityCode	For domestic fax phone numbers, this element will contain the 3-digit area code (without parenthesis). For international fax phone numbers, this element will be populated with the city code if the user entered a dash to delimit the country code and the city code from the phone number. The data value will contain numbers and possibly additional dashes as entered by the user.	Optional	Optional
TranscriptRequest/ Request/ Requestor/ Person/ Contacts/ FaxPhone/ PhoneNumber	The fax phone number of the person requesting the transcript. For domestic fax phone number, this element will contain the 7-digit phone number (no area code) without a dash. For international fax phone numbers, this element will contain the number and any additional dashes as entered by the user.	Optional	Optional
TranscriptRequest/ Request/ Requestor/ Person/ Contacts/ Email/ EmailAddress	The email address of the person requesting the transcript.	Optional	Required
TranscriptRequest/ Request/ RequestedStudent/ Person/ SchoolAssignedPersonId	The school assigned Id of the requested student. Either SchoolAssignedPersonId or SSN (or both) must be present.	Optional	Optional
TranscriptRequest/ Request/ RequestedStudent/ Person/ SSN	The SSN of the requested student. Either SchoolAssignedPersonId or SSN (or both) must be present.	Optional	Optional
TranscriptRequest/ Request/ RequestedStudent/ Person/ Birth/ BirthDate	The birth date of the requested student. Format: YYYY-MM-DD	Optional	Optional
TranscriptRequest/ Request/ RequestedStudent/ Person/ Name/ FirstName	The first name of the requested student.	Optional	Required

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TranscriptRequest/ Request/ RequestedStudent/ Person/ Name/ MiddleName	The middle name of the requested student.	Optional	Optional
TranscriptRequest/ Request/ RequestedStudent/ Person/ Name/ LastName	The last name of the requested student.	Optional	Required
TranscriptRequest/ Request/ RequestedStudent/ Person/ AlternateName/ FirstName	The alternate first name of the requested student.	Optional	Optional
TranscriptRequest/ Request/ RequestedStudent/ Person/ AlternateName/ MiddleName	The alternate middle name of the requested student.	Optional	Optional
TranscriptRequest/ Request/ RequestedStudent/ Person/ AlternateName/ LastName	The alternate last name of the requested student.	Optional	Optional
TranscriptRequest/ Request/ RequestedStudent/ Person/ NoteMessage	Contains an optional message that may help the institution identify the subject student.	Optional	Optional
Note:	The following RequestedStudent/Attendance/ block occurs 1 – 11 times.		
TranscriptRequest/ Request/ RequestedStudent/ Attendance/ School/ OrganizationName	The name of the institution that the student attended.	Required	Required
TranscriptRequest/ Request/ RequestedStudent/ Attendance/ School/ OPEID	The OPEID (6-digit code and 2-digit branch) of the institution that the student attended. Example: 00123400	Optional	Optional

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TranscriptRequest/ Request/ RequestedStudent/ Attendance/ EnrollDate	The beginning year of enrollment. Format: YYYY-MM-DD Note: The Transcript Ordering application only collects the 4-digit year, so MM-DD will contain 01-01.	Optional	Optional
TranscriptRequest/ Request/ RequestedStudent/ Attendance/ ExitDate	The ending year of enrollment. Format: YYYY-MM-DD Note: The Transcript Ordering application only collects the 4-digit year, so MM-DD will contain 12-31.	Optional	Optional
TranscriptRequest/ Request/ RequestedStudent/ Attendance/ CurrentEnrollmentIndicator	Used to indicate if the requested student is currently enrolled. Will contain a Boolean value: <ul style="list-style-type: none"> • true • false 	Optional	Optional
Note:	The following RequestedStudent/Attendance/AcademicAwards Reported block occurs 0 – 4 times.		
TranscriptRequest/ Request/ RequestedStudent/ Attendance/ AcademicAwardsReported/ AcademicAwardTitle	Name of degree received from school.	Optional	Optional
TranscriptRequest/ Request/ RequestedStudent/ Attendance/ AcademicAwardsReported/ AcademicAwardDate	Year degree awarded by school. Format: YYYY-MM-DD Note: The Transcript Ordering application only collects the 4-digit year, so MM-DD will contain 01-01.	Optional	Optional
TranscriptRequest/ Request/ RequestedStudent/ UpdateContactsInformation	Used to indicate that requestor would like institution to update address and contact information. If present, will contain "UpdateContacts".	Optional	Optional
TranscriptRequest/ Request/ RequestedStudent/ FeeDiscountRequestCode	Used to indicate that the requestor has requested a fee discount code. Clearinghouse supported values are: <ul style="list-style-type: none"> • FirstTranscriptRequested • PrepaidFee 	Optional	Optional
TranscriptRequest/ Request/ RequestedStudent/ ReleaseAuthorizedIndicator	Used to indicate that the student has authorized the release of the transcript data. Will contain a Boolean value: <ul style="list-style-type: none"> • true • false 	Required	Required
TranscriptRequest/ Request/ RequestedStudent/ ReleaseAuthorizedMethod	Used to indicate the method by which the authorized release was obtained. Will contain one of these values: <ul style="list-style-type: none"> • Signature • ElectronicSignature 	Optional	Required

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TranscriptRequest/ Request/ Recipient/ RequestTrackingID	The Clearinghouse-assigned order tracking number for this recipient. Example: 145299-1	Required	Required
TranscriptRequest/ Request/ Recipient/ Receiver/ RequestorReceiver/ Organization/ OrganizationName	The name of the person or organization to receive the transcript.	Optional	Required
TranscriptRequest/ Request/ Recipient/ Receiver/ RequestorReceiver/ Organization/ Contacts/ Address/ AddressLine	The address line of organization to receive the transcript. (Repeats 1-3 times)	Required (At least 1)	Required (At least 1)
TranscriptRequest/ Request/ Recipient/ Receiver/ RequestorReceiver/ Organization/ Contacts/ Address/ City	The address city of the organization to receive the transcript.	Required	Required
TranscriptRequest/ Request/ Recipient/ Receiver/ RequestorReceiver/ Organization/ Contacts/ Address/ StateProvinceCode	If the address is domestic, will contain the address state or province of the organization to receive the transcript.	Required (for domestic addresses)	Required (for domestic addresses)
TranscriptRequest/ Request/ Recipient/ Receiver/ RequestorReceiver/ Organization/ Contacts/ Address/ StateProvince	If the address is international, will contain the address state or province of the organization to receive the transcript.	Optional	Optional

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TranscriptRequest/ Request/ Recipient/ Receiver/ RequestorReceiver/ Organization/ Contacts/ Address/ PostalCode	The address postal code of the organization to receive the transcript.	Required (for domestic addresses)	Required (for domestic addresses)
TranscriptRequest/ Request/ Recipient/ Receiver/ RequestorReceiver/ Organization/ Contacts/ Address/ CountryCode	If the address is international, will contain the country code of the organization to receive the transcript.	Required (for international addresses)	Required (for international addresses)
TranscriptRequest/ Request/ Recipient/ Receiver/ RequestorReceiver/ Organization/ Contacts/ Address/ Attention Line	The address Attention: line of the organization to receive the transcript.	Optional	Required for Express/ Overnight orders. Otherwise Optional.
TranscriptRequest/ Request/ Recipient/ Receiver/ RequestorReceiver/ Organization/ Contacts/ Phone/ CountryPrefixCode	The country code prefix for international phone numbers (for international addresses). This element will be populated if the user entered a dash to delimit the country code in an international phone number. The data value will contain numbers only.	Optional	Optional
TranscriptRequest/ Request/ Recipient/ Receiver/ RequestorReceiver/ Organization/ Contacts/ Phone/ AreaCityCode	For domestic phone numbers, this element will contain the 3-digit area code (without parenthesis). For international phone numbers, this element will be populated with the city code if the user entered a dash to delimit the country code and the city code from the phone number. The data value will contain numbers and possibly additional dashes as entered by the user.	Optional	Optional

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TranscriptRequest/ Request/ Recipient/ Receiver/ RequestorReceiver/ Organization/ Contacts/ Phone/ PhoneNumber	The phone number of the contact of the organization to receive the transcript. For domestic fax phone number, this element will contain the 7-digit phone number (no area code) without a dash. For international fax phone numbers, this element will contain the number and any additional dashes as entered by the user.	Optional	Optional
TranscriptRequest/ Request/ Recipient/ Receiver/ RequestorReceiver/ Organization/ Contacts/ FaxPhone/ CountryPrefixCode	The country code prefix for international fax phone numbers (for international addresses). This element will be populated if the user entered a space to delimit the country code in an international phone number. The data value will not contain spaces but will contain other characters as entered by the user (such as +).	Optional	Optional
TranscriptRequest/ Request/ Recipient/ Receiver/ RequestorReceiver/ Organization/ Contacts/ FaxPhone/ AreaCityCode	For domestic fax phone numbers, this element will contain the 3-digit area code (without parenthesis). For international fax phone numbers, this element will be populated with the city code if the user entered a space to delimit the country code and the city code from the phone number. The data value will not contain spaces but will contain other characters as entered by the user.	Optional	Required for Fax delivery. Otherwise Optional.
TranscriptRequest/ Request/ Recipient/ Receiver/ RequestorReceiver/ Organization/ Contacts/ FaxPhone/ PhoneNumber	The fax phone number of the contact of the organization to receive the transcript. For domestic fax phone number, this element will contain the 7-digit phone number (no area code) without a dash. For international fax phone numbers, this element will contain the number and any other characters entered by the user, including spaces.	Optional	Required for Fax delivery. Otherwise Optional.
TranscriptRequest/ Request/ Recipient/ Receiver/ RequestorReceiver/ Organization/ Contacts/ Email/ EmailAddress	The email address of the contact of the organization to receive the transcript.	Optional	Optional

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TranscriptRequest/ Request/ Recipient/ TranscriptHold/ HoldType	For transcripts that are to be held until a certain event occurs. If present, will contain one of the following values: <ul style="list-style-type: none"> • AfterCorrespondenceCourseCompleted • AfterDegreeAwarded • AfterGradesPosted • AfterGradesChanged • AfterDegreeCompletionStatement • AfterHonorsStatement • AfterSpecifiedTerm • AfterCurrentTermEnrollment 	Required (If a hold is required)	Required (If a hold is required)
TranscriptRequest/ Request/ Recipient/ TranscriptHold/ SessionName	Indicates the session name(s) for the following Hold Types (can occur up to 2 times): <ul style="list-style-type: none"> • AfterDegreeAwarded • AfterGradesPosted • AfterGradesChanged • AfterDegreeCompletionStatement • AfterHonorsStatement • AfterSpecifiedTerm 	Optional	Optional
TranscriptRequest/ Request/ Recipient/ TranscriptHold/ CourseTitle	Indicates the course title for the following Hold Types: <ul style="list-style-type: none"> • AfterCorrespondenceCourseCompleted • AfterGradesChanged 	Optional	Optional
TranscriptRequest/ Request/ Recipient/ TranscriptHold/ AcademicAwardTitle	Indicates the degree title for the following Hold Types: <ul style="list-style-type: none"> • AfterDegreeAwarded • AfterDegreeCompletionStatement 	Optional	Optional
TranscriptRequest/ Request/ Recipient/ TranscriptHold/ ReleaseDate	Indicates the release date or term year for the following Hold Types: <ul style="list-style-type: none"> • AfterDegreeAwarded • AfterGradesPosted • AfterGradesChanged • AfterDegreeCompletionStatement • AfterHonorsStatement <p>Format: YYYY-MM-DD</p> <p>Note: The Transcript Ordering application only collects the 4-digit year, so MM-DD will contain 01-01.</p>	Optional	Optional

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TranscriptRequest/ Request/ Recipient/ TranscriptType	Transcript type. Will contain one of the following: <ul style="list-style-type: none"> • Undergraduate • Law • Dental • Pharmacy • Medical • Management • Health • Graduate • Complete 	Optional	Optional
TranscriptRequest/ Request/ Recipient/ TranscriptPurpose	Transcript purpose. Will contain one of the following: <ul style="list-style-type: none"> • Admission • Registrar • AdmissionRegistrar • CertificationLicensure • Employment • Scholarship • SelfManagedPackage • Self • AdmissionService • GraduateAdmissions • LawSchoolAdmissions • MedicalSchoolAdmissions • ScholarshipGrantFellowship • Transfer • UndergraduateAdmissions • Other 	Optional	Optional
TranscriptRequest/ Request/ Recipient/ DeliveryMethod	School supported delivery method. Will contain one of the following: <ul style="list-style-type: none"> • HoldForPickup • Mail • Express • Overnight • Fax • FaxMail • FaxExpress • FaxOvernight • Electronic • ExpressInternational • ExpressCanadaMexico • ExpressUnitedStates 	Optional	Optional
TranscriptRequest/ Request/ Recipient/ RushProcessingRequested	Indicates if rush processing is being requested. If rush is being requested, will contain "true".	Optional	Optional
TranscriptRequest/ Request/ Recipient/ DeliveryInstruction	Additional delivery instructions.	Optional	Optional

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TranscriptRequest/ Request/ Recipient/ TranscriptCopies	Number of copies.	Optional	Required
TranscriptRequest/ Request/ Recipient/ StampSealEnvelopeIndicator	Indicates whether the transcript needs to be in a stamped, sealed envelope. Will contain a Boolean value: <ul style="list-style-type: none">• true• false	Optional	Optional

Transcript Ordering XML File Exchange

The following is an example of a <TranscriptRequest> XML document containing a single transcript request:

An Example of <TranscriptRequest> XML Document

```
<TranscriptRequest xmlns="urn:org:pescc:message:TranscriptRequest:v1.0.0"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
  <TransmissionData>
    <DocumentID>102004001</DocumentID>
    <CreatedDateTime>2004-12-17T17:30:47-05:00</CreatedDateTime>
    <DocumentTypeCode>Request</DocumentTypeCode>
    <TransmissionType>Original</TransmissionType>
    <Source>
      <Organization>
        <DUNS>827034414</DUNS>
        <OrganizationName>National Student Clearinghouse</OrganizationName>
      </Organization>
    </Source>
    <Destination>
      <Organization>
        <OPEID>00123400</OPEID>
        <OrganizationName>ABC University</OrganizationName>
      </Organization>
    </Destination>
  </TransmissionData>
  <Request>
    <CreatedDateTime>2004-12-17T09:30:47-05:00</CreatedDateTime>
    <Requestor>
      <Person>
        <SchoolAssignedPersonID>001234567</SchoolAssignedPersonID>
        <SSN>111223333</SSN>
        <Birth>
          <BirthDate>1967-08-13</BirthDate>
        </Birth>
        <Name>
          <FirstName>Jane</FirstName>
          <MiddleName>C</MiddleName>
          <LastName>Doe</LastName>
        </Name>
        <Contacts>
          <Address>
            <AddressLine>123 Main St.</AddressLine>
            <AddressLine>Suite 100</AddressLine>
            <City>Herndon</City>
            <StateProvinceCode>VA</StateProvinceCode>
            <PostalCode>20171</PostalCode>
          </Address>
          <Phone>
            <PhoneNumber>7035551212</PhoneNumber>
          </Phone>
          <FaxPhone>
            <PhoneNumber>7035551213</PhoneNumber>
          </FaxPhone>
          <Email>
            <EmailAddress>jane@email.net</EmailAddress>
          </Email>
        </Contacts>
      </Person>
    </Requestor>
    <RequestedStudent>
      <Person>
        <SchoolAssignedPersonID>001234567</SchoolAssignedPersonID>
        <SSN>111223333</SSN>
        <Birth>
```

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```
<BirthDate>1967-08-13</BirthDate>
</Birth>
<Name>
  <FirstName>Jane</FirstName>
  <MiddleName>C</MiddleName>
  <LastName>Doe</LastName>
</Name>
<AlternateName>
  <FirstName>Jane</FirstName>
  <MiddleName>C</MiddleName>
  <LastName>Smith</LastName>
</AlternateName>
<NoteMessage>Got married senior year</NoteMessage>
</Person>
<Attendance>
  <School>
    <OrganizationName>ABC University</OrganizationName>
    <OPEID>00123400</OPEID>
  </School>
  <EnrollDate>1985-01-01</EnrollDate>
  <ExitDate>1989-12-31</ExitDate>
  <AcademicAwardsReported>
    <AcademicAwardTitle>Bachelor of Science</AcademicAwardTitle>
    <AcademicAwardDate>1989-01-01</AcademicAwardDate>
  </AcademicAwardsReported>
</Attendance>
<ReleaseAuthorizedIndicator>true</ReleaseAuthorizedIndicator>
<ReleaseAuthorizedMethod>Signature</ReleaseAuthorizedMethod>
</RequestedStudent>
<Recipient>
  <RequestTrackingID>145299-1</RequestTrackingID>
  <Receiver>
    <RequestorReceiverOrganization>
      <OrganizationName>123 University</OrganizationName>
      <Contacts>
        <Address>
          <AddressLine>123 College Avenue</AddressLine>
          <City>College Park</City>
          <StateProvinceCode>MD</StateProvinceCode>
          <PostalCode>56241</PostalCode>
          <AttentionLine>John Smith</AttentionLine>
        </Address>
        <Phone>
          <PhoneNumber>3015551212</PhoneNumber>
        </Phone>
        <FaxPhone>
          <PhoneNumber>3015551213</PhoneNumber>
        </FaxPhone>
        <Email>
          <EmailAddress>john@123.edu</EmailAddress>
        </Email>
      </Contacts>
    </RequestorReceiverOrganization>
  </Receiver>
  <TranscriptType>Undergraduate</TranscriptType>
  <TranscriptPurpose>Admission</TranscriptPurpose>
  <DeliveryMethod>Mail</DeliveryMethod>
  <TranscriptCopies>2</TranscriptCopies>
  <StampSealEnvelopeIndicator>true</StampSealEnvelopeIndicator>
</Recipient>
</Request>
</TranscriptRequest>
```

Transcript Ordering XML File Exchange

Transcript Response

The PESC XML schemas can be found at: www.pesc.org.

The response schema is named TranscriptResponse.xsd. This schema uses two common include schemas named CoreMain.xsd and AcademicRecord.xsd.

The <TranscriptResponse> schema is organized into the following blocks of data:

```

<TranscriptResponse>
  <TransmissionData/>
  <Response/>
</TranscriptResponse>
  
```

<TransmissionData>. This block contains data elements that identify the file transmission details, such as the document Id, timestamp, and the source and destination of the file. There will only be one <TransmissionData> block within the file.

<Response>. The <Response> block contains data for each individual transcript request recipient. There can be more (and mostly likely will be more) than one <Response> block within the file.

Each instance of a data file containing a <TranscriptResponse> XML document must adhere to the XML Schema specification. The document must include the required data elements, and may include optional data elements. The following table describes the data elements that will normally occur in a file to the Clearinghouse. Note that this table does not include other optional data elements from the schema that will not be used by the Clearinghouse.

XML Tag Name	Description	Schema Use	Clearinghouse Use
TranscriptResponse/ TransmissionData/ DocumentID	A file or batch Id that uniquely identifies this file.	Required	Required
TranscriptResponse/ TransmissionData/ CreatedDateTime	File create date and time. Format YYYY-MM-DDTHH:MM:SSZ Example: 2004-12-17T09:30:47-05:00	Required	Required
TranscriptResponse/ TransmissionData/ DocumentTypeCode	Document type. Will contain the value "Response"	Required	Required
TranscriptResponse/ TransmissionData/ TransmissionType	Identifies the type of transmission. Will contain the value "Original".	Required	Required
TranscriptResponse/ TransmissionData/ Source/ Organization/ OPEID	The file source organization Id. Populate with the institution's OPEID code (6-digit code and 2-digit branch). Example: 00123400	Required	Required

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TranscriptResponse/ TransmissionData/ Source/ Organization/ OrganizationName	The file source organization name. Populate with the name of the institution.	Optional	Required
TranscriptResponse/ TransmissionData/ Destination/ Organization/ DUNS	The file destination organization Id. For the Clearinghouse, should contain "827034414".	Required	Required
TranscriptResponse/ TransmissionData/ Destination/ Organization/ OrganizationName	The file destination organization name. Should contain "National Student Clearinghouse".	Optional	Required
TranscriptResponse/ Response/ CreatedDateTime	The date and time the status was updated. Format YYYY-MM-DDTHH:MM:SSZ Example: 2004-12-17T09:30:47-05:00	Required	Required
TranscriptResponse/ Response/ RequestTrackingId	The original tracking Id that was assigned by the Clearinghouse to this transcript order recipient. Example: 145299-1	Required	Required
TranscriptResponse/ Response/ RequestStatus	The status of the transcript for this recipient. Will contain one of the following status codes: <ul style="list-style-type: none"> • TranscriptSent • TranscriptRequestReceived • Hold • NoRecord • Canceled <p>Note: "Hold" indicates either Financial Hold, Other Hold or a custom hold value (see below).</p>	Required	Required
TranscriptResponse/ Response/ ResponseHold/ HoldReason	If the RequestStatus contains a value of "Hold", the ResponseHold block needs to be included. The HoldReason will contain one of the following: <ul style="list-style-type: none"> • Financial • RequestedAction • Other <p>Note: "RequestedAction" indicates hold until the the requested action occurs, such as Degree/Grade change. "Other" can indicate "Hold – Other" status, or "Other" can be used in conjunction with NoteMessage (see below) to communicate custom hold statuses.</p>	Optional	Required If RequestStatus = "Hold"

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TranscriptResponse/ Response/ ResponseHold/ NoteMessage	The NoteMessage is used in conjunction with HoldReason to communicate custom hold statuses. The RequestStatus will contain a value of "Hold", and the HoldReason will contain a value of "Other". Custom hold statues are defined by the school, and the corresponding values for NoteMessage are provided by the Clearinghouse.	Optional	Optional
TranscriptResponse/ Response/ OrderFee/ FeeStatusCode	Indicates the the order fee was reduced by some amount. Will contain "Waived".	Optional	Optional
TranscriptResponse/ Response/ OrderFee/ FeeAmount	The fee reduction amount.	Optional	Optional
TranscriptResponse/ Response/ OrderFee/ FeeStatusReason	A text message explaining why the fee was reduced.	Optional	Optional
NOTE: the RequestedStudent block is required, and must at least contain the Person/Name and Attendance/School/OranizationName blocks, and the ReleaseAuthorizedIndicator. The RequestedStudent block should contain the data as it was sent in the Request.			
TranscriptResponse/ Response/ RequestedStudent/ Person/ SchoolAssignedPersonId	The school assigned Id of the requested student. Either SchoolAssignedPersonId or SSN (or both) must be present.	Optional	Optional
TranscriptResponse/ Response/ RequestedStudent/ Person/ SSN	The SSN of the requested student. Either SchoolAssignedPersonId or SSN (or both) must be present.	Optional	Optional
TranscriptResponse/ Response/ RequestedStudent/ Person/ Birth/ BirthDate	The birth date of the requested student. Format: YYYY-MM-DD	Optional	Optional
TranscriptResponse/ Response/ RequestedStudent/ Person/ Name/ FirstName	The first name of the requested student.	Optional	Optional
TranscriptResponse/ Response/ RequestedStudent/ Person/ Name/ MiddleName	The middle name of the requested student.	Optional	Optional

Transcript Ordering XML File Exchange

TranscriptResponse/ Response/ RequestedStudent/ Person/ Name/ LastName	The last name of the requested student.	Optional	Optional
TranscriptResponse/ Response/ RequestedStudent/ Person/ AlternateName/ FirstName	The alternate first name of the requested student.	Optional	Optional
TranscriptResponse/ Response/ RequestedStudent/ Person/ AlternateName/ MiddleName	The alternate middle name of the requested student.	Optional	Optional
TranscriptResponse/ Response/ RequestedStudent/ Person/ AlternateName/ LastName	The alternate last name of the requested student.	Optional	Optional
TranscriptResponse/ Response/ RequestedStudent/ Person/ NoteMessage	Contains an optional message that may help the institution identify the subject student.	Optional	Optional
TranscriptResponse/ Response/ RequestedStudent/ Attendance/ School/ OrganizationName	The name of the institution that the student attended.	Required	Required
TranscriptResponse/ Response/ RequestedStudent/ Attendance School/ OPEID	The OPEID (6-digit code and 2-digit branch) of the institution that the student attended. Example: 00123400	Optional	Optional
TranscriptResponse/ Response/ RequestedStudent/ Attendance/ EnrollDate	The beginning year of enrollment. Format: YYYY-MM-DD Note: The Transcript Ordering application only collects the 4-digit year, so MM-DD will contain 01-01.	Optional	Optional

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TranscriptResponse/ Response/ RequestedStudent/ Attendance/ ExitDate	The ending year of enrollment. Format: YYYY-MM-DD Note: The Transcript Ordering application only collects the 4-digit year, so MM-DD will contain 12-31.	Optional	Optional
TranscriptResponse/ Response/ RequestedStudent/ ReleaseAuthorizedIndicator	Used to indicate that the student has authorized the release of the transcript data. Will contain a Boolean value: <ul style="list-style-type: none"> • true false	Required	Required
TranscriptResponse/ Response/ CarrierName	For Express/Overnight delivery, contains the name of the carrier.	Optional	Optional
TranscriptResponse/ Response/ CarrierTrackingID	For Express/Overnight delivery, contains the carrier's tracking number.	Optional	Optional

The following is an example of a <TranscriptResponse> XML document containing a single transcript response:

An Example of <TranscriptResponse> XML Document

```

<TranscriptResponse xmlns="urn:org:pescc:message:TranscriptResponse:v1.0.0"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
  <TransmissionData>
    <DocumentID>2004121801</DocumentID>
    <CreatedDateTime>2004-12-18T17:30:40-05:00</CreatedDateTime>
    <DocumentTypeCode>Response</DocumentTypeCode>
    <TransmissionType>Original</TransmissionType>
    <Source>
      <Organization>
        <OPEID>00123400</OPEID>
        <OrganizationName>ABC University</OrganizationName>
      </Organization>
    </Source>
    <Destination>
      <Organization>
        <DUNS>827034414</DUNS>
        <OrganizationName>National Student Clearinghouse</OrganizationName>
      </Organization>
    </Destination>
  </TransmissionData>
  <Response>
    <CreatedDateTime>2004-12-17T09:30:47-05:00</CreatedDateTime>
    <RequestTrackingID>145299-1</RequestTrackingID>
    <ResponseStatus>TranscriptSent</ResponseStatus>
    <RequestedStudent>
      <Person>
        <SchoolAssignedPersonID>001234567</SchoolAssignedPersonID>
        <SSN>111223333</SSN>
        <Birth>
          <BirthDate>1967-08-13</BirthDate>
        </Birth>
        <Name>
          <FirstName>Jane</FirstName>
        </Name>
      </Person>
    </RequestedStudent>
  </Response>
</TranscriptResponse>

```

Transcript Ordering XML File Exchange

```
<MiddleName>C</MiddleName>
<LastName>Doe</LastName>
</Name>
</Person>
<Attendance>
  <School>
    <OrganizationName>ABC University</OrganizationName>
    <OPEID>00123400</OPEID>
  </School>
</Attendance>
<ReleaseAuthorizedIndicator>true</ReleaseAuthorizedIndicator>
</RequestedStudent>
<CarrierName>Fedex</CarrierName>
<CarrierTrackingID>791152587477</CarrierTrackingID>
</Response>
</TranscriptResponse>
```