STUDENT TRANSCRIPTS PROCEDURE

STUDENT SUPPORT | 600.601

Last Evaluation

10/13/2025

Executive Staff Review

11/03/2025

1. **Procedure Statement**

   This document outlines Mountainland Technical College's (MTECH) Student Transcripts Procedure to ensure the secure and accurate maintenance, confidentiality, and authorized access of official student records. The procedure supports institutional compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Utah's Government Records Access and Management Act (GRAMA), and the Council on Occupational Education (COE) Standard 10.B4..

2. **Definitions**

   Council on Occupational Education (COE) - Mountainland Technical College's (MTECH's) accrediting body.

   Canvas - The student learning management system (LMS).MTECH's Learning Management System (LMS) where coursework is managed and recorded.

   Educational Record - Records directly related to a student maintained, in whatever format or medium, by an educational institution or by a party acting for the institution; and contains personally identifiable information to a student.

   Student Information System (SIS) - a software system used to manage student data and processes.

   Transcript - Records of a student's enrollment at the college that contains, at a minimum, the following information: the program of study, courses or units of study completed with corresponding grades, period of enrollment, and credential awarded, if applicable.

3. **References**

   Council on Occupational Education Handbook of Accreditation (2025 Edition), Standard 10.B.4

Family Educational Rights and Privacy Act of 1974 (FERPA): 20 U.S.C. § 1232g; 34 CFR Part 99

Utah Government Records Access and Management Act (GRAMA): Utah Code Ann. § 63G-2

MTECH *600.601 Access of Student Coursework, Testing, and Records Procedure*

MTECH *Preserving and Protecting Student Coursework, Testing, Records Procedure*

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4. **Procedure**

    4.1   Transcripts & Certificates

        4.1.1   Transcripts

            4.1.1.1   Unofficial transcripts are available and can be printed online by accessing the Student Portal on the college website at http://portal.mtec.edu/.

        4.1.2   Certificates

            4.1.2.1   Certificates are printed monthly and available for pick up in Student Services offices located at the Lehi, Orem, Provo, and Spanish Fork campuses. Certificates for students taking courses in Wasatch or Summit counties are mailed to the students.

            4.1.2.2   Certificates are held for 6 months following the student's completion date. Certificates can only be reprinted for students whose completion date is after July 1, 2007. Each official transcript and duplicate certificate costs $5 each and must be paid at the time of the request.

        4.1.3   Official transcript(s) and duplicate certificate requests will be processed within 5-10 business days.

        4.1.4   A form of identification must be provided at the time of the request for a transcript.

        4.1.5   A picture ID must be provided in order to pick up a transcript or certificate in person.

        4.1.6   Students wishing to obtain an official transcript of academic work or duplicate certificate must submit a Transcript/Certificate Request

[Form](#) which is available at Student Services or on the MTECH website, at www.mtec.edu/records. Completed forms can be sent by mail, email, fax, or in person.

4.1.7   Transcripts and certificates may only be released to another individual, or student's designee, if all conditions listed here have been met and a FERPA Information Release Form accompanies the Request for Transcript Form. This form must be signed and dated by the student and include the name of the individual to whom the transcript is to be released. A picture ID will be required for pick up by an individual other than the student.

4.1.8   Transcripts and certificates may not be released if a balance is owing on the student's account. Any financial obligation must be cleared prior to the release of any records.

4.2   The following student records may be obtained through the online Student Portal (http://portal.mtec.edu/)

4.2.1   Student Progress
4.2.2   Student Schedule
4.2.3   Student Attendance
4.2.4   Unofficial Transcript
4.2.5   Completion Evaluation
4.2.6   Student Time Cards
4.2.7   Student Statements
4.2.8   Previous Payment Receipts

4.3   MTECH follows applicable policies, procedures, and plans regarding the maintenance, access, and release of all student records, including transcripts.

5. Evaluation History

Last Evaluation	Executive Staff Approval	Board Approval
6/16/2004		
3/4/2016	3/14/2016	3/16/2016
8/28/2017 | no changes		
6/19/2018 | no changes		
1/9/2023	1/23/2023	3/15/2023
1/4/2024	2/20/2024	
10/13/2025	11/03/2025	N/A