

## **TRANSFER TRACER**

### **Since the transfer tracer is available in the transfer portal, what are the requirements for the tracer process?**

The requirements for the transfer tracer are the same that existed before institutions used the transfer portal. The compliance administrator can enter the tracer information at his/her convenience or if contacted by another institution asking for information about the transferring student. The tracer information will be the student's current status when the compliance administrator is entering the tracer information; therefore, some information may be pending but can be updated as new information is available.

### **What is the timeline to complete the transfer tracer?**

The processing timeline for completing the transfer tracer is the same as the timing before institutions used the transfer portal. A compliance administrator may need to request for another institution to complete the transfer tracer as the institution needs the information. You can click on the Institutional Contact button which includes contact information and you click on the email button to send a message. Only individuals with edit privileges have access to the institutional contact button.

### **Can coaches view the transfer tracer?**

Only individuals with edit privileges have access to view the transfer tracer. A compliance administrator can print or save the transfer tracer as a pdf if the compliance administrator needs to share the tracer with a coach.

### **How will I know if the transfer tracer is complete?**

The compliance administrator editing the transfer tracer can designate the transfer tracer as complete. This will then show with a green complete box. After the transfer tracer is complete, it cannot be updated. The transfer tracer will also show if it is complete or incomplete at the bottom of the print copy. The transfer tracer for a student entered in the transfer portal in version 1.0 does not show the transfer tracer as complete and will show as incomplete on the print version. This is because the complete function did not exist in version 1.0. If you need an institution to complete the transfer tracer, you should ask the compliance administrator at the other institution to perform the complete action if all information in the tracer is final.