



Interstate Passport®
Awarding & Tracking Students
DEVELOPMENT & IMPLEMENTATION CHECKLIST

STUDENT POPULATION	TASK	STATUS	DATE COMPLETED Or expected Completion Date
All	Signed amendment to NSC agreement to submit data for Interstate Passport; Established account to submit data		
Native Students <i>(Students who earn a Passport at your institution)</i>	Identify students who meet Passport requirements <i>(must have earned a minimum grade of C in all lower-division general education courses taken to meet Interstate Passport requirements)</i>		
	Record the Passport in the SIS so it will show on the transcript		
	Notify students that they have earned the Passport <i>(via email, letter of completion, degree audit system, other)</i>		
	Send a <u>Completion File</u> listing your Passport earners to National Student Clearinghouse at end of each term. See: Passport Completion File Formatting and Submission Guide		
Incoming Transfer Students	For students transferring in, send a <u>PassportVerify File</u> to NSC to verify which ones have earned a Passport. <i>(NSC returns file with students who earned Passport, where and when.)</i> See: PassportVerify Request File Formatting and Submission Guide		
	Record where/when Passport earned on students' records in SIS for tracking purposes.		
	Recognize Passport earners as having completed lower-division GE in SIS/Degree Audit.		
Native & Transfer Students <i>(w/without Passport)</i>	At the end of each term, provide academic progress data to NSC for at least two terms after transfer for incoming students and for at least two terms for native Passport-earners. See: Passport Academic Progress Tracking Data File Formatting and Submission Guide . <i>(NSC will sort data and provide Sending Institutions with report on academic progress of former students).</i>		
Passport Earners at Your Institution Who Transferred	Review/share with appropriate campus stakeholders your institution's annual report provided by NSC on academic progress of former students for use in continuous improvement.		

RESOURCES

- **Interstate Passport Website: Resources for Registrars/IR:** <http://interstatepassport.wiche.edu/institute-research>
- **For access to resources specific to Banner, PeopleSoft, or Colleague, see** <http://interstatepassport.wiche.edu/webinars/Using-Banner-to-Collect-and-Submit-Passport-Student-Data>, <http://interstatepassport.wiche.edu/webinars/Using-Colleague-to-Transcript-and-Report-Interstate-Passport-Two-Institutional-Perspectives>, <http://interstatepassport.wiche.edu/webinars/Using-PeopleSoft-to-Collect-and-Submit-Passport-Student-Data>, or <http://interstatepassport.wiche.edu/resources-registrars>,
WICHE CONTACTS: LaDawn Miera (ladawn.miera@slcc.edu) and Kate Springsteen (kspringsteen@wiche.edu)
- **National Student Clearinghouse Passport Services:** <https://studentclearinghouse.info/interstate-passport/>
NSC CONTACT: PassportSupport@studentclearinghouse.org