

Appendix E: IRSJA Transcript Portal File, Folder, Header, Footer Conventions

ISSUE	CONVENTION	COMMENT
Font	Calibri	Convert as new documents created and existing documents utilized. Calibri is available in Word or at www.freefonts.com and other sites.
Names	Last, (nee), first (or first initial).	Use legal name. Avoid nicknames.
Dates	Full year, month, day.	Example: 2023.02.09. Utilize 0s in single digit months and days to support computerized sequential filing, so that 02 will file before 12 and 09 will file before 19.
Headers/Headings	Date, title. Optional: Draft #/Revision #.	2024.05.17 CONVENTIONS: AUTOMATED RECORDS, TRANSCRIPT, TRAINING MANUAL IRSJA. Date using date (by convention), title. If use IRSJA, put last in title.
Footers	Date, author or origin name, revision date, revisor name.	1985.05.08.CBates.Revised 2023.05.29.MBlake.
Individual transcript folders On 2024-2025 Transcript Portal	Admissions Agreements Colloquia Communications Consultations(s) Diploma Exams Local Training Seminar Personal Statement Propaedeuticum Exams Review Committee Transcript	
Labels on files to upload	Date(by convention), Candidate last name and initial in sentence case, Item name in caps.	2024.02.08 Rigby, E. REVIEW COMMITTEE FEEDBACK

2023. Approved Training Committee. Revised 2024 MBlake.