

Entering records requests on Zangle “Records Access” log:

Effective immediately, we are required to use the Zangle "Records Access" application to log all student records requests.

Please be aware that all prior year request/information (from SASI; previously on the conference screen) was converted onto the "Visits Maintenance" application on Zangle, however starting with this school year all records requests; i.e. Cum's, Transcripts, etc, must be logged using the "Records Access" on Zangle.

Record Access Type Codes

Table zrcdlogtype

Rcdlogtypec	Descript
ADV	Advocate
RS	Registrar Send Cum
RR	Registrar Receive Cum
CO	Counselor
GRD	Guardian
SD	Other School/District
PRNT	Parent
PO	Probation Officer
SW	Social Worker
UC	University/College
O	Other

Document Type codes

Table zdoctype

Doctypec	Descript
CR	Cumulative Record
transcript	Transcript
Atnd_Abs	Attendance Letter - Absences
Atnd_Favrb	Attendance Letter - Favorable
Atnd_Trdy	Attendance Letter - Tardy
disp_1	Disciplinary Letter #1
TS130	EDI Student Record (TS130)
eligapren	Eligibility approval letter
eligdenen	Eligibility denial letter
Trip_Perm	Field Trip Permission Slip
iep_3	IEP renewal notice
M	Meeting Notification
Nlet	Notification Letter
PTC	Parent Teacher Conference
	<Unset>

Document Delivery codes

Table zdochow

Dochowc	Descript
UM	US Mail
HD	Hand delivered
SS	Sent home with student
EM	e-mail
SE	EDI (SPEEDE/EXPRESS)
FX	Federal Express
-	<Unset>