



IDAHO STATE UNIVERSITY OFFICIAL DOCUMENT FAX POLICY

INTRODUCTION

The American Association of Collegiate Registrars and Admissions Officers (AACRAO) Fax Guidelines Task Force reports that fax documents are acceptable in both state and federal courts, and by federal agencies. Because a fax is a true representation of the original, it can be considered a reproduction or qualify as an original document. With AACRAO's approval to accept fax copies as official documents, it is recommended that institutions review their policies with consideration to use fax technology for improving the delivery of services. Idaho State University will accept fax documents as official provided they meet the following institutional guidelines:

1. Confidentiality
 - a. Official faxed documents will comply with FERPA laws and will be considered confidential.
2. Location
 - a. Fax machine must stay in a secured location, away from the general public.
3. Staff Training Will Include
 - a. Distribution of the official fax policy
 - b. Operation of the machine
 - c. Responsibilities of the operator
 - d. Security issues
 - e. Distribution of documents received
 - f. Document authentication
 - g. Confidential handling
4. Outgoing Official Faxes.

Will be processed by the transcript clerk and will include the following:

 - a. Cover Sheet
 - i. Name of institution sending fax
 - ii. Name, fax number, and telephone number of the sender
 - iii. Name and Student ID number for the student
 - iv. Description of the document being faxed
 - v. Number of pages
 - vi. Name of institution receiving fax
 - vii. Name, fax number, and telephone number of the receiver

- b. Fees
 - i. \$5.00 for an official transcript to be faxed
 - ii. \$10.00 for an official transcript to be faxed and mailed
 - iii. \$10.00 for an official transcript to be faxed immediately
 - iv. \$15.00 for an official transcript to be faxed and mailed immediately

- 5. Incoming Official Faxes
 - a. Receiving official faxed documents will be restricted to the Registration, and Admissions office staff.
 - b. Official faxed documents will follow the same deadlines as mailed documents, including deadlines and rules for document processing.
 - c. The header line will include the institution and office name, fax number, the date and time of the transmission, and the number of pages. If a cover sheet is included, the recipient will verify that the information matches the header line.
 - d. To facilitate the receipt of faxes our staff will follow up by contacting the sending institution and/or requesting re-submission of documents which are:
 - i. Incomplete
 - ii. Not readable
 - iii. Contain discrepancies
 - iv. Need verification of sender
 - v. Determine if sender's fax machine is secure
 - e. Official faxes must be date-stamped, entered on the login sheet kept next to the fax machine, and routed to the appropriate staff.

The Idaho State University policy for accepting faxed educational documents as official will enhance the delivery of services to students helping make their transition to ISU a smooth one. It is officially endorsed as a viable option and should be fully utilized!

Ross Ruchti
Director of Registration/Records



Idaho State University

OFFICIAL/UNOFFICIAL FAXED DOCUMENTS

Document	Official/Unofficial
Application for Admission	Official
Application for Scholarship	Official
Correspondence	Official
Credit Card Authorization	Official
FERPA Request Release	Official
Financial Aid Application	Official
Financial Aid Transcript	Official
Financial Statement (Foreign Student)	Official
Foreign Transcript	Unofficial
Good Student Discount	Official
Housing Application	Official
Immunization Information	Official
Institutional Documents	Official
Letter of Degree Completion	Official
Letter of Good Standing	Official
Letter of Intent to Enroll	Official
Letter of Recommendation	Official
Letter of Verification	Official
Military Document (Early Release Form)	Unofficial
Orientation Application	Official
PC Fax	Official
Signature	Official
Test Scores (AP, CLEP, ACT/SAT, IB)	Unofficial
Third-Party Documents	Unofficial
Transcripts (High School and College)	Official
Transcript Request	Official



OFFICIAL FACSIMILE TRANSMISSION

IDAHO STATE UNIVERSITY
Office of Registration and Records
Campus Box 8196
Pocatello, ID 83209
Telephone (208)282-2661
Fax (208)282-4231

TO:

Name: _____

Institution: _____

Telephone Number: _____ Fax Number: _____

FROM:

Date: _____ Number of Pages (+ Cover): _____

Name: Laree Harvey Telephone Number: (208) 282-2919

Description: _____

Students Name: _____

Students ID #: _____

Comments: _____
