WTC: Wyoming Transcript Center

WTC enables districts and institutions of higher education in Wyoming to send records and transcripts to any school in the country. If the recipient is a member (as all in-state public institutions are), the record/transcript will be delivered electronically. If not, the system will print it on secure transcript paper and mail it at no cost to the WTC district or college/university.

WTC ETRANSCRIPT REGISTRATION FORM

Please follow the steps below to set up a new district and an associated Account Manager in WTC:

**Authorization**

Authorized by

Title Date

District/School name

Address

City State Zip

Student Information System

**WTC Account Manager**

The WTC account manager can perform the same functions as any other WTC user but with the following added responsibilities:

* Direct new WTC users to available training materials on the National Student Clearinghouse website:  
  <https://theclearinghouse.help/tc-wy>
* Create accounts in WTC for new users.
* Manage accounts for current users (change login IDs, remove privileges).
* Serve as the contact person for receiving communication from Wyoming Department of Education and Pearson regarding the Wyoming Transcript Center project.

First Name Last Name

Building/position

E-mail Address

Phone

To find out more about WTC, visit: <http://edu.wyoming.gov/data/wtc/>

Contact the National Student Clearinghouse via e-mail (K-20Transcripts@studentclearinghouse.org).

