



OFFICE OF THE VICE PRESIDENT – STUDENT AFFAIRS

OFFICE OF THE PRESIDENT
1111 Franklin Street, 9th Floor
Oakland, California 94607-5200

<Date>

Dear Colleague:

The Eligibility in the Local Context (ELC) program continually seeks to simplify the transcript submission process. To that end, ELC has maintained a means of sending transcripts electronically, and making technical staff available to assist you throughout the process. Electronic submission eliminates the need for ranking students manually, filling out a student roster or submitting any other forms. Electronic solutions for simplified submission are available to schools in the following categories:

- Schools that utilize SASIxp as their Student Information System (SIS)
- Schools that utilize Aeries as their Student Information System (SIS)
- Schools in the Los Angeles Unified School District
- Schools using systems with developed Records Transfer capacity through the California School Information Service (CSIS)

The ELC turnkey extracts transcript data from these Student Information Systems and transmits it securely and electronically to the University. For schools that use any other type of SIS not listed above, a record layout is available so that all schools may send transcripts electronically. Please contact Danny Salibi at (800) 654-8341, ext. 4965 or email electronic.issues@ucelc.org if you would like more information about this option.

Our technical support staff is available to work with your technical contact person to set up the turnkey, and can also help non-technical staff send the transcript information once final grades are recorded. The ELC Electronic Submission website, <https://www.ucelc.org/upload>, also provides easy-to-follow, step-by-step instructions for those who do not require personal assistance.

Process for Aeries Users

The ELC program has been working closely with Aeries staff to enable schools using the Aeries SIS to submit transcripts electronically. Aeries will load the ELC turnkey onto the Aeries system centrally, as they would any other program module. All schools using Aeries will have access to the ELC turnkey module, and Aeries staff will be available to assist with the electronic submission process.

Technical Help: For technical assistance with Aeries, contact Eagle Technical Support at (888) 324-5363.

Process for CSIS Users

The ELC program is especially proud to be working with the California Student Information System program, whose state-mandated mission is to facilitate the efficient electronic transfer of student information. CSIS Best Practice Cohort Districts are encouraged to utilize this means of data transmission. Schools that are interested in using the CSIS Records Transfer system to submit electronic transcripts for ELC should contact the CSIS School Support Desk. The phone number is (916) 325-9210; e-mails can be sent to support@csis.k12.ca.us.

Process for SASIxp Users

The school's technical contact must go to the ELC Electronic Submission website and download the SASIxp turnkey for the summer 2009 cycle.

Website: <https://www.ucelc.org/upload>

User ID: <ATPCode>

Password: Will be mailed within a week under separate cover. If you cannot locate your password, please contact the ELC Technical Support Desk at (800) 654-8341, ext. 4965.

The upload website also contains additional useful information.

Process for Los Angeles Unified School District Users

The turnkey for the LAUSD is created and supported by the district. For further information, please call Roni Parker at (213) 241-6040.

For More Information

For details about the electronic submission process, visit www.ucop.edu/sas/elc and click on the link to Electronic Submissions. You may also contact us by e-mail at electronic.issues@ucelc.org or by calling Danny Salibi at our Technical Support Desk at (800) 654-8341, ext. 4965.

For questions about any other aspect of the ELC program, please contact the ELC Help Desk at (800) 839-8507.

We appreciate your continued support of the ELC program.

Sincerely,



Reginald E. Hillmon
Coordinator, Eligibility in the Local Context