

StudentTracker Resources

Your StudentTracker Liaison

Name Shawn Jen
E-mail StudentTracker@StudentClearinghouse.org
Phone 703-742-4211 (ask for Shawn, or anyone with knowledge of the High School service)

StudentTracker for High Schools Help Center

URL STHS.HelpDocsOnline.com
Topics (see below)

Help Topics	
<u>Using the Web Tool</u>	
Manage Your Online Account	Submit a Test File
<ul style="list-style-type: none">Log InEdit Your AccountChange Expired PasswordAdd a New UserView Existing UsersManage Your UsersView Deleted UsersUser Role TypesView Diploma Record History	<ul style="list-style-type: none">Submit a Test FileView Error Resolution Details
Access Reports Library	Submit a Graduates File
<ul style="list-style-type: none">Access Reports Library OverviewSelect a Query Type and Effective DateSelect ReportsSelect Individual High School and Account Level ReportGenerate an Account Level Student Detail ReportView Reports LogReport Definitions	<ul style="list-style-type: none">Submit a Graduates File Overview
File Naming Conventions	Formatting Requirements
Frequently Asked Questions	<ul style="list-style-type: none">Graduates File Formatting RequirementsText FormatDate Format
	Instructions
	<ul style="list-style-type: none">Step 1: Enter a Header RowStep 2: Enter Student Detail RowsStep 3: Enter Trailer RowStep 4: Save the Excel FileStep 5: Submit the File
	Submit a Request File
	<ul style="list-style-type: none">Submit a Request File Overview
	Formatting Requirements
	<ul style="list-style-type: none">Request File Formatting RequirementsText FormatDate Format
	Instructions
	<ul style="list-style-type: none">Step 1: Enter a Header RowStep 2: Enter Student Detail RowsStep 3: Enter Trailer RowStep 4: Save the Excel FileStep 5: Submit the File

Research Center

URL	Research Center
Topics	Working With Our Data
Topics	FERPA Implications